

Tips for Creating & Using Video in KSU Online Courses

“Chunk” Content

Instead of traditional hour-long lectures, consider “chunking” information by subject or topic.

Short and Sweet is Best (2 – 5 minutes is ideal)

Research shows that online learners respond better to short videos containing instructional information. Similar research shows that online learners do NOT achieve as well when watching video of a live class session that has been recorded and put online.

Work from a Script

Writing and using a script eliminates the “ums” and “ahs” that plague many lectures. Also, the script can be used in closed captioning systems and as a text-alternative transcript.

Upload the Video to a Hosting Site

Videos uploaded directly to an LMS often have to be downloaded by the students. Basic players don’t always support closed-captioning services. Using an unlisted YouTube account has many benefits, most notably, easy playback on virtually every computer or mobile device with a closed-captioning option built-in.

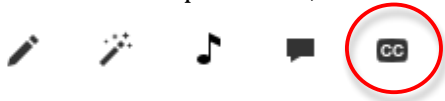
Graphically Represent Your Information

The Multimedia Design Theory supports the idea that a graphic representation helps students learn. Talking about your subject is great; describing and showing is better.

Easy Captioning for the “Do-It-Yourself” Faculty Member:

Create your video using the guidelines above. Then, do the following-

- Upload the video to your YouTube account and make sure the privacy setting is on UNLISTED.
- After the video has processed, click on the CC button in the edit toolbar BELOW the video.



- Once on the Captions edit page, click on + ADD CAPTIONS and then TRANSCRIBE AND SYNC.
- If you created your video from a transcript (as suggested above), you can just copy and paste the text in the transcription box. Or, you can listen to the video and transcribe it yourself. Click the SYNC button when you have finished. On shorter videos, this may take less than a minute to process. On a five-minute video, the syncing could take around 3 or 4 minutes to process. After the transcript has synced with the video, you can always go in and make edits.
- Watch your video with the CC turned on! You created a closed-captioned video in less than five minutes! Congratulations!

Use Campus Resources

You are welcome to use the student assistants and DocSoft at the Distance Learning Center to caption your videos. Please be aware that this service could take several weeks to complete.

- Start here: <http://www.kennesaw.edu/dlc/facultyresources/docsoft.php>
(Learn about DocSoft and create a speaker profile)
- Continue to follow all directions on the website linked above