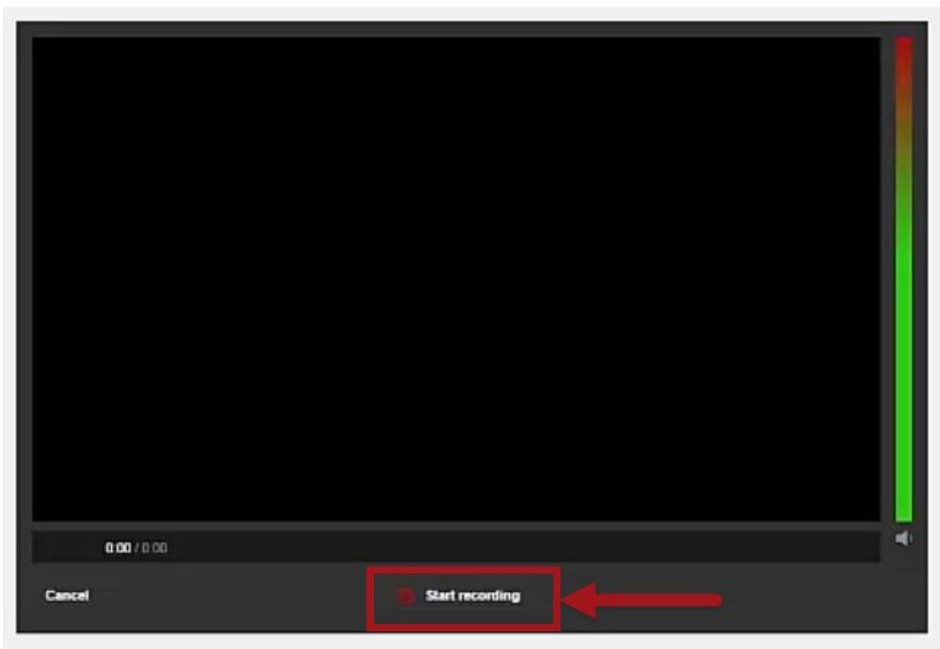
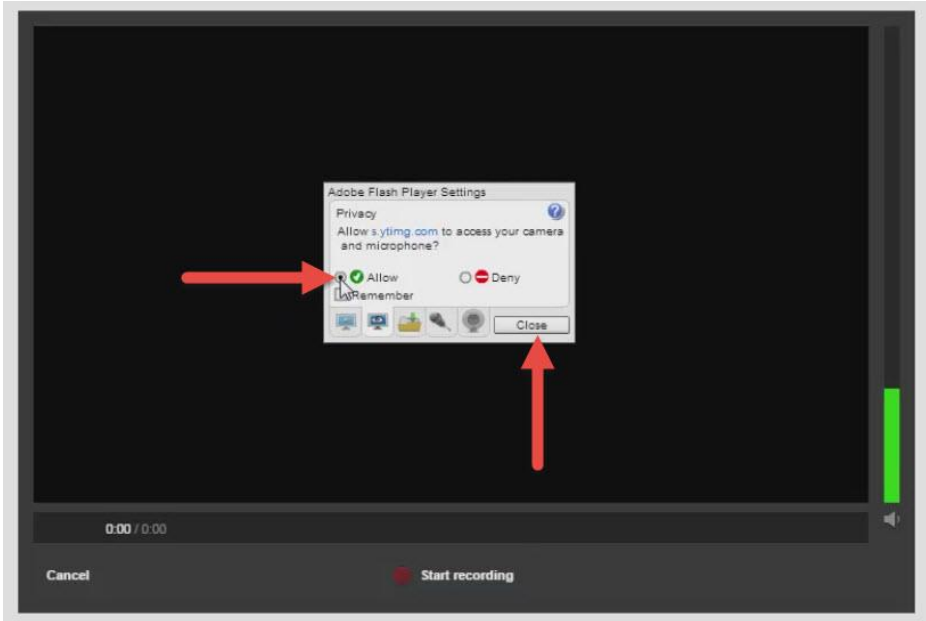

INSTRUCTIONS FOR RECORDING, CAPTIONING, AND EMBEDDING YOUR WEBCAM VIDEO USING YOUTUBE

RECORD YOUR VIDEO

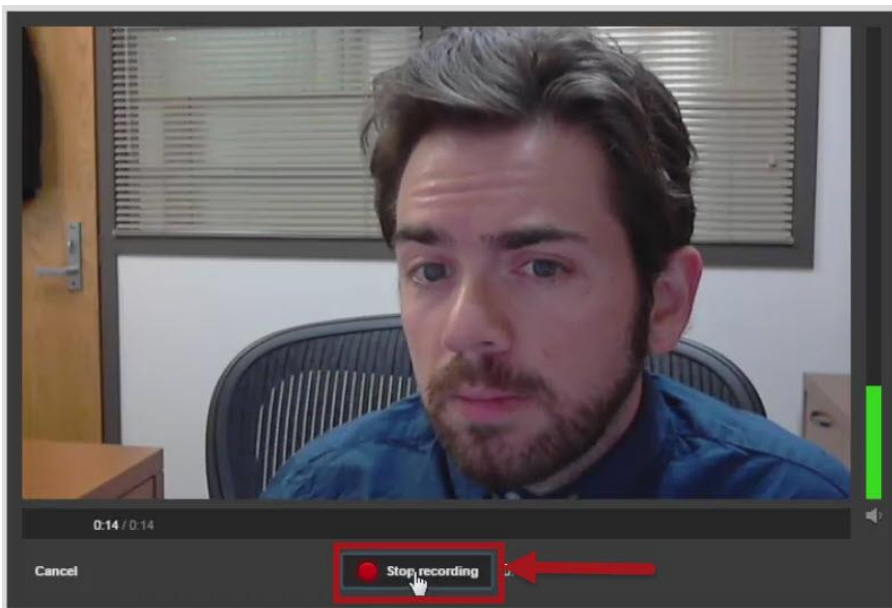
- 1) Create an account on YouTube.com and log in.
- 2) Connect a webcam to your computer, and make sure your microphone is not muted.
- 3) Open a web browser and go to www.youtube.com/my_webcam.



- 4) Press the “Start recording” button to begin recording.



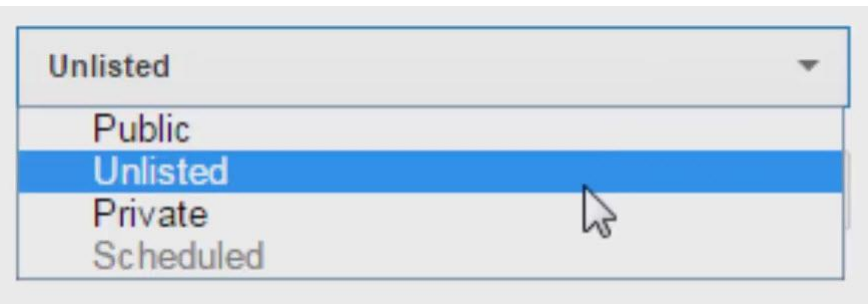
- 5) If the Adobe Flash Player Settings window pops up, click “allow” to give the website permission to record from your webcam. YouTube will automatically begin recording audio and video. Close the window.



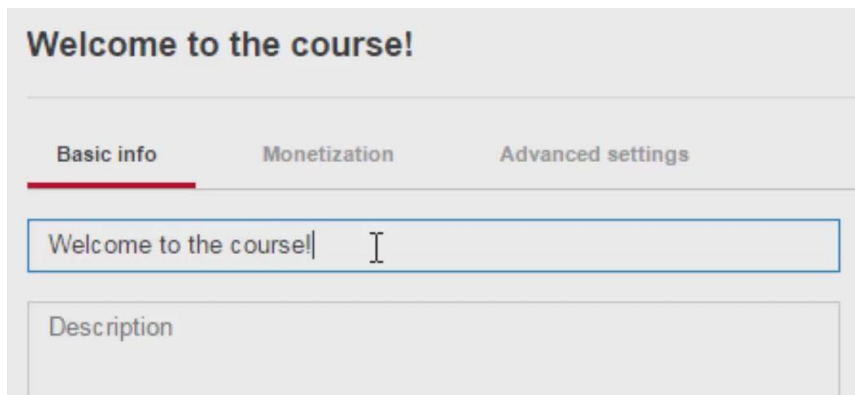
- 6) Click the stop button to stop recording.
- 7) If you wish to re-record your video, click “Start over” to over-write the previous video.



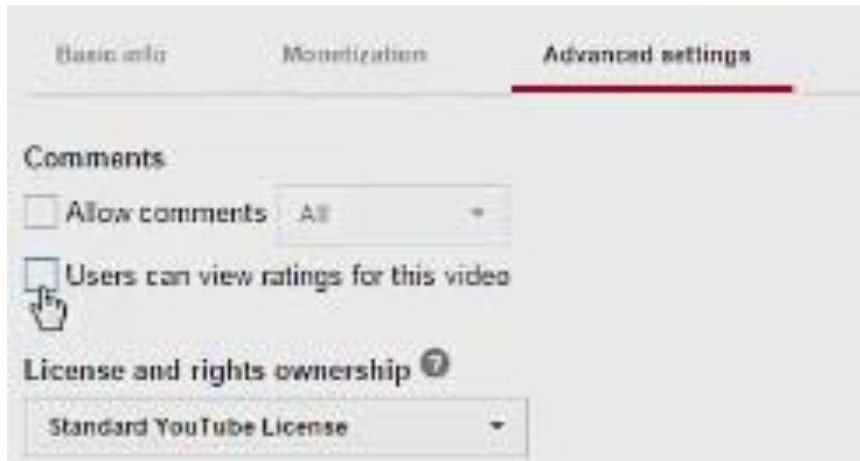
8) When you are pleased with your video, click “continue” to proceed.



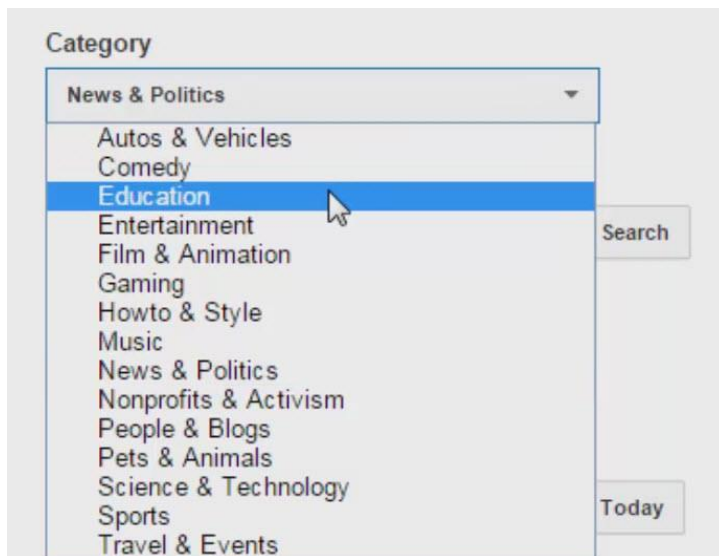
9) YouTube will take you to the Video Manager after you record the video. Change the permissions on the video to “unlisted.” This means the video will not turn up in YouTube searches, but students will still be able to watch it.



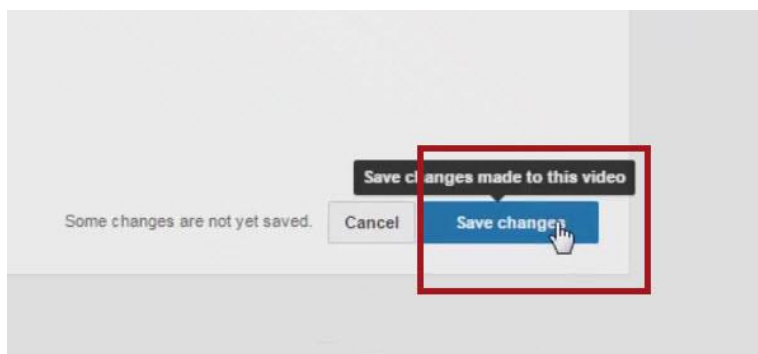
10) Give an appropriate title to your video in the name field.



- 11) Go to “Advanced Settings” and turn off “Allow comments” and “Users can view ratings for this video” to prevent students from commenting and rating your video.

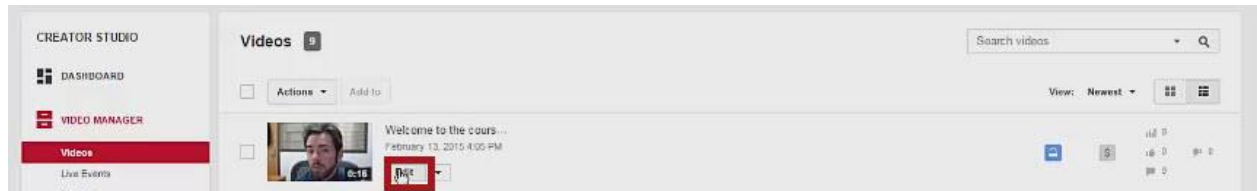


- 12) Finally, change the category of your video to “education.”

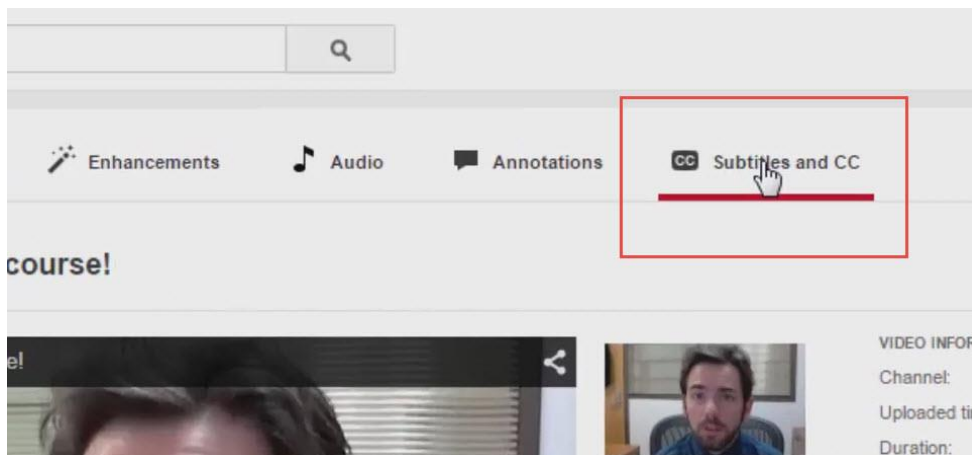


13) Save changes.

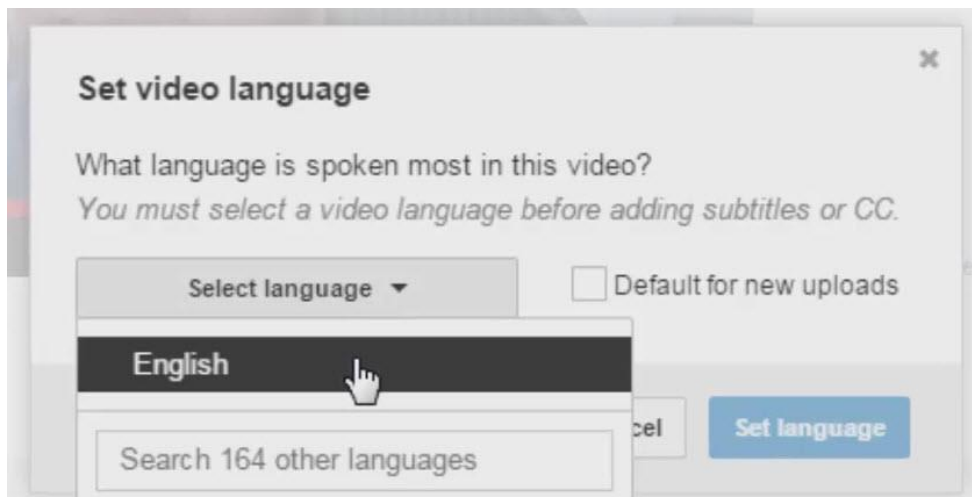
APPLY CLOSED CAPTIONS



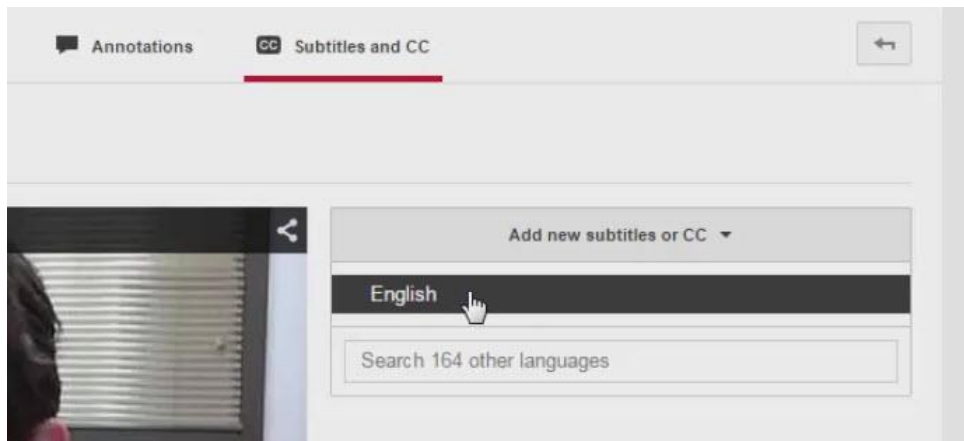
14) Click “Videos” in the Video Manager to see your video library. Find the video you just recorded, and click “edit.”



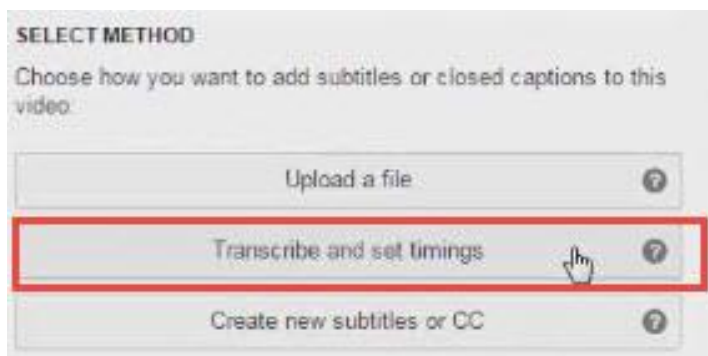
15) Click “Subtitles and CC” to access the closed caption settings.



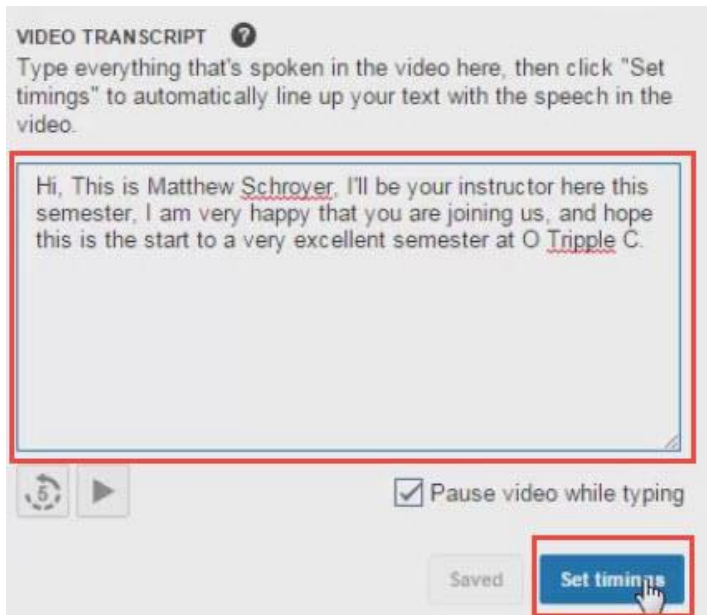
- 16) A “Set video language” window may pop up. If your video is in English, select that language from the pull-down menu. Then click "set language."



- 17) Click “add new subtitles or CC,” to add your captions to the video, and click “English” to proceed (if your video is in English).



- 18) Click “transcribe and set timings.” Copy the text of your transcript into the Video Transcript field.

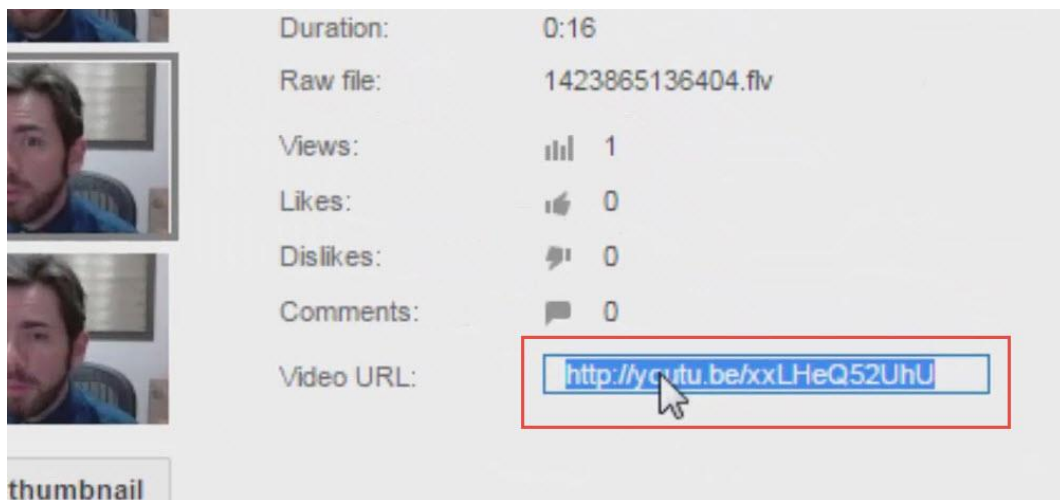
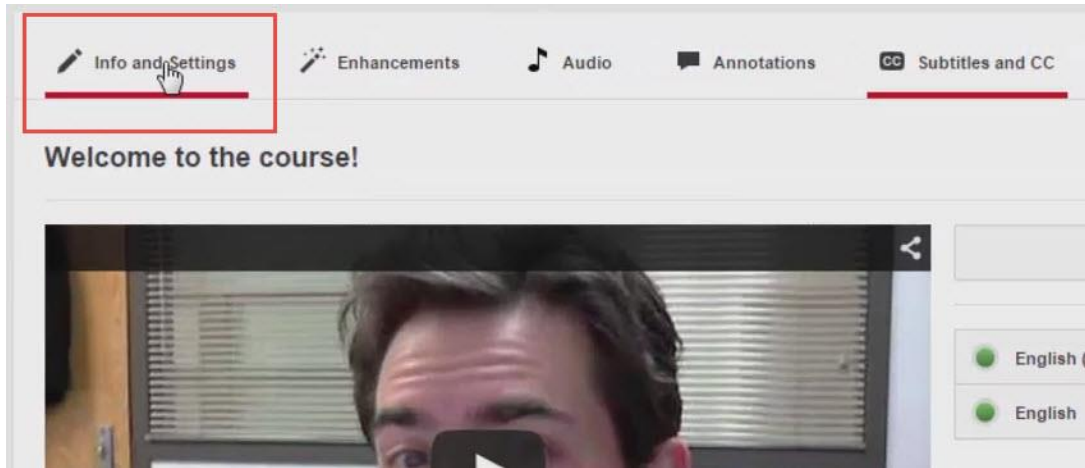


- 19) Click “set timings” and YouTube will begin the process of turning your transcript into timed captions.



- 20) It will take a couple of minutes for YouTube to finish the process of turning the transcript into timed captions. Click “English” to view the video with the applied captions. If you are pleased with the results, click “Publish” to apply those captions to the video.

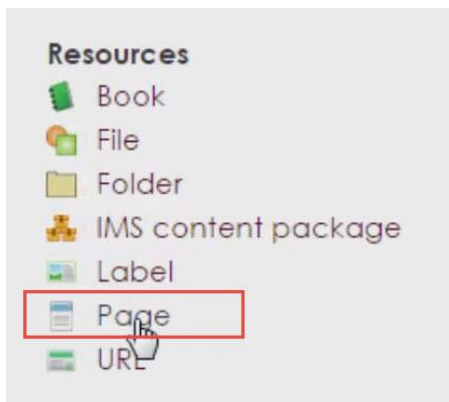
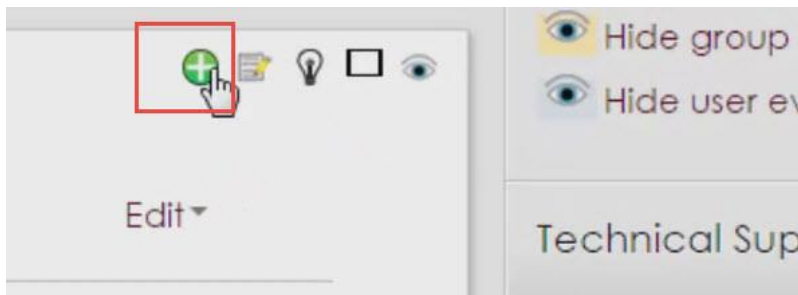
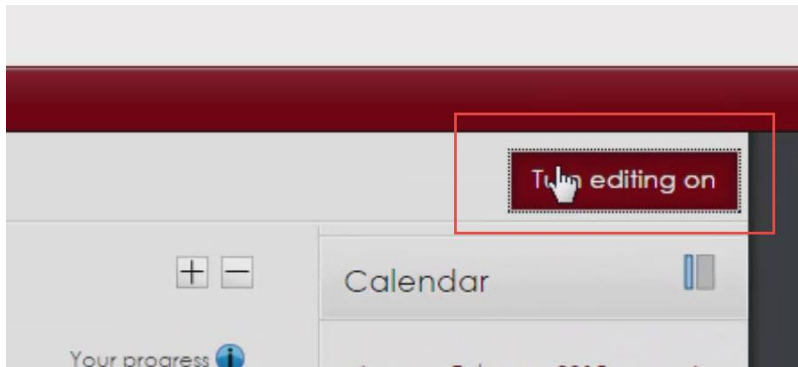
EMBED YOUR VIDEO IN YOUR MOODLE COURSE



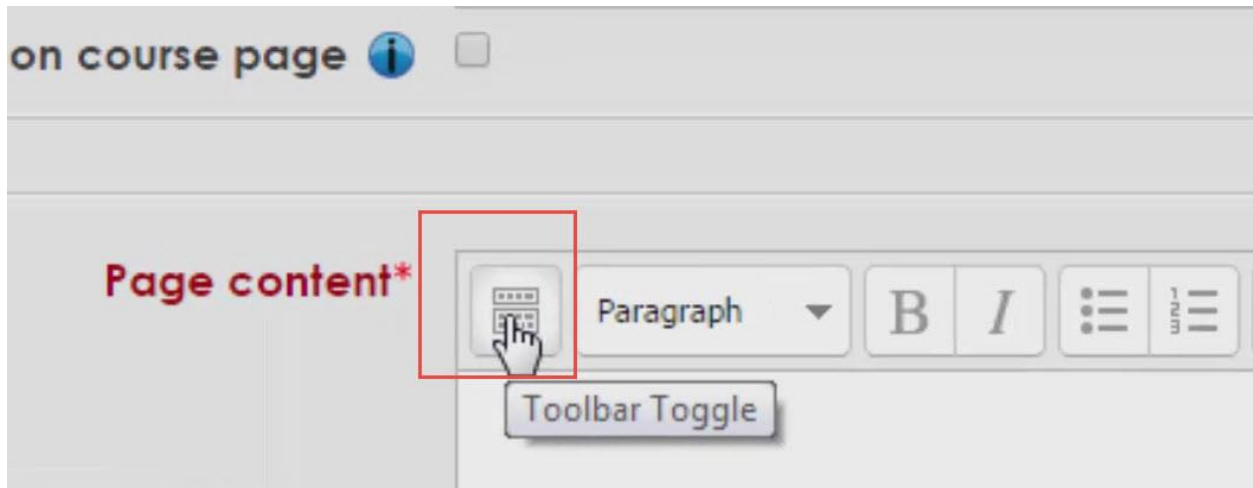
21) Click on “Info and Settings” to find the URL (link) to the video. Copy this code and paste it in the address bar of the browser to go to the video’s YouTube page.



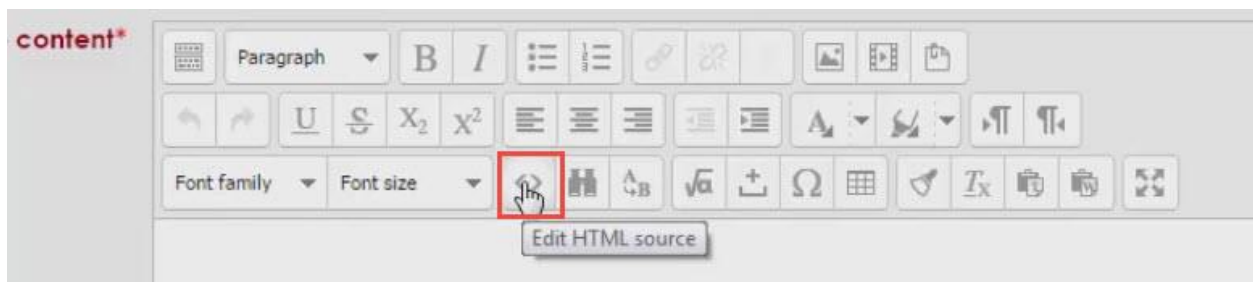
- 22) In the YouTube page of the video, below the video, click on “embed.” This will expose a field with a string of code. This is the line of code that needs to be copied and embedded in a resource in your Moodle course.



- 23) Go to your Moodle course, and turn editing on to allow you to create a new resource. Click the green “Add resource” button in the topic folder where you would like to embed the video. Choose to add the “page” resource to this topic folder.



- 24) In the settings for the page, give the page a name and description. To embed the video, look for the “content” section of the page settings, and click on the “Toolbar Toggle” button. This will make the button appear to embed the video code into your page.



- 25) In the third row of buttons in the “content” section, is a button showing a pair of carrots (<>). Click this button, so that the HTML Source Editor will come on screen. This is the field where you will paste your code.



- 26) Paste the code inside the HTML Source Editor, and click “update.” The Source Editor will disappear, and your YouTube video will now be embedded in the “content” field. Click “Save and display” to view your new page with the

embedded video, or click “Save and return to course” to save the page and go back to the course homepage.

- 27) You have successfully embedded a video in a page in your Moodle Course!