This handout should serve as a guide for faculty and students who wish to upload videos into YouTube for playback in Blackboard.

Faculty must agree to privacy conditions before accessing their YouTube Google account by visiting this webpage: http://www.bu.edu/tech/about/policies/google-create/. Once completed, faculty can also login with their BU login and Kerberos password.

Faculty and students can automatically login to YouTube and other Google Apps with their BU login and Kerberos password.

**Steps 1-6: Upload the Video to YouTube.**

*Note: This uses the web to manually upload a file to YouTube. If you are using an app that will publish directly to YouTube (iMovie, Camtasia, etc.), you may use that instead, just login with your BU username within the app.*

1. Visit [http://www.youtube.com](http://www.youtube.com)

2. Click Upload in the upper right corner of the page.

![Upload button](image)

3. Login with your BU username and Kerberos password

4. Change the privacy setting to unlisted, so videos are only accessible to those who have the link.

5. There is a large button that says [Select files to upload or drag video files] – either drag a video onto the area, or click select to browse your computer for a video.

6. Once the video uploads, click Publish.
To make changes to settings once a video is uploaded, click “My Channel” then “Video Manager” from the pulldown.

Steps 7-11: Insert the uploaded video into Blackboard

7. Faculty: For homework assignments, create an assignment within a content area for students to submit videos. This will allow only you and the student to view the video. If you want students to see each other’s videos, use a tool: a blog, discussion board, or a journal. This will allow students to see, and optionally comment, on each other’s videos. Students should follow the instructions below to insert the video. Faculty can also insert their own videos into any content area or tool. Please ask the lab for assistance.

Students: Navigate to where your assignment is located, usually within a Content Area, or a course tool.

8. Click the “Record from Webcam” icon. You can record a video here from your webcam, but this button also allows you to embed a YouTube video.

9. A popup window will appear. Click “Sign In to YouTube“ and login with your BU login.

10. Then click Browse to see the videos you’ve previously uploaded to YouTube.

11. Select Insert to embed the video into Blackboard.

The video should now play within Blackboard when clicked.