INSTRUCTOR GUIDE:

UTC Learn
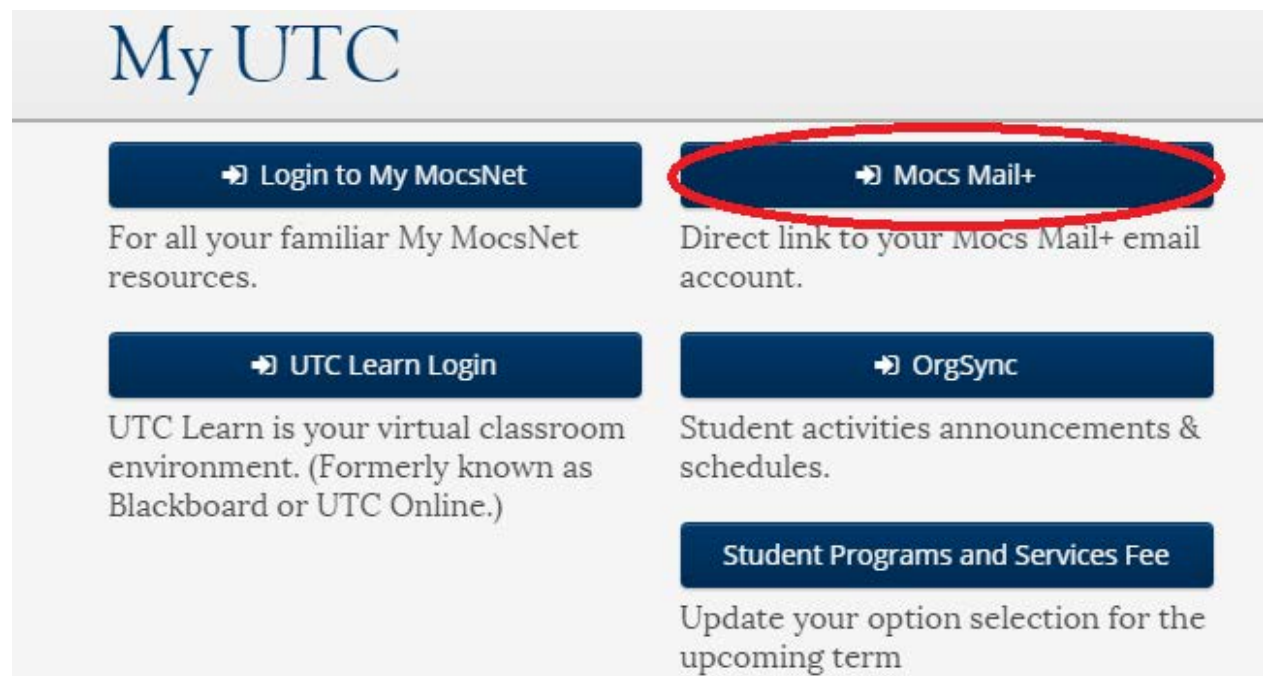
http://www.utc.edu/learn/

SHARING VIDEOS IN YOUTUBE

YouTube: Instructor Guide

Before you begin, you WILL need an @mocs.utc.edu email to setup a YouTube channel. This is not the same as your Outlook email. It is the same type of email that students have. You can obtain one, for free, by contacting the Solutions Center (ext. 4000) and requesting one.

How to Set Up a YouTube Account:

1. Open a web browser (Safari, Chrome, or Firefox are preferred) and go to www.utc.edu. Login to your MyMocsNet portal with your UTCID and Password.
2. Click on the Mocs Mail+ button.
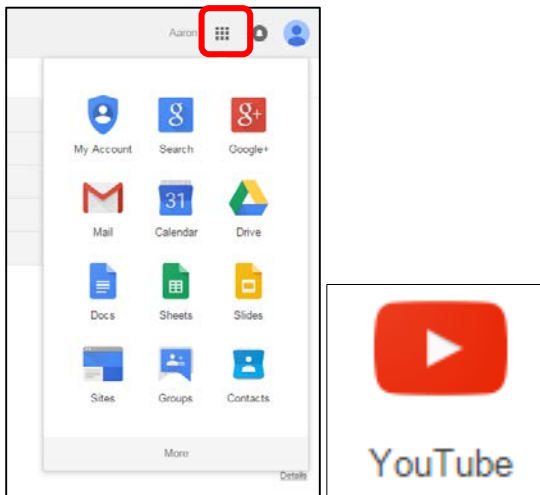3. It should take you to your Mocs Gmail account (abc123@mocs.utc.edu)

My UTC

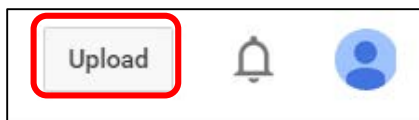|	
➡ Login to My MocsNet	➡ Mocs Mail+
For all your familiar My MocsNet resources.	Direct link to your Mocs Mail+ email account.
➡ UTC Learn Login	➡ OrgSync
UTC Learn is your virtual classroom environment. (Formerly known as Blackboard or UTC Online.)	Student activities announcements & schedules.
	Student Programs and Services Fee
	Update your option selection for the upcoming term

SHARING VIDEOS IN YOUTUBE

4. From your email page, click on the "Apps" box in the top right corner. A list of other options will pop up and you will need to select the "More" option at the bottom of the list, and select "YouTube" when you see the icon.

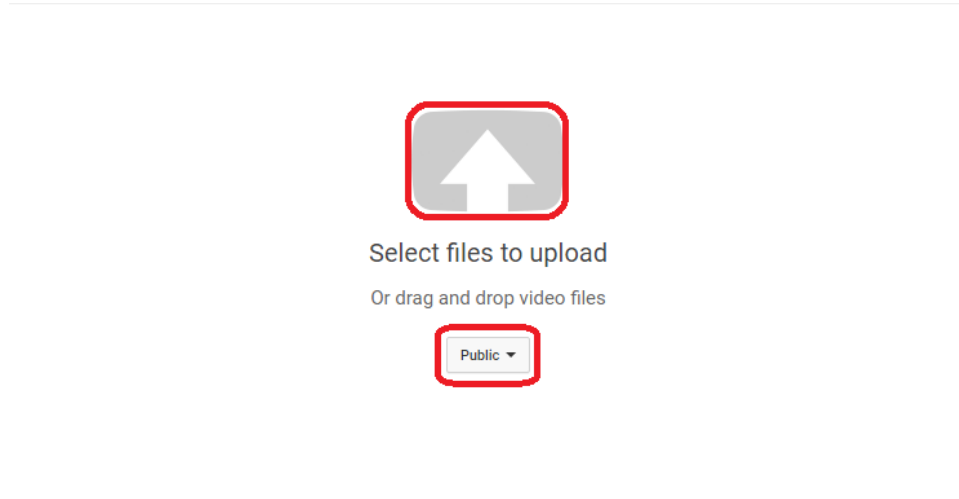<u>How to Upload a Video</u>

5. Once you are on the YouTube page, in the top right of the page, you will see a button marked "Upload"

Note: If you have not created a YouTube channel, you will be prompted to do so at this point.
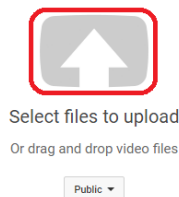
SHARING VIDEOS IN YOUTUBE

6. On this screen, you must first select the type of security you want on your video. There are three options:

    a. "Public": Anyone can view the video.
    b. "Unlisted": Anyone who has the link to the video can view it. Your unlisted videos will not appear to others who visit the Videos tab of your channel page and shouldn't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.
    c. "Private": The video can only be seen by you and the users you select. The video will not appear on your channel or search results and will be invisible to other users.
    d. We recommend selecting "Unlisted". This way you can share the link of the video with your class and no one else. You also will be able to manage the video in the future.
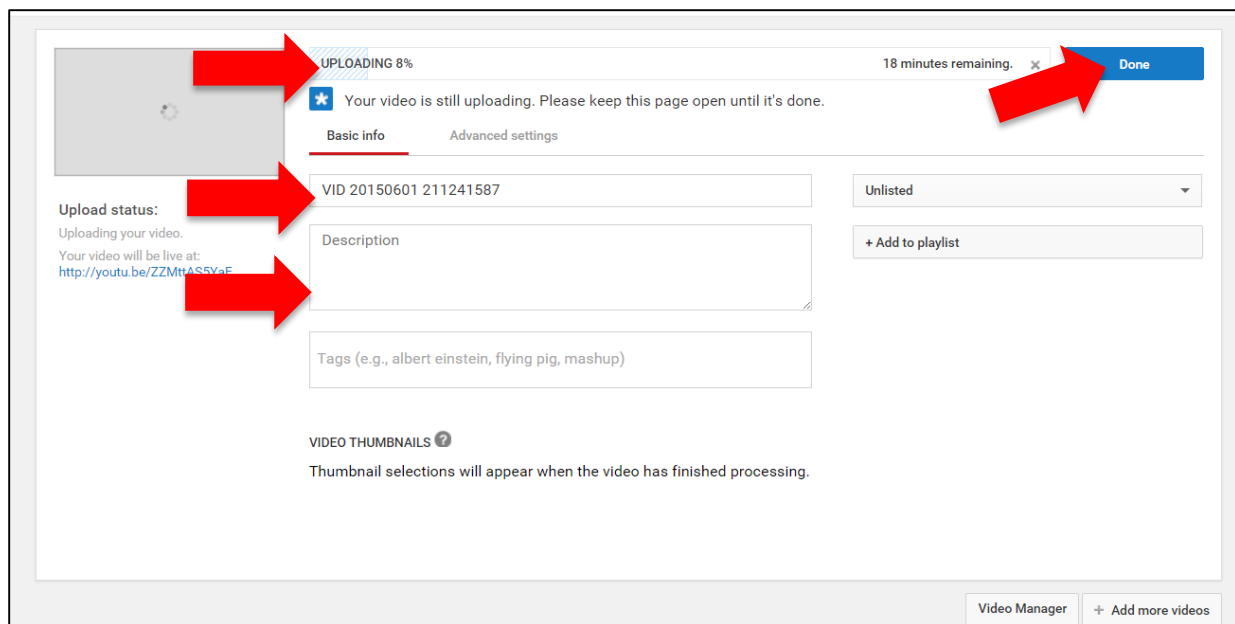
7. Now, you can select files to upload by hovering over the "Up Arrow" and selecting the file from your computer.

SHARING VIDEOS IN YOUTUBE

8. Once you have selected the video file you want to upload, you will be directed to a video management page that shows the video upload status, the privacy, the title of the video, and a description of the video. Keep this window open until the video is fully uploaded and finished processing!

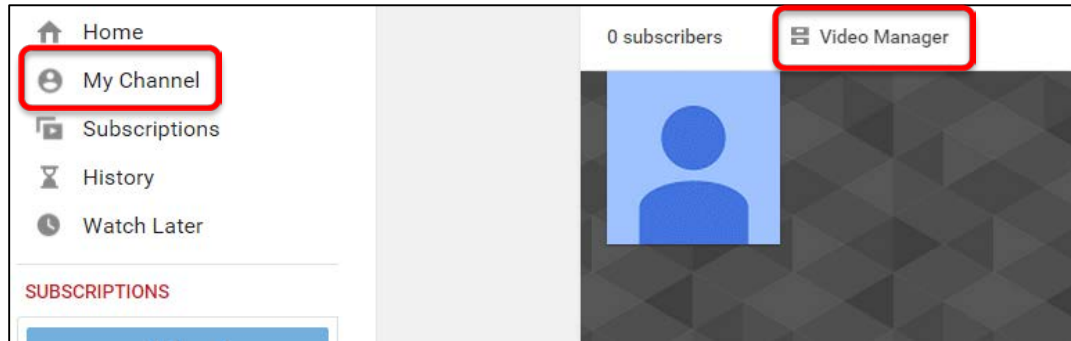9. After your video has completely uploaded, select the "Done" button.

10. Once your video is uploaded, your next step would be to caption your video. Click on this link for instructions on how to caption your video.
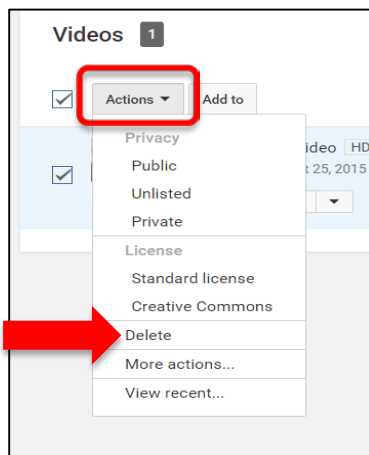
INSTRUCTOR GUIDE:

UTC Learn

http://www.utc.edu/learn/

SHARING VIDEOS IN YOUTUBE

To access your video in the future, log back in to your Mocs Mail email account. Click on the "My Channel" link on the left of the page and then click on "Video Manager"

If you would like to delete your video from YouTube, select the box next to your video, and under the drop down box labeled "Actions" select "Delete".

This tutorial shows you how to use your UTC MocsMail account to host a video on YouTube. Alternatively, you may also use your Personal Google Account to post videos following this same tutorial or by following Google's instructions here:
https://support.google.com/youtube/answer/57407?hl=en

6/7/2016