1. **Sign In** to your YouTube channel (or **Create an account** first if necessary).

2. Click **Upload** and drag and drop video files you want to upload.

3. From the dropdown menu, select **Public** or **Unlisted**.

4. Click **Publish** to make your video live.

5. Your video is now ready. Click on the link.

6. Click on **Share** underneath the video.
7. Click **Embed**.

8. Copy the embed code.

9. In Blackboard, go to the section of the course you want to place the video, such as **Course Documents**. Then select, **Build Item – Create Item**.

10. Type in the name of the clip. Then click on the **HTML Code View** button.

11. In the HTML Code View, paste the embed code. Click **Update**.
12. Click **Submit**.

13. Your video is now embedded in your course.

14. To add Closed Captioning, go back to YouTube and click on **Captions**.

15. Click **Add subtitles or CC**

16. Click on **English**.
17. Click the method of adding the Closed Captioning, such as uploading a transcript file or typing the text directly into YouTube.

18. If you already have a transcript file, select Upload a File. Then Choose File. The file should be a plain .txt. Word files will not work.

19. Navigate to file and click Select. Then click Upload.

20. Click Set Timings.
21. Edit if necessary.

22. Click Publish.

23. The video will update with Closed Captions in Blackboard.