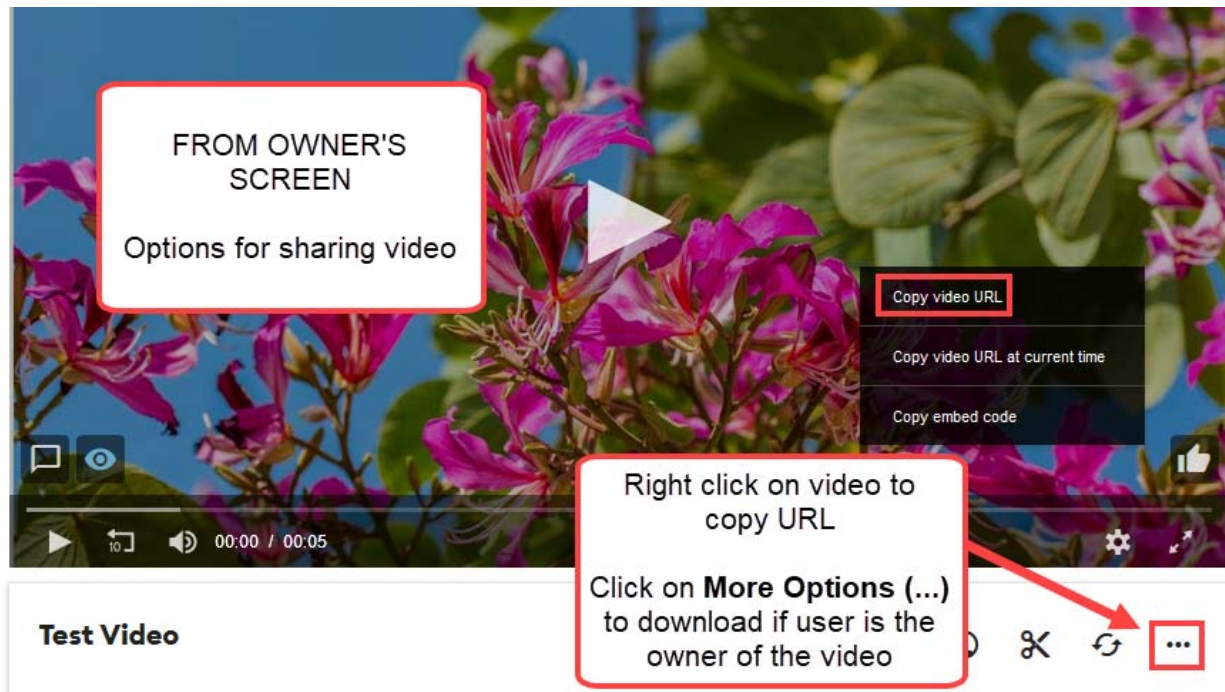


Creating a Personal Copy of a Shared/Multi-Presenter Video

- When creating a video with multiple presenters, the video can only be assigned to one individual when it is created.
 - The video may be placed in a shared folder where all participants may access the recording
 - Only video owners may edit or change permission settings.
- If the video owner has selected “show a download button for viewers” from permissions settings, then the video recording may be downloaded as an MP4 file to a computer desktop to be uploaded, saved to a flash drive, dragged into an assignment or forum, e-portfolio, etc.
- Right clicking on video allows users to copy URL that can be pasted into a browser, email, assignment, forum, etc.
- Multiple presenters may create a copy or recording to save to personal folders that are assigned to each individual presenter through the download process. Once ownership has been established, user may access edit and permissions settings.

From Owner Screen:



Permissions options

Who can view this video?

- ☒ Anyone with a link (No log in required)
- ☐ Only team members on my account
- ☐ Only people in specific groups
- ☐ Only me

☐ Enable comments
☐ Allow user comments in video
☐ Allow intranet viewers to view team videos without logging in
☐ Require password for video
☒ Show download button for viewers
☐ Show captions by default
☐ Show owner profile

Done

Recordings With Multiple Presenters

- 1 Video ownership will be assigned to the individual whose account was open when the recording was created
- 2 Ownership may be changed by selecting dropdown arrow next to owner initials, but only to one new owner
- 3 Permissions settings should be set to: **Anyone with a link (no log in required)** and **Show download button for viewers**

Test Video

1 2 3

Record **+**

Upload

New folder

Campus Wide CONT.

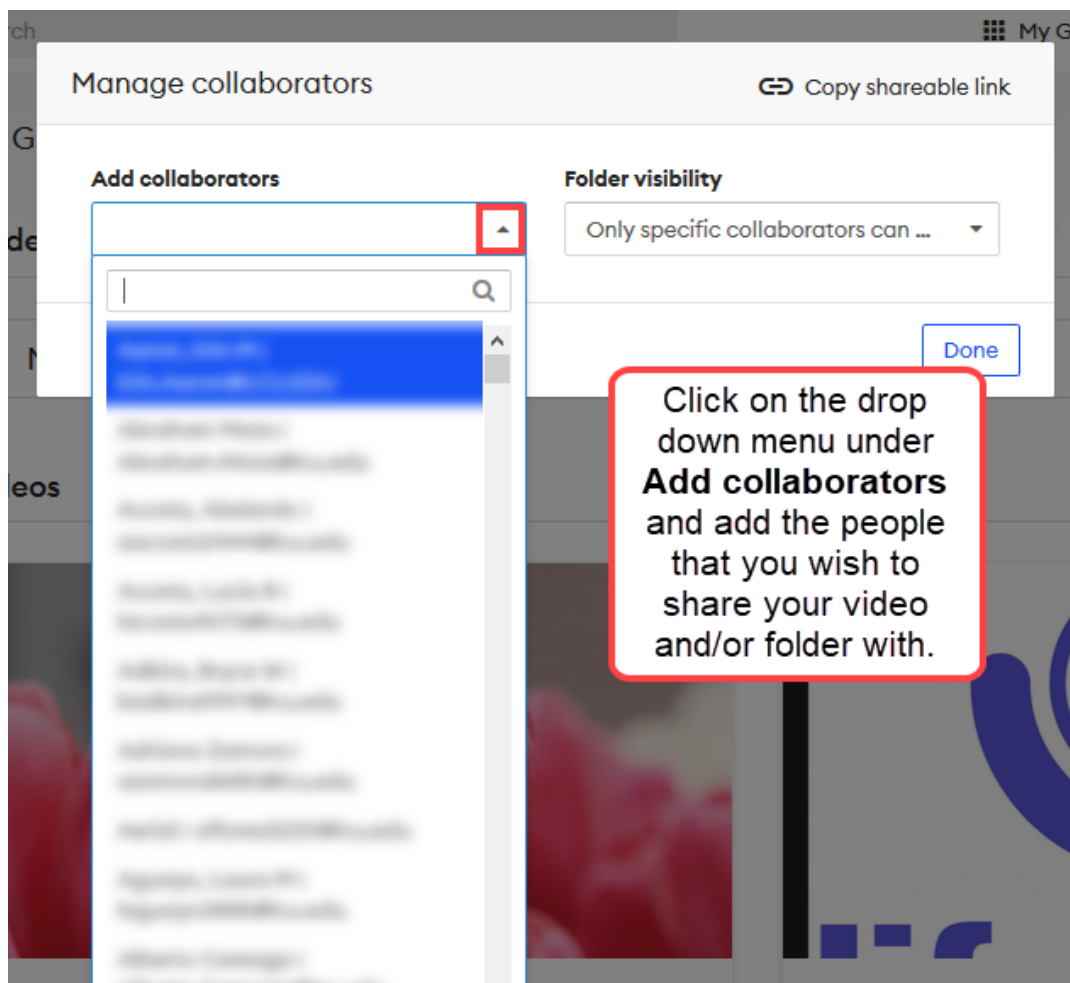
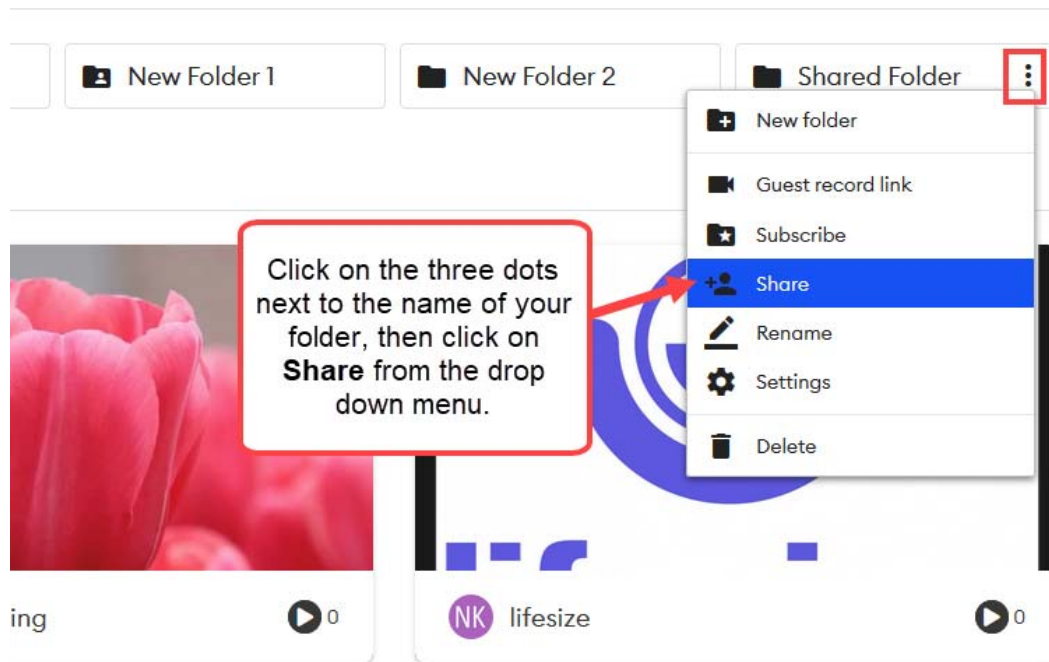
Trash


My Grid

Folders

My Videos New Folder 1 Nev

Create a new folder by clicking the **+** next to the **Record** button, then click on **New folder**.





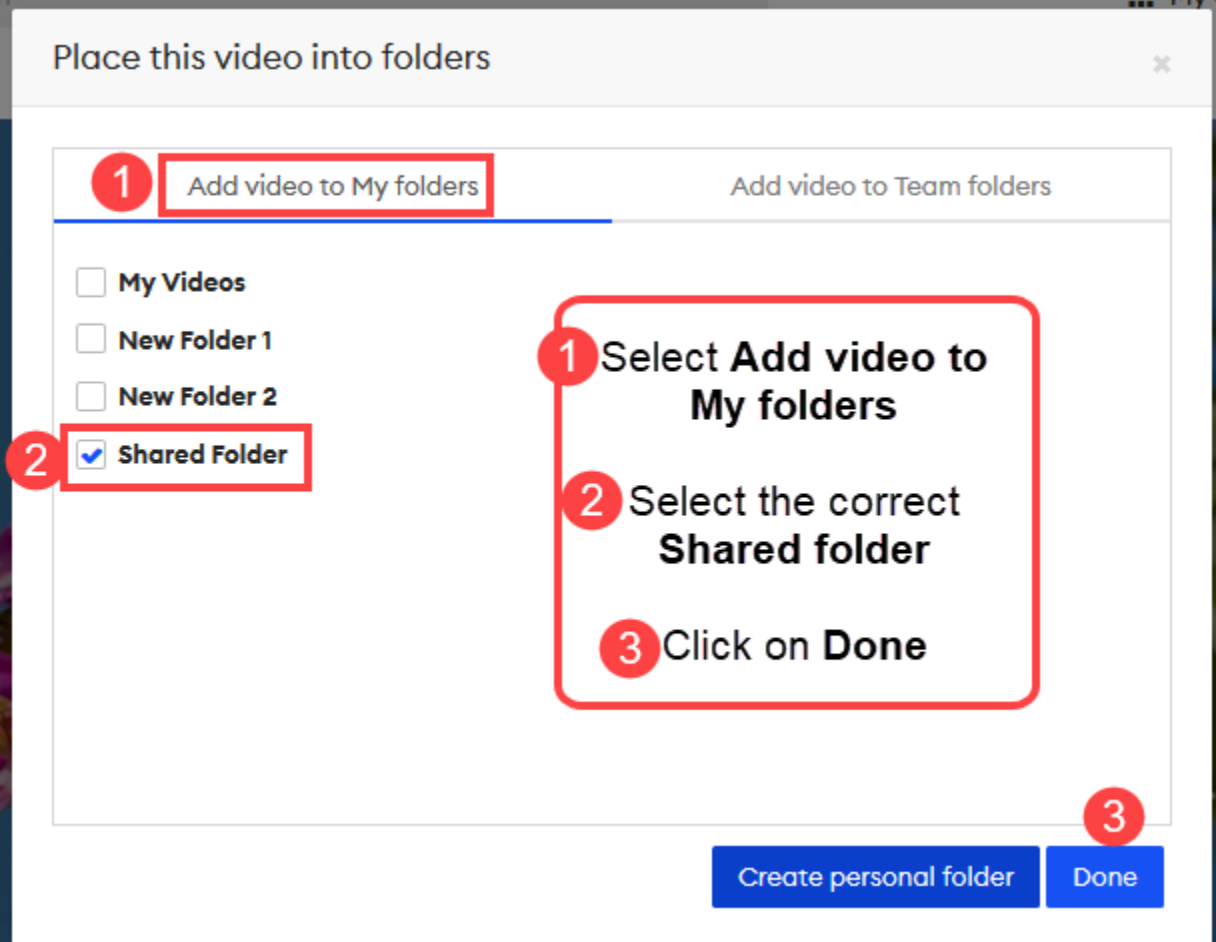
Once a **Shared folder** has been created, select more options (...)

Select **Add to folders** from the drop down menu.

The screenshot shows a video player with a video of pink flowers. A dropdown menu is open on the right side, listing various actions. The 'Add to folders' option is highlighted with a red box and a red arrow pointing to it from a text box. The text box contains instructions on how to select a shared folder.

- Preview video
- Download
- Add to folders**
- Add attachments
- Copy GIF
- Manage GIF
- Manage thumbnail
- Combine videos
- Linked videos
- Duplicate
- Set expiration
- Move to trash

Test Video



Place this video into folders

1 Add video to My folders Add video to Team folders

- ☐ My Videos
- ☐ New Folder 1
- ☐ New Folder 2
- ☒ **Shared Folder**

2 Select Add video to My folders

2 Select the correct Shared folder

3 Click on Done

3

Create personal folder Done

The screenshot shows a dialog box titled 'Place this video into folders'. It has two tabs: 'Add video to My folders' (selected) and 'Add video to Team folders'. Under the 'My folders' tab, there is a list of folders with checkboxes. 'Shared Folder' is checked and highlighted with a red box and a red number 2. A large red box contains three numbered steps: 1. Select Add video to My folders, 2. Select the correct Shared folder, and 3. Click on Done. At the bottom right, there is a red number 3 next to the 'Done' button. The 'Done' button is highlighted with a red box.

The screenshot shows the VidGrid interface. On the left is a sidebar with a 'Record' button at the top. Below it are folders: 'My Grid' (highlighted with a red box), 'My Videos', 'New Folder 1', 'New Folder 2', 'Shared Folder' (highlighted with a red box), 'Shared with me', 'Campus Wide CONTENT' (highlighted with an orange box), and 'Trash'. The main area shows a breadcrumb 'My Grid > Shared Folder' and a video thumbnail of pink flowers. A purple circle with 'NK' is overlaid on the bottom left of the thumbnail, with the text 'Test Video' next to it. Three callout boxes provide instructions: a red box explains that recordings are now shown in the 'Shared Folder' and will appear in 'My Grid' for collaborators; a purple box states the current owner's initials are 'KN' and that future screenshots will show how to transfer ownership; an orange box at the bottom provides a note about video placement.

Record

My Grid > Shared Folder

Recording is now shown in the folder **Shared Folder**.

This folder will show in **My Grid** of all added collaborators.

Current owner has the initials **KN**

The next set of screenshots will show how to transfer ownership of this recording and how to add this video to an individual's personal folders.

Note: If video does not show in folder, the "Add to folder" step may have been missed; select either **My grid** to view recent videos, or search through **Campus Wide CONTENT**. When recording is located, add to correct folder by dragging and dropping or through **More options (...)** menu.

From Individual's "My Grid" Screen

Accessing Recordings

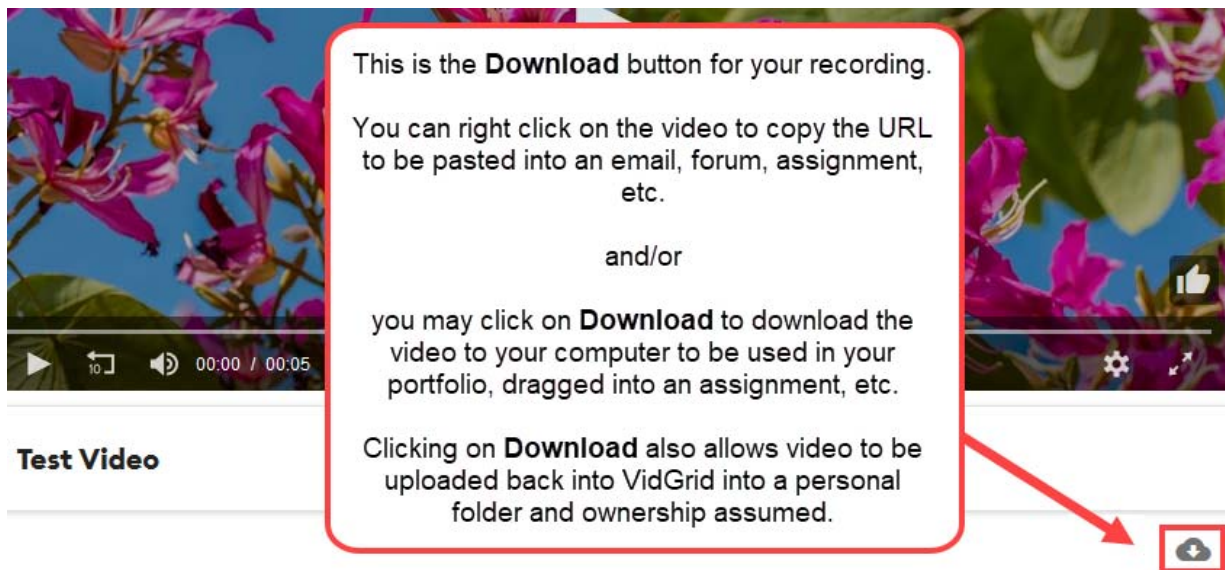
- 1 Log into www.vidgrid.com using LCU credentials
- 2 **My Grid** page shows your storage folders and recordings
- 3 Locate and click on shared folder. Recording should show here with original owner's initials
- 4 Select + to add a personal folder to keep copy of recording

Once you take ownership, you will be able to:

- Download as MP4
- Copy URL
- Take ownership for editing, portfolio, etc

Click on the arrow next to **My Grid** to view all folders in a drop down menu.

Double click on video in shared folder to open video screen.



This is the **Download** button for your recording.

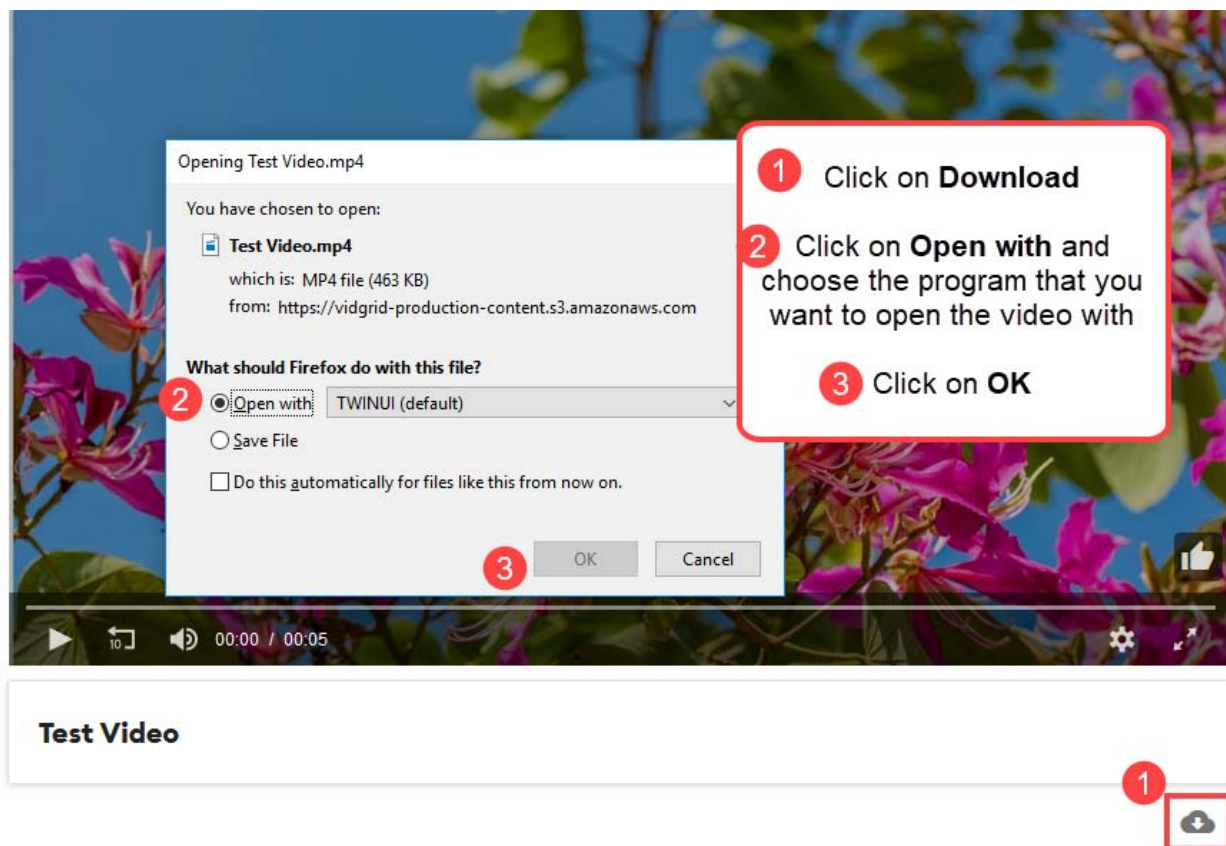
You can right click on the video to copy the URL to be pasted into an email, forum, assignment, etc.

and/or

you may click on **Download** to download the video to your computer to be used in your portfolio, dragged into an assignment, etc.

Clicking on **Download** also allows video to be uploaded back into VidGrid into a personal folder and ownership assumed.

Test Video



Opening Test Video.mp4

You have chosen to open:

Test Video.mp4
which is: MP4 file (463 KB)
from: <https://vidgrid-production-content.s3.amazonaws.com>

What should Firefox do with this file?

1 Click on **Download**

2 Click on **Open with** and choose the program that you want to open the video with

3 Click on **OK**

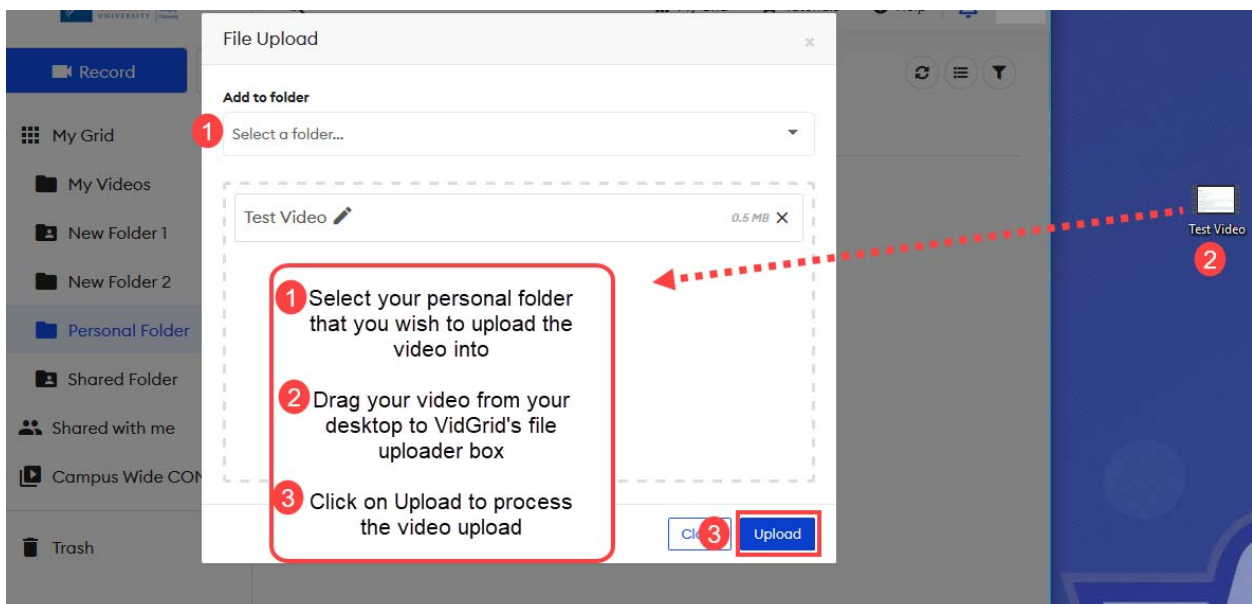
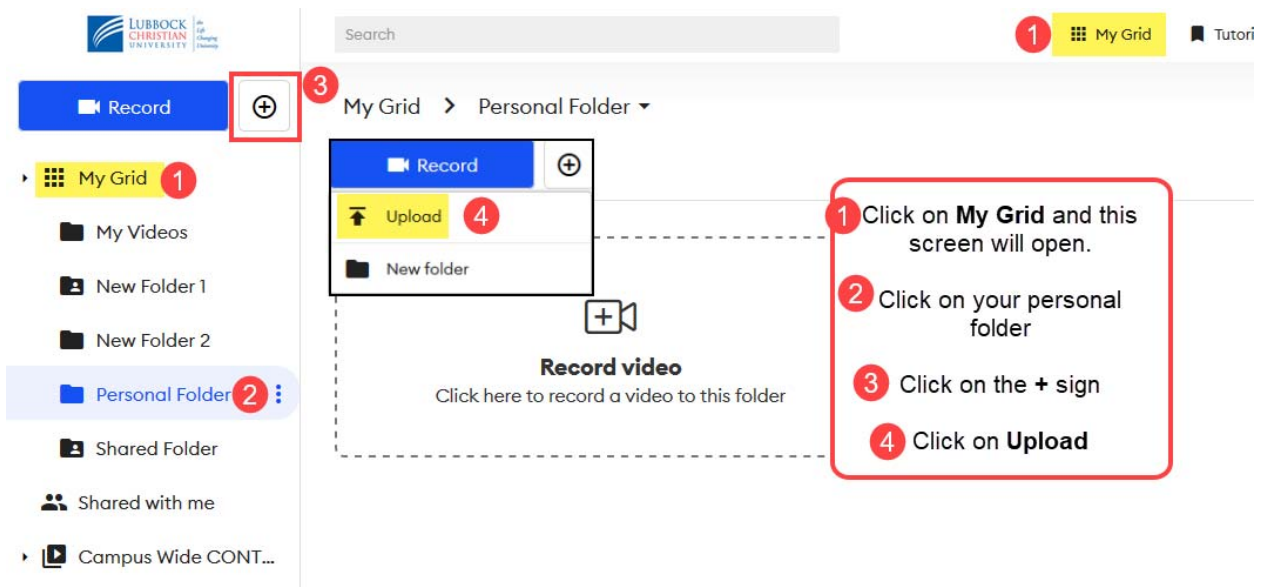
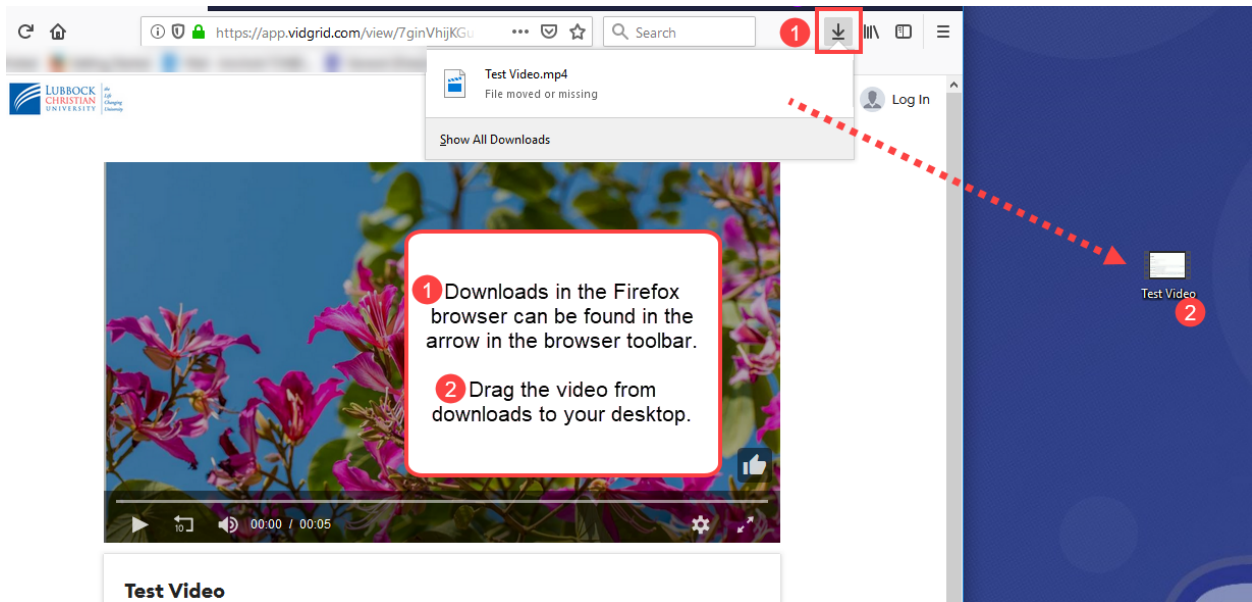
2 ☒ Open with TWINUI (default)

☐ Save File

☐ Do this automatically for files like this from now on.

3 OK Cancel

Test Video



Record

⊕

My Grid **1**

My Videos

New Folder 1

New Folder 2

1 Personal Folder

Shared Folder

Shared with me

Campus Wide CONT...

Trash

My Grid > Personal Folder ▾

Videos

1

Video is now in **My Grid's** recent videos, as well as the folder that it was assigned it to.

2

Video now shows new ownership with initials DC.

When opening video, new owner how has the ability to edit and set permissions for this video.

Video now showing ownership may be added to assignments, forums, emails, e-portfolios, etc.

CD Test Video

2



Instructional Design

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