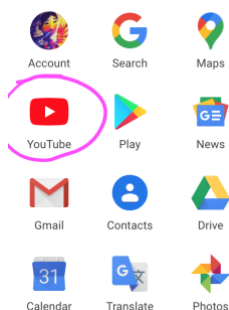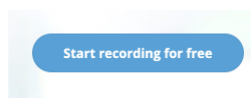# How to create a video on Screencast-o-matic & upload to YouTube to share

1. Anyone with a Gmail account has access to a personal YouTube channel. You can set it up in your Gmail account homepage (where you view your new email):

Heads up: you have to verify your YouTube account to upload videos over 15 minutes. You can do this when you first sign up and create your channel. Here's a quick guide on how to verify your account after you create your personal YouTube channel.

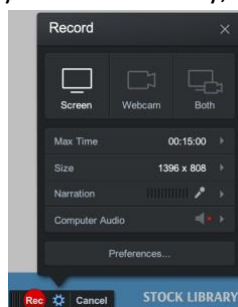2. First, to create a free video under 15 minutes, go to https://screencast-o-matic.com/

3. Select:

4. Then, sign up for an account using an email address:

5. Next:

6. Open Screen recorder, and make your selections: do you want to record your computer screen, your webcam only, or both?

7. Now it's time to Record, so use the red REC button to begin. You'll see a helpful 3-2-1 countdown before the recording begins.
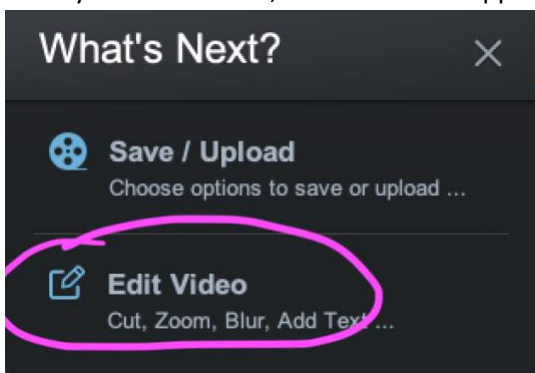

8. When you've finished recording, hit the pause button to stop recording, then you see this menu:
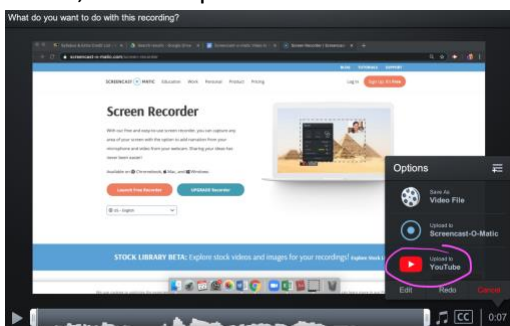

If you like your video click "Done". If you'd like to rerecord it, hit the trash icon to delete the recording and start over.

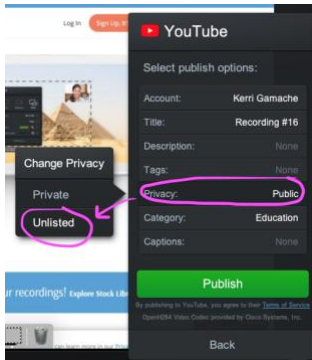9. Once you click "Done", and new menu appears: select "Edit Video".
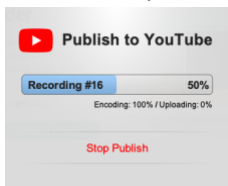

10. Then, select "Upload to YouTube":

11. You're then given publishing options. Most prefer to keep their video "unlisted" or available only to those with a link (so, it's not searchable on Google or YouTube*).

> *Note for Faculty: This also means you can't embed it in Blackboard (Bb) as a "Mashup" by searching for it. However, if you download as a video file, you can upload it to Bb that way, but it won't link to a larger view in YouTube. Better yet, you can simply post the link on Bb instead.
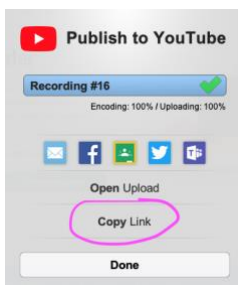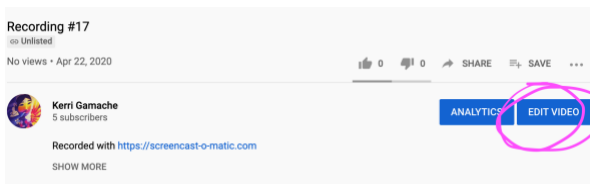
12. Select "Unlisted".

13. Next, it will publish automatically to YouTube. I can rename the file right in YouTube.
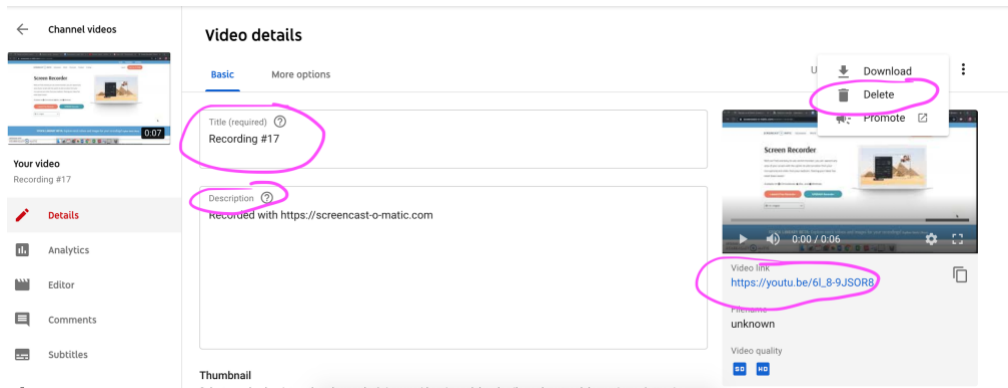

14. Then, I'm given the option to get the shareable link, so I can email it in Bb, or email it to students.

15. If I paste the link into my browser, it takes me to YouTube, where I have a lot of options to edit the video:

16. Be editing the video, I can: change the title, edit the description, even change my mind and delete it!

17. Then, I'll save my changes:

18. Last thing: if you want to be sure Closed Captioning or subtitles are available so that all students can access your video, but you're not seeing that option on your video, go to: Video Details > "More options" and scroll down to set the video language to English, and then CC is activated/available in my video. Then, save your changes.