

Video Training

Version dated: 6/6/19

Contents

- [Introduction](#)
- [Planning](#)
- [Production](#)
- [Publication and Delivery](#)
- [Organization/Storage](#)
- [Equipment/Recording/Applications](#)
- [Application Instructions/Tutorials/Templates](#)
- [Resources](#)

INTRODUCTION

In addition to on-campus classroom training and eLearning courses for research administration at Michigan State University, Sponsored Programs Administration (SPA) offers video training resources for faculty, research administrators and other support staff who have responsibilities for research proposals, grants, contracts, pre- and post-award administration and related activities.

PLANNING

Objective

Successful video projects involve a great deal of planning with multiple stages of approval along the way. Having an organized plan (and even an alternate plan) and making efforts to minimize risk early in the process can reduce the chances of wasted efforts, time and resources. Making informed decisions early on in the planning stage will significantly reduce the time spent “cleaning up” or “fixing” the video after recording has already taken place, or requiring a complete redo. Put the scope of the project in writing, and balance this with tracking progress to maintain the schedule built in advance. Meeting with all parties involved to establish deadlines, scripts and all aspects of the process will ensure success.

Pre-Production Planning

Prior to recording, a clear vision of the video, including the look, feel and content of the project should be determined. The SPA Training Team will meet with the Presenter(s) and other parties involved to review the following:

- Title/Content/Script Guidelines
- Determine Video Length
- Determine Application and Equipment Needs (see Video Options below)
 - SPA will provide assistance as needed
 - Instructions and tutorials for applications and equipment will be provided
- Develop Video Project Timeline (see example below)
- Time Management/Realistic Goals
- Review Roles and Responsibilities (Presenters/Owner, SPA Team, AVP)
- When applicable, presenter to obtain permission* from PI(s) or individuals whose name(s) and corresponding information/data appear in the videos (see [Exhibit H](#))

Video Options

	Instructional Only	Instructional & Presentation	Presentation Only
Content	Videos consist of instructional content, with possible voice instruction. Includes screenshots, step-by-step instructions, and demos (i.e. AE, Website, ERA registration, etc.)	Videos consist of instructional content, voice instruction, and recorded presentation shots of instructors. Includes screenshots, step-by-step instructions, demos and recorded presentations (i.e. AE, Website, ERA registration, etc.)	Videos feature recorded events or presentations (i.e. ERA sessions, Agency Specific Updates, RA Project Training, etc.)
Style	Screenshots Demos Voice	Screenshots Demos Voice Face (pan in/out)	Recorded Trainings/Presentations
Length	3-5 minutes	3-10 minutes	30 minutes(++)
Applications	Snagit	Snagit Camtasia	Camtasia
Locations	Office(s) SPA Conference Rooms Home (Voice)	Office(s) SPA Conference Rooms Home (Voice/Headshot Video)	SPA Conference Rooms Nisbet 10 Henry Center Comm Arts & Sciences (back-up)
Equipment	Desktop/Laptop (Screenshots) Desktop Snowball Microphone	Desktop/Laptop (Screenshots/Face) Desktop Snowball Microphone	Camera/Tripod Microphone(s) Lapel Microphones

PRODUCTION

SPA Training Team Assistance

The SPA Training Team will assist with all video training projects. The level of involvement will depend upon the experience of the presenters with using the applications and equipment.

Production Phases

- **Recording/Screenshots** – The SPA Training Team will provide the instruction materials/tutorials and will assist first-time users with using the recording equipment and associated applications for instructional and instructional/presentation style videos. Once users are familiar and comfortable with this phase, they will be responsible for their own future video recordings and can reference the instruction materials/tutorials if needed.
- **Editing** – The SPA Training Team will perform all editing of recorded videos including audio/music, transitions and other effects, chopping and organizing clips, and captioning to meet accessibility requirements.
- **Approval(s)** – Once the SPA Training Team has completed the editing phase, the presenter(s)/owner will review the video for approval.
- **Final Review Process** – Assistant Directors/Directors/AVP have the option to review the final version of the video over a 1-week time period before publication.

Video Timeline Example with Responsibilities

The estimation for a 5-minute video would be a total of 4.5 weeks**

Planning (2 weeks)	Production (1 week)	Editing (1 week)	Publish (2 days)
SPA Training Team: - Meet with Presenters - Provide Instructions - Create Timeline - Decide Visual Look/Feel - Write Script (& Approval)	Presenters: - Recording Video/Headshot Voice (for Demo) - Screenshots	SPA Training Team: - Audio/Music - Transitions/Effects - Chopping Clips - Captioning Presenters: - Review/Approval SPA Team: - Final Edits - Final Cut	SPA Training Team: - Kaltura - SPA Website - Listserv(s)

*SPA Training Team to assist first-time video presenters, and provide one-on-one assistance as needed.

**In the event of multiple video project requests with similar deadlines, timelines can be adjusted to accommodate priority.

PUBLICATION AND DELIVERY

The SPA Training Team will upload final videos to **Kaltura MediaSpace**, and will request **electronic captioning** from Kaltura. Once this process is complete, the SPA Training Team will review and edit the captioned text for complete accuracy. The final weblink will be provided to the Presenter(s)/Owner for internal and external viewing.

The SPA Training Team will post the videos on the **SPA website**, which will link directly to the Kaltura video weblink. Videos will also be advertised in the biannual **SPA Newsletters**, and can also be sent to the **SPA** and/or **SPROUT listservs** for broad dissemination. This should be determined by the Presenter(s)/Owner in the Planning Phase, as well as who will send out the announcement (with provided email text).

ORGANIZATION/STORAGE

Saving Location – External hard drive and MSU Kaltura MediaSpace

File Naming Conventions – Title of Training Video with Date; Example: “Account Explorer Demo (4.1.16)”

SPA Storage – Current storage capacity is adequate; Systems Group will request additional server space if needed

EQUIPMENT/RECORDING/APPLICATIONS

Equipment Rental Options – [Exhibit A](#)

Filming Locations – [Exhibit B](#)

Application Options – [Exhibit C](#)

APPLICATION NSTRUCTIONS/TUTORIALS/TEMPLATES

Camtasia – [Exhibit D](#)

Snagit – [Exhibit E](#)

Kaltura Media Space – [Exhibit F](#)

Sample Script – [Exhibit G](#)

Sample Permission Request Email – [Exhibit H](#)

RESOURCES

SPA Training Team (first point of contact with any questions)

- Jennifer Lafferty
- Shannon Lutz

MSU IT – Summer Issawi; SPA Training Team receives assistance from Summer as needed

ORA – Candace Winslow; SPA Training Team receives assistance from Candace as needed

EXHIBIT A
EQUIPMENT RENTAL OPTIONS

Equipment	Rental Information
Wireless Microphones	<p>MSU:</p> <ul style="list-style-type: none"> • \$35/day • Sound System: \$150/day (2 speakers, 1 microphone, 1 lapel) <p>Audio Visual Technology (AVT):</p> <ul style="list-style-type: none"> • \$50/day • Sound System: \$150/day (2 speakers)
Digital Camera	No options at MSU or outside Vendors
Video Camera	<p>MSU:</p> <ul style="list-style-type: none"> • Free at MSU Union (Student Media Center) <p>Audio Visual Technology (AVT):</p> <ul style="list-style-type: none"> • DVD Camcorder: \$50
Tri-pod	Free at MSU Union (Student Media Center)
Contacts	<p>MSU:</p> <ul style="list-style-type: none"> • MSU: IT Service Desk (Beth) <p>Audio Visual Technology (AVT):</p> <ul style="list-style-type: none"> • AVT: 517-485-3900 (Greg)

EXHIBIT B
FILMING LOCATIONS

	SPA	Nisbet	MSU Union	CAS
Room	Individual Staff Offices 2G 2E 2F Home	Training A or Training B	Green Screen Studio	CAS Rooms Green Screen Studio *Possible fees
Contact	Shannon Lutz Tracy Halloran	Nichole Ovenhouse 4-1229	Nick Noel 3-8835 or 4-2208 studentmediacenter@rhs.msu.edu	Robert Nakfoor 2-7206
Availability	Varies	Preferred: Mondays Fridays	Available 4 hours at a time (book per person if over 4 hours) <i>Multiple openings during Summer</i>	Use as back-up ONLY

Things to consider:

- Making room reservations in planning stage to ensure calendar availability well in advance

EXHIBIT C
APPLICATION OPTIONS

Camtasia	Snagit
<p>Features:</p> <ul style="list-style-type: none">• Includes Snagit• Audio• Webcam• Record Screen• Preset Screen Capture Sizes• Countdown• Save in editor• Visual clues of video• Callouts• Zoom• Insert audio clips• Transitions• Trimming• Insert headers• Add images by opening in files and adding• Many callout choices (shapes/effects)• Zoom features• Tracks at bottom to show where media pieces (in timeline)• Insert audio and video from Library• Voice narration• Manipulations within timeline• Hot keys• Integrates with PowerPoint (record, edit, and produce presentations within software)• Animate content• Apply visual effects to entice audiences• Free Hosting Site <p>Pros:</p> <ul style="list-style-type: none">• Can record fast moving videos• No time limits on videos• Record computer screen, PowerPoint, with camera, voice narration to videos and audio to videos• Manipulate visuals• Add quizzes• Add menus• Multiple file formats• Integrates with PowerPoint (record, edit and produce presentations within software)• Share to YouTube, Google Docs, MyPlaces, Screencast• Campus Resources (MSU IT and ORA)• Local Resources (TechSmith in Okemos) <p>Cons:</p> <ul style="list-style-type: none">• Requires actual installation• No web-based option• Does not support digital camera• Films all movement• Voice narration must be timed perfectly• Requires knowledge of software	<p>Features:</p> <ul style="list-style-type: none">• Can cut parts of videos• Make quick edits within Snagit• Video/picture options• Rapid screen shots with Auto Save• Can send from mobile devices to Snagit• Can send screen shots easily• Layering of images• Quick access toolbar• Video trimming tool• Full range of borders and effects• Upload to cloud services capability• Capture drop-down menus• Spotlight/magnify• Online Tutorials <p>Pros:</p> <ul style="list-style-type: none">• Campus Resources (MSU IT and ORA)• Local Resources (TechSmith in Okemos)• Expanded video capture• Post-selection, pre-capture, options• Powerful editor <p>Cons:</p> <ul style="list-style-type: none">• No support for older versions of Windows

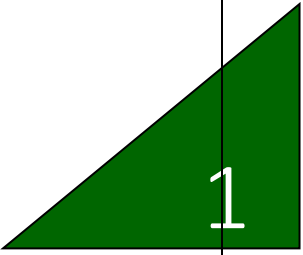


EXHIBIT D
CAMTASIA INSTRUCTIONS

Camtasia Studio turns screen recordings into polished videos that train, teach, sell and more.

TUTORIALS – Basic tutorials for getting started and advanced techniques for Camtasia veterans:
<https://www.techsmith.com/tutorial-camtasia-9-3.html>

- **Getting Started Series:**
 - Record, Edit, Share
 - Transitions, Annotations & Effects
 - Animations & Effects
 - Editing Audio
 - Produce & Share

- **More Tools** – A few tools to help refine videos:
 - PowerPoint Add-in Toolbar
 - Behaviors
 - Hotkeys Mini Poster
 - Camtasia Video Assets

EXHIBIT E SNAGIT INSTRUCTIONS

Snagit Tutorials: <https://www.techsmith.com/tutorial-snagit-current.html>

Getting Started - These tutorials are designed to introduce you to Snagit 12 and show you how to take your first capture.

Title	Format
Snagit 12 Overview (2:46)	Video
Capture Quickly with Snagit 12 (1:20)	Video

Snagit Basics - Once you have the general idea down, take your skills to the next level by exploring these features and techniques.

Title	Format
Access and Share Files with My Places	Written
Save Capture Settings with Profiles (1:25)	Video
Customizing Snagit: Quick Styles	Written
Using the Snagit Library to Organize Captures	Written

Video Capture - Allows you to show and tell by recording what's happening on your screen (view in order listed):

Title	Format
01: Recording Audio	Written
02: Cut Out Mistakes or Unwanted Parts of the Video	Written
03: Sharing Your Captures	Written
04: Video Tips and Tricks	Written

Image Editing - Take your image captures to the next level using Snagit Editor tools and effects:

Title	Format
Add Text or Draw on an Image	Written
Selecting Objects and Areas for Editing	Written
Cut, Trim, or Crop to Remove Part of an Image	Written
Combining Images	Written
Resize an Image	Written

Other Concepts - Get the most out of Snagit 12 with these tips and tricks:

Title	Format
Maintain Privacy Using the Blur Tool	Written
Capture Directly to Image or Video with Snagit 12	Video
Common Snagit 12 Trial Questions	Video
Match Colors Using the Color Picker	Written
Customizing Snagit: Look and Feel	Written
Creating Process Documentation	Written
Bring Mobile Content Into Snagit (1:44)	Video

EXHIBIT F
KALTURA MEDIASPACE HELP

How do I login to MediaSpace?

You will need the following information to successfully login to your MSU MediaSpace Account:

- Your MSU NetID
- The password for your NetID
- The MSU MediaSpace URL: mediaspace.msu.edu

To login to MediaSpace:

1. Open the MSU MediaSpace URL in your favorite web browser.
2. Click on either the 'My Media' tab or the 'login' link in the upper right corner of MediaSpace.
3. MediaSpace uses Single Sign-On, so at this point if you are already logged in you'll be taken straight to the 'My Media' tab, if not, you'll be taken to a login page.
4. At the login page, enter your MSU NetID and Password and click 'login.'
5. After logging into MediaSpace, the page will appear the same. However, you will now be able to successfully access your content under 'My Media' and other various areas that require an MSU login.
 - Don't forget to logout (using the link in the upper right corner) when you're finished using MediaSpace.

How do I record a video from a webcam?

1. In the upper right corner of the page, select the 'Add New' drop-down list, and choose 'Webcam Recording,' to open video recording widget.
2. An Adobe Flash Player Settings dialog box may open requesting access to your camera. Click 'Allow' to let the recorder use your computer's camera for recording. You should then see your camera's video feed in the center of the recording widget.
3. Use the 'Record' button overlaid on the video screen to begin recording your video.
4. To stop recording, click anywhere on the video. When stopped you will be able to play back your video or re-record it with the Play and Record buttons.
5. When you are finished recording, click the 'Save' button to upload your recording and begin adding details to your video.
6. Enter the details for your recording. The details include:
 - Name: this is the only required field. It will be prominently displayed above the video.
 - Description: this is displayed below your video and allows you to write additional supplementary information.
 - Tags: these are used when searching for your video within MediaSpace. See [Tagging Tips and Uses](#) for more information.
 - Scheduling: this is when viewers will be able to access your media item.
7. When you are finished editing the details, click 'Save.' Your video will then be added to your My Media tab.
 - Please note that at this point you may not be able to play your video and you may see the message: *'This media is still being converted. An e-mail notification will be sent.'* This is completely normal. Your video will continue to process even if you navigate away from MediaSpace and you will receive an email notification once processing is complete.

EXHIBIT F
KALTURA MEDIASPACE HELP

How do I add Media using CaptureSpace?

1. In the upper right corner of the page, select the 'Add New' drop-down list and choose 'CaptureSpace Recording.'
2. Choose to download and install for Windows or Mac as needed.
3. After installing CaptureSpace, when you select it from the 'Add New' list it will open.
4. Choose the presentation option from:
 - Presentations & Lectures
 - Screen
 - Screen & Webcam
 - Webcam
 - Voice

How do I delete media from MediaSpace?

1. Navigate to the 'My Media' tab. Your media will appear in a list view. To the right of the media item, select the 'Delete' button.
2. You will be prompted to confirm that you would like to delete the media.
3. Click 'Yes' to delete.
 - Please note that after something is deleted it cannot be restored under any circumstances.

How do I create a new playlist?

You can create custom playlists to organize and share your media within MediaSpace. To create a playlist:

1. On the 'My Media' tab, [find](#) the first media item that you would like to be in your playlist and select it, by placing a check in the box provided.
2. Click the 'Actions' drop-down menu, in the upper right corner of the page, and select 'Add to Playlist.'
3. Type the name of your new playlist in the 'Add New Playlist' box.
4. Click the 'Add' button to create the playlist and add your first media item to it.

How do I add media to an existing playlist?

Any media in MediaSpace can be added to a playlist. To add an item to an existing playlist:

1. On the 'My Media' tab, [find](#) the first media item that you would like to be in your playlist and select it, by placing a check in the box provided.
2. Click the 'Actions' drop-down menu, in the upper right corner of the page, and select 'Add to Playlist.'
3. Check the checkbox next to the playlist to which you would like to add the media.

EXHIBIT F
KALTURA MEDIASPACE HELP

How do I remove media from a playlist?

You can remove media from a playlist in two different places on MediaSpace. From both the 'My Playlists' page and from the 'Add to Playlists' tab underneath a media item on the 'My Media' tab.

From the 'My Playlists' page:

1. Under your account name in the upper right corner, select 'My Playlists.'
2. Select the playlist that you wish to edit.
3. The media from this playlist will appear in a list. In the upper right corner of each media item, you can click the 'X' to remove the media from the playlist.
4. You will then be asked to confirm if you would like to remove the media item from the playlist.
5. Click 'Delete' to finish removing the media item.
6. Select the 'Save Changes' button.

From the 'My Media' tab:

1. [Find](#) the media item that you would like to remove from your playlist and select it.
2. Select the 'Actions' button in the upper right corner of the 'My Media' page. On the 'My Media' tab, [find](#) and open the media item you would like to remove from a playlist, select the 'Action' drop-down menu located underneath the media item, and choose 'Add to playlist.'
3. Uncheck the box next to the name of the playlist that you are removing the media item from.

How do I reorder the media within a playlist?

1. Under your account name in the upper right corner, select 'My Playlists' to go to the Playlists page.
2. Select the playlist that you wish to edit.
3. In the list of media below, click and drag the media item that you move and drop it into its new position.
4. Click 'Save Changes' to save your changes.

How do I delete a playlist?

1. Under your account name in the upper right corner, select 'My Playlists' to go to the Playlists page.
2. Select the playlist that you wish to delete.
3. Click the 'Delete Playlist' button at the top of the page.
4. Click 'Delete' to finish removing the playlist. Please note that you cannot undo this action.

EXHIBIT G
SCRIPT

SCRIPT: Windows Calculator and Notepad

Please read through the entire script to familiarize yourself with the actions you'll be completing during this activity. Also, before you begin recording, open Notepad and the Windows Calculator, and resize/reposition them to be side-by-side on your screen. **Notepad on left, Calculator on right.

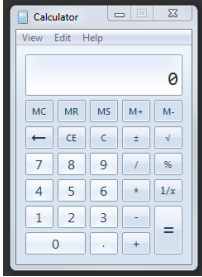
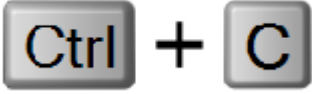
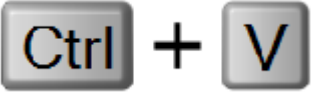
Step	Action on Screen	Narration
1	<i>Built in narration to be cut out later during editing...</i>	Hello and welcome to this video tutorial on how to use the Microsoft Windows calculator.
2	Optional: insert a title slide during this audio, and then transition to recording	I'm going to show you how to copy calculations made on the Windows calculator and paste the results into a Notepad document.
3	An opportunity to use Callouts to point to different parts of the screen	As you can see, Notepad is opened on the left side of my screen, and the calculator is here on the right.
4	Zoom in on the Calculator 	For this demonstration, let's just perform a simple subtraction problem.
5	<i>Silence the "Ummm" during editing...</i>	Ummm...Enter the current year, and then subtract the year you were born...and click equals.
6	<i>Built in narration to be cut out later during editing...</i>	Spend a few moments in disbelief that you really are this old...then just smile and accept it. 😊
7	 Add keystroke callouts	With the number visible in the display, press "Control" and "C" on your keyboard to copy this number.
8	Pan over to the Notepad document  Add keystroke callouts	Then click over in the Notepad document and press "Control" and "V" to paste the number.
9	Optional: transition to an end slide	This is a quick and easy way to transfer calculations from the Windows calculator to another application on your computer.
10	<i>Built in narration to be cut out later during editing...</i>	Thank you for taking the time to watch this video.

EXHIBIT H
PI PERMISSION REQUEST EXAMPLE

Permission Request Email Example:

**Note: Please be sure to change the content to reflect the details of your video (highlighted in red below)*

SUBJECT: Permission Request – Effort Reporting Training Video

Dear Dr. Jones,

One of Sponsored Programs Administration's goals is to provide resources to assist faculty and staff with their sponsored program accounts. As part of this commitment, Twila Reighley, Assistant Vice President for Research and Innovation, requested that training videos be developed and posted to our website. Contract and Grant Administration has recorded a demonstration of Effort Reporting to be part of these training videos. The demo is expected to be 3-5 minutes long and will highlight how to review and certify an Effort Report.

Sponsored Programs Administration is requesting permission to use your Effort Report delegation as an example in this demonstration. It shows some of the features of Effort Reporting that we would like to highlight. This demo will only focus on the main aspects of Effort Reporting and will not show individual payroll information. However, it is important to note that MSU faculty or staff members who have access to payroll systems have the ability to locate pay information.

I appreciate your consideration in this request. Please let me know if you have any questions and if we have approval to use your Effort Report in the training video.

Best Regards,

Kristy

Kristy Smith

Assistant Director

Michigan State University

Contract and Grant Administration

Hannah Administration Building

426 Auditorium Road, Room 2

(517) 884-4272