

# STUDENT TUTORIAL:

## SHARING VIDEO IN UTC LEARN

### WHY WOULD YOU USE THIS FEATURE:

For some assignments, you may be required to create a video and submit it for a grade. The UTC Learn system is not meant to host videos and students should not be uploading videos to the course. Instead, we recommend that students upload their videos to YouTube, or a similar video hosting service, as an unlisted video and simply place a link to that video within their assignment in UTC Learn. This tutorial will show you how to upload a video file and share it within your course.

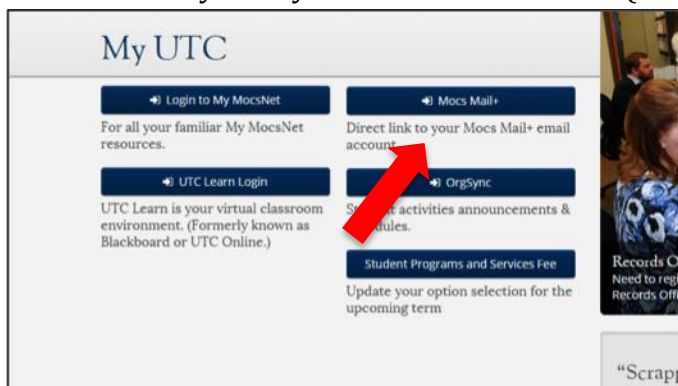
The UTC Library offers cameras, tripods and other gear for checkout to current students, faculty and staff on the 3<sup>rd</sup> floor studio. You can view items here:

<http://www.utc.edu/library/services/technology/equipment-check-out.php>

If you wish to use Video Everywhere in your UTC Learn (Blackboard) course, there are instructions available here: [https://en-us.help.blackboard.com//Learn/9.1 2014 04/Instructor/040 In Your Course/020 Content Editor/Video Everywhere](https://en-us.help.blackboard.com//Learn/9.1%2014%2004/Instructor/040%20In%20Your%20Course/020%20Content%20Editor/Video%20Everywhere)

### HOW TO ADD A VIDEO TO YOUR YOUTUBE ACCOUNT:

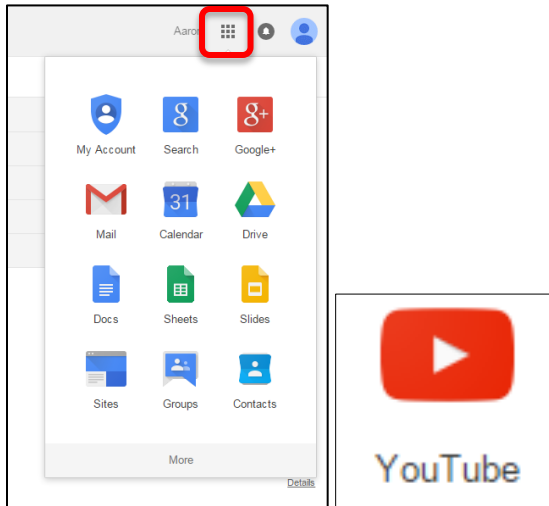
1. Go to [www.utc.edu](http://www.utc.edu) and login to the MyMocsNet portal with your UTC ID and Password.
2. Log in to your Mocs Mail+ account.
3. It should take you to your UTC email account ([abc123@mocs.utc.edu](mailto:abc123@mocs.utc.edu))



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4. From your email page, click on the “Apps” box next to your name. A list of other options will pop up and you will need to select the “More” option at the bottom of the list, and select “YouTube” when you see the icon.



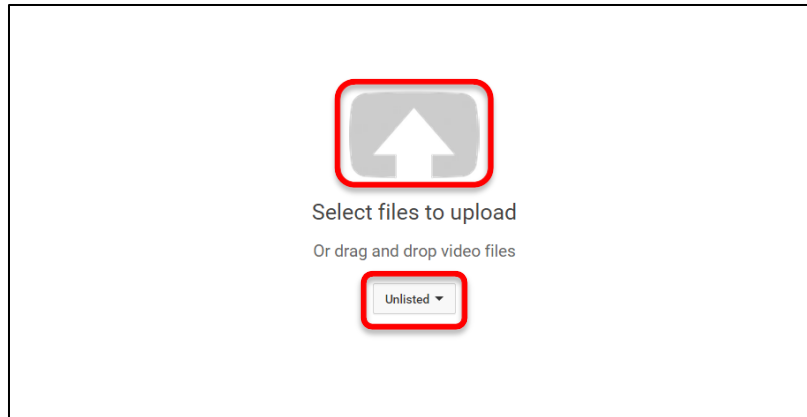
5. Once you are on the YouTube page, in the top right of the page, you will see a button marked “Upload”



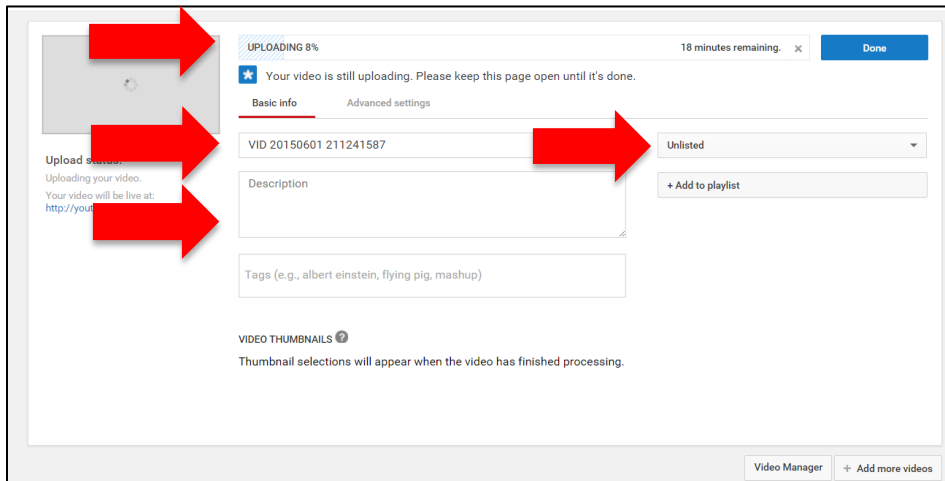
6. If you have not created a YouTube account with this account, you will be prompted to do so. If you have, proceed to Step 7.
7. On this screen, you must first select the type of security you want on your video. There are three options discussed below:
  - a. A “Public” video, which means that anybody can view it.
  - b. An “Unlisted” video means that anyone who has the link to the video can view it. Your unlisted videos won’t appear to others who visit the Videos tab of your channel page and shouldn’t show up in YouTube’s search results unless someone adds your unlisted video to a public playlist.
  - c. 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.

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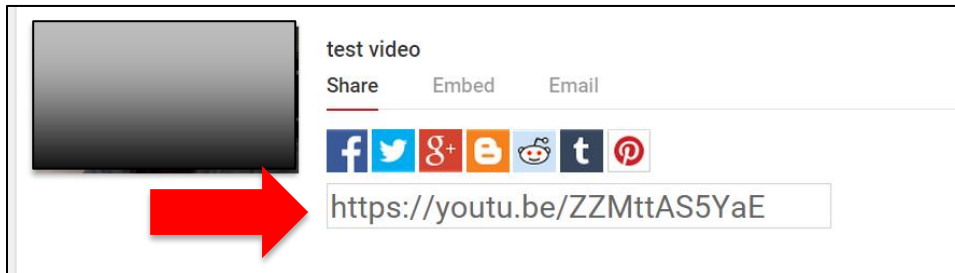
- d. We recommend selecting an “Unlisted” video. This way you can share the link of the video with your class and no one else. You also may manage the video as you would like in the future.
8. Now, you can select files to upload by hovering over the “Up Arrow” and selecting the file from your computer.
9. Once you have selected the video file you want to upload, you will be directed to a video management page that shows the video upload status, the privacy, the title of the video, and a description of the video. Please keep this window open until the video is fully uploaded and finished processing!



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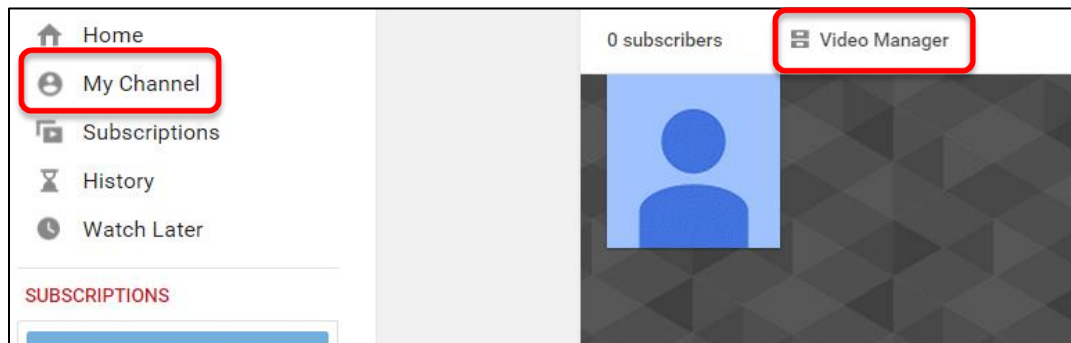
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10. When your video is finished processing, you can select “Done” and the page will collapse and provide you with a larger direct link to the video.



11. To share the video with your instructor or class, simply copy and paste the direct link in an email to the professor, in a discussion board to the class, in an Assignment text submission box, or wherever your professor instructs you to submit the link.

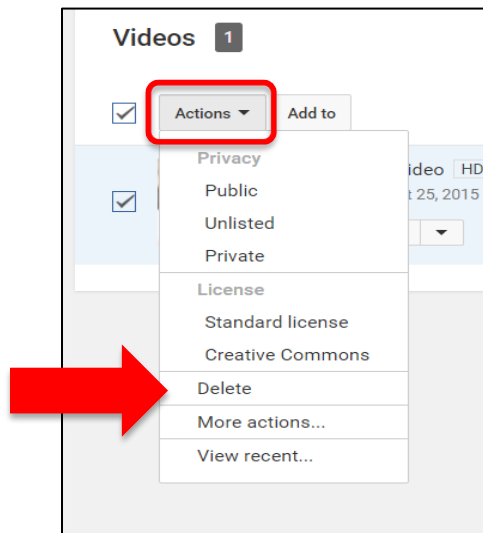
12. When you are done with your video, log back in to your UTC email account (following Steps 1-4 above) and click on the “My Channel” link on the left of the page and then click on “Video Manager”



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13. You can now select the box next to your video, and under the drop down box labeled “Actions” select “Delete” and your video will be deleted. NOTE: After deleting the video, the link that provided your instructor and classmates will NO LONGER WORK!



14. This tutorial shows you how to use your UTC MocsMail account to host a video on YouTube. Alternatively, you may also use your Personal Google Account to post videos following this same tutorial or by following Google’s instructions here: <https://support.google.com/youtube/answer/57407?hl=en>