YOUTUBE TUTORIAL

Creating a Google Account (YouTube channel)

Go to http://www.youtube.com/. Click on "Sign in" in the upper-right corner.

If you or your office already use a Google Account (Gmail, Google+, YouTube, etc.), simply sign in using those credentials.

If you do not already use a Google Account, click on "CREATE AN ACCOUNT" in the upper-right corner. Follow the ensuing steps by entering your name, choosing a Google username, creating a password, and providing other necessary information.

Once you have successfully signed in, you will be directed to your YouTube homepage. This is the homepage for your YouTube channel. From here you can upload new videos, manage your existing videos, and subscribe to other YouTube channels to watch other videos.

Before uploading

In order to ensure that the content and format of the students' videos are relevant and appropriate, I recommend reserving the right to upload videos to your YouTube channel. Simply have students e-mail you the videos that they capture with their webcams or with their mobile devices in one of the supported formats listed below.

Students need not send their videos to the e-mail address associated with your Google Account; they may send them as attachments to your UCF e-mail address, and you can simply save the files to your computer for later uploading.

Once students have sent you their videos and you have saved the files to your computer, you may use your computer's video-editing software to trim the videos to the desired length before uploading them to your YouTube channel.

Editing students' videos will not likely present any copyright issues as far as YouTube is concerned, but it may be helpful to your office to draft a brief waiver informing students that their videos may be trimmed or reformatted if they do not already fit the specific needs of your office.

How to upload videos

To upload a new video, click on "Upload," located to the right of the search box at the top of your YouTube homepage. Click on "Select files to upload" and select the video(s) that you would like to upload from your computer. (To upload multiple files at once, press Ctrl when selecting individual files.)

Once the upload is completed, you will receive an e-mail to notify you that your video has finished uploading and processing. If you prefer not to receive such notifications, however, you may opt out by changing your e-mail settings.

Supported YouTube file formats

Make sure that students submit their videos in one of the following formats:

- .MOV

- .MPEG4
- .AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM

"Sharing" your YouTube channel

The videos posted to your YouTube channel will be publicly available by default. Users may find your channel on YouTube if they have the e-mail address associated with your Google Account. You may also post a link to your YouTube channel (e.g., on your office website) by completing the following steps:

- From your YouTube homepage, click on your name at the top of the left sidebar.
- Copy and paste the URL from this page to post a link to your YouTube channel.

You may also see how your YouTube channel looks to other users (i.e., the public) by completing the following steps:

- From your YouTube homepage, click on your name at the top of the left sidebar.
- Click on "View as public," located near the upper-right corner below the "Upload" button.

Information for students

Since you will be uploading the students' videos to your YouTube channel yourself, there will be little need to provide students with explicit instructions for doing so. If any are interested, however, point them to http://www.youtube.com/upload, where YouTube has provided comprehensive yet simple tutorials for uploading, troubleshooting, and more. (Incidentally, these resources may prove helpful to *you* should you run into any problems along the way.)

Students who record their videos using a webcam can simply attach the video file to an e-mail and send it to you. However, since you anticipate that many students will capture their videos using any variety of mobile devices, more specific instructions for how to use those devices to send you their videos may be helpful.

For students using an Android device:

- Slide open the application drawer from your home screen. Scroll down and tap "Gallery."
- Tap "All Videos," then tap and hold the video you wish to send.
- Select "Share" from the menu that appears to attach the video to a new e-mail message.

For students using an iOS device:

- To attach a video from within the Mail app, tap and hold to bring up the standard "Select, Select All, Paste" option. Tap the right arrow.
- Select "Insert Photo or Video." You will then see your Camera Roll and Photo Stream, allowing you to select the video you would like to attach to the e-mail.

- Alternatively, you may send the video directly from your Camera Roll. Simply select the video you wish to send, tap the action icon, and select "Mail" to attach the video to a new e-mail message.