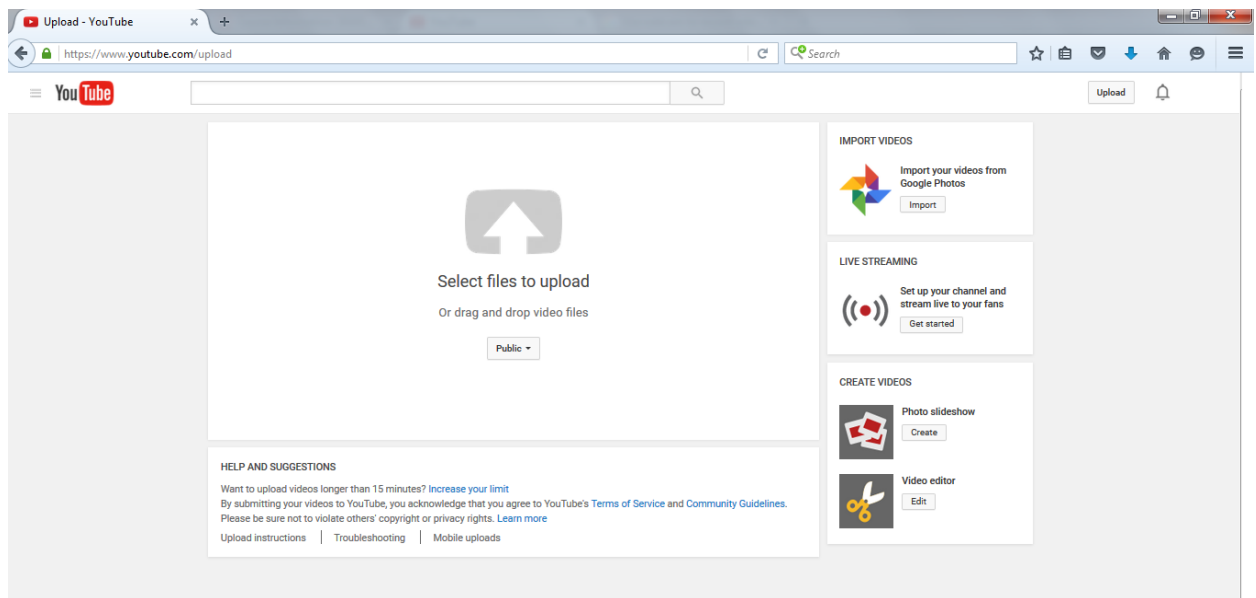


## Using YouTube to Record and Upload Presentations

- Sign in or create a new account on <http://YouTube.com>
  - If you have a Google account you can link to YouTube and follow the online instructions
- Click the **Upload** button at the top of the screen

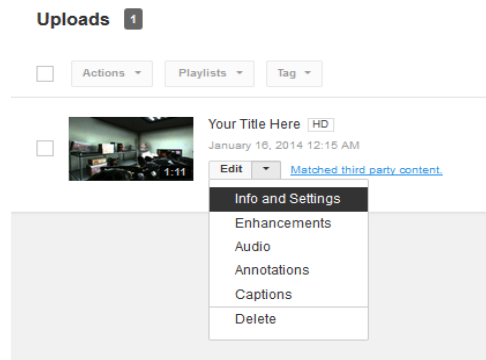


- YouTube webcam capture feature is not available on YouTube anymore. You can use software on your computer to record and save a webcam video, and then upload the video to YouTube. Popular software includes Photo Booth for Mac OS X and Camera for Windows 8+. If you have another OS, you may need to look up how to record videos using your webcam by referencing your device manual or searching online.
- To Upload a video you recorded previously:
  - i. Select the video you'd like to upload from your computer.
  - ii. Wait until your video file gets uploaded.

**NOTE:** Files cannot exceed 2 GB in size or 15 minutes in length. If your presentation is more than 15 minutes long or will be larger than 2 GB then use two videos – Part I and Part II. Remember to send both files to the professor.
- After you finish uploading your video file:
  - i. A screen will come up that allows you to title your presentation and write a description or notes if you care. You will also send the presentation to your professor from this location.
    - a. Write your LAST NAME, FIRST NAME and the title of your presentation in the text box after **“Title”**.

- b. You may provide information in the “**Description**” text box about your presentation or comments to guide your professor on where the PPT slides will be or other material that may be needed.
- c. Make sure to select **Unlisted** option under **Privacy settings**.
- d. Select **Education** option under **Advanced settings -Category**.
- e. Click on **Save Changes** button.

**Note:** If **Info and Settings** page is not showing up: Click on **VIDEO MANAGER** link from the main menu and then click on **Edit** drop down list and select **Info and Settings**.



- f. Under **Video Information**: copy the **video URL** that is being provided for your presentation and send the professor and attach your PowerPoint presentation, if any, to the email.

**HELPFUL HINTS:**

- Position your webcam so you are looking straight at it when you are speaking.
- This webcam will allow you to stand up and present using a board or other aid.
- Hold up printed PPT slides to use as a lecture aid but make sure the camera is seeing the slide and you as you speak.
- Check the level of the sound on the recording – you may have to record again making sure the sound is loud enough.
- Remember that you have 2 GB and 15 minutes per recording – make two recordings if required. Send both links to your professor.

**QUESTIONS?****Tech Support****1-800 491-4622 ext 5****970 491-2231****TechSupport@business.colostate.edu**