YouTube: How to Upload Videos with Closed Captions

1. Click "Sign in" (top right). Log in with your Gmail account or click "Create account" if you do not have a log in. If you have to create an account, please follow the necessary prompts until you are officially signed into YouTube.

2. Go back to YouTube's home page and click on the icon that looks like this: ⬆

3. A screen may pop up asking you to create a channel. You can use your name or you can change the channel name to your department (Click "Use a business or other name"). If creating a business account, follow the prompts, if you are using your name, click "Create channel."

4. Before uploading videos (especially if they are longer than 15 minutes), you will need to verify your account. Click on this image in the top right corner of the screen: 👤

Then click on "Creator studio." On the drop down menu on the left, click on "Channel" and look for the box that says, "Longer videos." Click on "Learn more" and follow the verification instructions. You can also go to the following website to verify your account as well: https://www.youtube.com/verify

5. When completed, click on the upload icon again (See step #2).

5. Select the video privacy setting you would like to create from the drop down menu. **Public** videos can be viewed and shared by anyone. **Private** videos can only be seen by the creator and the users you choose. **Unlisted** videos can be seen and shared by anyone with access to the link.

6. When chosen, drag and drop the video file into the upload box.

7. A new page will open that shows how far along the video will be processing for. After the upload is complete, YouTube will automatically generate closed captions (CC) for the video. (Make sure that audio is clear and easy to understand, that will help prevent any auto-generated closed caption errors.) The CC process can take anywhere from a few hours to a few days.

8. Once CC's are generated, you can edit them if there are mistakes. Go back to the Creator Studio and next to the video you would like to edit, click the drop down arrow that says "Subtitles/CC." Click on the box that says, Published – English Automatic. This will show each frame of the closed captions. At the top right, click on "Edit." This will allow you to fix any spelling errors within a certain frame. When done editing, click on the blue box in the top right that says, "Save changes."