


1. Sign in to your student.mcpsmt.org account and click on YouTube.
2. Click on **Upload**  at the top of the page.
3. Choose your privacy settings:
 - **Public** videos and playlists can be seen by and shared with anyone.
 - **Private** videos and playlists can only be seen by you and the users you choose.
 - **Unlisted** videos and playlists can be seen and shared by anyone with the link.
4. Select the video you'd like to upload from your computer (your H: drive).
5. Edit the **Basic Info** (give your video a title, description, and any relevant tags). Under **Translations**, make sure the original language is set to English (or the appropriate original language).
6. Click **Publish** to finish uploading a public video to YouTube. If you set the video privacy setting to Private or Unlisted, click **Done** to finish the upload or click **Share** to privately share your video. Use the complete URL (not the shortened URL) to ensure others at MCPS can view your video.

Captioning:

Automatic captions are available and help to make your content accessible to viewers. Processing time depends on the complexity of the video, but usually appears fairly quickly. If you would like to review the automatic captions and make changes, go to **Video Manager** then click the dropdown menu next to the **Edit** button and select **Subtitles and CC**. Here are the instructions on how to edit the captions:

<https://support.google.com/youtube/answer/2734705>.

Updated March, 2018