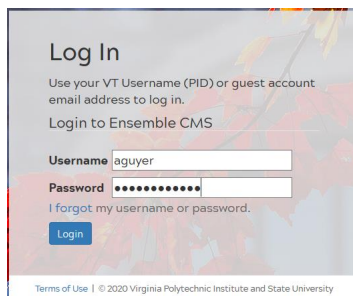# Working with Videos

This process starts with having your video, either by Zoom or by other means. You have two options after that, YouTube which we are going to send the information down to Tech to have them upload to VCE YouTube. Video.vt.edu that you can upload your files yourself, below you will find the instructions for this process.

Uploading to YouTube

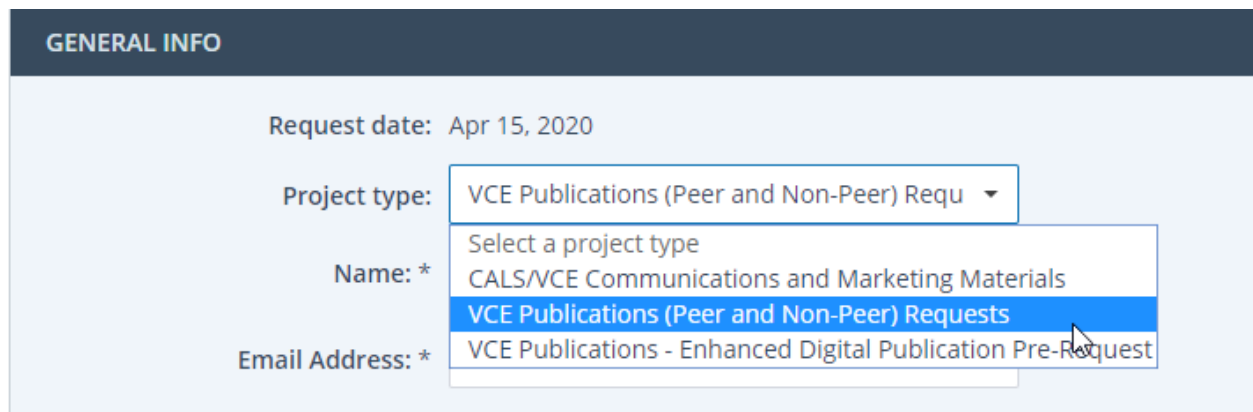You are going to submit a ticket to the Ensemble Project Site.

Go to: https://calsvt.sharedwork.com/wz/template/pubprojrequest,RequestProject.vm

Then you will need to authenticate

Select "VCE Publications (Peer and Non-Peer) Requests"

Fill out the rest of the information fully to give full scope of the project.

The big areas are "Non-peer Review" "Video (only)" and Descriptions.

GENERAL INFO

Request date: Apr 15, 2020

Project type: VCE Publications (Peer and Non-Peer) Requ ▾

Name: * Andrew Guyer
Please enter your name.

Email Address: * aguyer@vt.edu
Please enter your email address.

PROJECT INFO

Please tell us about your project. Questions with a red * are required. The more information that you can provide us upfront about your project, the better. **DO NOT use autofill or cut and paste into this form. The system does not like it. If you have trouble submitting your request, this is may the reason why it isn't being accepted.**

DUE DATE TIPS:

Please allow **at least 2-weeks for nonpeer-reviewed publications** to be posted (these are often completed much quicker), **a minimum of 8-weeks new peer-reviewed publications** to be completed, and **4-weeks for publication updates**. If you must have your publication in-hand or posted by a certain date, please note this in the project description.

If you have any questions, contact lgreiner@vt.edu or call 540-231-5863.

Project title (for referencing project) *

Video for YouTube

When do you need this? *

04/30/2020   Minimum lead time for this type of project is 10 working days

Primary author
Please list the primary author of this publication.

When you click submit you will get this message to upload file and you will get a Workzone Notification

Upload Files: Video for YouTube

UPLOAD MULTIPLE NEW FILES

Drop files here
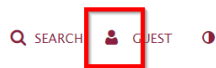or
Select files

SELECTED FILES

Cancel   Upload

Uploading to Video.vt.edu
https://video.vt.edu/

Select the person Image

Q SEARCH 👤 GUEST ◑

Select "My Media"
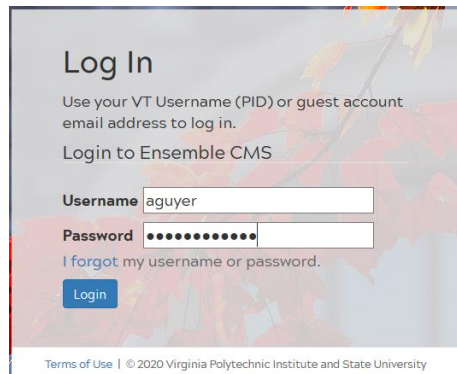
Q SEARCH 👤 GUEST ◑

My Media
My Playlists
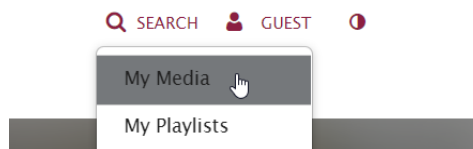
Authenticate with your credentials

Log In

Use your VT Username (PID) or guest account
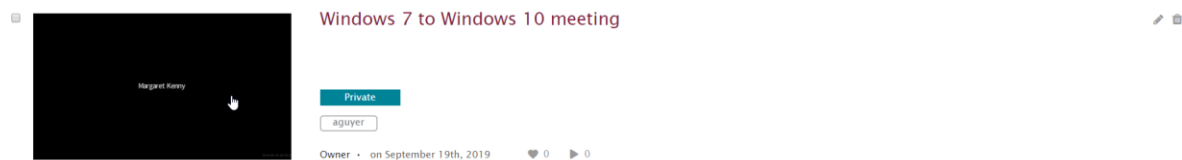email address to log in.

Login to Ensemble CMS

Username aguyer

Password ••••••••••••

I forgot my username or password.

Login

Terms of Use | © 2020 Virginia Polytechnic Institute and State University

Select your meeting

Windows 7 to Windows 10 meeting

Margaret Kenny

Private

aguyer

Owner • on September 19th, 2019   ♥ 0   ▶ 0

Edit your video and meeting details go to "Actions" then to "Edit"

Modify the name of your meeting, add a description, add any tags you would like to add and click "Save" then click Go To media

Edit your video, click "Actions" → "Launch Editor"

When

In Editor you have some simple tools to modify the length of the video. The tools are pretty simple.
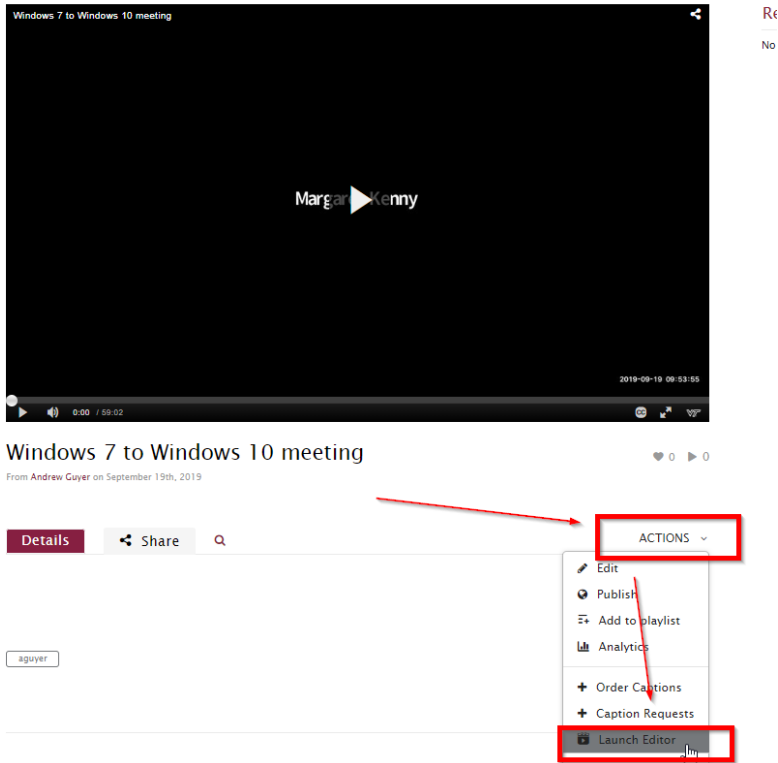
When you are finished with your edits click Save or Save a Copy

The caption service for video.vt.edu has been upgraded.   In the past you would go to Actions, Order Captions then click "Order Captions".

The process now has been changed to Actions, Captions & Enrich:

The Options you will need to select for this process is

- "Service: Machine" (if you select Professional, This option is typically reserved for instructional media. If you have a video that you would like to have professionally captioned, please send your request to lgreiner@vt.edu)
- "Source Media Language : Your Language"
- "Feature : Captions"

Order Captions & Enrichment Services

Service:	Source Media Language:
Machine ⌄	English ⌄

Feature:

Captions ⌄

Submit

The system will create the captions and you will need to double check your captions at that time by clicking on the edit pencil next to the captions you want to edit

Existing Requests

➕ Order

REQUEST DATE ⌄	SERVICE	FEATURE	LANGUAGE	STATUS		
19/05/20	Machine	Captions	Dutch	● Completed	✏	>
19/05/20	Machine	Captions	English	● Completed	✏	>

Closed Captions Editor

Captions   English - English ▾   Revert   Save

🔍 | Search in Captions   Replace with   Replace

Add Speaker to selected items   [ ]   Add

☐	00:00:32,890	00:00:34,160	Ok.
☐	00:00:34,160	00:00:39,949	>> I guess we'll go ahead and get started to
☐	00:00:39,949	00:00:47,134	share my screen here.
☐	00:00:47,134	00:00:53,134	>> So I send out the meeting yesterday.
☐	00:00:53,134	00:00:54,710	>> There's a questionnaire with

Virginia Cooperative Extension
Virginia Tech • Virginia State University
ext.vt.edu
May Unit Website Training – Q&A
Speaker: Andrew Guyer

🔊 0:00 / 52:34

▶ ↺ ↻   ☑ Autoscroll

When you are complete your caption editing process, you will need to add Lori Greiner as Meeting Collaborator. Click on Actions → Edit → Collaboration → Add Collaborator

Details   Options   **Collaboration**   Thumbnails   Downloads   Captions   Attachments   Timeline   Replace Media

Media Owner   ⇄ Change media owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

Media Collaborators   + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

You will type the username in the box and give Editor and Publishing Permissions and then click the Add button

From here you will see the permission you have given

You will then need to email Lori at lgreiner@vt.edu so that she can check your captions. She should then let you know when you can post your video.

When you get the approval email you can then publish the video.

You will need Publish your video by going to Action → Publish, Depending on your audience you will either click "Unlisted" that you are just going to share your link, if you want post you video out for a larger aud

When you select your topic and click save it will change your status.

Media successfully set to Unlisted   ✕

○ **Private** – Media page will be visible to the content owner only.

⦿ **Unlisted** – Media page will be visible to anyone with a link to the page.

○ **Published** – Media page will be visible to individuals according to entitlements on published destinations

| Save | Back |

After you publish, you will need to click on Share. You can then copy the link out to use on your webpages or to be posted on the College of Ag site.

From Andrew Guyer on September 19th, 2019

| Details | 🔗 Attachments | ◄ Share | 🔍 | ACTIONS ⌄ |

Link to Media Page   Embed   oEmbed   Email

https://video.vt.edu/media/Windows+7+to+Windows+10+meeting/1_ti0o8qzy

Start & End Time: ☐ Start at   00:00:0(🕐   ☐ End at   00:00:0(🕐