



RESOURCE VIDEO GUIDELINES

Thank you so much for agreeing to create a resource video for the FSN Network Resource Library! This video is a great way to increase interest in your resource, highlight key points, and provide tips on how to use it.

Please review the following recommendations and best practices before recording your video. Recording instructions are on the next page.

RECOMMENDED OUTLINE:

This outline is one option, and you are welcome to change the order or substitute other details.

1. [15 – 20 seconds] Introduce yourself and the resource, mentioning how you are involved (author, editor, etc.)
2. [25 – 35 seconds] Explain why this resource was created and what needs it fills.
3. [25 – 35 seconds] Describe the target audience(s) and ideal context(s) for use.
4. [30 – 40 seconds] Highlight a few key elements, and include page numbers if applicable.
5. [10 – 15 seconds] End with a nice sign-off, e.g. “Thank you so much for watching, and I hope you find this resource useful”.

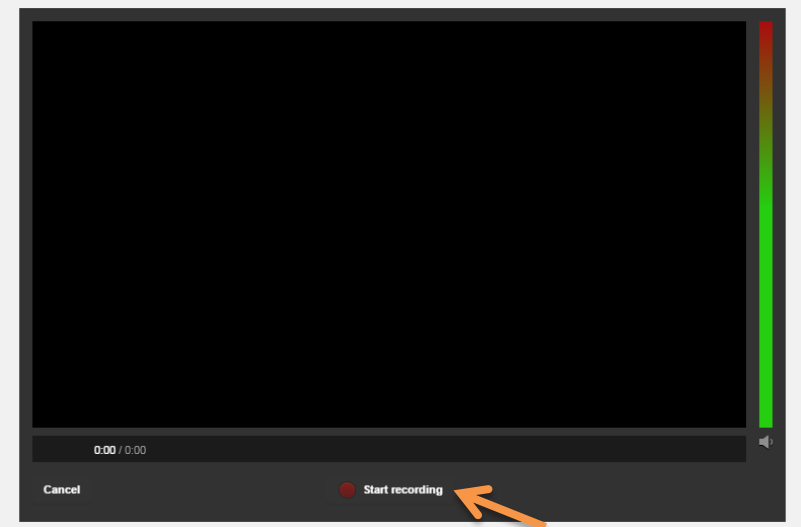
BEST PRACTICES:

- **Make general notes** on what you are going to say. Do not write out an exact transcript, since talking freely sounds and looks more natural.
- **Practice out loud** a few times before recording. Don’t practice more than three or four times so you don’t sound too rehearsed in the video.
- **Time yourself** while practicing to be sure you are talking for about two to three minutes.
- **Talk slowly.** Even if it sounds too slow to you, it’s probably the ideal speed for others listening.
- **Hold up a printed copy of the resource,** if available, as you point out specific sections during the video.
- **Smile!**

NEXT PAGE: VIDEO RECORDING INSTRUCTIONS

VIDEO RECORDING INSTRUCTIONS

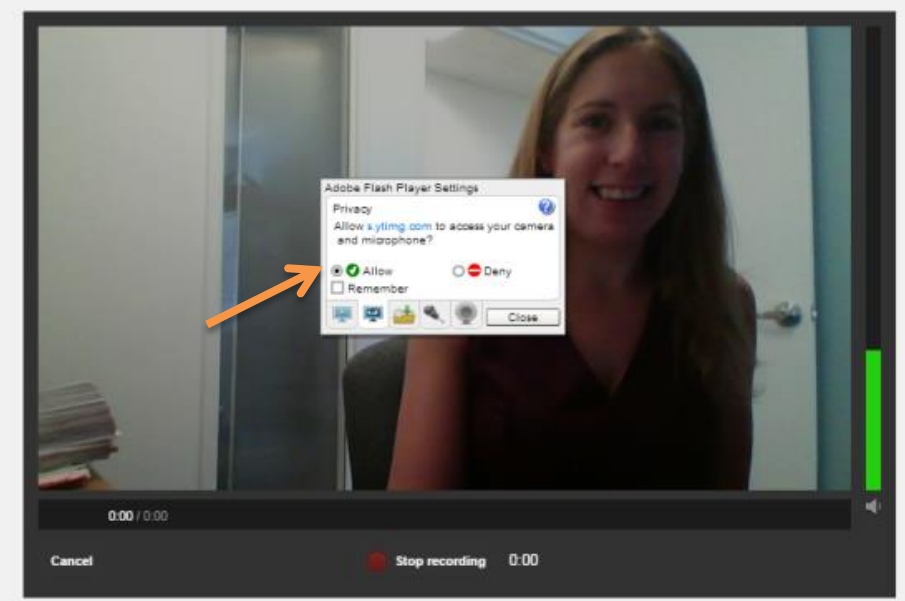
1. Go to https://www.youtube.com/my_webcam and log in. Username: FSNNetworkVideos, Password: Resources8
2. Click “Start recording”.



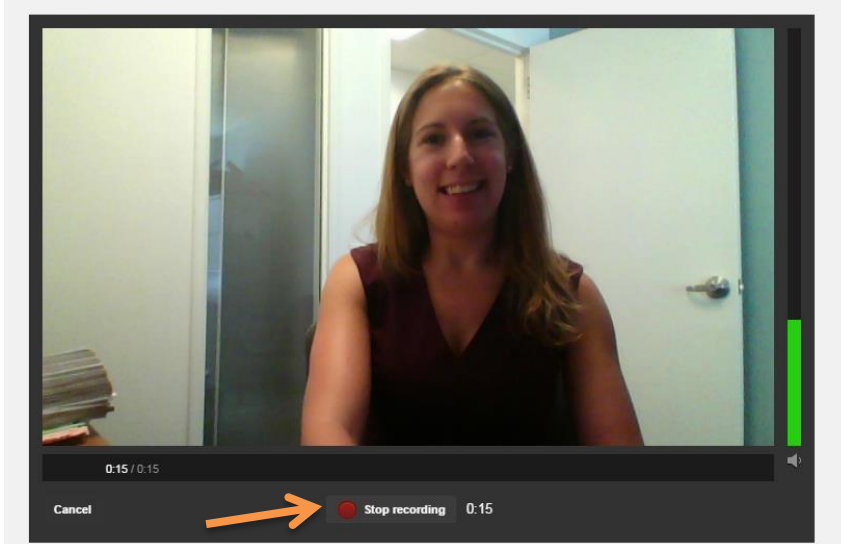
3. A box will appear asking permission to access your computer’s webcam.



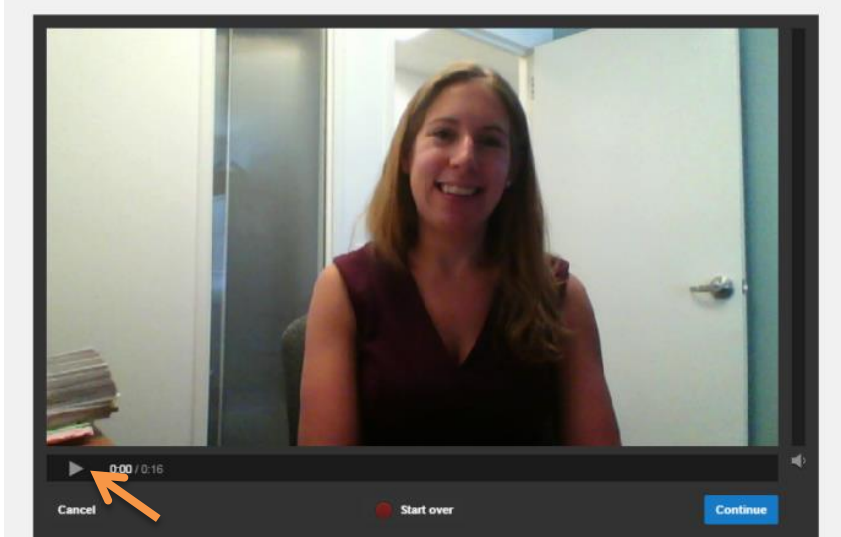
4. Click “Allow” and close the box. The video will automatically begin recording.



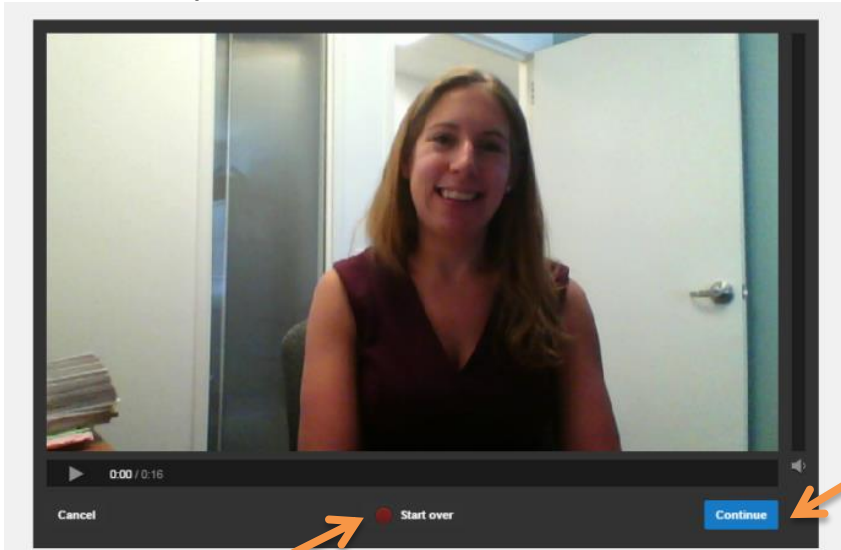
5. Record your video. When you are done, click “Stop recording”.



6. Click the play button to watch your video.



7. If you are satisfied with the video, click “Continue.” If you want to record the video again, click “Start over” and return to step 5.



Continue on the next page >>

8. After clicking “Continue” you will arrive on the Info and Settings page, with the settings below appearing automatically.

Info and Settings

Webcam video from June 30, 2015 03:55 PM (UTC) Cancel Save changes

Basic info Advanced settings Call-to-action overlay

Webcam video from June 30, 2015 03:55 PM (UTC) Public

Description

Tags (e.g., albert einstein, flying pig, mashup)

Suggested tags: + Coordinated Universal Time (Time Zone)

+ Astronomy (Field Of Study)

+ Add to playlist

Cancel Save changes

9. A) Replace the Title with the resource name, e.g. Guide for Farming. Abbreviate longer titles if you hit the limit of 100 characters.
B) Under the Description, put your name and organization e.g. John Smith, Development Worldwide.
C) ***Important*** Change the visibility setting from Public to Private. This ensures TOPS staff can review the video before publicizing it.

Info and Settings

Guide for Farming Cancel Save changes

Basic info Advanced settings

Guide for Farming A

John Smith, Development Worldwide B

Tags (e.g., albert einstein, flying pig, mashup)

Suggested tags: + Farm (Building Function) + Animal (Film Genre)

Private C

+ Add names, circles, or email addresses

+ Add to playlist

Some changes are not yet saved. Cancel Save changes

YOU ARE DONE! Thank you so much for completing your video. A TOPS staff member will be in touch soon to confirm the video is now live or to request any edits. If you have any questions, contact us at info@fsnnetwork.org.