Webcasts are an easy and effective way to record and share information. A simple webcast can be created with just a web camera and internet access. This Getting Started guide will focus on the use of YouTube to create and share simple webcasts.

Classroom Uses:
- Provide detailed feedback to one or many students (whoever you wish to share the link with)
- Share directions or additional information for students
- Share information with parents (a simple tech alternative to the traditional newsletter)

Step One: Create a YouTube Account
- If you already have a Google account (which is used to sign in on YouTube), sign in and proceed to step two
- If you don’t have a Google account, click on “Sign In” on the YouTube homepage
- Click on “Create an Account”
- A separate Getting Started guide has been created to assist in establishing a Google account. Visit http://kurtishewson.wordpress.com and click on the post “Getting Started Guides“

Step Two: Create a Webcast
- You will need a webcam and microphone (most laptops have both built in)
- Click on Upload
- On the following screen, click on the Record button underneath the Webcam capture option
- A small pop up box may appear – if it does, select Allow and Close to access your microphone/webcam
Step Three: Record Your Webcast

- Position your camera the way you want – consider your background
- Click on **Start Recording** and say what you wish in your video
- When finished, click **Stop Recording**. If you wish, you can play back your video using the play button.
- If you wish to re-record, click **Start Again** to go through the process again. If satisfied with your webcast, click the blue **Upload** button.

Step Three: Publish Your Webcast

- You will be redirected to a publish page, where you modify information about your webcast. All settings can be changed at any time, even after the video is published.
- Create a title for your webcast
- Create a description
- You may add tags or categories if you wish – this makes it easier to find public videos
- In privacy setting, you have the following options:
  - **Public** – everyone can search for and view your webcast
  - **Unlisted** – only those provided with a link can access. Video can not be found through a search.
  - **Private** - only those that you specifically identify can video (requires those identified to have gmail accounts)
  - Typically, for videos only intended for specific audiences or individuals, it is best to set the privacy to “unlisted” and then share the web link for the video
- Remember to click on **Save changes** for any changes on this page
- Your video may take time to process. You can either click **Video Manager** to return to a page that displays all your videos or click on the title of the webcast to be redirected to it’s viewing page. Copy the link for the video in this viewing page to share!