



VIDEO ASSIGNMENT

FEATURE 1

How to Add Captioning Using YouTube

- STEP 1:** Hover your mouse cursor over your **username** (upper right corner of any YouTube page).
- STEP 2:** Select **Video Manager**. This will bring you to your page of your uploaded videos.
- STEP 3:** Locate the video to which you want to add captions/subtitles/translations.
- STEP 4:** Click the down-facing arrow that is to the right of the **Edit** button.
- STEP 5:** From the drop-down menu, Click the **Captions** button.
- STEP 6:** Click **Add New Captions or Transcript**, found on the right hand side of the page.
- STEP 7:** A window will prompt you to **Browse** for the file to upload. Find and select your .SRT, .SBV or .TXT file.
- STEP 8:** If you are uploading a transcript (with no time syncing), select **Transcript file**, otherwise, select **Caption file**.