**Instructions for Creating Videos for GCAP Assignments (YouTube)**

You are required to create your videos on your own device (phone, tablet, or computer), to submit your video assignments using a private YouTube channel, and to then upload the link to the video to the assignment drop box in Moodle or to post it to Moodle (as directed by the course assignment). Please read the instructions below, and follow the links for detailed information on how to navigate through the submission process.

1. **Set up private YouTube channel**

* Access YouTube through the link: [http://www.YouTube.com](http://www.youtube.com).
* If you do not have an account with YouTube or Google you will have to create an account through the “Sign Up” option; it is free.
* Log in with your YouTube or Google log in information to access your YouTube channel account.

1. **Create your video**

* You can use different options to create your video. YouTube supports upload from laptops, notebooks, or from your tablet or phone.
* Please test how to video on your personal device well in advance of the assignment due date.

1. **Upload the video to your YouTube channel.**
2. To upload the video from your ***computer/laptop/notebook***:

* Click on the “Upload” button at the top right corner in YouTube (log in to see this option);
* Choose the option, “**Unlisted,”** (this ensures the video is not *searchable*, although it will be available to everyone who has a direct link);
* Click on “Select file to upload” and choose the file you want to submit for assignment grading;
* The video will start uploading, and YouTube will give you an option to modify the “Description” and “Tags” for the video. In the video description field, type the time stamps and skill, technique, or strategy that you are demonstrating at each of those times in the interview with the client. If you are demonstrating multiple skills, techniques, or strategies, you will have multiple records in the description field.
* View the link to your video in the “Upload Status” section on the left under your video;
* Click the “Done” button once the video has finished uploading. You will be provided with the link to your video.

You can watch an instructional video on a computer upload here: <https://youtu.be/Hlxqk0iHp5w>

1. You can also upload video from your ***phone or tablet***. Below is an example of how to upload a video from your *Apple device* (example: [https://www.YouTube.com/watch?v=TJmvXujqHNE](https://www.youtube.com/watch?v=TJmvXujqHNE)).

* Select a video from the “Camera Roll” on your device and click on the “Share” icon (it will be located in either the top right corner or left bottom corner, depending on the version of your IOs). Then click on the YouTube Icon. You will be asked to log in if you are not logged in.
* Type the time stamps and skill, technique, or strategy that you are demonstrating at that time in the interview with the client in the video description field. If you are demonstrating multiple skills, techniques, or strategies, you will have multiple records in the description field.
* Choose the option, **“Unlisted,”** to ensure this video is not *searchable*, although it will be available to everyone who has a direct link;
* Click on “Publish,” and wait until the video is finished uploading.
* Log in to your account to retrieve the video link from “My Channel” > “Video Manager” > “Videos.”

You can also use an app called, “YouTube Capture,” to upload your videos to your channel from your mobile devices. Other general Instructions for the video upload can be found here: <http://lifehacker.com/5804501/how-to-upload-videos-to-youtube-for-beginners>.

1. **Upload link to the drop box**

* Retrieve the video link after you have uploaded your video, and specified the time stamps for sections you are submitting for grading or peer review.
* Add the link to the appropriate video assignment sheet, and submit it to the Moodle assignment drop box.

**Note: You must leave your video accessible on your YouTube channel for three months following the course end date, in case you want to appeal your grade in the course.**