

How to create a Sixty Second Skills video

Prep

- **Plan** – planning your video is key.
- **Record** – follow your plan to record your content
- **Edit** – trim or edit the video as needed
- **Produce** – Process the video ready for sharing

[View online](#)



Video

for teaching and learning

01 Idea and Planning

 All videos, screencasts or animations start with an idea and aim. Explore your idea as fully as possible. Think about what your aim to convey in the video and how best to get that message across.

 Plan your ideas out on a storyboard. Design the video, screencast or animation frame by frame using a storyboard template. Note down any audio or narration to include - writing a script will be helpful if you have a lot narrative to include. Consider your budget and timescale for production against the quality of the final product you want to create. Also consider if you need support to produce it.

 Choose your equipment. Book or organise the equipment you will need to create the video. This could include recording equipment such as cameras, microphones, tripods and lights for a video. Laptop with screen-recording software, animations tool and editing software. Some examples below, click for more information:



Adobe Creative Cloud Suite: Includes Adobe Premiere Pro for editing videos and Adobe After Effects to create animations and extra effects to your videos.



TechOnTheWay, Jing and Camtasia can be used to create screencasts. Camtasia can also be used to make subtitles and transitions with your videos.



Explain Everything can be used on tablets and mobile to create animations and videos. Videos can be quickly edited on iPhone for iOS products.

02 Create your video

Follow your plan



Follow the plan you have created to create your video. This could be face to camera, external shots, using screen-recording software and tools on your mobile devices or a combination of a few. Once you have the content you need review all the material recorded/created and consider any editing needed.

03 Review and Share

Review

 Once you are happy with what you have created, you might want to get feedback from a colleague and then finalise any changes needed to the video before you produce and share to your students.

Then...

Share

 Produce the video to a mp4 and upload to either the University Video Portal, YouTube or Vimeo. You can share the url to the video to your students via email or in lecture or embed the video with a Blackboard course for students to view in their own time.

Supporting you planning

- Storyboarding
 - Storyboarding the video screen by screen can help you outline and explore your idea fully

Screen	Screen	Screen
Screen	Screen	Screen

- Pedagogy –
 - [Richard Mayer's Multimedia Principles](#)
 - Multimedia Principle -People learn better from words and pictures than from words alone
 - Segmenting Principle – People learn better when multimedia lessons are presented in small sections rather than one continuous
 - Signalling Principle – People learn better when cues are used that highlight material

Tools choice

- TechSmith Relay
 - Screen recorder, can be set up with external camera
 - University site license for all staff, links to the Video podcasting service
 - Great for presentation or simple videos
- Camtasia
 - Screen recorder with editing functions, including interactive video options
 - License cost from around £500
 - Great for a range of video styles
- Explain Everything
 - Interactive whiteboard application with recording options
 - Great for animations and explained examples
 - Free trial available from Apple store or equivalent



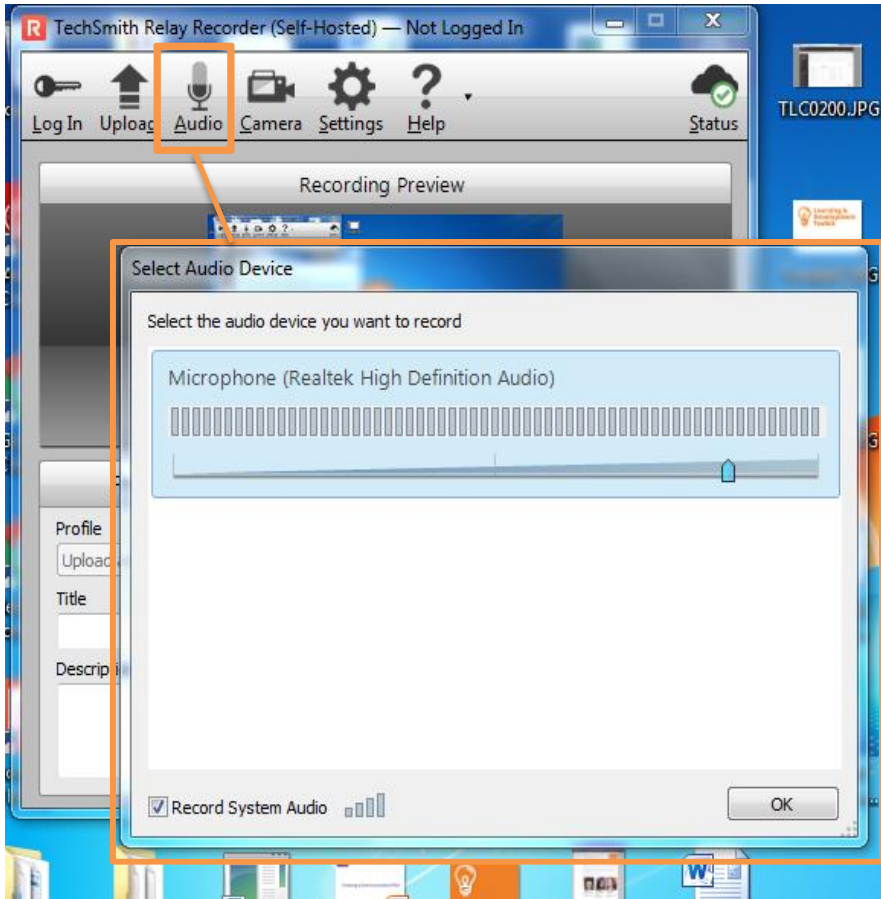
Using TechSmith Relay to create a Sixty Second Skills video



Open the Relay application.

This is a simple screen capture tool that will allow you to record any visuals onscreen, including webcam, audio and if set up an external visualiser or camera

1.

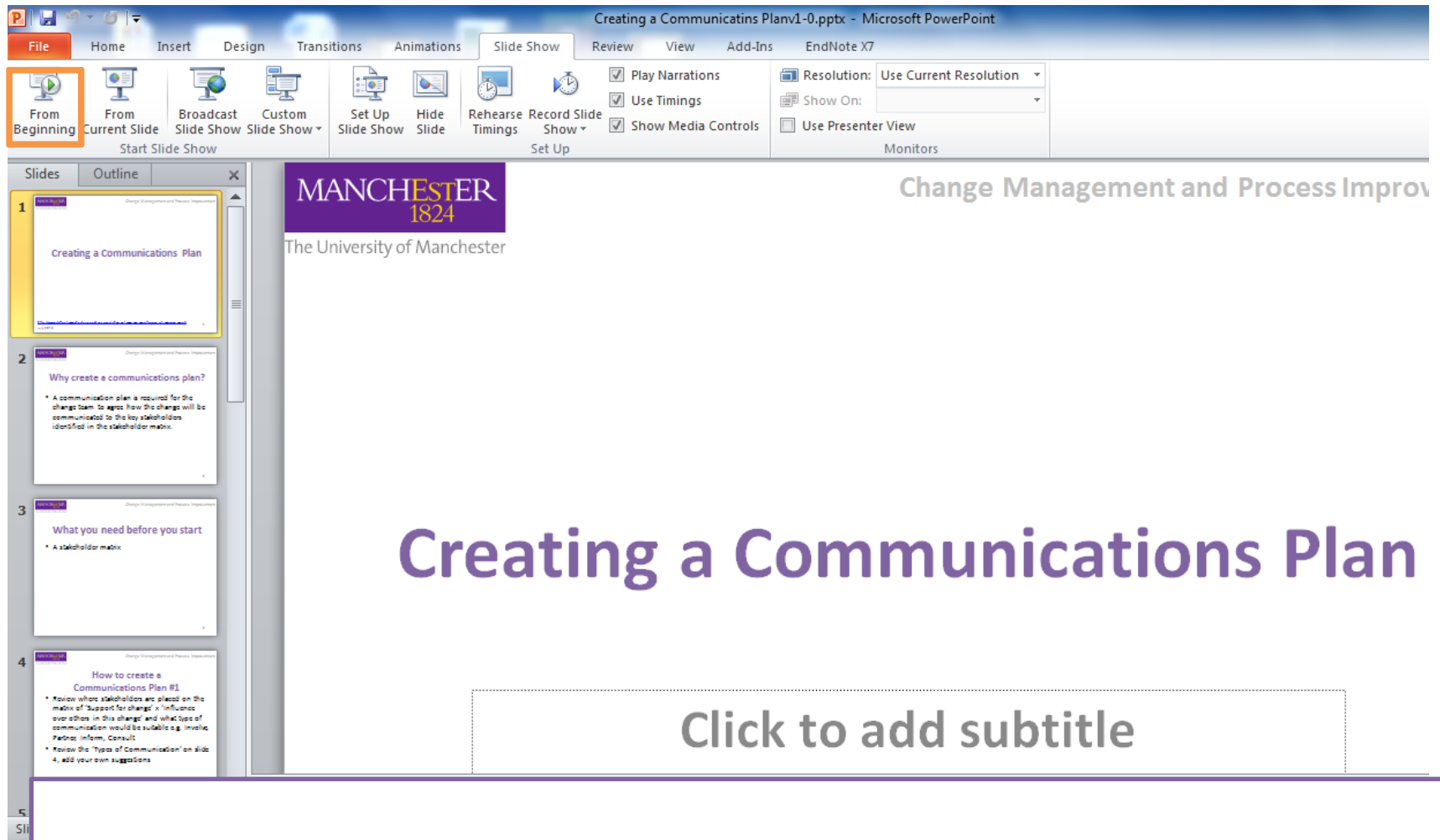


2.



1. Select the Audio button on the tool bar menu to check your audio input.

2. Select the Camera button on the tool bar to include recordings from the webcam or additional input equipment.



Creating a Communications Plan

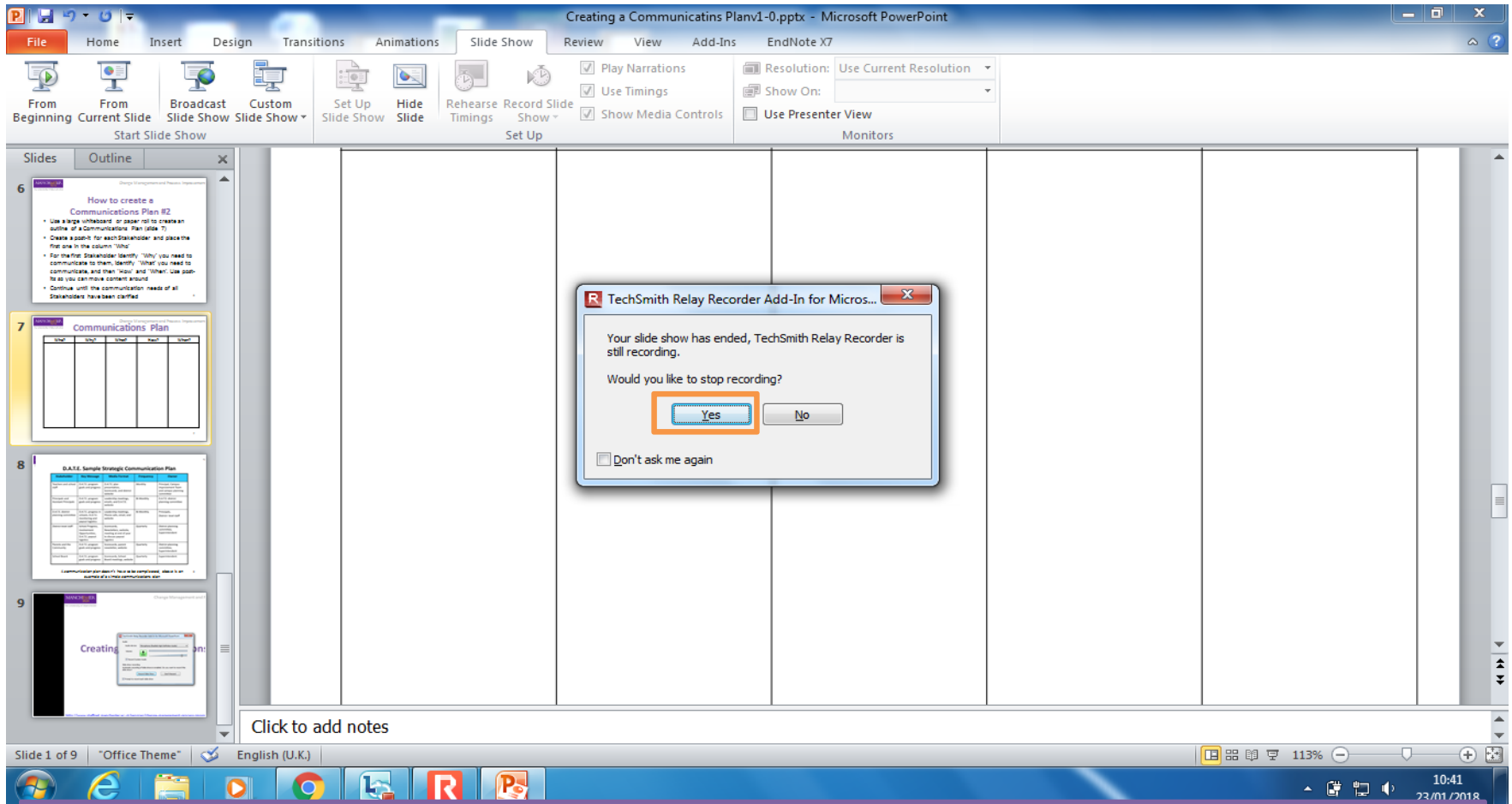
Click to add subtitle

Once you have chosen your settings, open the document, website, or presentation you wish to record. In this example we are recording a PowerPoint, select to view the slide show from the beginning.

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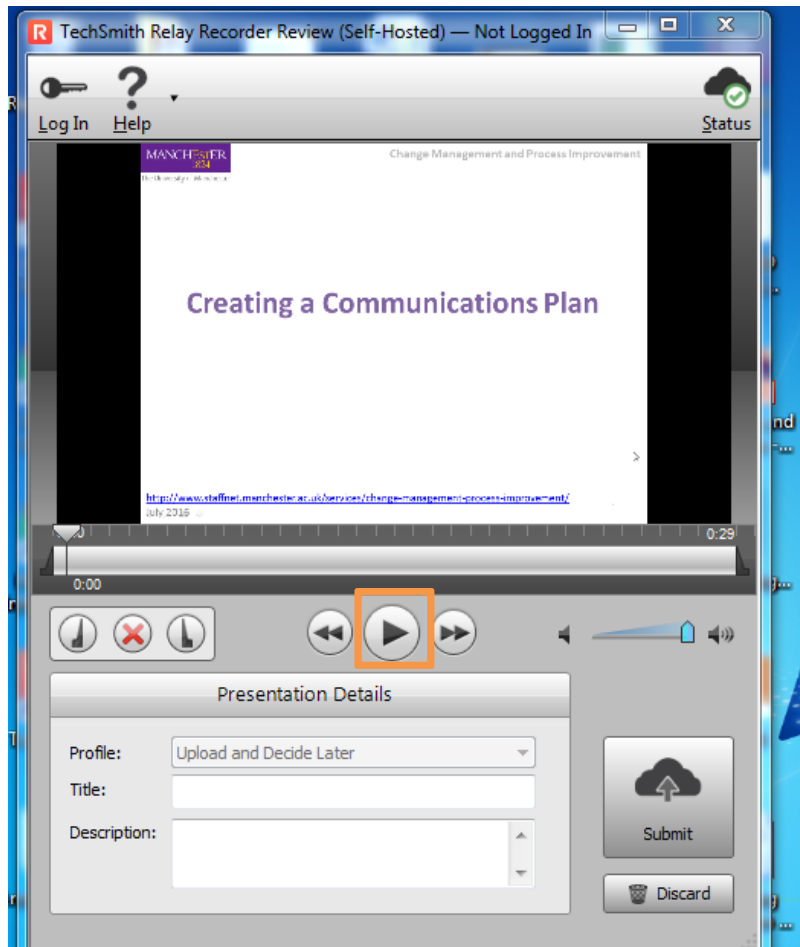


Check the settings on the pop-up message and if you are ready to record, select Record Slide show and record your content.

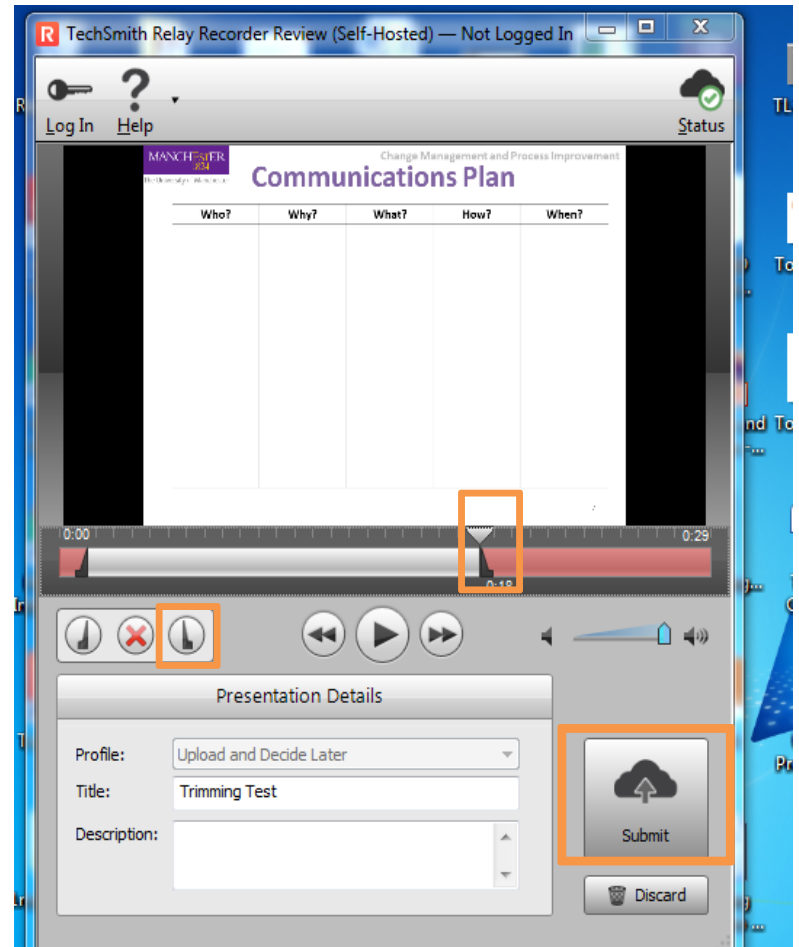


Once you have finished, escape the presentation and respond 'Yes' to the pop-up if you want the recording to end.

1.



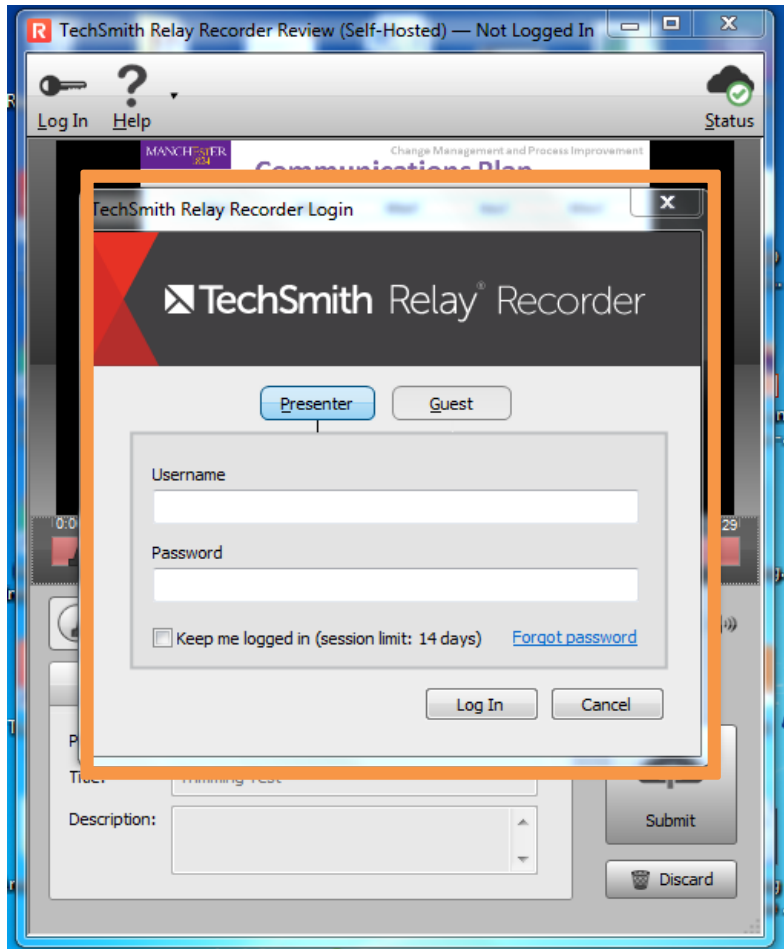
2.



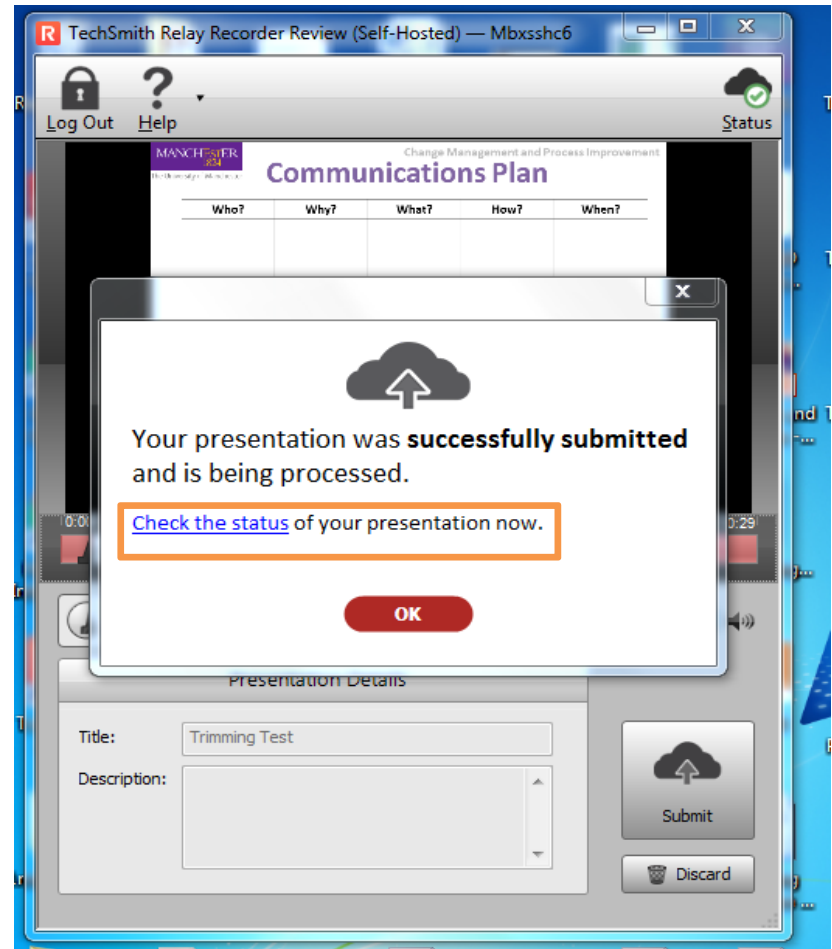
3.

1. Your recording will then appear in the TechSmith Relay dialog box for you to review. Play the video through to check you are happy with it.
2. You can trim the end as needed by moving the play pin-head to the point in the video that you want to start and then select the open trim button. Do the same for the ending of your video. The trimmed sections will appear in red.
3. Once you are happy with the recording you can add a title and description and then select submit.

1.



2.



1. After you click submit you might need to sign in again to your TechSmith Relay account.

2. The video will start to upload. You can view it's progress via the check status link.

TechSmith Relay (Self-Hosted) x TechSmith Relay (Self-Hosted) x

Secure | <https://capture.its.manchester.ac.uk/relay/UserPresentations.aspx?PresentationId=742>

TechSmith Relay[®] Self-Hosted

Home Presentations Profiles Client Downloads

» Presentations » Presentation List User: mbxsshc6 (Mbxsshc6) [Sign Out](#)

Presentations

Completed (1)

Search

	Trimming Test	23/01/2018 @ 10:41
	Podcast Video Portal	mbxsshc6

Trimming Test

Submitted by: [mbxsshc6](#) (hannah.cook@manchester.ac.uk)
Recorded: 23/01/2018 at 10:41
Description:
Computer name: c-107hrr051ajt.ds.man.ac.uk (130.88.120.136)
Profile: [Podcast Video Portal](#)
Duration: 00:00:17
Resolution: 1366x768

Video Source:
 TechSmith Relay Recorder - Windows

Type	Destination	Job Status	Progress
MP4 (Up to 1080p)		Processed	100%
MP4 (Up to 1080p)	Matterhorn	Processed	Link Unavailable

[Remove From List](#)

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Showing 1 - 1 of 1

Checking your status shows you the video being processed.

- Home
- Techsmith Relay
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- CHEM40411 revision ACR
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MANCHESTER 1824 The University of Manchester

Change Management and Process Improvement

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X

The video could not be loaded, either because the server or network failed or because the format is not supported.
<http://www.staffnet.manchester.ac.uk/services/change-management-process-improvement/>
July 2016

Trimming Test
Author: Added on 23-Jan-2018 Duration: 0:00:17

Download

Once your video is ready you can either follow the link in the status progress view or wait for an email to notify you on the link for your video.

From this screen you can download the video, make further changes with editing software or share the video via a link or Blackboard course.

Additional Resources

12 Multimedia Principles outlined

Richard Mayer outlines 12 Principles for Multimedia design for teaching and learning. These best practice tips can be used to help you plan and design your multimedia content in order to create an effective media rich resources for students.

Multimedia Principle: People learn better from words and pictures than from words alone.

Split-Attention Principle: People learn better when words and pictures are physically and temporally integrated.

Modality Principle: People learn better from graphics and narration than from graphics and printed text.

Signaling Principle: People learn better when cues are added that highlight the key information and its organization.

Redundancy Principle: People learn better when the same information is not presented in more than one format.

Coherence Principle: People learn better when extraneous material is excluded rather than included.

Spatial Contiguity Principle: People learn better when corresponding words and pictures are presented near rather than far from each other on the screen or page or in time.

Temporal Contiguity Principle: People learn better when corresponding words and pictures are presented simultaneously rather than successively.

Segmenting Principle: People learn better when a multimedia message is presented in learner-paced segments rather than as a continuous unit.

Pre-training Principle: people learn better from a multimedia message when they know the names and characteristics of the main concepts.

Personalization Principle: People learn better when the words of a multimedia presentation are in conversational style rather than formal style.

Voice Principle: People learn better when the words are spoken in a standard-accented human voice rather than a machine voice or foreign-accented human voice.

[Camtasia Tutorials](#) – to support you if you in editing your recording further

[Explain Everything](#) – information and 30day trial