EASTERN ONLINE
CREATE YOUTUBE CHANNEL AND POST VIDEOS IN CANVAS
PROCEDURE

PURPOSE

This covers the process for students to set up the following:
1. Set up a Gmail account
2. Create a personal YouTube channel
3. Posting videos to your YouTube channel
4. Posting the links in Canvas

OVERVIEW

Create a Gmail Account
Create a YouTube Channel
Create and Upload a YouTube Video
Copy and Paste the Link in Canvas

CREATE A GMAIL ACCOUNT

Note
If you already have a Gmail account you wish to use, skip this step.

In this step, you will set up a Gmail account, which is a requirement for establishing a YouTube channel.

1. Go to Gmail Sign Up (accounts.google.com/signup)
2. Fill out the registration fields
3. Once complete, click Next Step

You now have a course-based Gmail account.

CREATE A YOUTUBE CHANNEL

In this step, you will use the Gmail account to make a personal YouTube channel.

1. Go to: www.youtube.com
2. On the top-right of the screen, click Sign In
3. Enter the **Username** and **Password** from the Gmail account.

4. Click **Sign In**

---

**CREATE AND/OR UPLOAD VIDEO TO YOUTUBE**

In this section, you will upload a video into the YouTube channel.

1. Go to: **YouTube** ([www.youtube.com](http://www.youtube.com))
2. Click the **Sign In** button on the top-right corner of the screen
3. Enter the **Username** and **Password**
4. On the next screen, click **Upload** (top-right corner)

![Upload button on YouTube](image)

5. In the next screen, complete all applicable fields
6. In the **Public** field, select the dropdown arrow and choose **Unlisted** to keep your video private.

**Note**

Unlisted: only people who know the link to the video can view it. Unlisted videos do not appear in YouTube search results.

![Unlisted video selection](image)
7. Click the blue **Done** button on the top right
8. Click the **Video Manager** button at the bottom right of the screen to return to the **Dashboard**
9. Double-click on your video to make sure it works

**COPY AND PASTE THE LINK IN CANVAS**

In this section, you will post the link to the YouTube video in Canvas. The location to post in Canvas is at the discretion of the teacher.

1. On the YouTube page with the video, click the address bar at the top of the screen to highlight the web address
2. Press **CTRL + C** (Mac: Command + C) to copy the link
3. In the Canvas course, press **CTRL + V** (Mac: Command + V) to paste the link