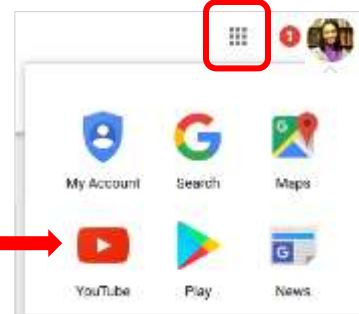


Creating and Editing Automatic Captions in YouTube



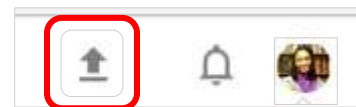
Upload the Video to Your YouTube Account

Go to drive.google.com and select **YouTube** from the drive options:

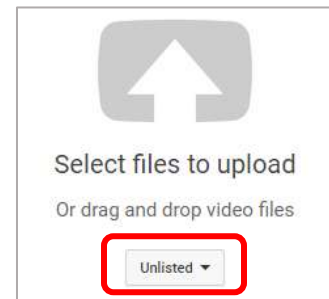


Or go directly to [YouTube.com](https://www.youtube.com) and sign in to your account.

Use the upload icon to locate and upload a video.



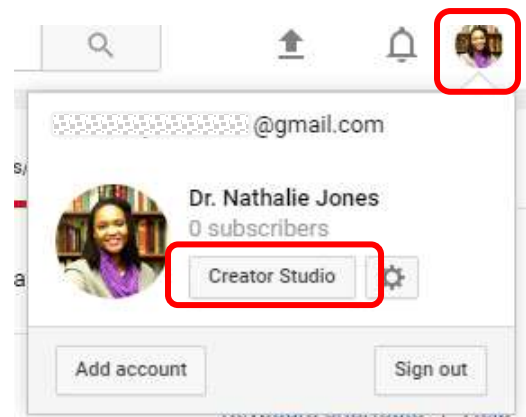
If you do not want the video to be available to the public, set the privacy to **'Unlisted'**. Only people with whom you **share** the video by link or embed code can see the video.



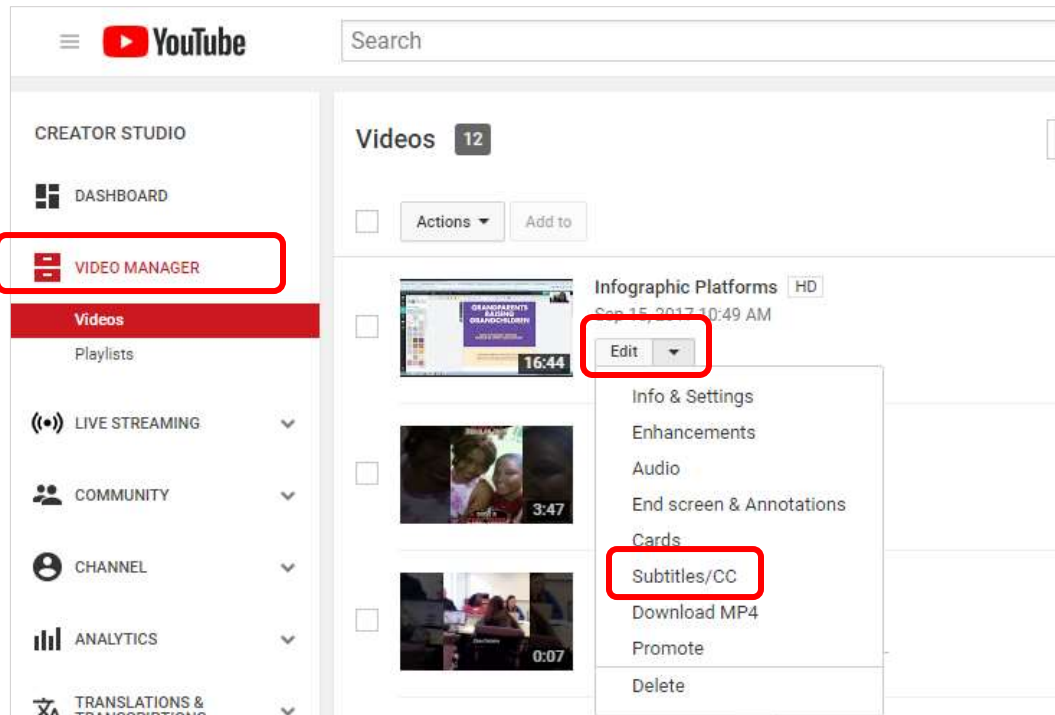
If you forget to change it to Unlisted here, you can also set the privacy under the video's **Info & Settings** area (go to Video Manager, select the video, select Info & Settings. The privacy option is below the video on the lower right side.)

Add Captions

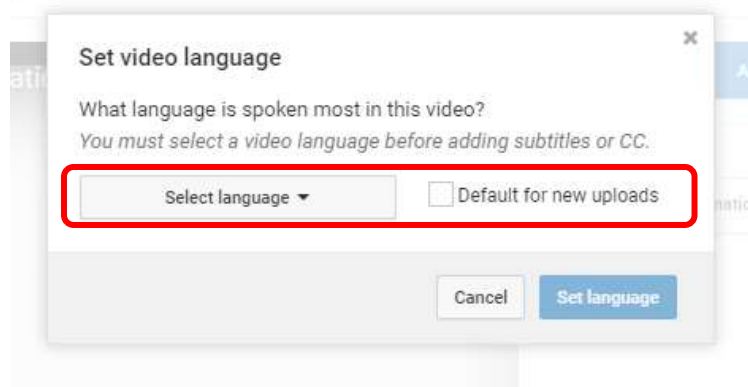
To begin working with captions, click your profile image and select **Creator Studio**.



Choose **Video Manager** in the left menu to display the videos you have uploaded to your account. Next to the video you wish to caption, click the **Edit** button and select **Subtitles/CC**.

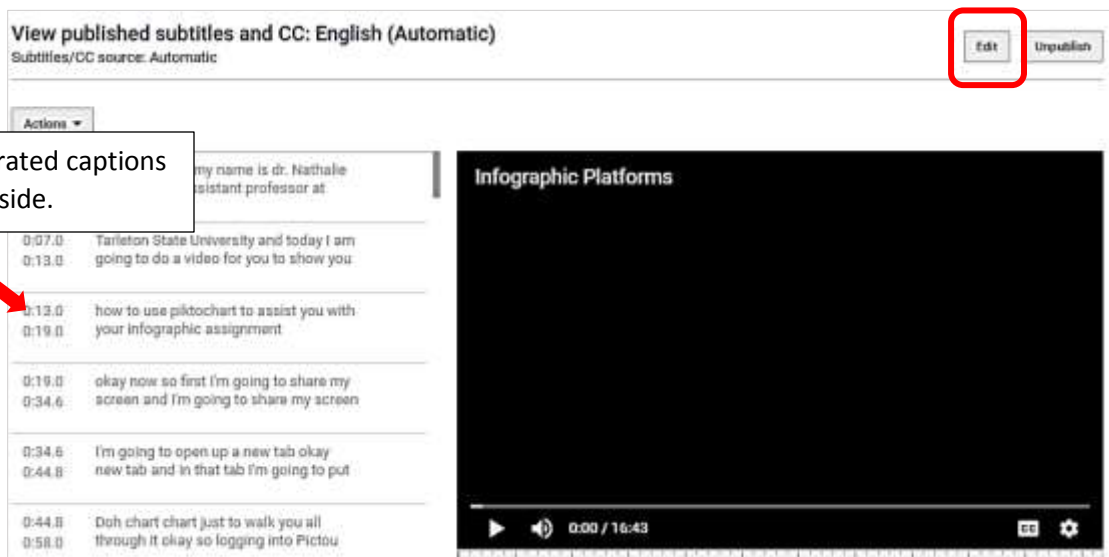
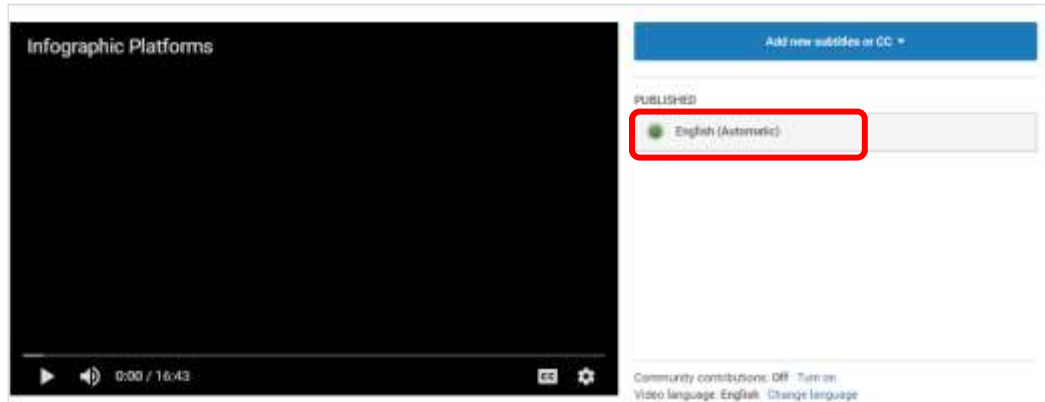


The first time you do this you will need to set your default video language.



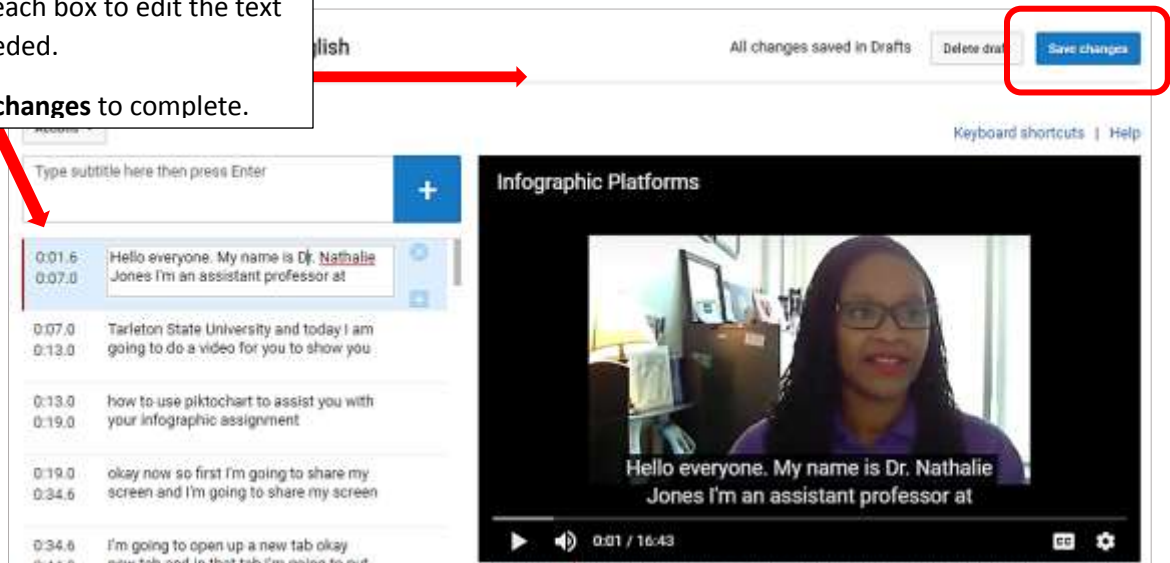
It will take several minutes for the captions to be generated. When they are ready, they will appear under the PUBLISHED heading (see below).

To view and edit the captions, click the **English (Automatic)** button under PUBLISHED and then select **Edit**. (If you just uploaded the video, it will take some time for the captions to be available to edit.)



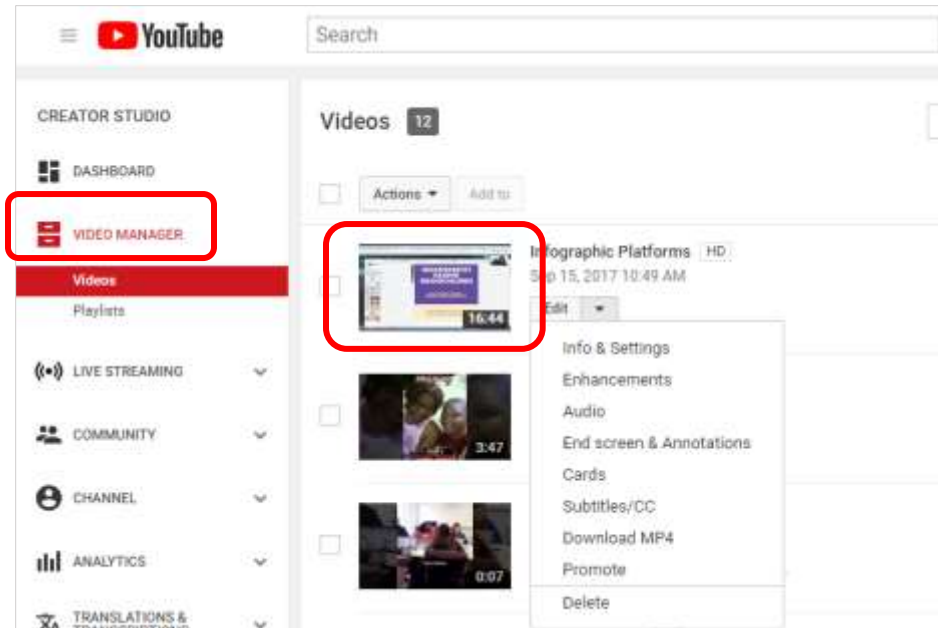
The auto-generated captions are on the left side.

Click each box to edit the text as needed.
Save changes to complete.

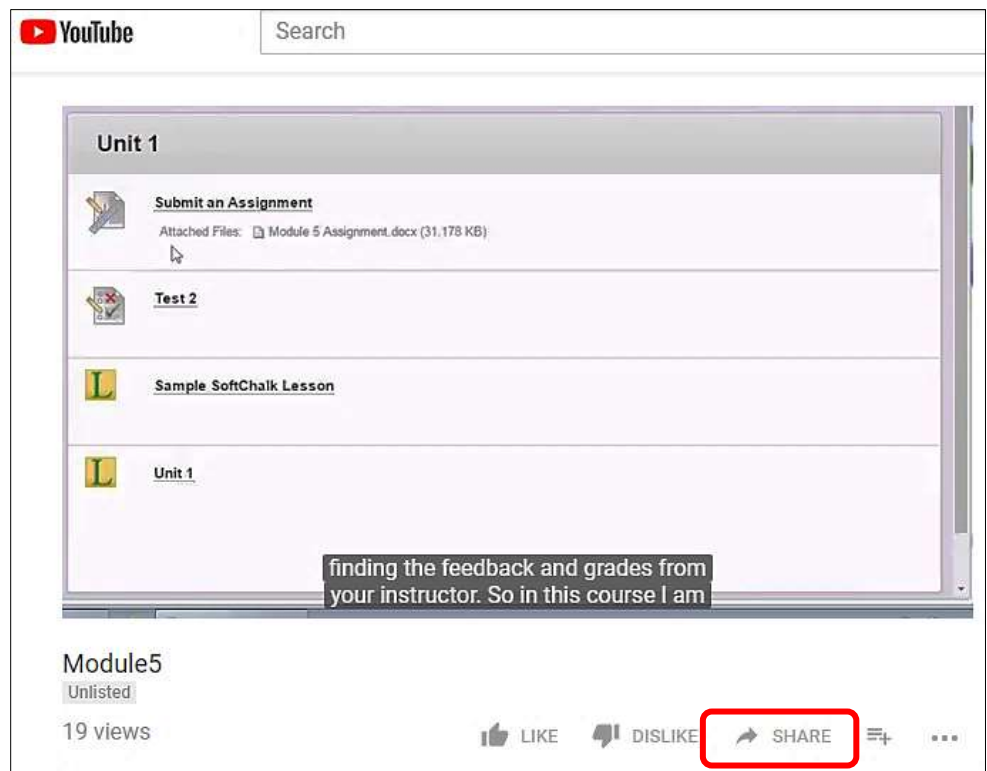


Share the Video

In **Video Manager**, click the video thumbnail to select the video.

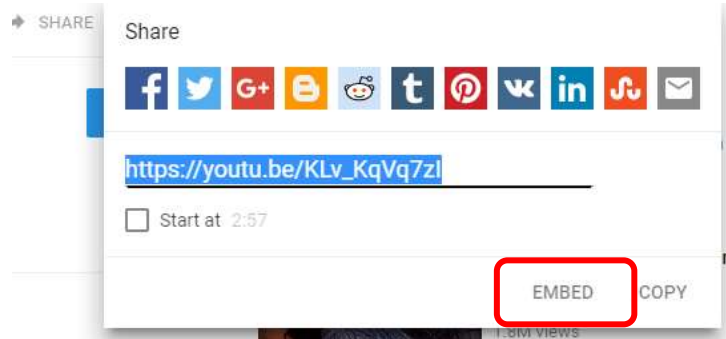


Click the **SHARE** option below the video.

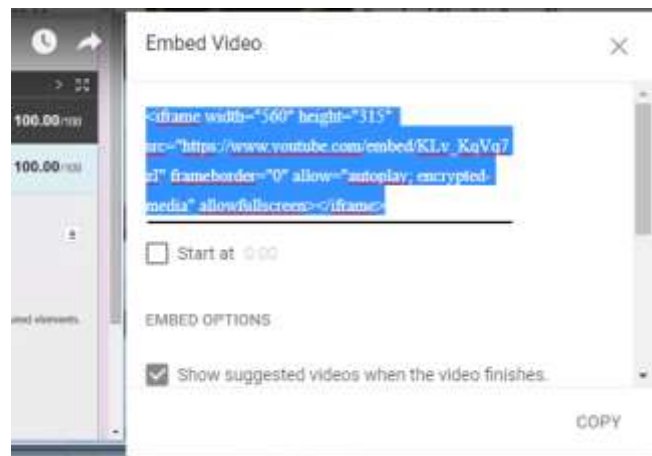


On the window that pops up, you have the option of copying the **link** or getting an **embed code**.

- If students are using YouTube to submit a video to you as an assignment, they can copy/paste the **link** into an assignment for you.
- If you are posting the video in Blackboard, click the **embed** option:

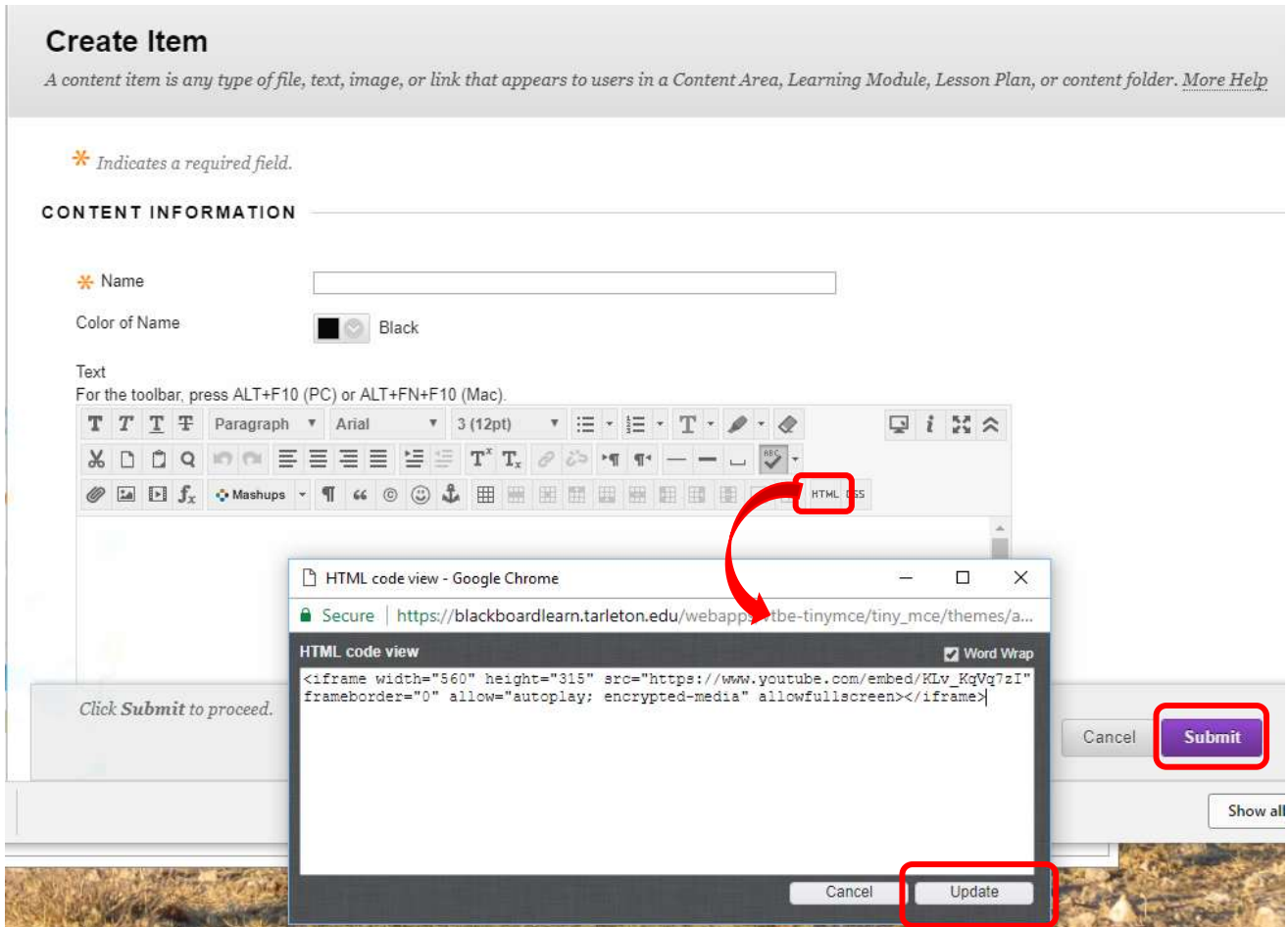


Copy the code shown here in blue:



In a Blackboard course content area, select **Build Content / Item** and use the **HTML** button in the editor tool bar. Paste the embed code into the HTML code view window. Click the **Update** button on the window to save that code.

Be sure to click the **Submit** button on the Create Item window to save there, as well.



This makes a nice, framed view of the video in Blackboard, without the usual YouTube ads and other videos showing.

