

Last updated 4/21/20

Educational Zoom Recordings and Instructional Videos Posting Instructions

It is recommended that Virginia Cooperative Extension educational recordings and instructional videos be posted on the Virginia Cooperative Extension YouTube site and added to the VCE Publications and Resources website. This will increase the likelihood that your content will be easily found and shared.

Videos and Zoom recordings will be treated like nonpeer-reviewed content. For the video to be posted on the VCE YouTube page and VCE website the video/recording must satisfy the following requirements:

- 1) The video must be branded with the VCE logo. This can be as simple as including a slide at the beginning and end with the logo and VCE URL. (templates coming soon)
- 2) Please acknowledge the person(s) who created the video.
- 3) Please include the VCE indicia at the end of the video.
- 4) The video/recording must be closed captioned and/or a transcript must be available to upload with the video.
- 5) You are encouraged to edit your video prior to posting to eliminate any dead time at the beginning and at end of your video.

Once your video/recording meets these requirements, you can request that your recording/video be posted on the VCE YouTube site as well as the VCE Publications and Resources site.

VCE videos and recordings can be posted on

- 1) The VCE YouTube site
- 2) The VCE Publications and Resources site
- 3) A VCE topic page
- 4) A local unit website
- 5) The VCE COVID-19 resource page (if it is directly related to COVID-19)

Videos/recordings must be captioned before they will be posted*.

*One exception: Zoom recordings that are directly related to Covid-19, can be posted on the VCE Covid-19 webpage. However, Zoom links are currently only good for 90 days. The recordings are automatically downloaded to your *mymedia* account (video.vt.edu), but the captioning does not stay with the recording. If the recording needs to live longer than 90 days, it is recommended that you take steps to caption your video and have it published on the VCE YouTube page and the VCE Publications website.

Steps for getting your video/recording posted

- 1) If you have a zoom recording or video that is directly related to the COVID-19 response, please complete this google form: <https://forms.gle/9cPutDekX5QPWPym9>. This will help us to prioritize your request. When entering the video link in the form, make sure that you include the direct Zoom link, or the Kaltura link (must be published) or another link (YouTube).
- 2) Enter a project request at <https://calsvt.sharedwork.com/wz/template/pubprojrequest,RequestProject.vm>. We need this in order to assign a publication number and gather the description and author information for the posting.
- 3) Select VCE Publications.
- 4) Request a Nonpeer-reviewed publication/resource.
- 5) In the project description, indicate that this is a video that you would like to have posted and indicate where you would like to have it posted.
- 6) Make sure you complete all the fields that have an *. Make sure that you include author and presenter information as well as a description for the web pages.
- 7) Once the form and project request has been received, a staff member from VCE Publications will reach out to you to discuss your request and work with you to get the video captioned, if it hasn't already.
- 8) This process can take up to two weeks to complete from the time the request is submitted until the video is posted. If the video needs to be posted quicker than that, please indicate that in your request and email lgreiner@vt.edu.

IMPORTANT: Making Your Recording/Video Accessible

All recordings/videos should be captioned before posting them online.

In Zoom, closed captioning is enabled by default. However, if you plan to download your video and share it on another platform (e.g. VCE website), **you will need to add captions after it is downloaded**. Meetings saved to the Zoom cloud automatically get download to your *My Media* account at video.vt.edu. Zoom cloud recordings are removed from Zoom after 90 days. We suggest you caption any recordings in *My Media*/Kaltura or using YouTube.

Captioning

Currently TLOS is offering a human captioning service that should not require you to do any additional editing. VCE Publications can request this service for you. This service is currently limited. Make sure that you submit a project request and complete the Google form (links above), so that we can request this service for you. It takes 48 hours to 7 days to complete the captions.

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Captions can also be added through Kaltura and YouTube. VCE Publications will help you to determine which captioning method is best for your project.

Adding Captions in Kaltura/My Media

Kaltura is a video management system that allows video integration with Canvas. With Kaltura, you can: upload, publish, search, record, and share videos directly within Canvas. You can access Kaltura at video.vt.edu as well as in Canvas under the tools *My Media* and Media Gallery which are located in the Canvas course navigation bar. If you save a Zoom meeting to the Zoom cloud, your recording will be added to *My Media*.

Steps for Adding Captions to Your Recording/Video

You can order captions for recordings/videos that have been uploaded to *My Media* in Canvas. Zoom recordings will automatically be uploaded to *My Media*. You can upload videos to *My Media* through Canvas or video.vt.edu.

You can order closed captions for your videos by:

- 1) Go to Media Gallery in your Canvas navigation and click on the video you want to order captions for.
- 2) Select the Actions dropdown
- 3) Select order transcripts
- 4) After you receive the captioned file, you will want to review the captions to make sure they are correct.
 - a. Under order transcripts there is an option called Caption requests. This is where you can check the status of the order and make caption edits once the caption order is processed.

Sharing Your Video/Recording (from *mymedia*)

- 1) VCE Publications will need to have access to your video so that they can download it and upload it to the VCE YouTube site. After you have reviewed your captions and have finalized your video/recording, you need to add Lori Greiner as a co-editor.
 - a. In *My Media*, select your video and click the pencil icon
 - b. Select the Collaboration Tab
 - c. Click on Add a Collaborator
 - d. Check co-editor and type "lgreiner" for Lori Greiner

Adding Captions in YouTube

If you have a non-zoom recording/video that you wish to have posted, and it is not currently in Kaltura (video.vt.edu), then the captions can be added when it is upload to YouTube. You are strongly encouraged to have your video posted to the VCE YouTube page, not to your personal page.

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- 1) Submit a project request to have your video posted online.
- 2) You will need to provide the actual video file to be upload. The easiest way to do this is to share it via Google Drive.

Additional resources

Zoom Knowledgebase - https://vt4help.service-now.com/sp?id=kb_article&sys_id=1c56da51db5c9fc41c1e86171b961980

Tips for keeping your zoom meeting secure - https://4help.vt.edu/sp?id=kb_article&sys_id=1c56da51db5c9fc41c1e86171b961980#Best

Kaltura Knowledge Base – <https://tutorials.tlos.vt.edu/index/kaltura.html>