**Virginia Cooperative Extension**

**Educational Zoom Recordings and Instructional Videos**

**Recording and Captioning 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 more easily found and shared.

Videos and Zoom recording 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 simply as including a slide at the beginning and end with the logo and VCE URL.
2. Please acknowledge the person(s) who create 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.

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.

Below are some helpful tips for creating, recording, and posting your recording/video.

**Recording Zoom Meetings**

* You can record your Zoom meetings and save them on the Zoom cloud or to your computer.
  + Meetings saved to the Zoom cloud appear in *My Media* in Canvas. Zoom cloud recordings are removed after 90 days.
    - Kaltura, the platform where Zoom recordings are stored ([video.vt.edu](http://video.vt.edu)), is experiencing a surge in demand causing intermittent outages. They are rapidly increasing their processing capacity but will continue to have brief periods of unavailability.
  + Give your meetings unique names, so it's easier to find the recordings in Kaltura.
* You cannot record a Zoom meeting locally onto a mobile device.
* Only hosts can record meetings, unless they allow others to record via **Manage Participants**.
* For specific steps for recording your meeting, visit <https://vt4help.service-now.com/sp?id=kb_article&sys_id=1c56da51db5c9fc41c1e86171b961980#RecordLocal>

**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, **you will need to add captions after it is downloaded.** Meetings saved to the Zoom cloud appear in *My Media* in Canvas. Zoom cloud recordings are removed from Zoom after 90 days. So, we suggest you caption any recordings in *My Media*.

**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

NOTE: 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. It is important that you check your captions for accuracy. The computer doesn’t always get the captions correct.

**Sharing your Virginia Cooperative Extension Zoom Meetings/Videos**

Once you have finalized your captions, you will need to make Lori Greiner (lgreiner) a co-editor of your video. She needs to have access to your video files in order to download them.

After you have competed the captions and made Lori a co-editor, you can go ahead and enter a job request (<https://calsvt.sharedwork.com/wz/template/pubprojrequest,RequestProject.vm>) to have your video/recording upload to the VCE YouTube site and posted to the VCE Publications website.

Please select VCE Publications and the project type should be a nonpeer-reviewed publication. In the project description, indicate that you want the recording/video posted.

Please allow at least 72 hours for the video to be posted.

**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>