How do I edit captions on YouTube?

Go to Google.com

First, make sure you are logged onto your URI email account. You can check if you are logged in by looking at the upper right-hand corner. You will either see an icon of the first letter of your name or the icon you have set up for your URI email account.

If you are not logged in, you will see a sign inbox. Which you would just have to log into your URI email.
Head on over to YouTube from the Google apps menu

While you are still on the Google.com page click on the Google app’s menu located left of your icon to access all of your G-Suite app’s.
Once you have clicked on the app’s menu you will see all the default applications to access the YouTube app on this menu click on **More**.
Once you have clicked on More you should see the **YouTube** application on the menu. Click on the **YouTube** application to go to **YouTube**.
Uploading a video on YouTube.

Once you are at the YouTube Home page on the upper right-hand corner you should see something like the image below.

Click on the Highlighted red circle as shown above to pop out the YouTube Menu. (Please note that the image will appear differently on your screen as it is also your current picture/avatar that you use for your URI email account.)
Once the YouTube Menu is shown proceed in clicking on **YouTube Studio (beta)**.
YouTube Studio (beta)

Once you are in YouTube Studio you will then see this page where it prompts you if you would like to upload a video.
Click the **Upload Video** button
Click on the **Upload video (beta) New** option.
Once there you will then either drag and drop your video or click on the Select File button and search for the video in your computer.

After your video has been chosen then you will be prompted with the Upload video (beta) screen as shown below.
Once there you are required to put something in the **Title** box and the **Description** box.

At the bottom in the **Thumbnail** portion, you can choose which thumbnail you would want to use for your video.

Once you are done with everything just hit the **Next** Button.
Upload Video Advanced Settings

In this section, we will go over each option for your YouTube video in terms of options that are shown below.

* To access all settings your video must be fully processed! *
Playlists

Under **Playlists**, you can choose if your video will be part of a playlist. *(For example, if you are thinking of making a series of videos for a class and want to have the playlist say COM 101 Fall 2019 so any video that’s related to COM 101 Fall 2019 would show up in that playlist.)*

Cards

Cards are options to either promote another video, playlist, and channel. You can also create a card so that any view will be prompted to take a poll.

Once you have clicked on the **Cards** option it will redirect you to a page where you can put the set of cards you would want for your video as shown below.
Adding a Video or Playlist card

If you would like to promote or even suggest another video to your students while watching this video this is how you would do that.

Click on the Crate box in the Video or Playlist section.
This window should pop up once you clicked on create. Here is where you would either link it to a video or playlist that you have previously uploaded. If you wish to suggest a video that is not yours you would have to find the URL of said video and paste it where it says “Or enter a YouTube video or playlist URL”. If you wish to put in a custom message to your card you can also do that by putting in the text in the “CUSTOM MESSAGE” text box this also applies to the teaser text.
Adding a Channel Card

If you would like to just link to a specific YouTube channel in general.

First, click on Create in the Channel portion of Add Card.
Once you have clicked on the Create box you will get prompted with a window like shown below.
Here you would just add the channels username or the URL to the channel you would like to link to. If you would like to add a custom message you would add text into the CUSTOM MESSAGE text box the same goes for the teaser text. Once you are done with everything make sure to hit the Create Card box.

**Adding a Poll Card**

If you would like to add a poll to your video to ask something to your viewers this is how it would be done. Under the add card option click on the Create box in the Poll section.

Once you have clicked on the Create box you will get prompted with a window like shown below.
Here is where you would create a poll.

The first text box would be the title of the pool that will be used in the Poll card. The next text boxes are for your Poll choices as you can see by the examples provided in the image above. If you wish to put more Poll choices, you just have to click on the Add another choice box.

**Language and Subtitles**

You only must worry about this option if you already have a subtitles/cc file premade for your video.
If you do have a subtitles/cc file already created for your video, then you would just click on the UPLOAD SUBTITLES/CC text and locate the file on your computer and upload it.

**Tags**

Tags are what you would use to help your viewers find your videos when they search for the video. Here you would just add keywords that are associated with your video. Make sure for each keyword you use it has to be in the format “URI, uri, Rhody, Rams, University of Rhode Island … etc” you must separate your tags with a comma.
Category

This option just lets you categorize your video for most cases you would either pick the option for education or science and technology. You are always free to choose what category you think your video falls under.

Video Location

For Video Location I would recommend to always use the University Of Rhode Island as the location as you want your video to be associated with the university.
For the Recording date, all you must do is provide YouTube the date the video was recorded. Feel free to put any date that you wish.
License and rights ownership
For License and rights ownership make sure to just use the Standard YouTube License.

Comments and ratings
The comments and rating options allow you to either enable or disable comments on the video you are uploading.
The options that are offered to you when you click on the Allow all comments waterfall are All Comments, hold all comments for review, hold potentially inappropriate comments for review.

They allow all comments option will allow anyone to comment on your video. They hold all comments for review option will make you review each individual comment before it can be posted. Hold potentially inappropriate comments for review lets all comments be posted without you needing to review comments individually but any comments that get flagged as inappropriate will need approval.

The sort option in Comments and ratings has two options to sort the comments on your video by either what’s the most liked comment Top or by the newest posted comment Newest.
In Additional settings you can enable an age restriction to the video, Allow embedding which lets other users use your video on their websites, the Publish option will just send notifications to all of your subscribers once you publish a new video, Lastly the last option you would only check off if it’s a paid promotion.
Once you are done with all the advanced settings you will then click on the Next Box.
Preview & publish

In this final window, you have the option to select between Public, Private, or Unlisted for your visibility options for your video.

Public allows your video to be viewed by everyone on the internet.

Private only allows you and certain people who you allow viewing the video.

Unlisted only allows people who have the link to your video to be able to view it.
For the purposes of this tutorial, we are going to choose the private option for now until we finalize our captions. After choosing private also hit the Done box.

After your done with the entire uploading process your screen should look like the image below.
Captioning and Transcriptions

To begin to be able to add captions to your newly uploaded video you will have to click on Transcriptions from the side menu on the left.
Once you have clicked on transcriptions you will be prompted with this screen below. To begin the process of editing the captions that were created by google you will click on languages first then on published as shown in the window below.

*Note that it can take up to ten minutes for the English Automatic captions to pop up on your video*
This window will pop up which will show you the captioning that was created by Google. To start editing these captions you have to click on the **Edit** box.
After you have clicked in the Edit box the previously grayed out portion of the captions should now be accessible.

There are three different ways to edit the captions and add captions. It is recommended that you just use the already generated captions by Google and just edit them to make sure they match what is being said throughout the video.

To edit the captions as pointed out on the picture above you will see boxes located to the left with time stamps. To start editing the captions just click on where you would like to edit and start removing and adding words to your liking.
Once you are done editing click on the **Save Changes** button.

Afterward, you should have a screen with your captions saved.
Click on the Return to YouTube Studio button.

Now that you are back in YouTube Studio you can either change your Video to Public or get a shareable link.

**Getting your Video ready**

If you do not want to change your video from private to public and just want to get a shareable link for your students this is what you will do.

Click on Videos on the left side menu.
Once in the video section hover over your video

Click on the Private option under Visibility
You will then be prompted with options to set the video Public, Private, and Unlisted. Depending on how you want your video set up you will choose either between Public or Unlisted. If you want anyone and everybody to have access to your video you would Choose Public. If you wish to only select the video with let's say just your current Fall semester roster then you would choose Unlisted.

There is the third option to leave the video as Private if you leave the video as Private then you would have to approve every single user who is trying to watch your video.
Once you have finished selecting your option Hit the Save option to finish.

Now your Video is set up and ready to be shared! Now all that’s left there to do is to get your shareable link!

**Click on Videos on the left side menu.**

Once in the video section hover over your video
Click on the three dots as shown above.

Then click on the shareable link and the link will be copied into your clipboard so now all you have to do is paste it someplace where you wish to keep the link saved.

That's it now your done!