

# YouTube Upload Instructions for Lightboard Videos

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This is a guide to uploading and doing very basic video editing of lightboard videos made in the mathematics department lightboard studio.<sup>1</sup>Note however that YouTube only allows fairly basic video editing; primarily just the ability to crop parts of video. Part one is a very indepth step-by-step guide on how to do everything from logging into the correct YouTube account, to cropping parts of your video and sharing it with students. Part two is a very succinct summary for those that are familiar with the process and only need the very bare minimum of information to proceed.

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<sup>1</sup>This guide is accurate as of 2019, however it may require updating due to YouTube studio changes pending litigation unrelated to anything in this guide

## Part I

# In-Depth Tutorial: Step by Step process from Start to Finish

## 1 Logging Into YouTube

The UF Xronos team has its own dedicated YouTube channel. You can log into this channel using the associated Google Account with the following credentials: (Note: Capitalization is important for the password)

**Username:** XronosUF@GMail.com

**Password:** XronosUF2016

When you initially log into YouTube it may show your channel and, specifically, your "videos". This video list *should be empty*. This is because all our videos are unlisted, which we will cover later in the guide on how to configure the video.

## 2 Uploading Video

If you have followed the guide on how to use the lightboard, you should already have a video file awaiting upload. For the purposes of this guide we will assume the video is called "Test Video File".

When you log into YouTube using the credentials above, there should be a bar along the top with a camera icon with a + sign inside it, which (when you hover over it) says "create a video or post" as in Figure 1.



Figure 1: YouTube upload video button. Alternatively you can click the far right orange button in the picture which will bring up a menu, under which you can click the "YouTube Studio" and then "Upload Video" button in the center of the screen.

Once you have clicked the “upload video” button, you should now see something like Figure 2. Upload your file either by dragging and dropping the video file to the big center arrow, or by clicking the “select file” button and navigating to your video.

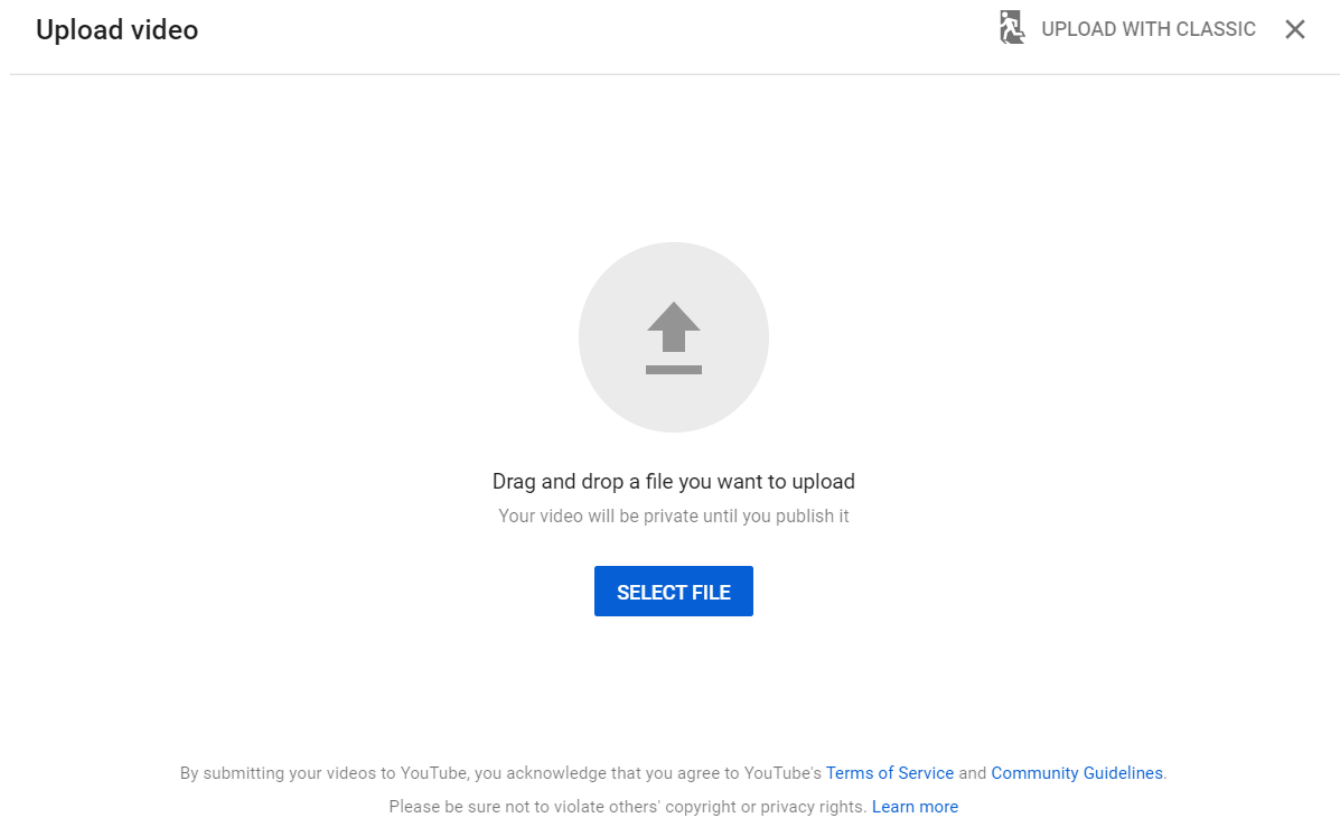




Figure 2: This is what you should see when you hit the upload video button. You can either drag your video to the middle of the box, or click the “Select File” button and navigate to wherever you have saved your file.

### 3 Configuring The Video On Upload

Once you have started the upload process a box will pop up to guide you through the process of configuring the video settings. You can keep most of these settings as they are, but some of them are *very* important to set correctly.

The first thing you need to set is the title and description of your video. These should reflect what your video is about, as these are the things that your students will see when they first load the video. These are also the settings that are the first to pop up when you are configuring the new uploaded video. Immediately after you drag and drop (or select) the video for upload you should see something like Figure 3:

Upload video

Saving draft...  

1 Details

2 Video elements

3 Visibility

Details


Title (required)

The name of your video goes here. For Example: "Integral By Parts Solution Example One"

Description ?

This is where you would put the description for your video. For Example:  
  
This video gives a comprehensive guide on how to solve an integral by parts problem, including how to identify that IBP is needed, how to set up IBP and how to do multiple IBP steps utilizing the Tabular Method.  
Problem Author: Smarty McSmart-Pants.  
Presenter: Smarter McSmart-Pants

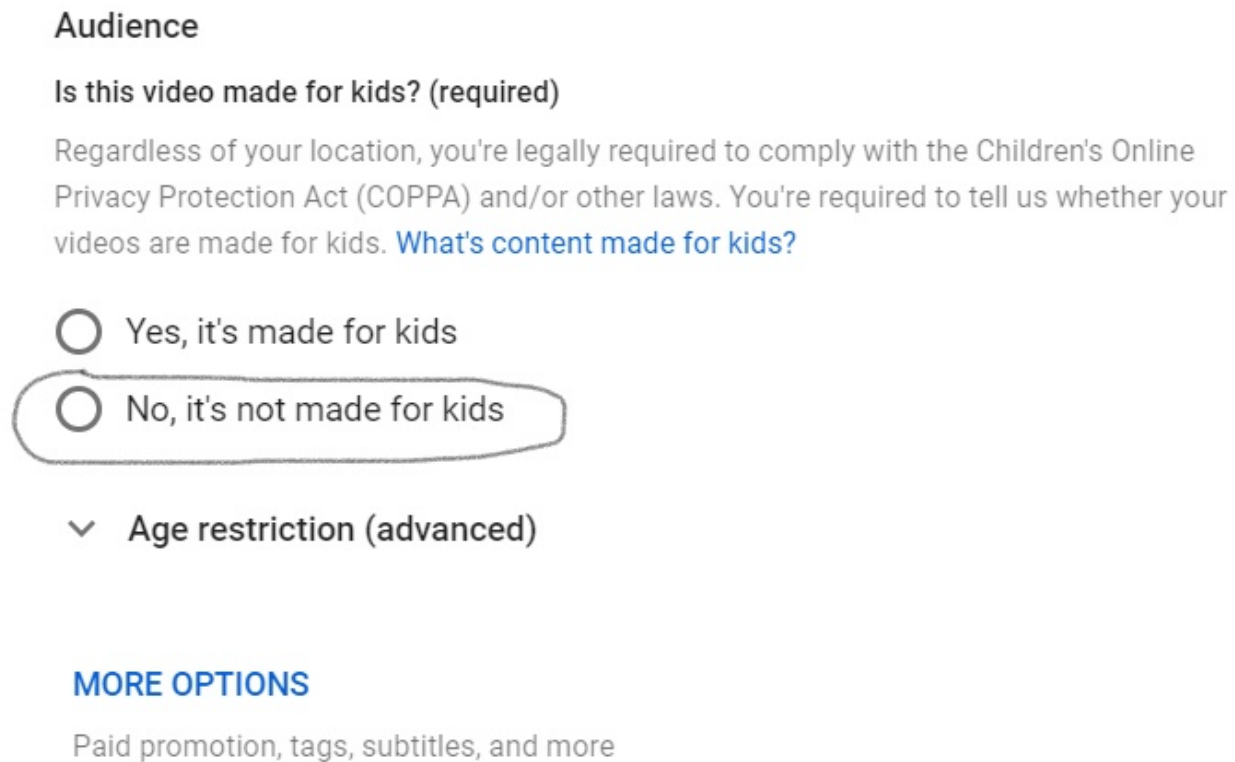
Processing video...

Video link  
<https://youtu.be/QOzQ9tXYAQE> 

Filename  
2019-10-03 15-34-08.mkv

Figure 3: This should be the first box to pop up after you start the upload process of your video. You want to fill in the title and description. The fields are indicated in the picture, along with an example for each.

Once you have set a title and a description, you should scroll down until you see something like Figure 4. It is *very important* that you tag your video as “Not made for kids” (In this context “kids” is those below the age of 13, and this is a legal distinction, not a comment on if you content can be understood by those under 13.)



**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)**

**MORE OPTIONS**

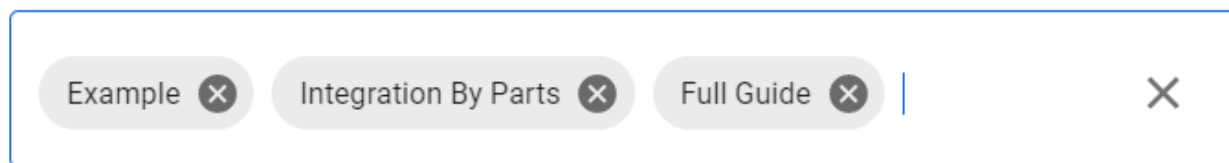
Paid promotion, tags, subtitles, and more

Figure 4: Make sure to indicate your video is not made for kids. This is for those that are specifically aiming their video content to be targeted toward those under the age of 13, and comes with all kinds of restrictions, technological challenges, and difficulties that will almost certainly make the video inaccessible to a significant number of students.

As can be seen in Figure 4, there may be a “More Options” button, or (depending on changes) you may simply be able to continue scrolling down until you see a sections on tags. It is strongly recommended you include relevant tags for your content here in order to help students find and understand the scope of the intended video. Take a look at Figure 5 for an example of what we might choose as tags for our example.

## Tags

Tags can be helpful for common misspellings. Your video's title, description, and other factors are more important in helping viewers find your video.

A screenshot of a video tagging interface. It features a light gray rounded rectangular box with a blue border. Inside the box, there are three gray pill-shaped tags with white text and a small 'x' icon for removal: 'Example', 'Integration By Parts', and 'Full Guide'. A vertical blue line is positioned to the right of the 'Full Guide' tag. At the far right of the box is a large gray 'x' icon for clearing all tags.

Enter a comma after each tag

Figure 5: Since this is a guide and example problem for IBP, we tagged our video with “Example”, “Integration By Parts”, and “Full Guide”.

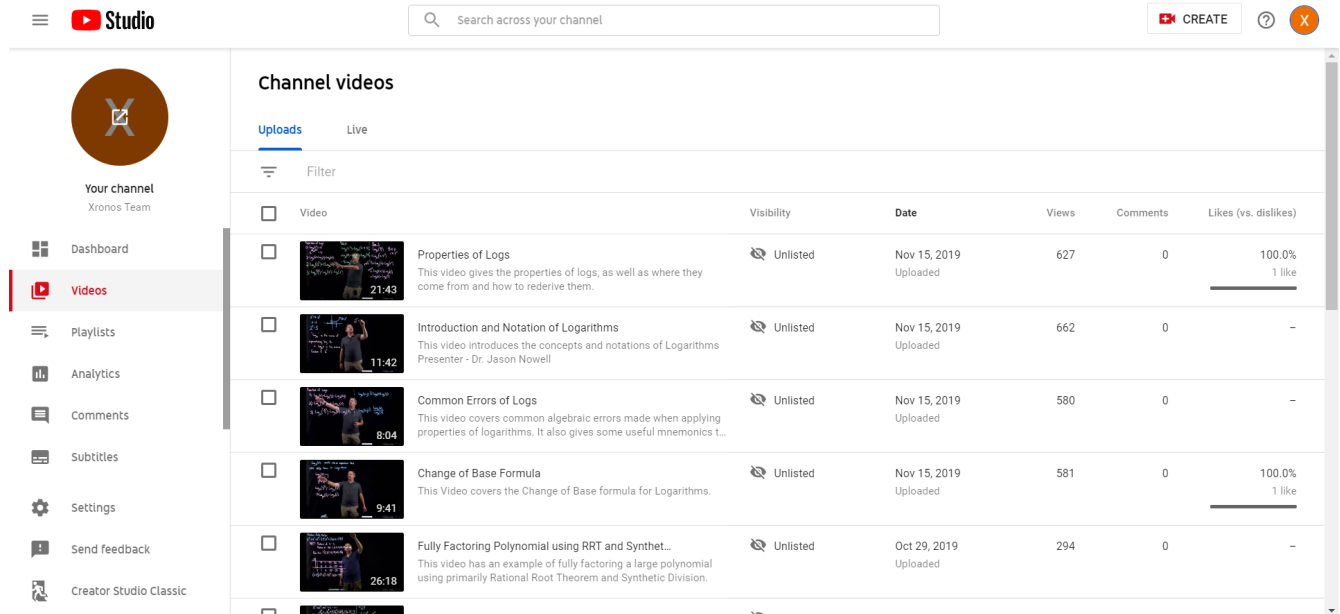
Finally, to “Publish” your video you will want to go to the last tab “Visibility” and select the “Unlisted” option, as you can see in Figure 6. Note that, although you are publishing the video nobody will have access to it without your direct link, so you can publish it before you have edited the video (and in fact, you need to). So if you need to edit the video, don’t worry, you will do that after this step.

The screenshot shows the 'Visibility' tab in the YouTube upload process. At the top, there are three tabs: 'Details', 'Video elements', and '3 Visibility'. The 'Visibility' tab is active. Below the tabs, the heading 'Visibility' is followed by the instruction 'Choose when to publish and who can see your video'. A section titled 'Publish now' with an upward arrow contains the text 'Publish your video as soon as it's finished processing'. Below this, there are three radio button options: 'Public' (with the description 'Everyone can see your video'), 'Unlisted' (with the description 'Anyone with the video link can see your video'), and 'Private' (with the description 'Only you and people you choose can see your video'). A checkbox labeled 'Set as instant Premiere' with a help icon is also present. The 'Private' option is circled in blue.

Figure 6: Make sure to select the “Unlisted” option. You may have to hit the arrow next to the “Publish Now” option to be able to see the unlisted option first. We don’t need to do anything in the “Video Elements” section, so you can skip this section of the upload configuration section.

## 4 How To Crop Video

Once you have finished uploading a video you should be brought to the YouTube Studio Video page. This page lists all videos that have been uploaded to the YouTube channel (included everyone elses videos!) You should see something like Figure 7



The screenshot displays the YouTube Studio interface. On the left, a sidebar contains navigation links: Dashboard, Videos (highlighted), Playlists, Analytics, Comments, Subtitles, Settings, Send feedback, and Creator Studio Classic. The main content area is titled 'Channel videos' and has tabs for 'Uploads' and 'Live'. Below these tabs is a 'Filter' button. A table lists the channel's videos:











Video	Visibility	Date	Views	Comments	Likes (vs. dislikes)
<input type="checkbox"/>  <b>Properties of Logs</b> This video gives the properties of logs, as well as where they come from and how to rederive them. 21:43	 Unlisted	Nov 15, 2019 Uploaded	627	0	100.0% 1 like
<input type="checkbox"/>  <b>Introduction and Notation of Logarithms</b> This video introduces the concepts and notations of Logarithms Presenter - Dr. Jason Nowell 11:42	 Unlisted	Nov 15, 2019 Uploaded	662	0	-
<input type="checkbox"/>  <b>Common Errors of Logs</b> This video covers common algebraic errors made when applying properties of logarithms. It also gives some useful mnemonics t... 8:04	 Unlisted	Nov 15, 2019 Uploaded	580	0	-
<input type="checkbox"/>  <b>Change of Base Formula</b> This Video covers the Change of Base formula for Logarithms. 9:41	 Unlisted	Nov 15, 2019 Uploaded	581	0	100.0% 1 like
<input type="checkbox"/>  <b>Fully Factoring Polynomial using RRT and Synthet...</b> This video has an example of fully factoring a large polynomial using primarily Rational Root Theorem and Synthetic Division. 26:18	 Unlisted	Oct 29, 2019 Uploaded	294	0	-

Figure 7: This is the YouTube Studio Video Homepage. If you don't load to this directly, you can access it video the top right orange button and going to YouTube Studio page, then clicking "Videos" on the far left as shown in this figure.

You want to click on your own video in order to load that video's settings and to be able to start the editing process.



Once you have clicked on your video the video settings summary page will load. It should look something like Figure 8. The areas circled in blue should already be set from earlier in our tutorial, but you should double check and make sure that they are configured correctly. In particular, make sure that it is set to “Not intended for Kids” and that the visibility is “Unlisted”. The red section is a new optional setting that lets you choose what students see when they see the video before hitting play (for example, what they see when the video is embedded in a Xronos page, before they start playing it). Finally the green circled content is the link directly to this video. You will need this link in order to embed and/or give the link directly to your students. Since the video is unlisted, there is no other way for anyone to access the video.

## Video details

Basic

More options

UNDO CHANGES

SAVE

Title (required) ?

Properties of Logs

Description ?

This video gives the properties of logs, as well as where they come from and how to rederive them.

Thumbnail

Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention.

Learn more

Upload thumbnail

Audience

Is this video made for kids?

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)

Tags

Lesson

Logarithms

Properties of Logs

Video link

<https://youtu.be/kftfvahCHps>

Filename

Properties of Logs.mkv

Visibility

Unlisted

Playlists

Select

Cards

End screen

Figure 8: Verify that all the settings are as intended before moving on to edit your video.

Now that you have verified all the settings you need for your video, along the far left hand side should be a vertical navigation bar; one option is “Editor”. You want to click this to bring up the editing page for your particular video, which should look something like Figure 9. The caption explains the various parts of interest on this page, but in particular you will want to press the “Trim” button to start the process of cropping your video to get rid of the beginning and tail sections of the video that you don’t want (when you are walking around the screen after hitting start recording at the computer, or on your way to hit end recording at the computer).

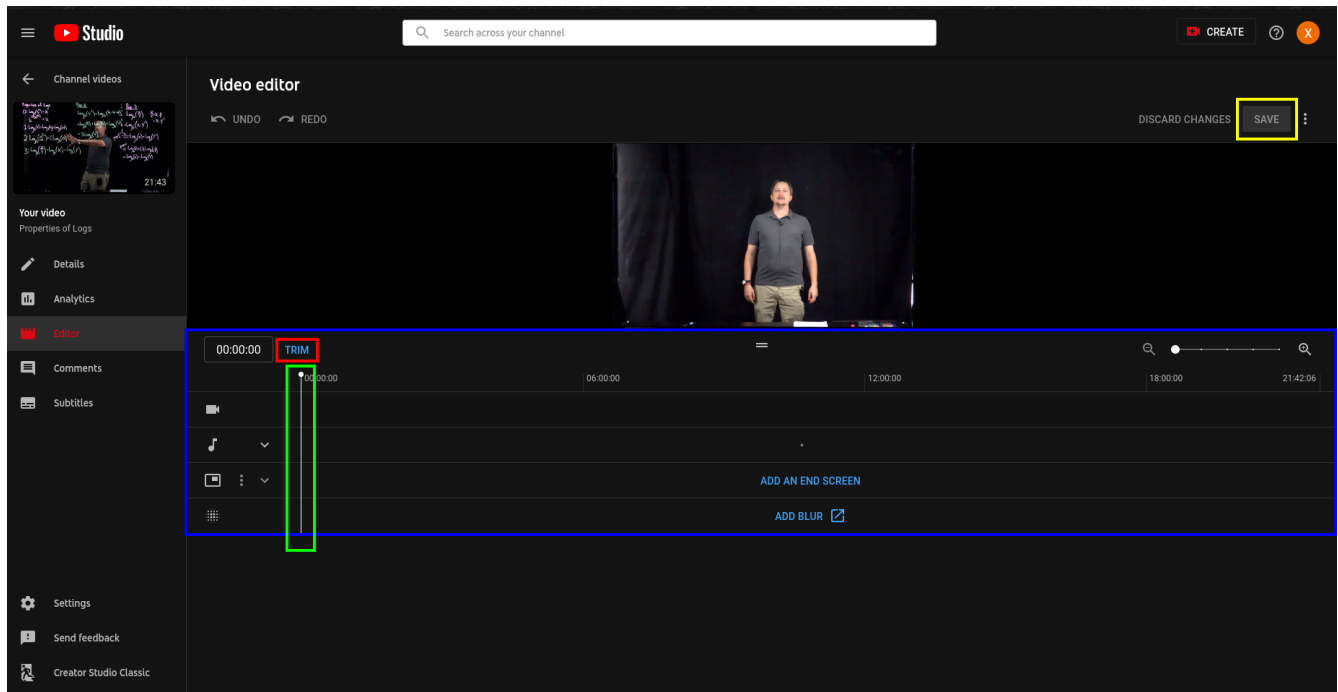


Figure 9: There are three things in particular that you will want to use while editing. The blue box is the general area you will be working in; this will show your crops and edits. The green box around the vertical bar shows where your current placement in the video is. Finally the red box is the “Trim” button which is what you will want to press to bring up the crop options.

Once you hit the “Trim” button you should see something like Figure 10 on your screen. Notice at the button that you should see the blue bar with “Split” as an option. If you click this button it will start a crop at the current timestamp, where your vertical white line is on the video progression bar (green box). Once you split the video you can then drag the progression bar to the right or left to cut out that segment of video. You will see what is cut out as it will appear grayed out, as in Figure 11

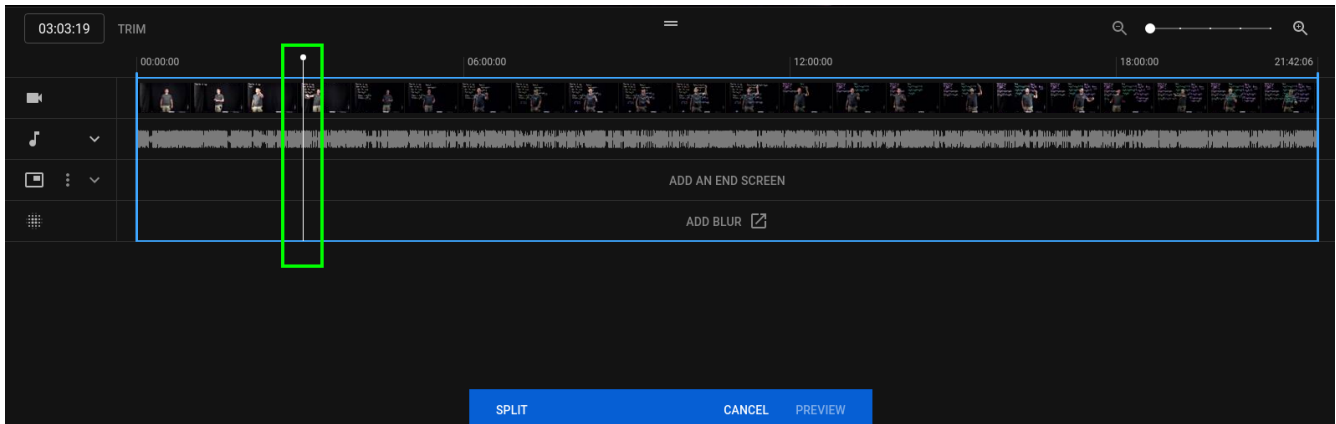


Figure 10: This is what it looks like when you have pressed the “Trim” button. Notice the “Split” button at the bottom in the blue bar; pressing this will cut the video at the current time mark (indicated by the progress line in the green box) and allow you to trim to the right or left of the video.

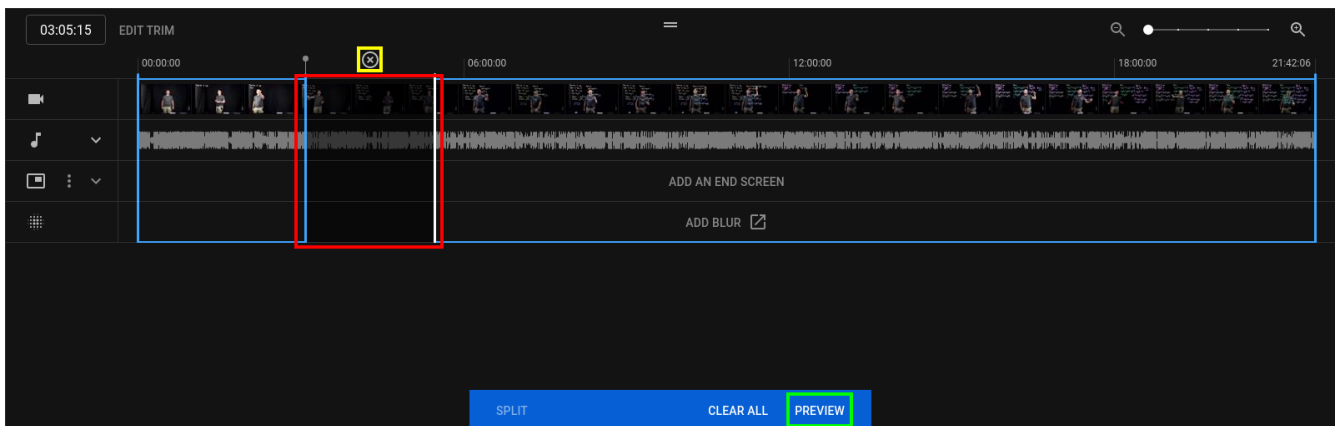


Figure 11: Notice that we have trimmed some of the video out here, which is indicated by the grayed out section of the video progression bar (Indicated by the red box). Moreover if you wish to remove this trimming you can do so by clicking the (X) button above the trimmed section (indicated by the yellow box.)

Keep in mind that you only want to use the split button once per trimmed section. You don’t want to try and split on either side of the trimmed section and then link them as the YouTube editor gets pretty confused by this. This means you should usually only need to activate the split section twice; once for the start and once for the end.

As a suggestion, it is usually easiest to navigate to the exact moment you want the video to start or stop, hit the split button there, and then drag the progress bar to the start (or end respectively) to trim off the beginning or end section of the video, rather than hitting the split button early and trying to drag it to the right location.

Finally, note that the video section in the middle of the screen is an active representation of the video, as it exists with current edits. This means that you can mouse over the video in the top-middle of the screen and hit play, and it will play, obeying all the trimmed content that you have removed, before you “save changes”. This means you can watch your video with all the cropping done (including any mid-video cropping you may want to do) and make sure that everything presents nicely before you commit to the saved results.

Once you have finished making all the edits you want to make for your video, you want to hit the “preview” button in the bottom blue box (green box in Figure 11). This will allow you to hit the “Save” button in the top

right above the video preview (Yellow box in Figure 9) to save your video. YouTube will take time to perform the edits and post the new video, at which point you can provide the link to your students (or embed it into Xronos) and your students will have access to to your new Lightboard Video!

## Part II

# Quick Guide: For Those Familiar with Most or All of the Process

This is intended for those that are tech savvy, or have already done this but need a quick reference/refreshers on what needs to be done. If you don't know anything about posting a video on YouTube, you should read the more comprehensive guide in [Part One](#). For Login info to access the Xronos YouTube video channel, see the section on [Logging On to YouTube](#).

## 5 Settings

The settings you want to set all included in the following picture. Note that it is *very* important to set the “Content Not Intended for Children” setting to ensure that embedding and access works.

The screenshot shows the YouTube 'Video details' settings page. The 'Basic' tab is selected. The following fields are highlighted with colored circles:

- Title (required):** Circled in blue. The text 'Properties of Logs' is entered.
- Description:** Circled in blue. The text 'This video gives the properties of logs, as well as where they come from and how to rederive them.' is entered.
- Thumbnail:** Circled in red. It shows a preview of the video thumbnail.
- Audience:** Circled in blue. The 'Is this video made for kids?' section has the option 'No, it's not made for kids' selected.
- Tags:** Circled in blue. The tags 'Lesson', 'Logarithms', and 'Properties of Logs' are entered.
- Video link:** Circled in green. The URL 'https://youtu.be/kttfvahCHps' is displayed.
- Visibility:** Circled in blue. The dropdown menu is set to 'Unlisted'.

Other visible settings include 'Filename' (Properties of Logs.mkv), 'Playlists' (Select), 'Cards' (End screen), and 'End screen' (End screen).

Figure 12: Verify that all the settings are as intended before moving on to edit your video. The “No it’s not made for kids” option is very important, and the title is necessary. Also make sure to mark visibility as “unlisted”. The rest is optional but highly suggested. The embedding/sharing link is circled in green.

## 6 Editing

You will want to use YouTube Studio to trim the video, in particular the beginning and the ending of the video to remove unwanted content. Do this by accessing the “Editor” option on the far left side of the screen once you are in your video’s settings section. Once there, hit the Trim button to open up the cropping tool (Red Box in Figure 9). Crop as desired, by navigating to where you want to start (or end) your crop and pressing the “Split” button that appears at the bottom of the page, then dragging the video pregression slider in whichever direction you want to crop until the desired amount of video is removed.

Once you have performed all the cropping you need, hit the Preview button in the bottom panel, and then the save button in the top right (yellow box in Figure 9). This will save the edited video and post it on YouTube for you once YouTube has finished the remux of the video.