



PROVIDENCE  
COLLEGE

## Adding Items to Resources

<http://Sakai.Providence.edu>

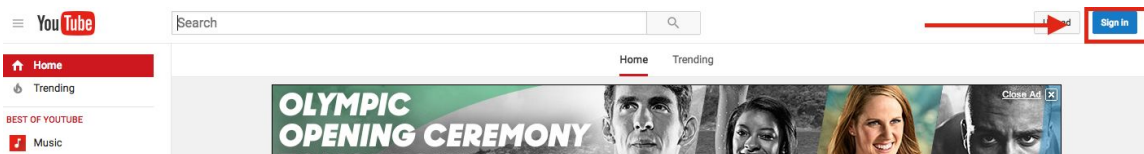
[SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu)

[www.Providence.edu/ITDP](http://www.Providence.edu/ITDP)

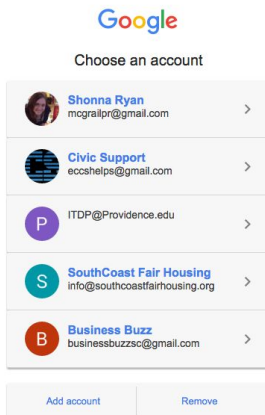
### Creating a Verified YouTube Account and Uploading Videos:

#### PART 1: Creating a Verified YouTube Account

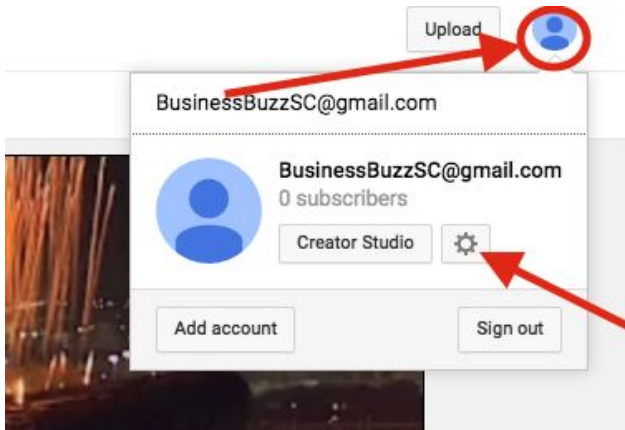
1. Start by going to youtube.com. In the upper right corner, click where it says, "Sign In".



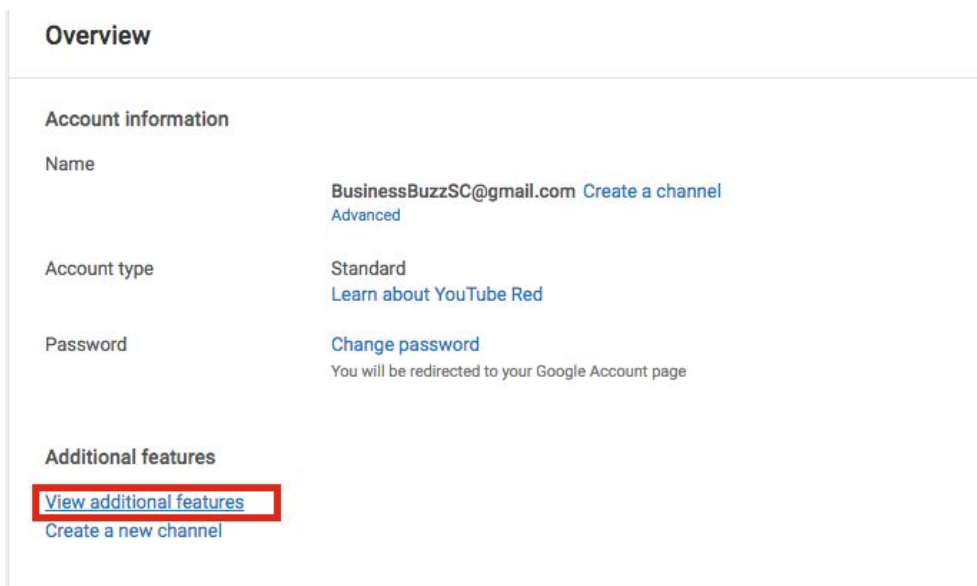
2. If you already have a Gmail or Google account you can use this to upload YouTube videos. If not, you will need to create one by clicking where it says "Add Account" and following the registration steps.



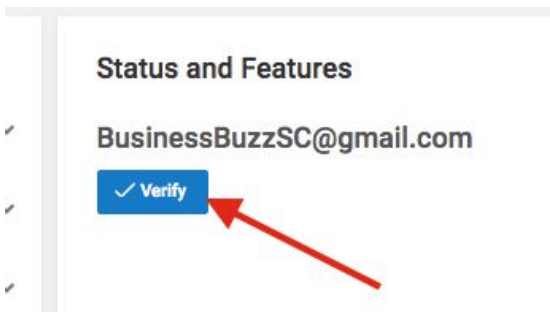
3. Once you are logged in, click the icon in the upper right hand corner and a dropdown menu will appear. Click on the Settings icon.



4. Once the Settings page opens, click where it says, "View Additional Features"



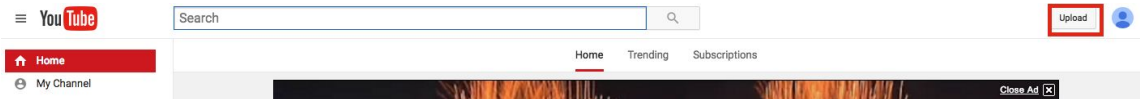
5. Click on the blue button that says, "Verify".



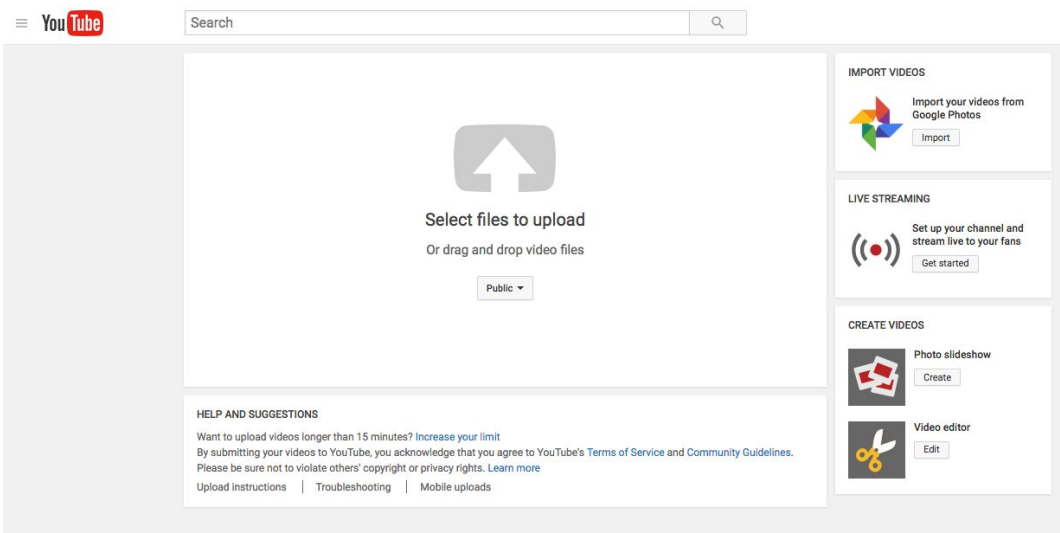
6. On the next screen it will ask you to name the channel. Once you do that and click continue, your account will be verified, allowing you to upload videos that are up to 20GB (which translates to about 4 hours of HD footage—more than enough!).

## PART 2: Uploading to YouTube

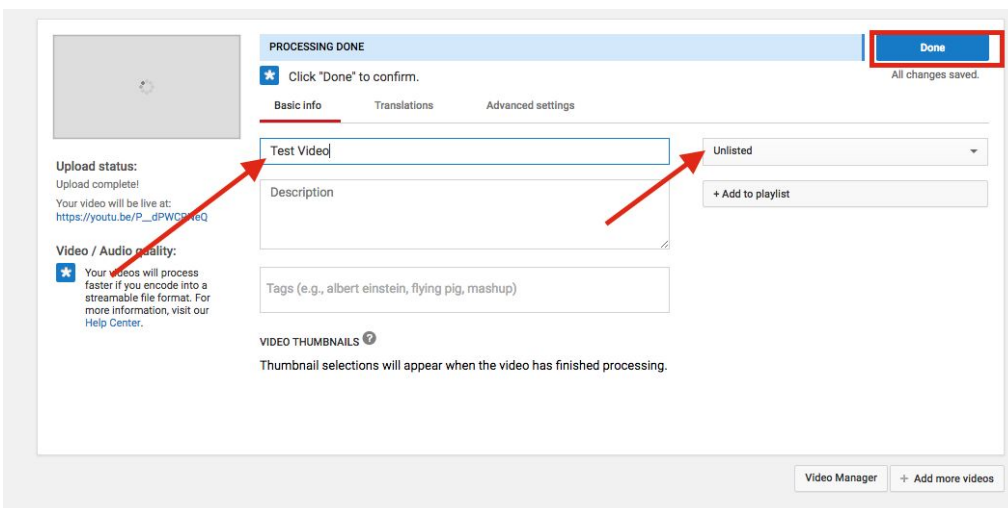
1. Now that you have created a YouTube channel and verified your account, you can upload longer videos for viewers to stream online. Start by clicking the “Upload” button in the upper right hand corner.



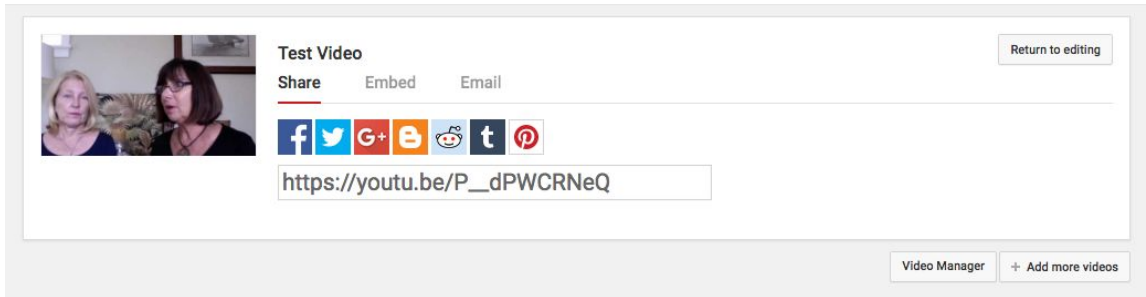
2. You can click on the upload screen to pull up a browser which will allow you to select the video file you wish to upload, or you can just drag and drop the video file onto the upload screen.



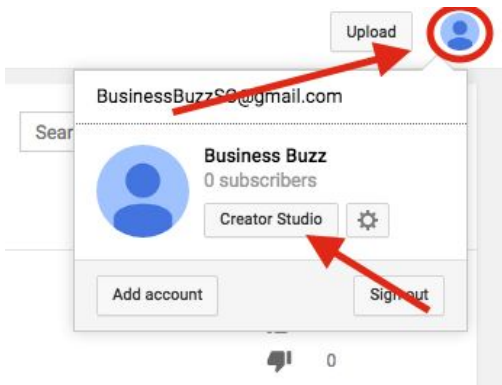
3. Now the video will automatically start uploading. On this screen you can name the video and set the privacy settings. There are three privacy settings options; 1) Public, which means anyone can view the video 2) Unlisted, which means only people with the link can view the video, and 3) Private, which means that only you can view the video. Once you are finished with the setting, click “Done”.



4. Now it will give you a link you can share. You can paste this URL in an email or on Sakai for students to use to view the video. You can also copy and paste the embed code if you are doing a Lessons page and wish to have the video play within Sakai. To view the video, simply copy and the paste the URL in another tab on your browser.



5. In the future, it can sometimes be difficult to find your video if you made it private or unlisted. Public videos can always be found by going to "My Channel", but to find unlisted/private videos, click the icon in the upper right hand corner and then select "Creator Studio" from the drop down menu.



6. Once you are in creator studio you will see your videos. You can also view them by clicking on "Video Manager".

