Quick Guide: How to Use YouTube to Host Course Videos

Faculty are posting self-made videos on the Web more than ever, as they move components of their teaching online. YouTube is a popular hosting environment because it is well known to students. With some simple steps, instructors can ensure that the videos they post to YouTube remain private and unsearchable by other YouTube visitors.

Dr. Kanves has made videos of all her lectures and plans to upload them to YouTube for student viewing. She will need to create a “channel” for her course and then designate each video that she uploads as either “unlisted” or “private”.

How to Make a Channel

1) Sign into YouTube.com using your Google account (go to http://accounts.google.com and “add an account,” if you do not already have one).

2) Click on the profile picture (or the image “avatar” and then click on the gear icon.

3) Click on the Create a new channel link.

4) Fill out the information for your new channel (in Dr. Kanves’ case, she would type the name of her course).
5) This new channel will appear as a new account, and can be accessed under the profile picture. Videos will be added to whichever channel is currently selected under the profile picture icon.

How to Upload Video to YouTube

1) To upload a video, click on the **Upload** button in the top right corner of the page, and then browse for the video you want to upload.

2) After selecting your video, fill out the information about the video, such as its title, description, and any meta data tags (although, since this video will not be searchable, the meta data is optional). In this screen, you can also choose the privacy setting of your video by clicking on the word “Public”, and selecting your desired choice from the dropdown menu. (If you are not sure what privacy setting is right for your video, read the next section to find out.)

3) Once you are done editing settings, click the **Publish** button at the top of the page.

Privacy Settings

There are three possible privacy settings for YouTube videos: public, unlisted, and private. The latter two options are appropriate options for Dr. Kanves to ensure the privacy of videos uploaded to the course channel.

**Public videos:**
This is the default video setting. A public video can be found using a search engine and is visible to other users on your channel. Everyone on the internet can see this type of video.
Unlisted videos:
An unlisted video can be viewed only by those individuals who have the link to it. Sharing the link enables people to see the video, regardless of whether they have a Google account. Unlisted videos will not appear in search results nor be visible in the channel to anyone other than the owner.

Private videos:
Private videos can be viewed only by the owner and users to whom permission is given (through their Google account). These videos will not show up in search results nor be visible in the channel to anyone other than the owner and users manually added to the permissions list. Private videos are invisible to all other users.

Example: Making a Video Private

1) Click on the drop-down menu next to the YouTube logo on the left-hand side of the screen.

2) Select the My Channel link.

3) Select the Video Manager link.

4) Under the Videos tab, select the video(s) you wish to make private.

5) Select “Private” from the “Actions” dropdown menu.
6) Additionally, you can change your default privacy setting so that newly uploaded videos adhere to this preference.

7) Select **Defaults** from the side menu and then select your desired privacy setting from the dropdown menu.