YouTube Studio Basics

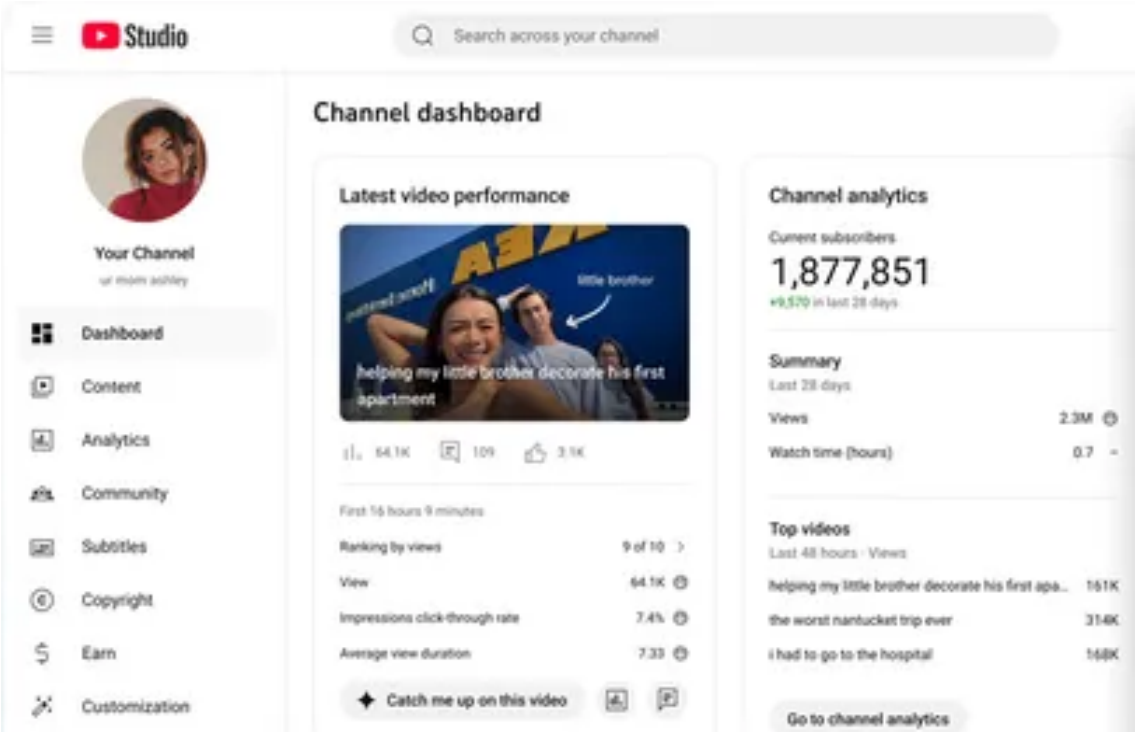
Find your videos, edit details and check who can watch

STEP 1 Open Studio and check the channel

Open YouTube Studio with your WCPS account. Check the profile picture and channel name; switch to the intended school channel if needed. If you do not have channel access, contact Technology Services.

STEP 2 Use Dashboard and Content

Dashboard summarizes channel activity and notices. Select **Content** in the left menu to find your uploads. Open the relevant **Videos**, **Shorts** or **Live** tab and select the video you want to manage.



YouTube's published Studio example: Dashboard and Content are in the left navigation.

STEP 3 Edit the selected video's details

Select a video's title or thumbnail to open its details. Review the **title**, **description**, thumbnail and audience setting for that specific video. Make the needed changes, then select **Save**.

STEP 4 Choose the right visibility

In **Content**, use the video's **Visibility** menu, or open the video and its Visibility box. Choose the intended access level, then **Save**. When uploading a new video, check the final Visibility step before finishing.

Private
Only you and the people you specifically allow can watch. Use Share privately to enter permitted viewers' email addresses; those viewers must sign in with the correct account.

Unlisted
Anyone with the link can watch and reshare it. It is not restricted to WCPS or to the people you send the link to.

Public
Anyone can watch. The video can appear on your channel and in search or recommendations.

STEP 5 Verify the saved video and viewer access

Return to **Content** and confirm the saved title and visibility. Open the video link and test playback with the intended viewer account. For a private video, test with an invited account; your channel-owner view alone cannot confirm another person's access.

Use school-approved content and the intended audience. If you are unsure whether a school video should be shared publicly or by link, check with your school or Technology Services before changing visibility.

The image is a focused crop of YouTube's published 2025 Studio example. Available tools and layout depend on your channel.

YouTube: Navigate Studio

YouTube: Private, Unlisted and Public settings

Source of Studio illustration

WCPS video: Earlier Studio demonstration

Technology Services | Revised October 21, 2026