CREATE A PRIVATE YOUTUBE CHANNEL AND UPLOAD UNLISTED VIDEOS

CREATE A PRIVATE YOUTUBE CHANNEL

Notes:

- *YouTube is owned/controlled by Google, so a Google account will also have a YouTube account.*
- *You may choose to use your personal Google/YouTube account, but it is recommended to create a new account for just WWU materials.*

**Step 1:** From the YouTube homepage ([www.youtube.com](http://www.youtube.com)) select the sign in button at the top right:

**Step 2:** Select “Add Account” then “Create account”

**Step 3:** Fill in the account info and follow directions for verifying your account.

**Step 4:** Once you are signed in, go to the Menu icon in the upper left corner (the three lines):

**Step 5:** Select “My Channel,” then “Video Manager” at the top center of screen.
Step 6: The Video Manager is the place you will visit a lot. You can organize, rename, set privacy, create playlists and many other functions in the Video Manager.

UPLOAD VIDEOS – ASSIGN PRIVACY SETTINGS

Step 1: Create your video

Step 2: On your YouTube Channel, click the “Upload” button at the top right of the screen:

You will see the Upload Screen:

Step 2: Change the drop-Down menu in the center from “Public” to “Unlisted.”

- Public: Anyone can view it.
- Unlisted: Does not show up in Search, but anyone with a link can view it.
- Private: Does not show up in search, only specific users you allow can view it.
Step 3: Click on the large arrow to browse for a video, or drag-and-drop a video onto the arrow.

Step 4: When the file upload process is completed, the progress bar will be replaced with “Uploaded” and you will have the “Share” function enabled:

As your video is being uploaded, you have the opportunity to enter a name, description, tags, adjust the privacy settings, or add to a playlist.

Step 5: Once your video is uploaded and processed, you can copy the video link and share with your class and instructor:

Be sure to test your video prior to sharing the link.

CREATE AND ADD YOUR VIDEO TO A PLAYLIST

Note: A playlist is a great way to organize your videos for a class. You can put only the specific class’s videos in it and arrange them in the order to be seen. It allows students to see the next video automatically when the current video finishes.

Step 1: Return to “My Channel”
Step 2: Click on “Library” ...this will show all of your playlists.

Step 3: Click on “New Playlist:” near top center of screen.

Step 4: Name playlist (eg., ENG 101) and set privacy to “Unlisted.”

Step 5: Return to the “Video Manager”

Step 6: Select the “Edit” button next to the video you want to add to the playlist.

Step 7: Select the “+ Add to Playlist” button and choose the correct playlist.

Step 8: Click “Save Changes”
PRIVACY SETTINGS

PUBLIC:
Open to search results and viewable by anyone.

UNLISTED:
Making a video unlisted means that anyone who has the link to the video can view it. Unlisted videos don't show to viewers in the Videos tab of your channel page. Unlisted videos don't show up in YouTube’s search results unless someone adds your unlisted video to a public playlist.

To share an unlisted video: Share the link with the people who want to have access to it, and they’ll be able to see it.

Unlike private videos, the people you share the video with do not need a Google account to see the video. Anyone with the link can also re-share it in a number of ways, such as simply forwarding the link. If you don't want to allow others to re-share your video, make it private.

PRIVATE:
A private video can only be seen by you and the users you select. The video won’t appear on your channel or search results and will be invisible to other users. You can manage the users you want to share a private video with.

1. Under the “Privacy Settings' drop-down menu, click Share.
2. Add the email addresses of the people with whom you’d like to share your video.