**Educational Zoom Recordings and Instructional Videos**

**Posting Instructions During Pandemic**

To help us get Zoom recording and other instructional videos posted during the pandemic we ask that you follow these instructions.

**Please complete the following google form** [**https://forms.gle/9cPutDekX5QPWPym9**](https://forms.gle/9cPutDekX5QPWPym9)**.**

Depending on what you want done with your recording/video, someone from VCE Publications will contact you about the next steps (see below).

**Zoom Recordings**

1. Zoom recordings that are directly related to Covid-19, will 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.

**Instructional/Informational Videos**

1. All video content must be captioned before it is posted online.
2. Captioning can be requested in Kaltura (video.vt.edu) or when the video is uploaded to YouTube.

Questions regarding posting VCE recordings and videos as well as captioning can be directed to Lori Greiner (lgreiner@vt.edu/540-231-5863).