

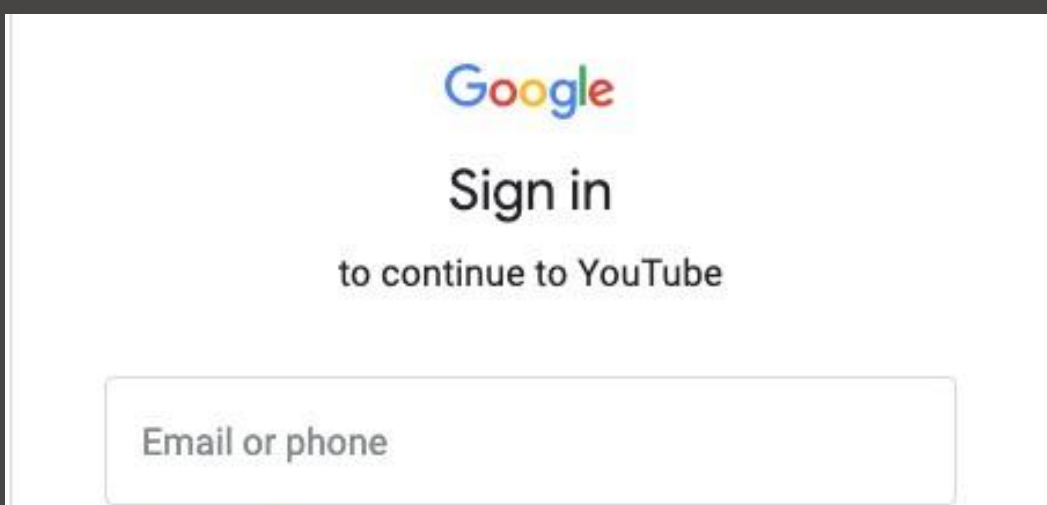


# VIDEO UPLOAD GUIDE

COLLEGE of ARTS  
UNIVERSITY  
of GUELPH

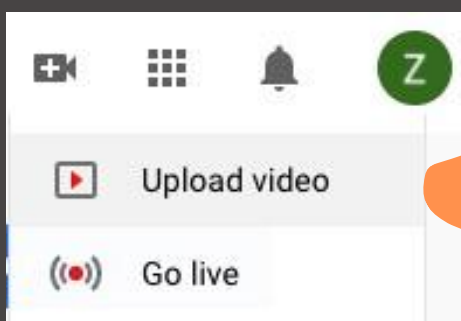
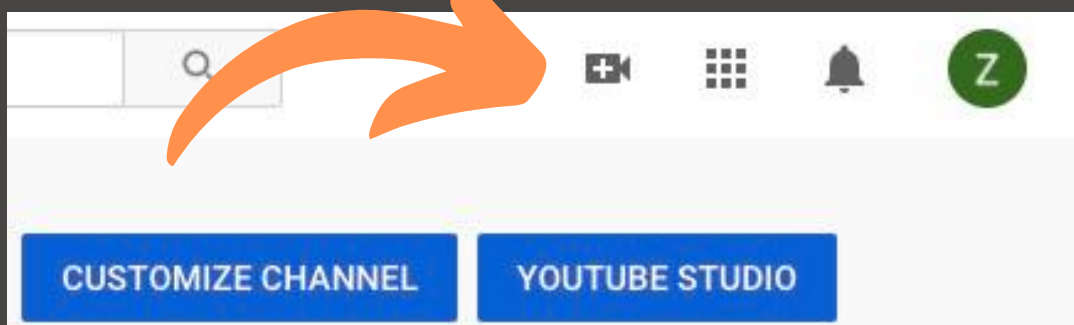
1

[Click Here to Create a Channel](#)



2

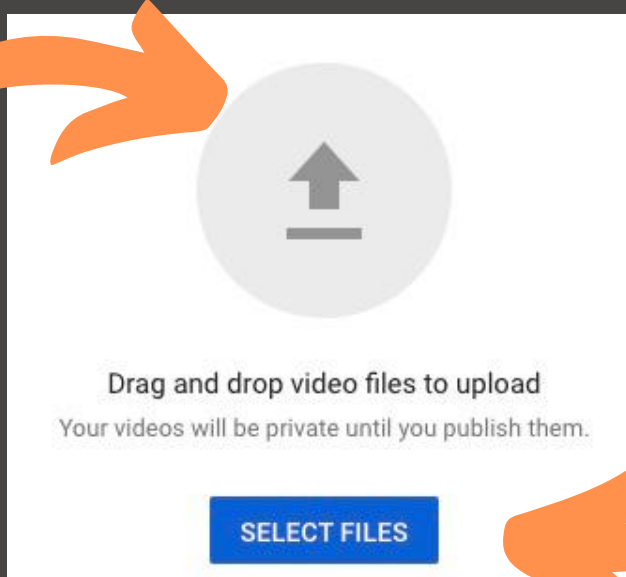
Uploading a Prerecorded Video



3

Insert the Video !

Method #1:  
Drag & Drop



Method #2:  
Select File

4

Add the Details

Add  
appropriate  
title and  
description !

**Details**

Title (required)  
Sample Video

Description ?  
Add description here!

5

## Choose the Audience

Choose **NO** otherwise **Comments** will be disabled!

### Audience

#### Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

- ☐ Yes, it's made for kids
- ☒ No, it's not made for kids

✓ Age restriction (advanced)

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## Enabling Closed Captions

Navigate to "More Options" and left click :

### MORE OPTIONS

Paid promotion, tags, subtitles, and more

Choose language and CC will be autogenerated

### Language, subtitles, and closed captions (CC)

Select your video's language and, if needed, a caption certification

Video language

Select

Caption certification ?

None

7

## Video Visibility

In the top Nav-Bar, navigate to "Visibility"

Sample Video

Saved as draft

Details

Video elements

Visibility

### Visibility

Choose when to publish and who can see your video

#### ☒ Save or publish

Make your video **public**, **unlisted**, or **private**

#### ☐ Private

Only you and people you choose can watch your video

#### ☐ Unlisted

Anyone with the video link can watch your video

#### ☐ Public

Everyone can watch your video

☐ Set as instant Premiere ?

#### ☐ Schedule

Select a date to make your video **public**

Choose when to publish and who can see your video !

Private - only you can see it

Unlisted - only those with a link can view the video

Public - everyone on

youtube can watch the video

Schedule - set a date to

make the video available

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## Save and Share !

Once the video has finished processing, click on the save button

Sample Video

Video link

[https://youtu.be/dbeVE-QB\\_oM](https://youtu.be/dbeVE-QB_oM)



BACK

SAVE

Copy the link and share it with students in Courselink