To create closed captioning:

1. Open transcript and erase any headings or titles and copy into a TXT file (or you can try the Auto-captioning in Youtube without transcript)
2. Log into Youtube (usually via your Google account) and go to YouTube Studio
3. Upload MP4 (allow for processing); all you need is SD quality (goes quicker, too)
4. Once Uploaded you will be directed to a "Details" dialog box; hit "Show More" and toggle everything OFF
5. Hit "Next" once it is finished processing
6. Hit ADD subtitles and select Upload Document Without Timings (if your transcript is in a TXT doc) OR auto-sync (takes longer and can be inaccurate, so you will likely have to edit).
7. Review transcript for spelling, etc. Then select DONE.
8. It will take a bit for it to process (you will see a spinning circle); however, you do not need to wait.
9. Hit Next and go through the Checks.
10. Under Save or Publish, click "Private".
11. Click Save.

To get to Webcourses you will need to embed your mp4 into a webcourses page and add the srt file to that page. Here's how:

12. To get your SRT file (your captioning): in YouTube Studio, click on SUBTITLES in the left menu
13. Click the Video and look for the "English (video language)" option
14. Make sure to "Publish"
15. Then hover your mouse and click the three dots that appear and click DOWNLOAD.
16. Select download and .srt (if you DO NOT get the download option and only see "DELETE", it is still processing, so give it some time).
17. Title and save the srt file to a specified location on your computer
18. Go into webcourses
19. Locate the page where you embedded the video and hit "Edit"
20. Click on your video and select "Video Options" and a dialog box will appear
21. Under Closed Captions/Subtitles, click "Choose caption file" and be sure to click ENGLISH.
22. Locate your srt file.
23. Click DONE, then click SAVE on the page.
24. You will now see a little CC box appear if it was done correctly.
25. Then delete video from youtube if you like.