

How to upload a video to YouTube

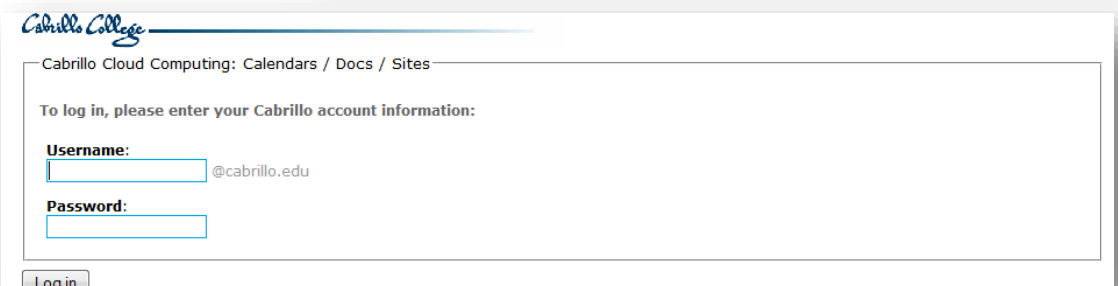
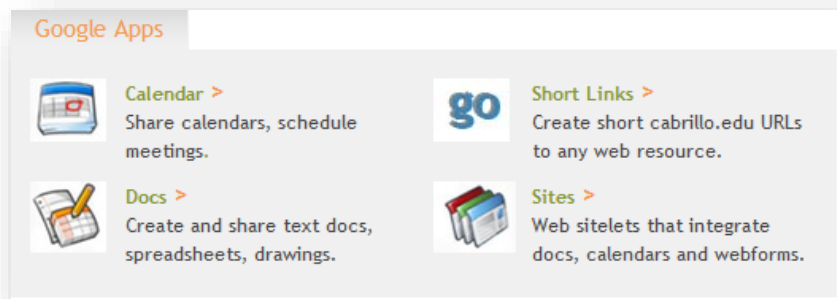
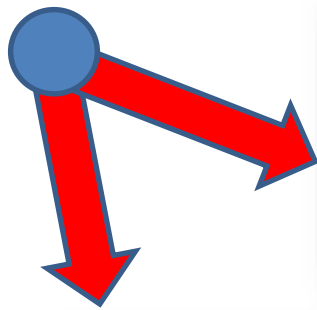
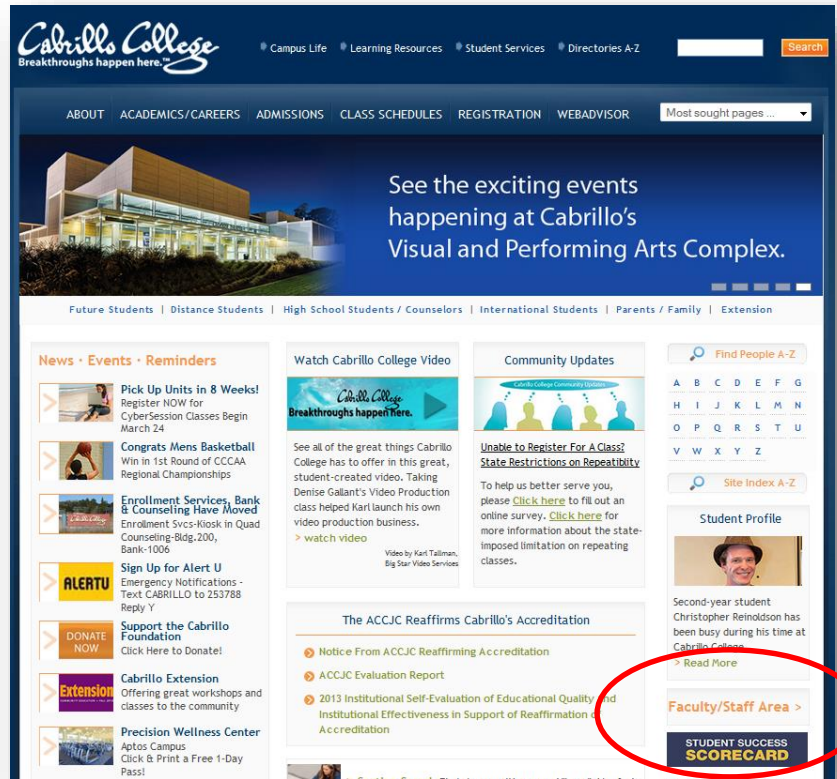
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1. Start at the Cabrillo Home Page. Click on the lower right side where it says:

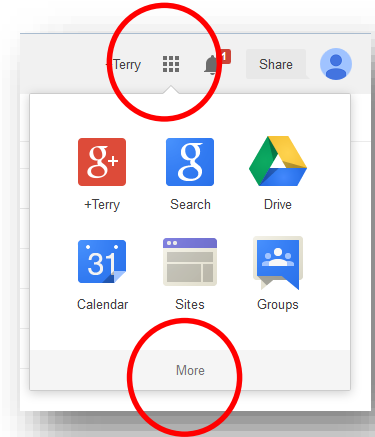
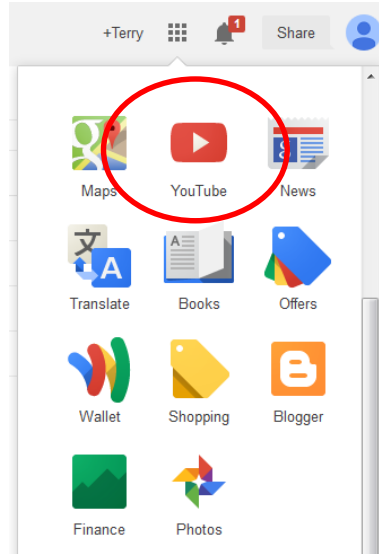
Faculty/Staff Area >

Cabrillo has a Google-Apps account which means you can use your Cabrillo email and password to sign in. WooHoo!

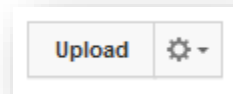
2. Locate the **Google Apps** tab on the lower right of the screen and click on **Docs >** link. This action will take you to the log in page. Log into your Cabrillo account.



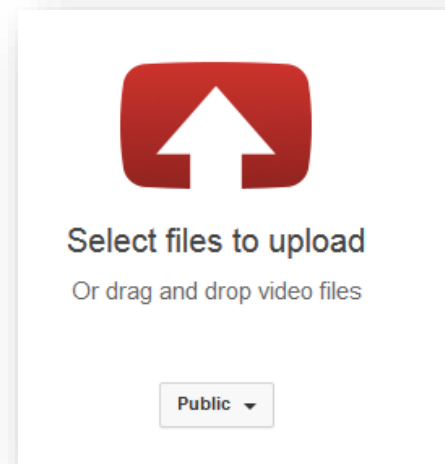
3. You are now in Google Drive. Click the icon on the top right that looks like 9 squares to display the apps. If Youtube does not appear, click the More at the bottom. You should now see the YouTube icon. Click the icon.



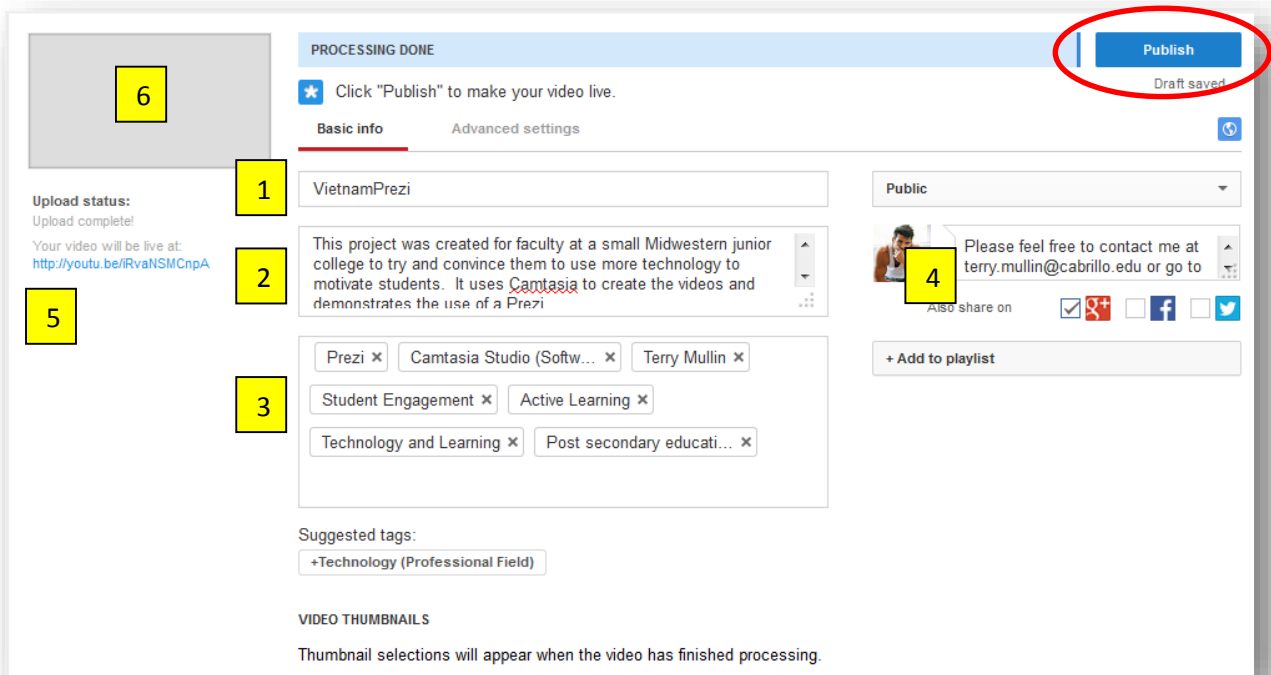
4. The screen you now are seeing is called your DASHBOARD. To add your video, click the Upload button on the top right which will take you to a new screen.



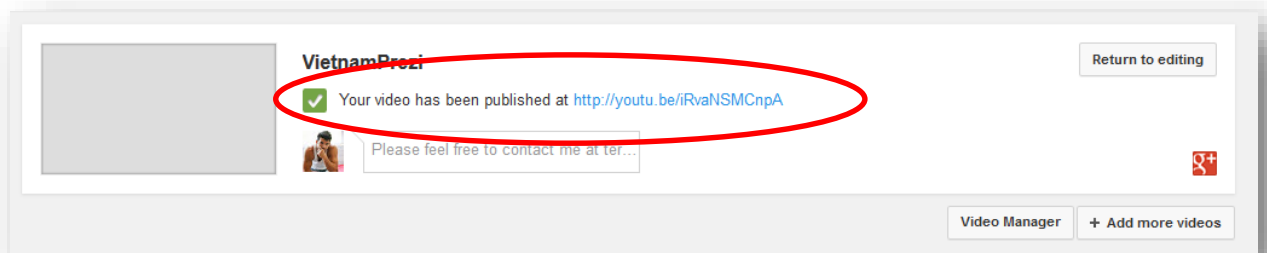
5. Click the large red and white icon to go to your computer to select the file to upload. Use the down arrow below the icon to set who can view your video. If you make it pulic, everyone can see the video. If you make it private, you can enter in those that you want to give access. Unlisted means *you* will know that your video is out there but if a person does not have the exact address, they will not be able to search for it or find it by accident.



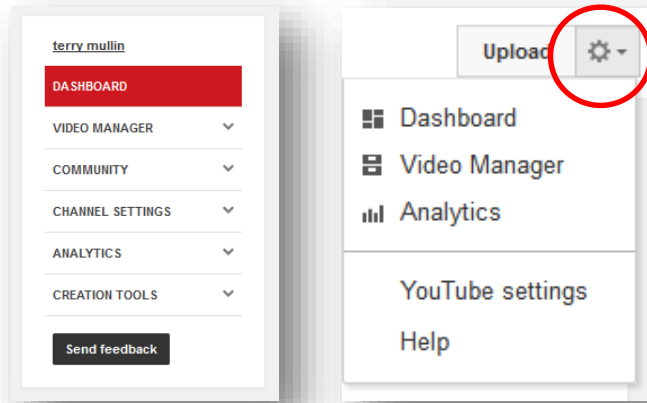
- Once you have clicked the upload button and selected your file and hit enter, the computer will upload that file and this screen will appear. At this point in time, you can 1. name your video, 2. add a synopsis of your video, 3. include search terms so search engines can find your video, 4. a message for the viewer, 5. see the location of where the video will be available, 6. see a small frame from your opening video once the uploading is complete. Click the Publish button in the upper right corner to finalize the process. NOTE: You can always go back and edit these options.



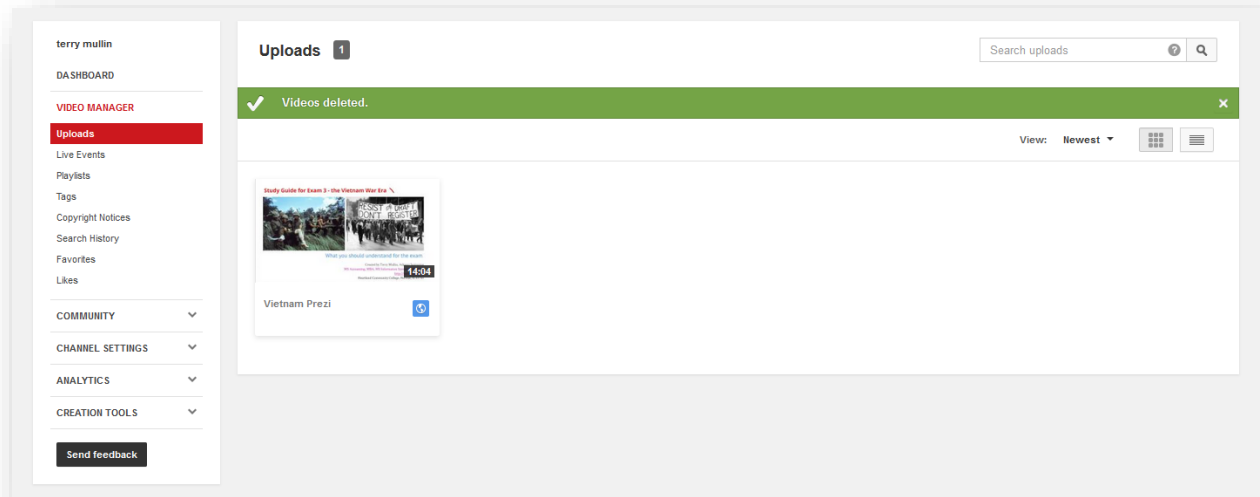
- When your video has finished uploading, you will see verification that the video has uploaded and the hyperlink that it can be accessed. This url is your **permanent address** for this video. (Note: If you do not want to allow students to see a video after the semester ends, you can copy the video in the Video Manager area which gives you a new address and delete the old video so the address students have will no longer work.)



8. When you want to change or otherwise organize your videos at YouTube, go back to the Video Manager. You can either click “Video Manager” from the menu on the left or click the down arrow on the right of the upload button on the top right.



9. Once you are at your Video Manager screen, you can delete videos, change settings and more. And of course, you can always contact my buddy Tommy Lightfoot in the Teaching and Learning Center, @ 5030 to help you with more options or specific problems. He’s the best!



Hope this handout helps you. Terry