Teaching with Video Guide
Campus-Supported Video Software

Zoom allows you to create a live synchronous classroom experience using mobile web and video conferencing with features such as whiteboard, screen sharing, chat, and breakout rooms. Sessions can be created instantly or scheduled, recorded, and managed through Moodle. Not only can you teach large sections up to 200 students, you can also create recurring meetings such as office hours in your own dedicated personal virtual meeting room. In addition, Zoom can be used to record sessions for students to watch on demand, asynchronously. Zoom is available for Mac, PC, iOS and Android. Get started by visiting csun.edu/it/zoom.

Echo360 Classroom Capture is available in select lecture halls and rooms on campus. It allows you to record your entire classroom lecture including audio, video, and projected content from your computer. Captures can be scheduled to record automatically so that your students can “rewind” your lecture to review the content. Captioning is available through a fee-based service (contact your department for funding). Personal Capture software is also available for you to create simple captures on your own device. Create your Echo360 account by contacting ftc@csun.edu.

Camtasia is a full-featured editor that lets you simultaneously record your computer or iOS screen, microphone/system audio, and webcam video to create customized content for your courses. Enhance your videos by adding effects and transitions. You can also import graphics or other multimedia materials into your project. Finished videos can be exported to several different formats, or uploaded directly to YouTube and embedded in Moodle. Available for free through the University for Mac and PC via csun.edu/it/downloads.

Other Video Tools

**EXPLAIN EVERYTHING**
Turn your tablet into a mobile whiteboard. Record quick tutorials on any topic.
explaineverything.com

**ZAPTION**
Create a video tour with interactive response elements, using YouTube clips or your own videos.
zaption.com

**COACH’S EYE**
Mark up video on your mobile device to illustrate a concept or give feedback.
coachseye.com
**Frequently Asked Questions (FAQ)**

**Q: What is the difference between synchronous and asynchronous video?**
A: Synchronous video is live real-time video conferencing. Any video that is recorded for future, on-demand viewing is considered asynchronous.

**Q: How long should my video be?**
A: Video length will be determined on the quality, content, and purpose of the video. In general, course introductions and microlectures are about 2 - 5 minutes. Longer format videos can be broken into segments of about 20 minutes each.

**Q: How do I transfer video off my device, phone or tablet?**
A: You can sync your device with your computer or directly upload to YouTube, or to myCSUNbox.

**Q: Where should I put my video so students can view it?**
A: Use YouTube to host videos which you can then embed directly in Moodle for your students to view without leaving your course site. By default you can upload videos up to 15 minutes long, but you can verify your account to increase your limit. You can also set the privacy of your video to “Unlisted” so only those with the link can view it. See “How to Publish to YouTube” and “How to Embed Video to Moodle” in this guide for directions.

**Q: How do I best caption my video so I practice universal design principles?**
A: YouTube will create automatic captions, but they need to be carefully edited for accuracy. A more efficient way is to upload your script to YouTube to generate automatically timed captions. Another option is to use AutomaticSync and take advantage of the rates negotiated by the Chancellor’s Office (see your department for funding). Visit csun.edu/it/captioning for more information.

**Video Production Best Practices**

**Write a script** - Creating a script not only helps you clearly present your content, it also provides you with the transcript to use for captioning. You can read your script from a text editor that you place on screen just below the camera.

**Set up the shot** - Choose a clean background with no clutter. Make sure you are in a well lit location and consider the direction of the light source. Wear neutral clothing without busy patterns (and avoid white). For screen casting, make sure you have everything arranged on your screen before you start recording.

**Rule of thirds** - When shooting video, using the rule of thirds will allow for a more balanced and well composed shot. Imagine the frame divided into nine equal parts. Place the main subject on the grid lines or at line intersections. For talking heads place the subject’s eyes on the upper horizontal line.

**Use a microphone** - An external microphone is always recommended, however most devices have a built-in microphone that will work as well. When recording, take extra care to be in a quiet room with minimal echo and place the microphone about six inches away from you.

**Rehearse** - Take a few minutes to run through your script before you record. This will help you make final edits and also improve performance. Speak slower than you would in a normal conversation and record in pieces so it is easier to edit as needed.

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**How to Publish to YouTube**

1. Sign into YouTube using a gmail account.
2. Select **Upload** at the top of the page.
3. In the center of the page you can select a **Privacy Setting**. The types of privacy options are:
   - **Public** - Anyone can see it.
   - **Private** - Only you and select people can see it.
   - **Unlisted** - Anyone with the link can see it.
4. Select the video you would like to upload from your computer.
5. Edit settings of the video as it uploads.
6. Select **Publish** (for public videos) or **Done** (for private and unlisted videos).

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**How to Embed Video in Moodle**

1. Go to the video that you would like to embed and select the video’s **Share** button.
2. From the share menu, there will be another option labeled **Embed**. Select this button and copy the code that appears.
3. Videos can be embedded anywhere you can access the Toolbar in Moodle (e.g. page, label, etc.).
4. On the **Toolbar**, select the first button “Toolbar Toggle” to open up more text editing options.
5. From the menu that opens, select the last button to open the HTML Editor window.
6. Paste the embed code into the HTML Editor. Save by selecting **Update** at the bottom of the window.
7. Save all work by selecting either “**Save and return to course**” or “**Save and display**”.

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## Open Educational Resources (OER)

| **Follett** | Follett Discover is a comprehensive set of tools enabling access for instructors and students to course materials. Instructors can research, discover and adopt course materials, while students can purchase and manage their course materials. Access Follett Discover for CSUN through the Affordable Learning Solutions block in Moodle. |
| **MERLOT** | MERLOT is an online repository of digital learning objects where you can find lesson plans, learning activities and assignments and even share your own materials. You can search by keyword, browse by discipline or type of material and even restrict your search to peer-reviewed content. Access MERLOT from the Affordable Learning Solutions block or visit merlot.org to browse their catalog and set-up an account. |
| **NBC Learn** | NBC Learn offers more than 17,000 digitized news archives, historic stories, video lectures, images, and primary source documents. NBC Learn can be accessed through the Oviatt Library website and is also available directly through the Affordable Learning Solutions block in Moodle. |
| **OER Commons** | OER Commons provides access to more than 31,000 college level materials, including learning activities, assessments, games, illustrations, lesson plans, video lectures, open textbooks and more. Located at oercommons.org |
| **PBS Learning Media** | PBS Learning Media is a collection of video, audio, interactive tutorials, images, and websites. You will need to create a free account to utilize this service. Located at pbslearningmedia.org |
| **Wisc-Online** | Wisc-Online is a collection of over 2,000 professionally created interactive tutorials developed by faculty at Wisconsin Technical College. The collection includes resources for students as well as faculty. Located at wisconlineeducation.org |

### How to Get More Help

#### Lynda Online Library:
The Lynda online library is a training resource available to all CSUN faculty, staff, and students. There are training videos on how to create videos, teaching with technology, Moodle, and many other software tools. Access these tutorials from the Affordable Learning Solutions block in Moodle, or go to lynda.csun.edu and log in with your CSUN credentials.

#### Oviatt Library:
The Oviatt Library offers many video related services. You can recommend videos for the library to purchase or place videos on reserve. You can also get help with questions about public performance rights, copyright issues or citing videos as sources. For more information, visit library.csun.edu/guides/video/faculty.

#### Universal Design Center:
The Universal Design Center assists the campus community design-in interoperability, usability, and accessibility into information technology so that individual learning and processing styles, or physical characteristics are not barriers to accessing information. For more information, visit csun.edu/universaldesigncenter.

#### Faculty Technology Center:
The Faculty Technology Center provides resources, support and training to assist faculty in integrating technology into their pedagogy. Workshops are offered on using Moodle and other eLearning tools and techniques in addition to walk-in support and online resources, including the eLearning Essentials Moodle site. Contact the Faculty Technology Center for more information at csun.edu/it/ftc.

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**Faculty Technology Center**

**Phone:** (818) 677-3443  
**Email:** ftc@csun.edu  
**Walk-in Center:** OV 33 (9:00 a.m. - 5:00 p.m.)