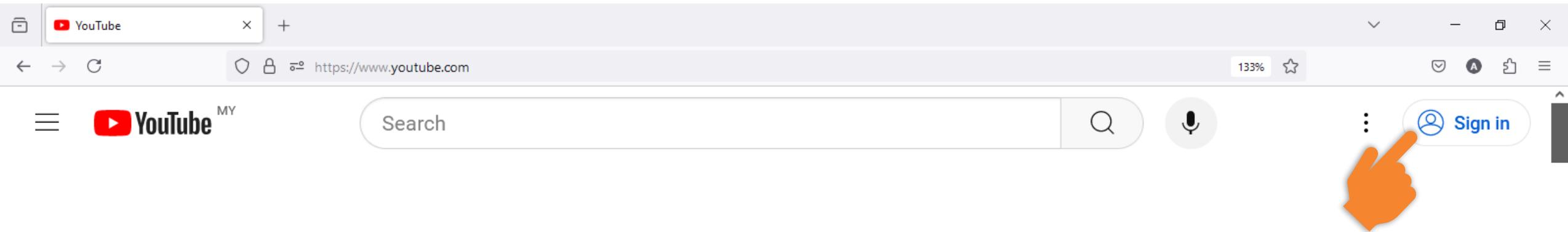


# Steps to upload a video on YouTube

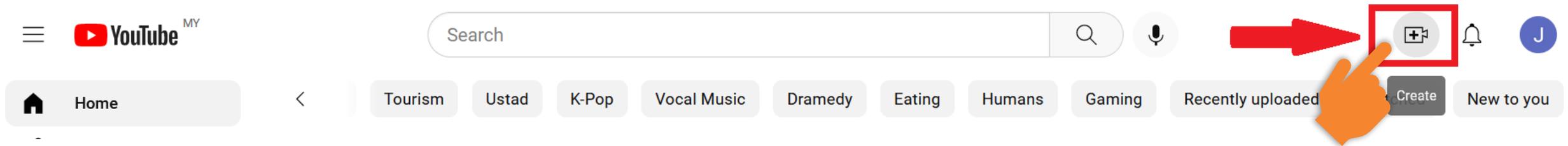
# Step 1

Sign in to your YouTube account. If you do not have one, please create a new account.



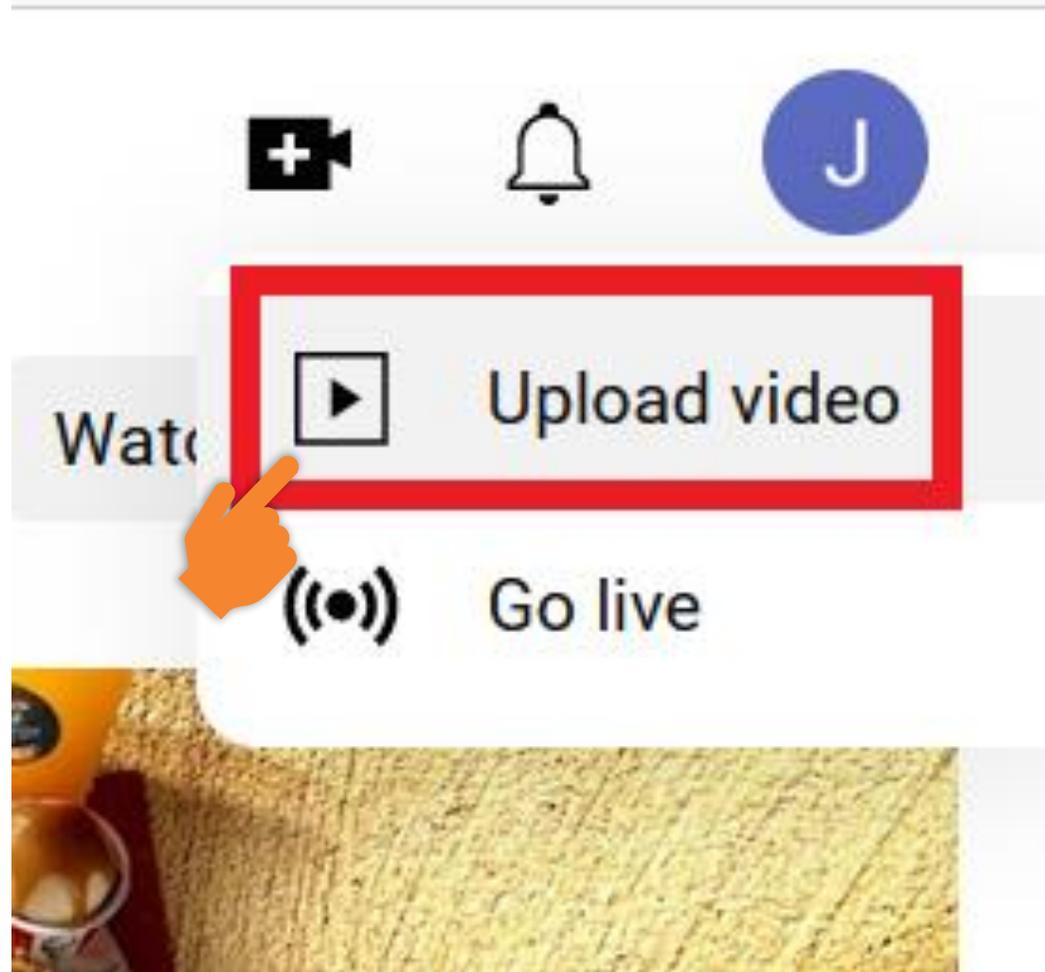
# Step 2

Click the “Create” button.



# Step 3

Select the “Upload video” option.



## Step 4

You may choose to “Drag and drop” the video file or “Select Files” button.



Drag and drop video files to upload

Your videos will be private until you publish them.



# Step 5

In the “Details” part, you need to go through it and set it accordingly.

The screenshot displays the YouTube video creation interface for a video titled "Rubric grading". At the top, a progress bar shows four steps: "Details" (selected with a blue circle), "Video elements", "Checks" (marked with a blue checkmark), and "Visibility". The "Details" section is active, featuring a "REUSE DETAILS" button. Below this are two text input fields: "Title (required)" containing "Rubric grading" and "Description" containing "Tell viewers about your video (type @ to mention a channel)". To the right, a video player is visible with a "Video link" field containing the URL <https://youtu.be/tuWUQe4W5kg>. The bottom of the screen shows a status bar with "Checks complete. No issues found." and a blue "NEXT" button.

# Step 6

After that, click the “Next” button.



# Step 7

In this “Video elements” part, you may add the subtitles or the end screen. You can skip this part by clicking the “Next” button.

The screenshot shows the 'Rubric grading' interface in YouTube Studio. At the top, it says 'Rubric grading' and 'Saved as private'. Below this is a progress bar with four steps: 'Details' (checked), 'Video elements' (current step), 'Checks' (checked), and 'Visibility'. The 'Video elements' section is active, showing two options: 'Add subtitles' and 'Add an end screen'. The 'Add subtitles' option has an 'ADD' button. The 'Add an end screen' option has an 'IMPORT FROM VIDEO' button and an 'ADD' button. At the bottom, there is a status bar with 'Checks complete. No issues found.' and two buttons: 'BACK' and 'NEXT'. An orange hand icon is pointing to the 'NEXT' button.

Rubric grading Saved as private

Details **Video elements** Checks Visibility

## Video elements

Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)

**Add subtitles** ADD

Reach a broader audience by adding subtitles to your video

**Add an end screen** IMPORT FROM VIDEO ADD

Promote related content at the end of your video

↑ HD ✓ Checks complete. No issues found. BACK NEXT

# Step 8

In this “Checks” part, YouTube will check your video and if no issue, you will see the right checkmark. Then, click the “Next” button.

The screenshot shows the 'Rubric grading' interface. At the top, it says 'Rubric grading' and 'Saved as private'. Below this is a progress bar with four steps: 'Details' (completed with a checkmark), 'Video elements', 'Checks' (current step, highlighted in blue), and 'Visibility'. The 'Checks' section is titled 'Checks' and contains the text: 'We'll check your video for issues that may restrict its visibility and then you will have the opportunity to fix issues before publishing your video. [Learn more](#)'. Below this is a 'Copyright' section with the text 'No issues found' and a green checkmark. At the bottom, there is a 'Send feedback' link and a 'NEXT' button. An orange hand icon is pointing to the 'NEXT' button. In the bottom left corner, there are icons for 'HD' and a checkmark, followed by the text 'Checks complete. No issues found.'

# Step 9

In this “Visibility” part, select the “Unlisted” option. Then, click the “Save” button.

The screenshot shows the 'Rubric grading' interface with a progress bar at the top indicating four steps: Details, Video elements, Checks, and Visibility. The 'Visibility' step is currently active. Below the progress bar, the 'Visibility' section is titled 'Choose when to publish and who can see your video'. There are four radio button options: 'Save or publish' (selected), 'Private', 'Unlisted' (highlighted with a red box), and 'Public'. The 'Unlisted' option is described as 'Anyone with the video link can watch your video'. To the right of the options is a video player showing a rubric grading interface with a red callout box pointing to a 'Grade' button. At the bottom right, there are 'BACK' and 'SAVE' buttons, with an orange hand icon pointing to the 'SAVE' button. At the bottom left, there is a status bar with an 'HD' icon, a checkmark, and the text 'Checks complete. No issues found.'

# Step 10

You may now share your video. Then, click the “Close” button to finish the process.

### Video published


Rubric grading  
Uploaded Jan 18, 2023

#### Share a link

WhatsApp Facebook Twitter Email KakaoTalk Reddit

Video link  
<https://youtu.be/tuWUQe4W5kg>

**CLOSE**



# Step 11 Click the button to view your video on YouTube.

## Channel content

Videos

Live

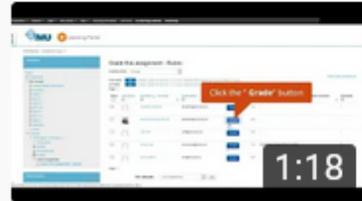
Playlists



Filter



Video



Rubric grading



View on YouTube

# Need assistance or drop your feedback at;



Chat Messenger



eTicketing System

<https://elearnzone.imu.edu.my/eticketing/open.php>



eMail

[elearningsupport@imu.edu.my](mailto:elearningsupport@imu.edu.my)