How to make education videos/knowledge clips?
A method without Kaltura

Kaltura is the video tool the VU recommends you to use for your education when it comes to videos. But we have noticed that there are teachers who would like different possibilities as well.
We give you a step-by-step guide here that will use **_Zoom_ and _YouTube_**, 2 tools the VU also has a license for. Some people might also want to edit their video. For these people we also include a step-by-step guide for Microsoft Foto's and iMovie.

NB: This guide does not tell you how to make a good quality education video. It just tells you what to do when you are ready to make the video. We do recommend preparing your video with the tips written here.
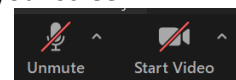
Step 1 - Recording your video with *Zoom*

To record a video we recommend using Zoom. To do this you will be alone in a Zoom meeting and you can make the video by recording yourself. You can share your screen in Zoom to show your Powerpoint and your face will be visible in a smaller screen at the same time. It is also possible to share your screen at a later time in the video. Usually at the beginning, for example during an introduction, you don't need a PowerPoint yet. If you choose not to share your screen yet, your face will be bigger visible. We recommend to do this, because it will make your education more personal.

How to do this?
1. Go to https://vu-live.zoom.us/
2. Click *host* to start a private Zoom meeting.
3. Make sure to enable *Join with Computer Audio* which will pop up right away when you enter the Zoom meeting.
4. Make sure both your microphone and video are on in the left bottom of your screen.
    You want both red lines through these symbols gone by clicking
    on them (on the big button, not the little arrow next to them):
5. Before you start recording make sure to open all needed visuals for
your video so you have them ready when needed, for example your Powerpoint presentation. This way when you start sharing your screen in Zoom, you have them ready to use.
6. Click the *Record* button in the bottom of your screen.
7. You will get 2 options: to record on your computer or to record to the cloud. If you
choose to record on your computer, your video will be saved locally on your computer. Zoom creates a map called Zoom in your Documents file where the video will be saved. If you choose to record to the cloud, your video will be saved onto the Zoom database where it will be stored temporarily for 56 days and you will receive an email where you can find your video. New to the VU is that all Zoom recordings to the cloud will also be automatically uploaded to Kaltura. Because this guide is a method

that explains how to make videos without using Kaltura, you will have to choose *Record on this Computer*.

8. Your computer will now say "This meeting is being recorded". This means that the recording has started, so you can start talking.

9. When you are ready to use your Powerpoint or other visualization, click *Share screen*.

10. A screen will pop up with possibilities of what you can share:
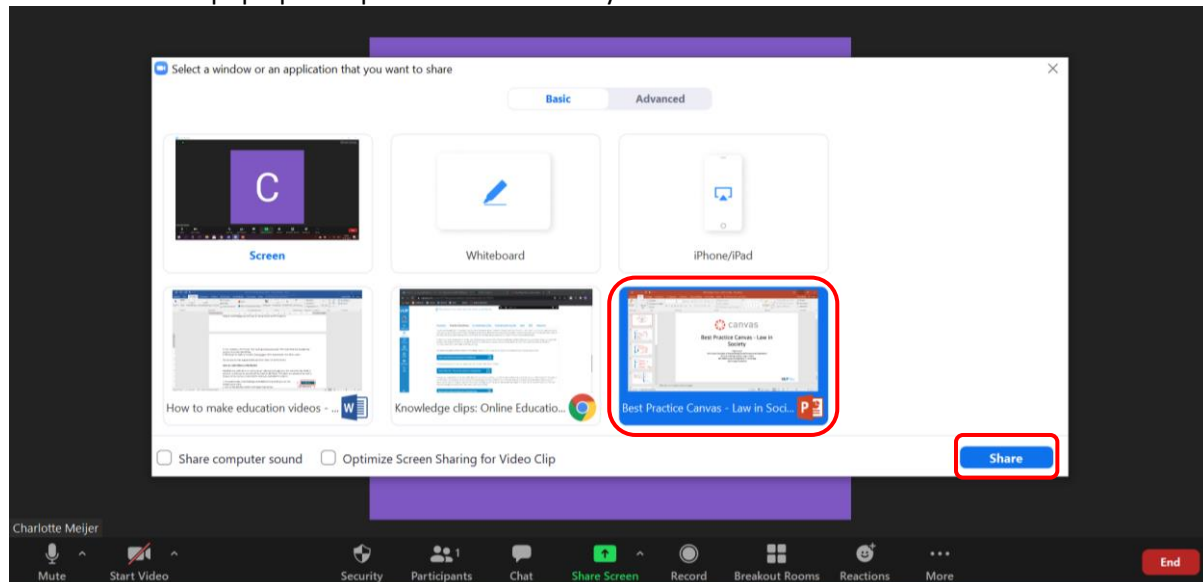
We recommend choosing the possibility to show only one program, so notifications that might pop up during your recording won't be visible in your video. In this example all possibilities that are just one program are in the second row. From this row click the visualization you want to use, in this example Powerpoint.

11. Now click *Share* to start sharing your screen.

12. Your visualization will now be visible, with your own face in a little screen in the right top corner. You can move you own face around if you prefer a different place.

13. If you'd like to stop sharing your screen at the end or in between, click *Stop Share* in the top of your screen.

14. When you are done with your recording, click *Stop Recording* at the bottom of your screen. It's also possible to *End* the entire Zoom meeting. Zoom will stop recording automatically when the meeting is ended.
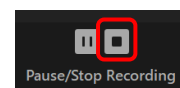
15. Zoom will start converting your recording. Please let it do this entirely, this could take a while depending on the length of the recording.

16. After the converting is done, you can find your recording on your computer. In most cases it will be under: *This PC → Documents → Zoom*. When you click on the file with the name of the recording you just made, you will see three files. Of these 3 files is *zoom_0* your video.
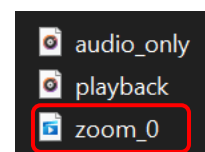
Step 2 – Editing your video – optional

You might want to cut a few parts out of your video. For example, you don't start talking right away or you needed a bit too much time to start sharing your screen or maybe you said a sentence wrong and you started over. All these parts you can cut out. It's also possible do add a start screen or music, while editing your video.

If you don't want to change anything about your video, you can skip this step completely and go to step 3 (page 8).

If you do want to edit your video, we recommend 2 easy to use programs:
- Microsoft Foto's – for Microsoft computers
- iMovie – for Apple computers

These programs are usually already installed on your computer, but we have noticed that some VU laptops are missing Microsoft Foto's. You can download it for free [here](#).
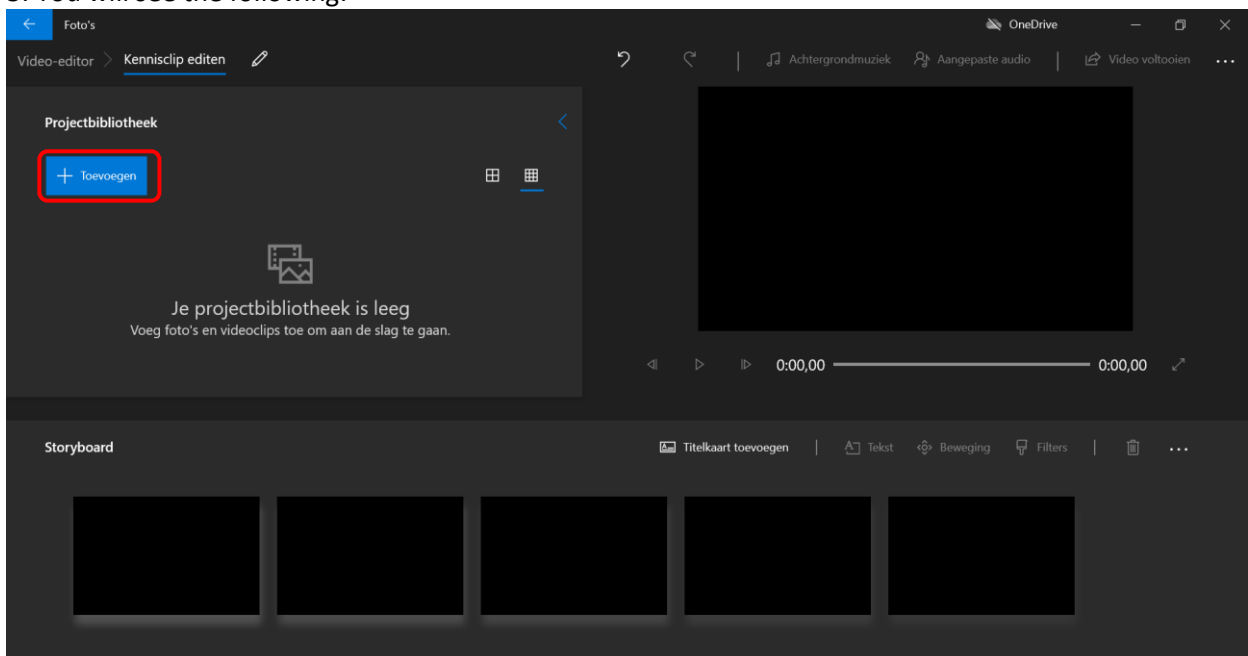
Microsoft Foto's – for Microsoft computers

1. Open Microsoft Foto's.
2. Click in the top right corner *New Video*.
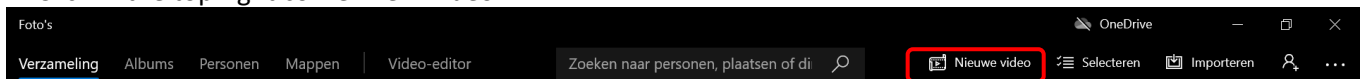
3. Choose *New Video Project*.
4. A screen will pop up that tells you to give your video a title. Do this and click *OK*.
5. You will see the following:

Click on *+Add*.
6. Choose *From this PC*.
7. Choose the recording you just made in Zoom (the end of step 1 explains how to find this video on your computer).
8. Drag the video that just showed up down to the Storyboard.
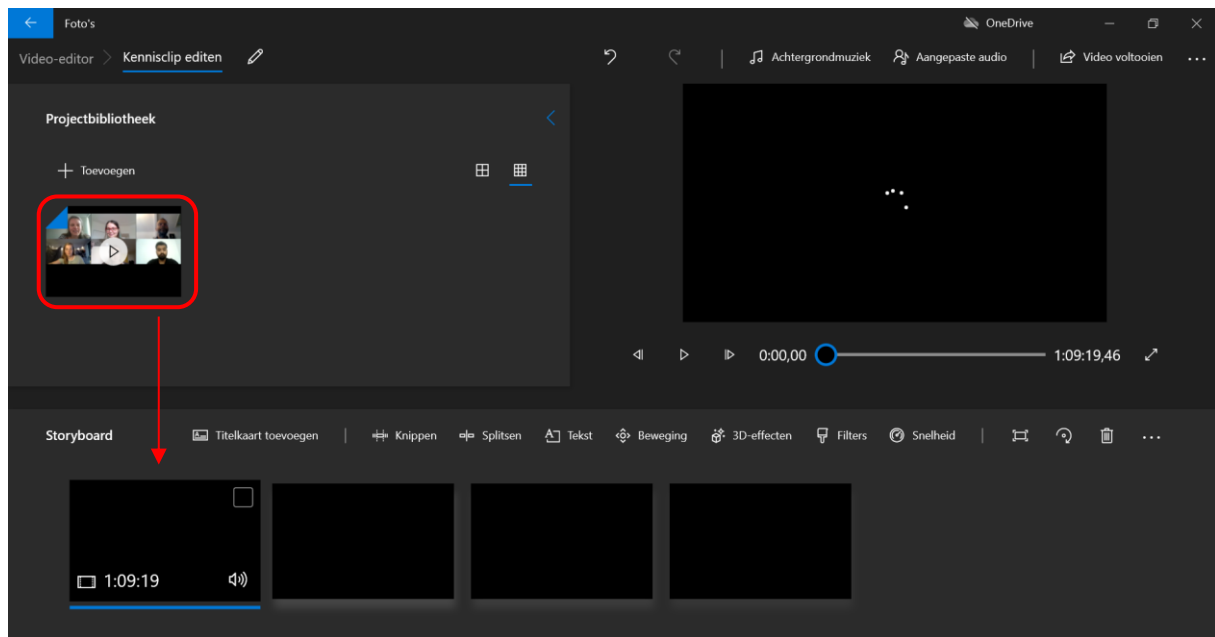
9. Now you are ready to edit your video. There are lots of possibilities. We will explain a few things that are most common to use.

Remove part of a video
10. Move the cursor to the time in the video where you want to split it.
11. Click *Split.*
12. Click *Ready* in the bottom right corner.
13. Now you will see 2 filled out videos in the bottom of your screen. Select the one you'd like to remove and click the garbage can. If you want to remove a middle part out of a video you need to split the video twice (both the start and the end of the part you'd like to remove).
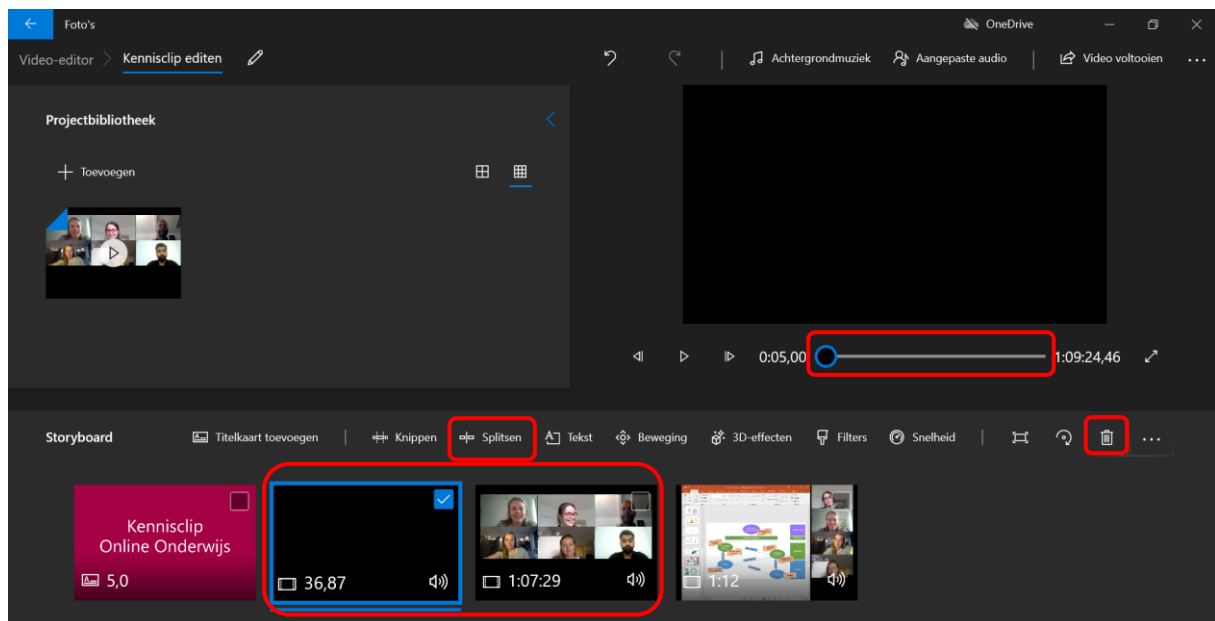
Add a start screen
14. Click *Add Title card*.

15. You will get 3 possible things to do: Length, Text and Background. With length you decide how long you'd like your start screen to show up, it's 3 seconds automatically. With Text you change the text visible in the start screen and with Background you decide the color of the start screen.
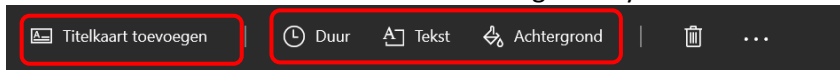
You can also choose to add a Title at a different spot in the video, for example to add a short assignment for students.

16. When you are happy with how your video is, click Finish Project in the top right corner.

17. The following screen will pop up:

It will ask you what video quality you would like to use. Higher is better, but uses correspondingly more storage space (thus requires more upload time). *720p* is an acceptable balance, let's click on that.

18. Choose *Export*.

19. You are now asked to where you would like to save your video. Choose the location of your choice and click *Save*.
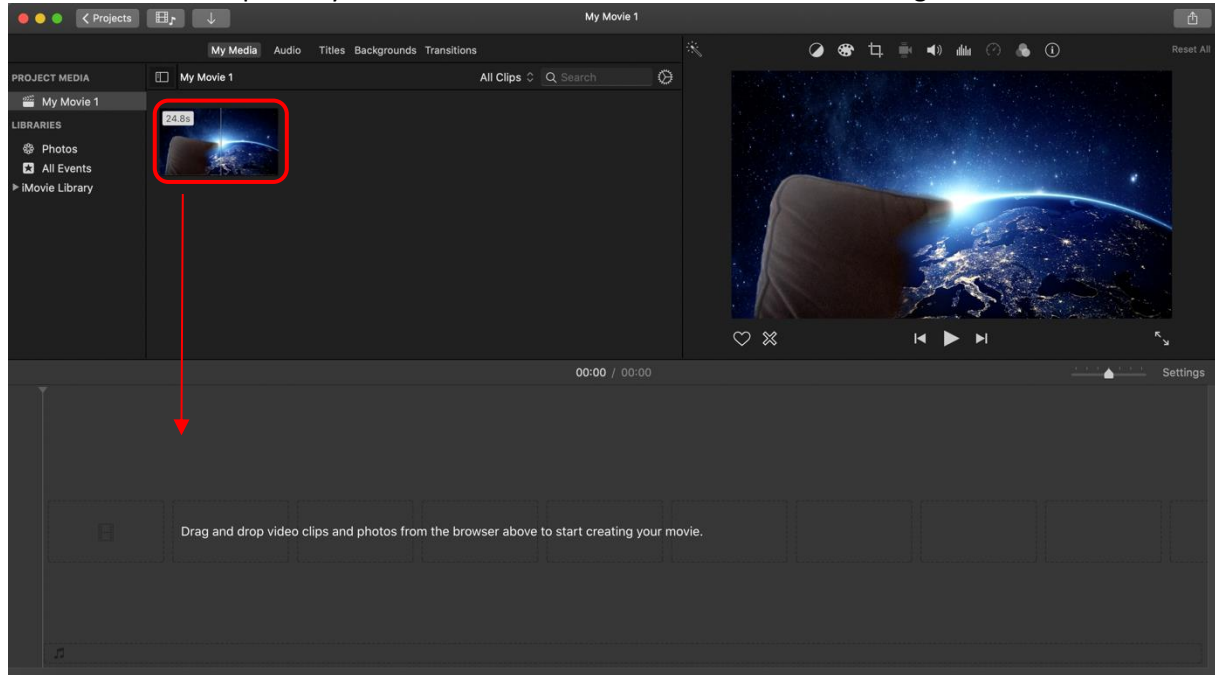
And your edited Zoom video is done!

 **iMovie** **– for Apple computers**

1. Open iMovie.
2. Click on *Import media*.
3. A screen will open in which you can choose your file.
4. Choose the recording you just made in Zoom (the end of step 1 explains how to find this video on your computer).
5. Click *Import selected*.

6. You have now imported your file into iMovie. You should see the following screen:

7. In order to start editing you have to drag the video down to your editing board.
8. Your screen should look like this:
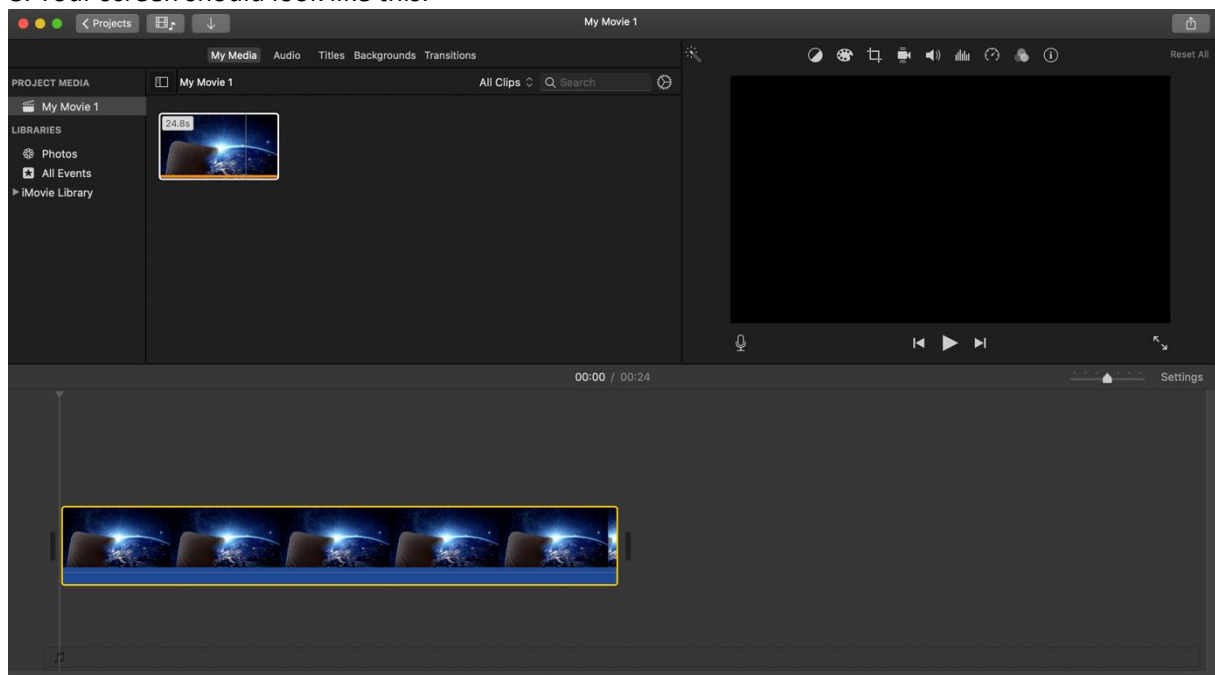
9. Now you are ready to start editing, the amount of possibilities is enormous, we will cover the most common ones below.
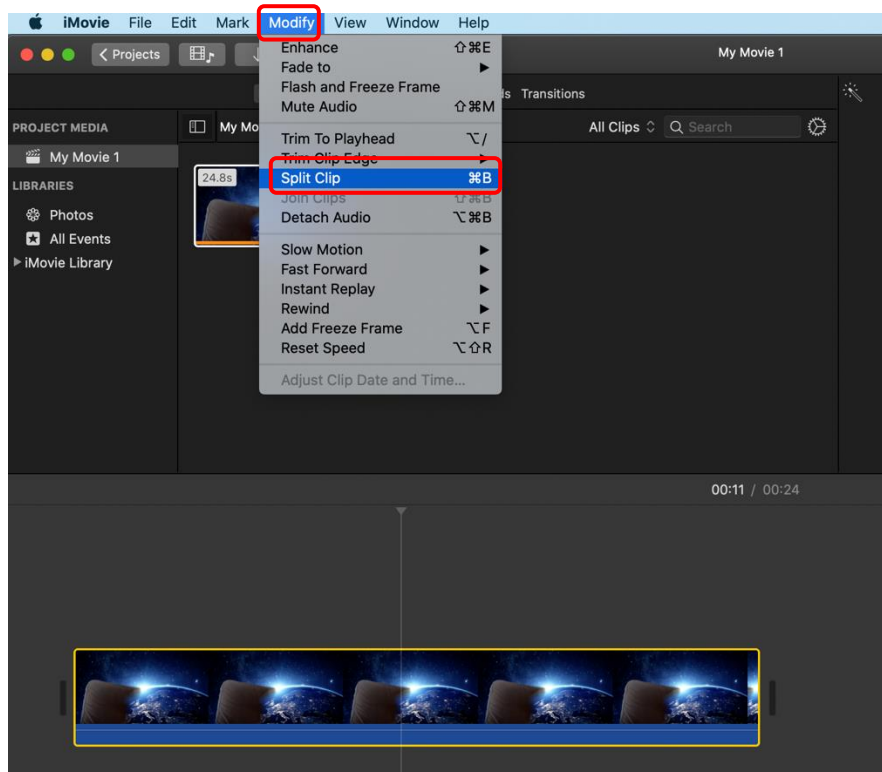
Removing part of a video.
10. Left click once with your cursor on the part of your clip that you want to split.
11. A vertical line should appear on where you clicked.
12. Now click on *Modify* in the top of your screen.
13. Click on *Split Clip* (⌘B is the shortcut for this function).

14. The clip should now be split at the selected area, in two parts.

15. To remove one of the parts, select one of them by left clicking once on it.

16. Now press the backspace button, or go to click on *Edit* and choose *Delete* in the top of your screen.

17. If you want to remove a middle part out of a video you need to split the video twice (both the start and the end of the part you'd like to remove). Following the same procedure.

Add a start screen

18. In the top part of your iMovie window, you will find a section called *Titles*. Click on it.
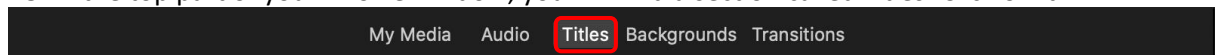

19. Here you can scroll through a variety of title pages, feel free to choose any one you like.

20. Now simply, double left click on the desired title, and it will be added above your clip.

21. You can drag it to any place in the clip that you like.

22. To edit your title name, double left click on the title. You can now type into the text boxes of the title on the big viewing screen in the top right of your window.
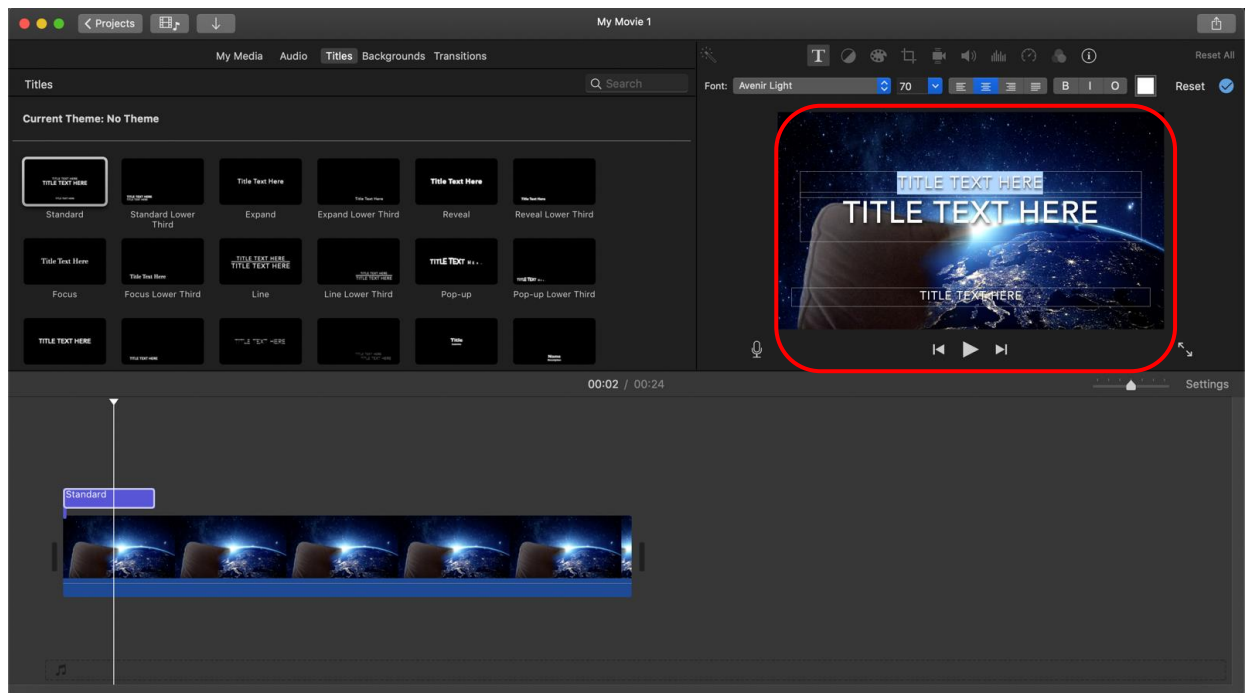
23. When you're satisfied with the edit, you can export your file again using the Share symbol in the top right corner. Click on *Export File*.
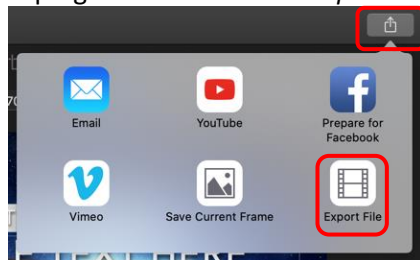
24. The following window will pop up:
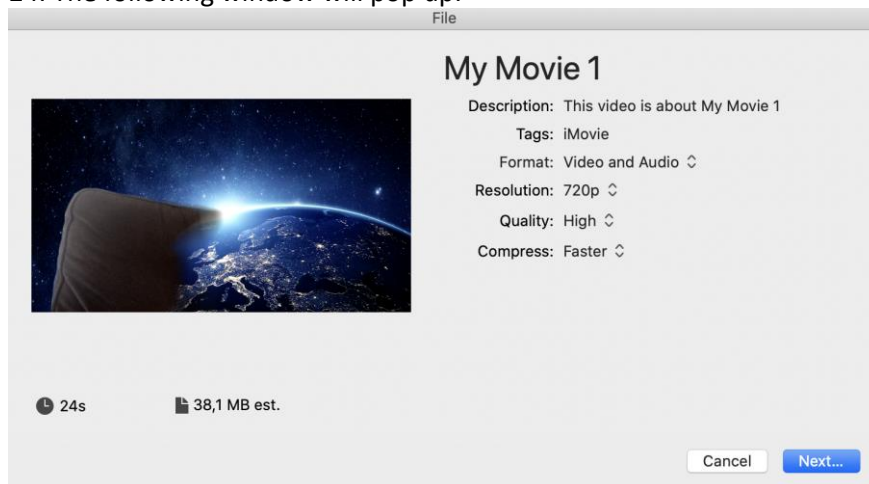
25. *Resolution* refers to the quality of your video, higher is better, but uses correspondingly more storage space (thus requires more upload time). *720p* is an acceptable balance, let's click on that.
26. *Quality* can stay on *High*.
27. If you are in a hurry, you can choose at *Compress for Faster*, otherwise click on *Better quality*.
28. Click *Next….*
29. Now choose the location in which you want to save your file, click *Save*.
And your edited Zoom video is done!

# Step 3 – Getting your video on Canvas with YouTube

It is not possible to upload your video directly to Canvas. Students will be able to download your videos and you will reach maximum capacity very quickly. So you need to upload your video to a video platform. The VU has a license for Google apps for Education, which includes YouTube. We understand you don't want the entire world to see your video, and YouTube can help you with this, because YouTube gives you the option to Hide your videos. Only the people you share the video link with can see your video. So if you share that link in a Canvas course, only your students can see it.

How to do this?

1. Go to https://www.youtube.com/?gl=NL
2. Make sure you are logged in with your VU account in the top right corner. If you click on the icon (in this example the purple C), it shows you with what email address you are logged in, this should be your VU email.
3. To upload your video click on the icon of the camera with the + in it, in the top right corner:
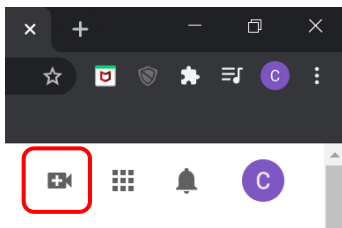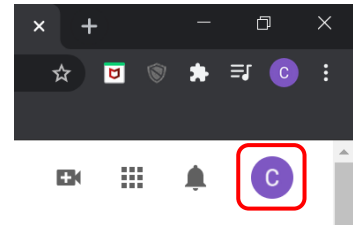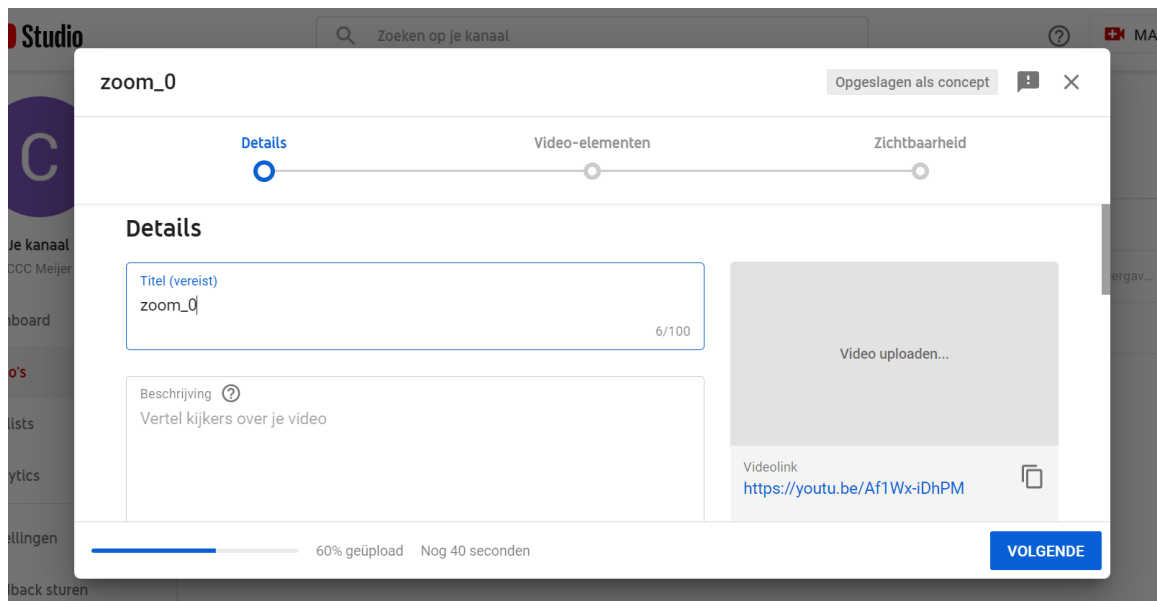

4. You will get two options, choose *Upload Video*.
5. The following screen will pop up:
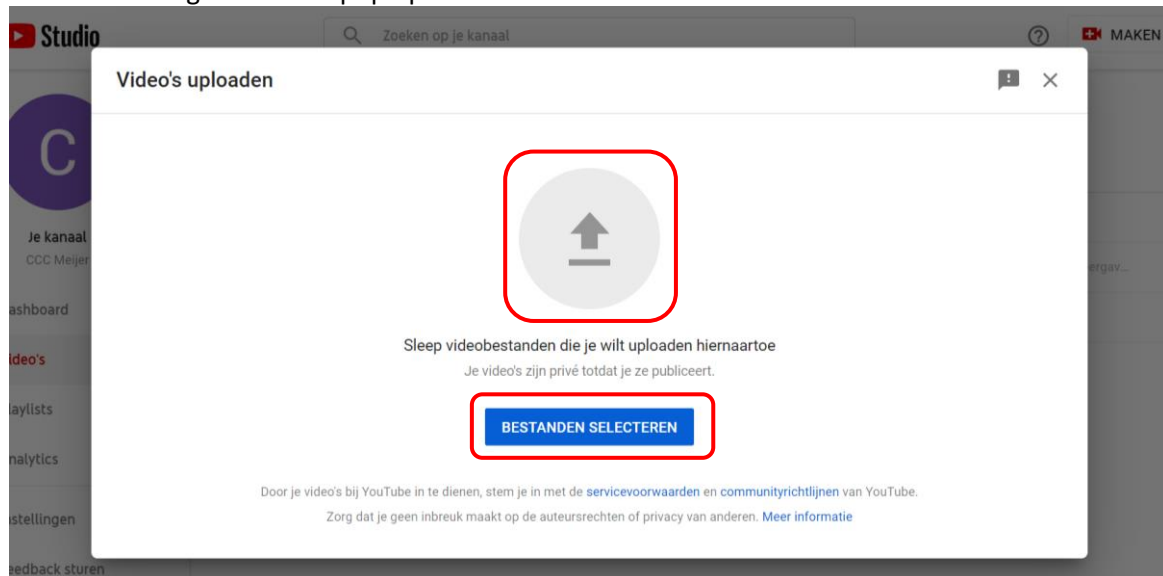
Click on the Upload button or click on Select files (both do the same).
6. If you skipped step 2 select the *zoom_0* file (explained at the end of Step 1). If you didn't skip step 2 choose the file of the video you created using Microsoft Foto's or iMovie.
7. The following screen will pop up:

At the bottom it shows how long it will take for the video to upload.

8. Fill out all the details.

9. Make sure to select that the video is not for children (because YouTube has strict regulations for videos made suitable for children).

10. When you click on *Next*, you will go to the *Video elements*. Here you don't need to do anything.

11. If you click *Next* again you will go to the *Visibility*. This is where you can select if your video is public (visible for the whole world), hidden (only visible for people who have the link to the video) or private (only visible for you). Choose *Hidden*.

12. When it shows in the bottom that your video is processed completely you can click *Save*.
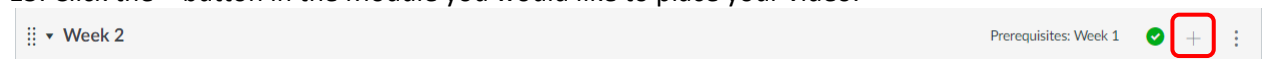
13. The following screen will pop up:
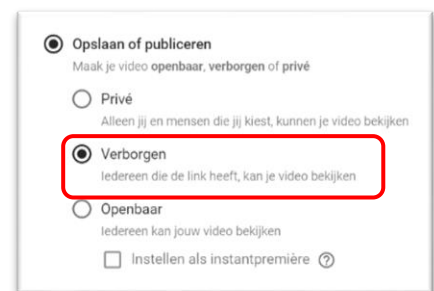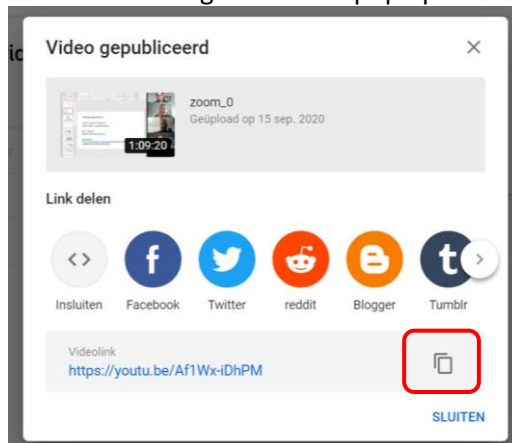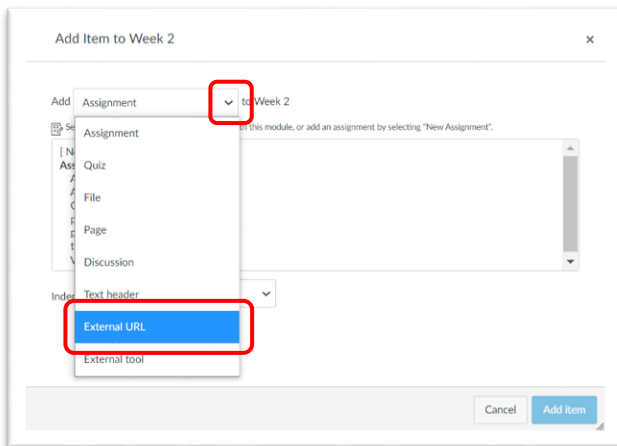

To copy the link to this video, click the ⧉ button.

Adding the video to Canvas

14. Go to Modules in your Canvas course.

15. Click the + button in the Module you would like to place your video.

16. The following screen will pop up:

Click on the little arrow next to the *Add* option.

17. Choose *External URL*.

18. The following screen will pop up:

Paste the link to your YouTube video in the *URL* line.

19. Give the video a title in the *Page name* line.

20. Click *Add item*.

Your video is now added to Canvas. Don't forget to check if your Module is published (has a green check behind it).

NB: We have noticed that some people get an error when they upload a video to YouTube. YouTube has recently added the rule that accounts that upload bigger videos need to be verified. If you click on *More information* about this error, it will tell you this information plus a link where you can verify your account. You will have to do this with your phone number. After you have done this, you shouldn't have any problems with YouTube anymore.

Want help? We do realise that there are a lot of steps you need to take to make videos. If you feel a little overwhelmed by this, that is totally normal. Other teachers have felt the same. This is why we (the VU Onderwijswerkplaats) offer the possibility to talk to one of our student assistants to help you use these tools. Any questions you have, you can ask them as well. Email onderwijswerkplaats@vu.nl to make an appointment for free.