

Dr. Sheila Morgan  
February 9<sup>th</sup>, 2026

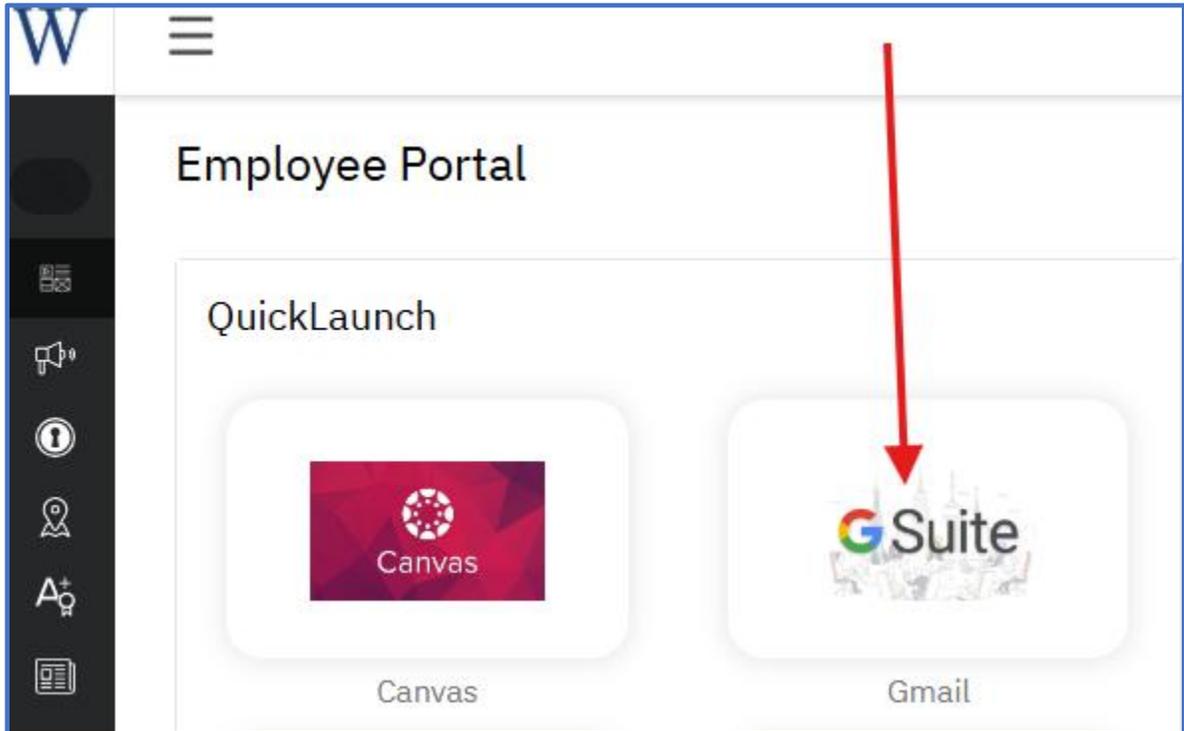
## MyApps Gmail, the YouTube App, Edit the YouTube Video Transcription and Canvas Link Tutorial

Once you have your .MP4 video ready to post in YouTube & Paste link In Canvas,  
please follow these steps below:

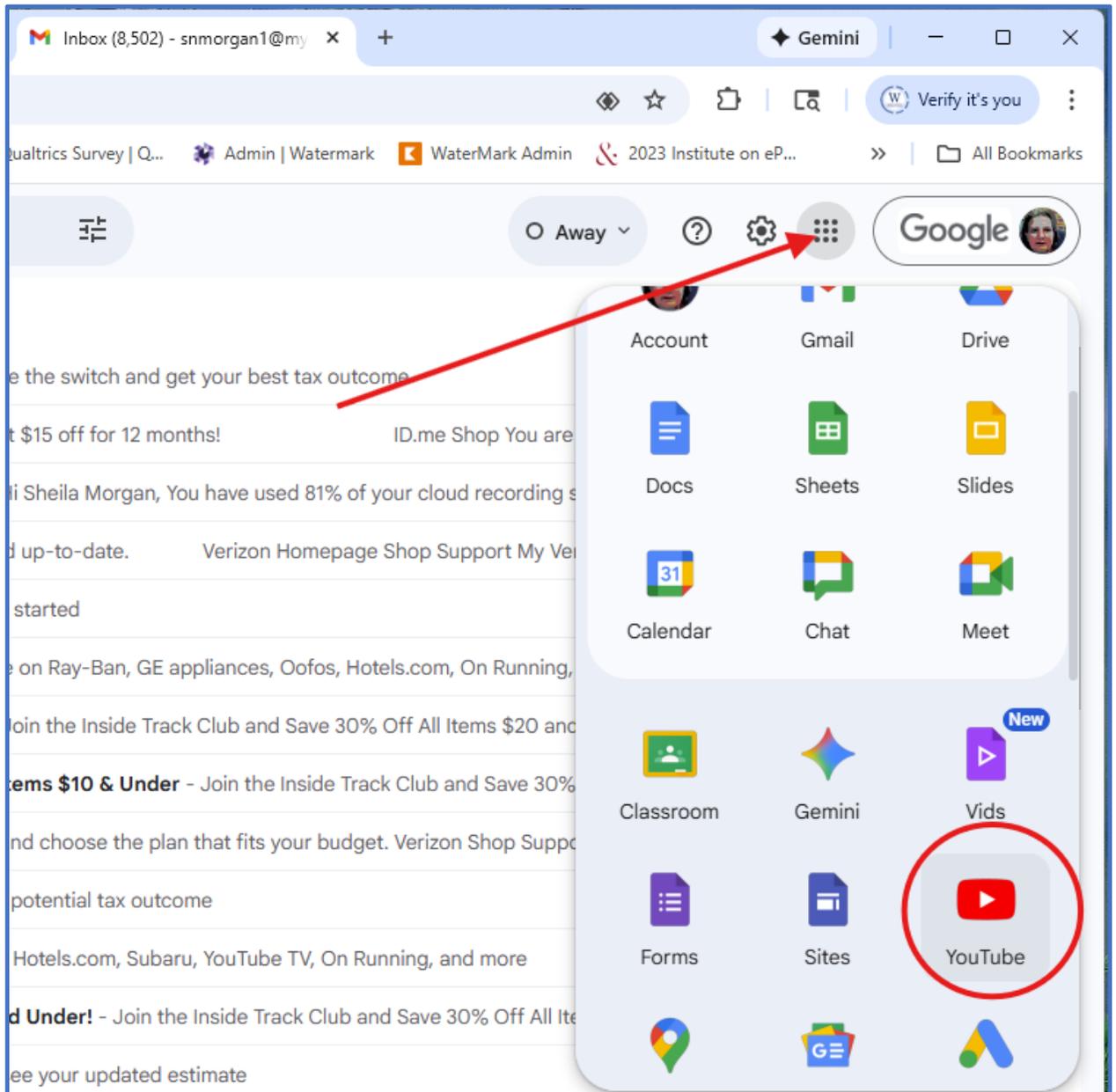
Log into the W Connect Portal



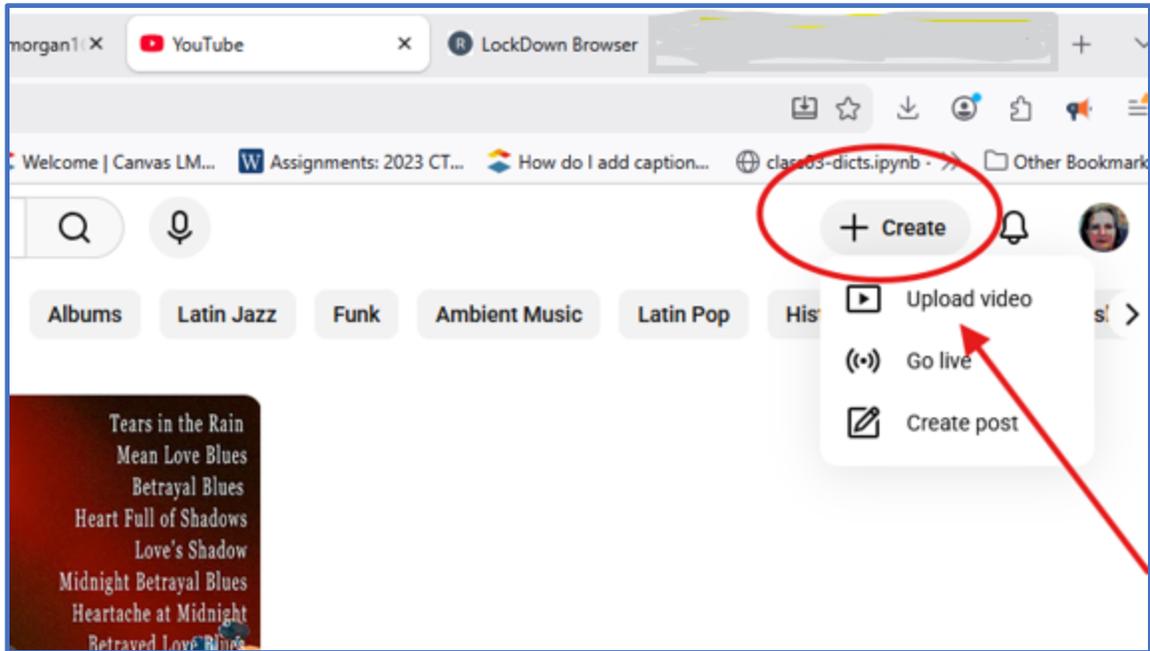
Locate **Gmail Icon** on the Quick Launch Portal, click in your Gmail (MyApps) account. This is what students use as emails, as well.



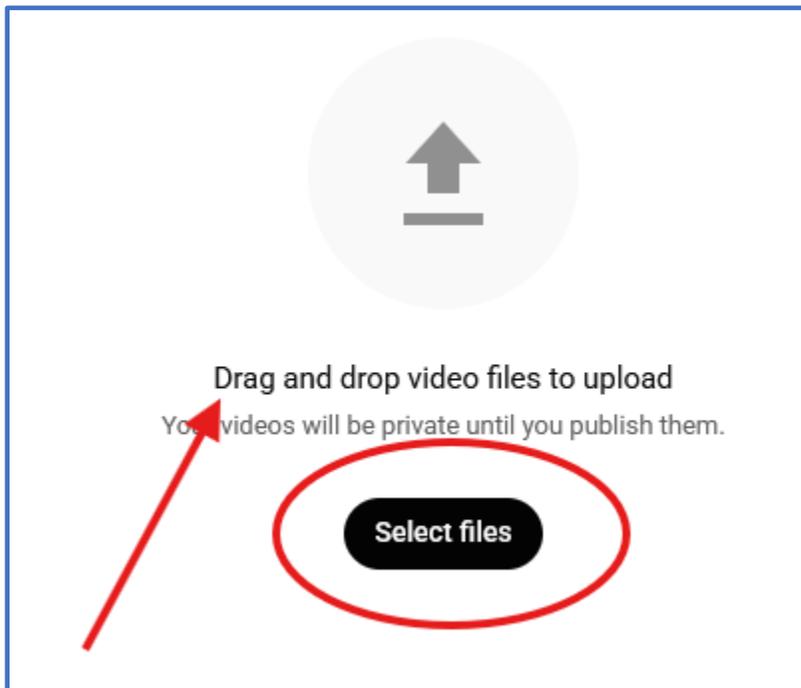
Locate the Apps section of Gmail account, scroll down until you find the YouTube App.



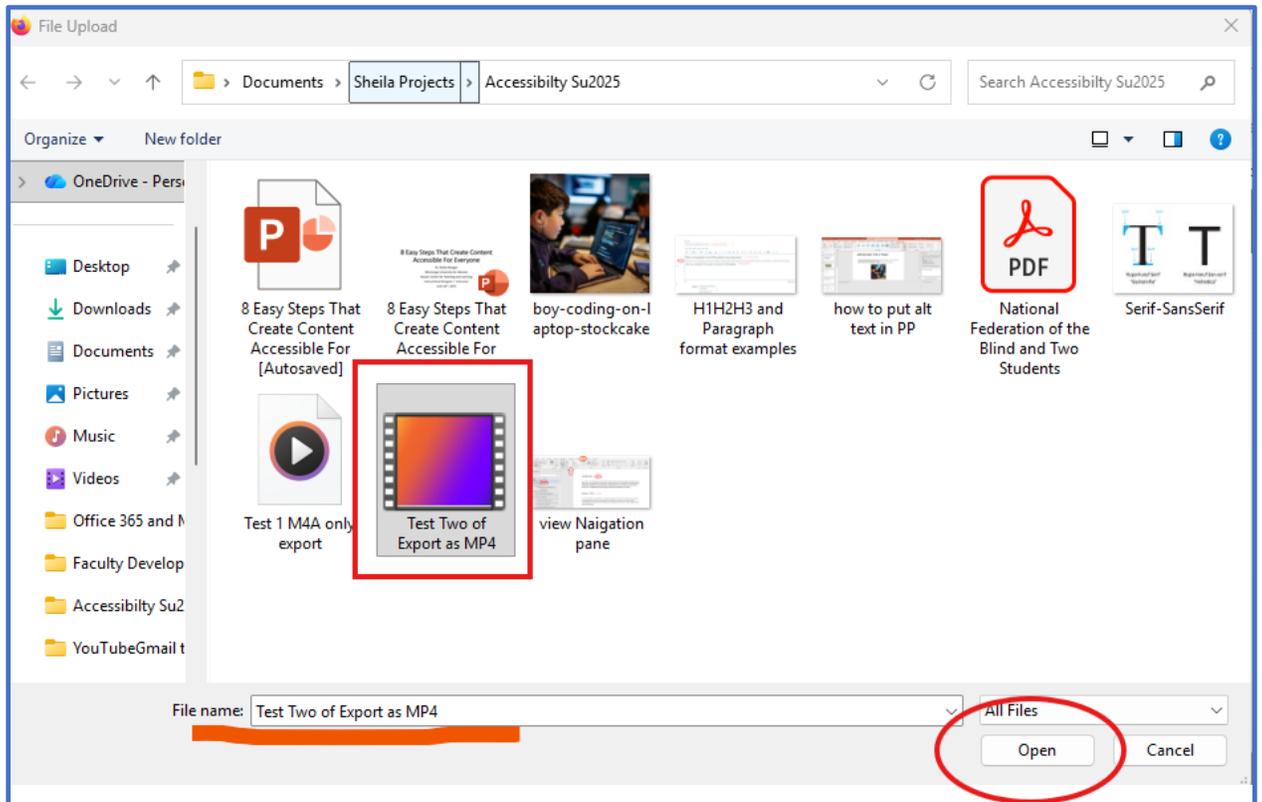
Click on the + Create Bottom in the Top Right-hand corner of the page and choose to Upload Video.



You make drag and drop your files or select your video by browsing your computer to the folder where your video lives.



Select your .MP4 video file and click Open. This will attach your video to YouTube for processing.



The next screen you will see gives you some details about the video post. You have your Title and the video link immediately available for copying and posting in your Canvas course.

### Test Two of Export as MP4

Saved as private

Details Video elements Checks Visibility

#### Details

Reuse details

Title (required) ?  
Test Two of Export as MP4 25/100

Description ?  
Tell viewers about your video (type @ to mention a channel)

#### Thumbnail

Set a thumbnail that stands out and draws viewers' attention. [Learn more](#)

Upload file Auto-generated A/B Testing

#### Playlists

Add your video to one or more playlists to organize your content for viewers. [Learn more](#)

Select

#### Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online

Processing will begin shortly

Video link  
<https://youtu.be/bkGKraQe-cM>

Filename  
Test Two of Export as MP4.mp4

Next

Upload complete ... Processing will begin shortly

The next screen asks you if the video is for minors, select No and then choose the Next button at the bottom of the page.

Test Two of Export as MP4 Saved as private

Details Video elements **Checks** Visibility

Upload file Auto-generated A/B Testing

**Playlists**  
Add your video to one or more playlists to organize your content for viewers. [Learn more](#)  
Select

**Audience**  
This video is set to **not made for kids** Set by you  
Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)

Yes, it's made for kids  
 **No, it's not made for kids**

✓ **Age restriction (advanced)**  
[Show more](#)  
Paid promotion, collaboration, subtitles, and more

Video link  
<https://youtu.be/bkGKraQe-cM>  
Filename  
Test Two of Export as MP4.mp4

↑ SD ✓ Checks complete. No issues found. **Next**

This next screen requires no information, select the Next button at the bottom of the page.

The screenshot shows a multi-step process for exporting a video as an MP4. The steps are: Details (checked), Video elements (current step), Checks (checked), and Visibility (unchecked). The 'Video elements' section includes three options: 'Add subtitles', 'Add an end screen', and 'Add cards'. At the bottom, there is a 'Back' button and a 'Next' button, which is highlighted with a red box. A status bar at the bottom left indicates 'Checks complete. No issues found.' with icons for an upward arrow, SD, and a checkmark.

Test Two of Export as MP4 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

**Add cards** Add  
Promote related content during your video

Checks complete. No issues found. Back Next

Checks for copyright issues will begin, once you receive a green check on the page, select the **Next** button at the bottom of the page.

The screenshot shows the 'Checks' step in a video upload process. At the top, a progress bar indicates the current step is 'Checks', with 'Details' and 'Video elements' completed and 'Visibility' pending. The main heading is 'Checks', followed by an explanatory paragraph. A 'Copyright' section shows '0 issues found' with a green checkmark icon circled in red. A red arrow points from the left edge to the '0 issues found' text. At the bottom, a status bar shows 'Checks complete. No issues found.' and a 'Next' button highlighted with a red box.

Test Two of Export as MP4 Saved as private ! ×

Details Video elements Checks Visibility

### Checks

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](#)

#### Copyright

0 issues found

Remember: These check results aren't final. Issues may come up in the future that impact your video. [Learn more](#)

[Send feedback](#)

[↑](#) [SD](#) [✓](#) Checks complete. No issues found. Back Next

Choose to Store Your Video on YouTube as **Unlisted** and then **Save**.

Test Two of Export as MP4 Saved as private  

Details Video elements Checks Visibility

### Visibility

Choose when to publish and who can see your video

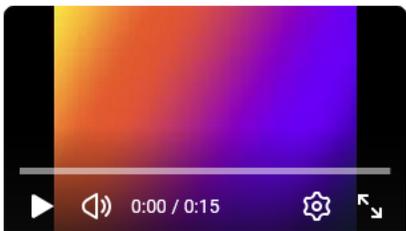
**Save or publish**  
Make your video **public, unlisted, or private**

Private  
Only you and people you choose can watch your video

**Unlisted**  
Anyone with the video link can watch your video

Public  
Everyone can watch your video

Set as instant Premiere 



Test Two of Export as MP4

Video link  
<https://youtu.be/bkGKraQe-cM> 

**Schedule** 

Select a date to make your video **public**.

**Before you publish, check the following:**

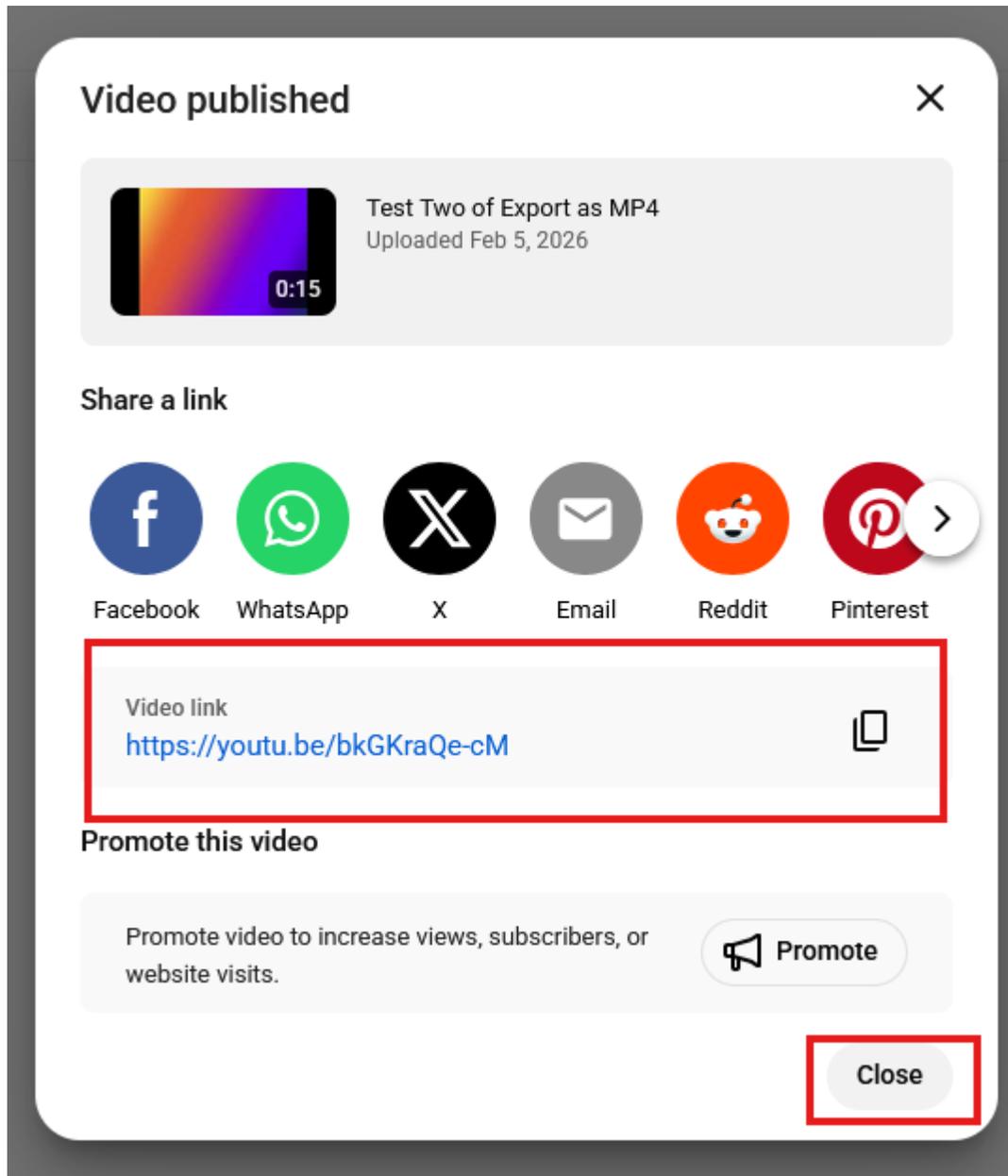
**Do kids appear in this video?**  
Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

**Looking for overall content guidance?**  
Our Community Guidelines can help you avoid trouble and ensure that YouTube remains a safe and vibrant community. [Learn more](#)

   Checks complete. No issues found.

Back **Save**

The last screen helps you decide where to post your video, for our purposes; you need to copy the Video link to paste in your Canvas course. Then Close the Window.

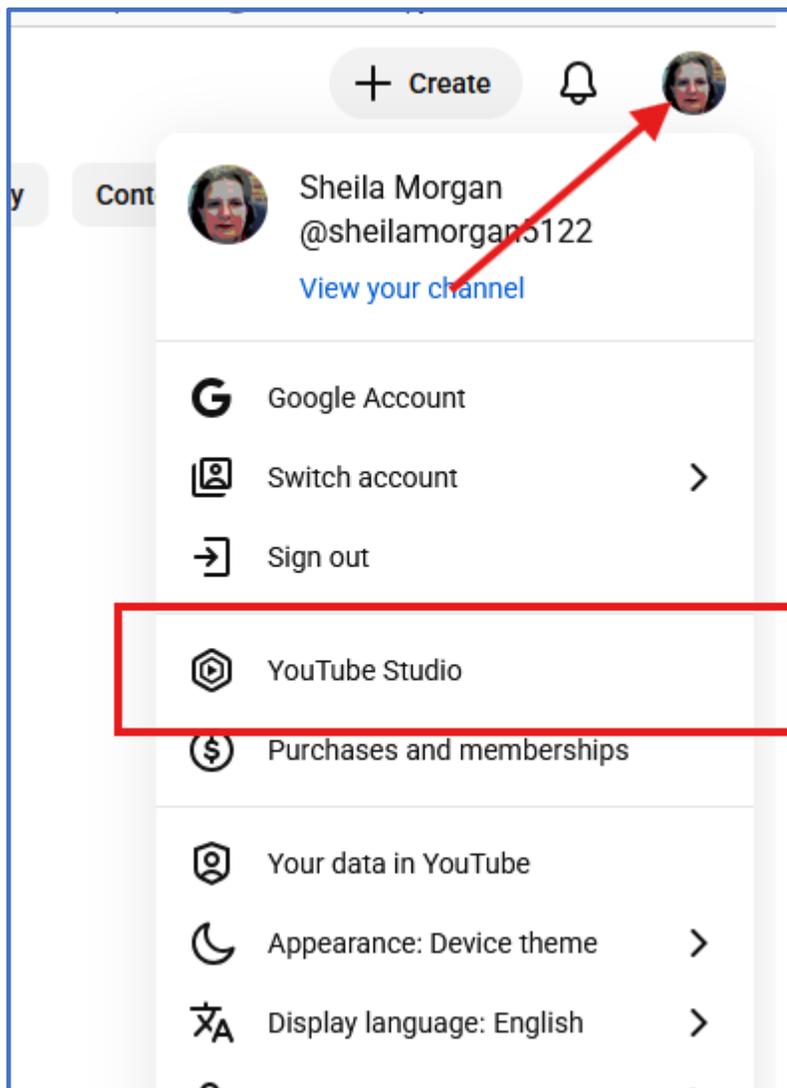


**Note:** Please give your video time to process (Render), then back to YouTube in a few hours and edit your Transcription of that recording.

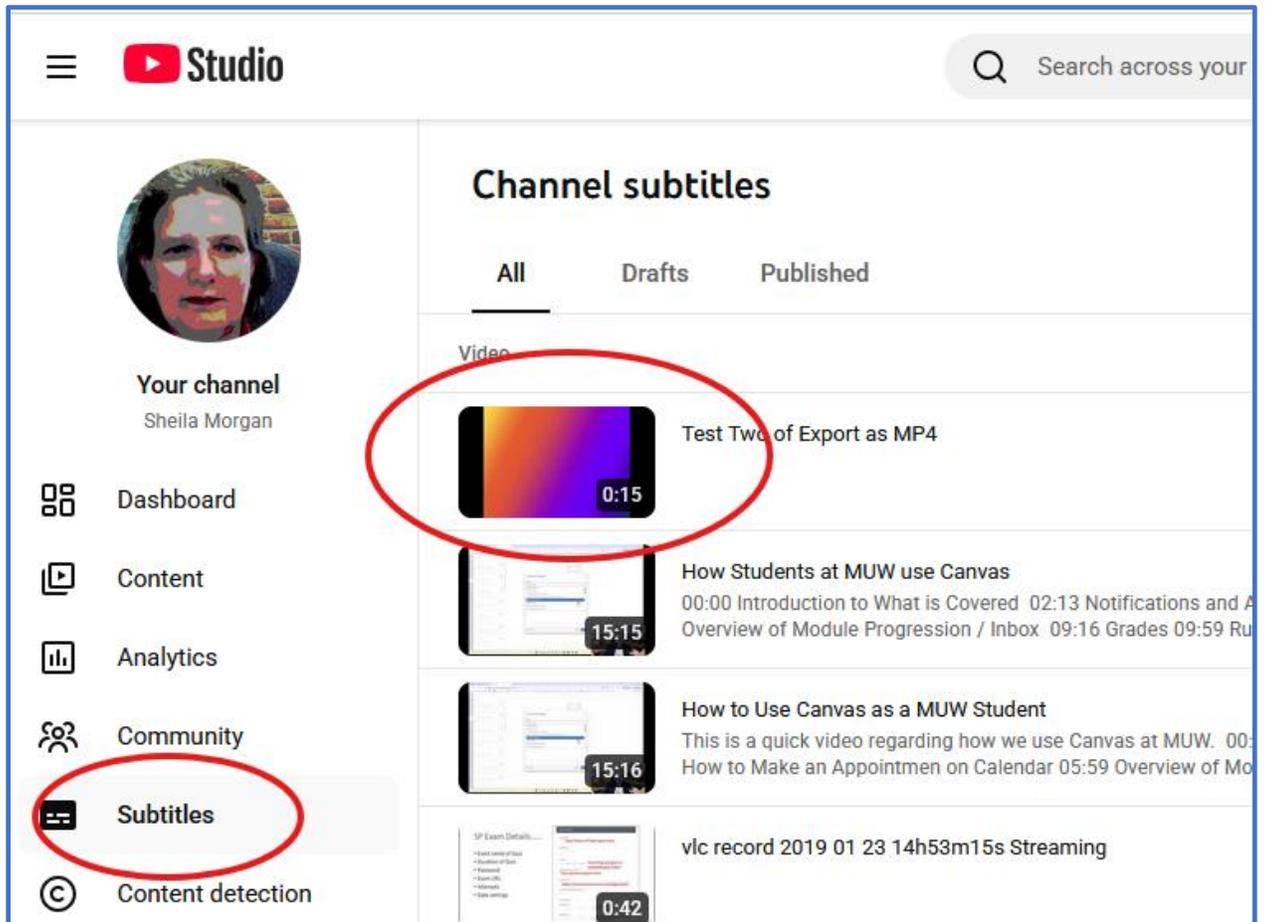
# How to Edit Your Video Transcription

Once you have your video ready to edit the transcription in YouTube Studio, please follow these steps below:

Go to YouTube, and click on the **Account Profile** area in the top right portion of the page and find **YouTube Studio**.



Go to **Subtitles** on your Studio Dashboard and click on the **video** you want to edit the transcription.



The screenshot displays the YouTube Studio interface. On the left, the navigation menu includes 'Dashboard', 'Content', 'Analytics', 'Community', 'Subtitles', and 'Content detection'. The 'Subtitles' option is highlighted with a red circle. The main area is titled 'Channel subtitles' and shows a list of videos. The first video, 'Test Two of Export as MP4', is circled in red. Other videos listed include 'How Students at MUW use Canvas', 'How to Use Canvas as a MUW Student', and 'vlc record 2019 01 23 14h53m15s Streaming'.

**Studio** Search across your

**Channel subtitles**

All Drafts Published

Video

**Test Two of Export as MP4** 0:15

**How Students at MUW use Canvas**  
00:00 Introduction to What is Covered 02:13 Notifications and A  
Overview of Module Progression / Inbox 09:16 Grades 09:59 Ru

**How to Use Canvas as a MUW Student**  
This is a quick video regarding how we use Canvas at MUW. 00:  
How to Make an Appointmen on Calendar 05:59 Overview of Mo

**vlc record 2019 01 23 14h53m15s Streaming** 0:42

**Your channel**  
Sheila Morgan

Dashboard

Content

Analytics

Community

**Subtitles**

Content detection

Choose **Details** on the Menu page, then **Subtitles** in the lower right-hand corner.

The screenshot shows the YouTube Studio interface for editing video details. On the left sidebar, the 'Details' menu item is highlighted with a red box. The main content area is titled 'Video details' and contains several sections: 'Title (required)' with the text 'Test Two of Export as MP4'; 'Description' with the text 'Tell viewers about your video (type @ to mention a channel)'; 'Thumbnail' with options for 'Upload file', 'Auto-generated', and 'A/B Testing'; 'Playlists' with a 'Select' dropdown; and 'Audience' with the text 'This video is set to not made for kids' and a 'Set by you' button. On the right side, there is a video player and a list of settings: 'Video link' (https://youtu.be/bkGKraQe-cM), 'Filename' (Test Two of Export as MP4.mp4), 'Video quality' (SD), 'Visibility' (Unlisted), 'Restrictions' (None), 'Subtitles' (highlighted with a red box), and 'End screen'.

Edit the transcript directly on the editor window or below on the time line (see yellow highlights), when finished choose Done.

The screenshot displays a video transcription editor interface. At the top left, the language is set to "English". In the top right corner, there are buttons for "Save Draft" and "Done", with the "Done" button highlighted by a red rectangle. The main editor window shows a transcript of the video content: "Good morning. This is Dr. Sheila Morgan. This is a test to see if I can get the audio file that I'm creating right now to produce a transcript in YouTube." This text is highlighted in yellow. Above the transcript is an "Edit timings" button. To the right of the transcript is a video player with a colorful gradient background and a progress bar showing "0:00 / 0:15". Below the video player are options for "Pause while typing" and "View keyboard shortcuts". At the bottom of the interface is a timeline with markers at 00:00, 00:15, 01:00, 01:15, 02:00, and 02:19. The transcript text is aligned with the timeline, and the corresponding audio waveform is visible below it. The "Done" button is highlighted in red.