

Infinitec Online Classroom – Private Content Submission Form

This area is For Infinitec Use Only

This is the fillable-form version of this document; compatible with recent versions of MS-Word. If you have technical difficulty filling in the form, download the non-fillable version and hand-write your entries.

Please refer to the Private Content Implementation Guide for information about how to complete this form.

Agency and Contact Information

Agency Name:	Click here to enter Agency Name.		
Contact Name:	Click here to enter the Contact Name at your agency for this project.		
Contact Phone:	Click here to enter Phone.	Email	Click here to enter Email Address .

Information to be Posted in the Online Classroom About Your Video

Title of Video:	Click here to enter Video Title.		
Presenter Name:	Click here to enter Presenter Name – Can be name of agency or individual presenter.		
Description of Video to be displayed:	Click here to enter the Description of the Video.		
Running Time of the Video (HH:MM:SS):	Click here to enter Running Time of the Video.		
If you are a Special Education Coop, should this video also be shared with your districts?	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No		

Information about your Video Source File

Where will we find your video source file?	Click here to enter or paste the link to dropbox or other location where Infinitec can download your video source file.
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Information about Attachments (If you have no attachments included with your video, skip this section)

All attachment files should be attached to the email you send submitting your Private Content request.

Attachment 1 File Name:	Click here to enter File Name.	Descriptive Title:	Click here to enter Descriptive Title.
Attachment 2 File Name:	Click here to enter File Name.	Descriptive Title:	Click here to enter Descriptive
Attachment 3 File Name:	Click here to enter File Name.	Descriptive Title:	Click here to enter Descriptive Title

Information about Links (If you have no links included with your video, skip this section)

Link 1 URL:	Click here to enter or paste the URL.	Descriptive Title:	Click here to enter Descriptive Title.
Link 1 URL:	Click here to enter or paste the URL.	Descriptive Title:	Click here to enter Descriptive Title.

Information about the Quiz

Will there be a quiz included with your Private Content video?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please attach the document with the quiz questions to the email you send to submit your Private Content request. If you are choosing to use a question pool within your quiz, in the document, tell us how many questions from the pool a quiz user should see.
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Information about Captioning

Type of captioning:	<input type="checkbox"/> None <input type="checkbox"/> Closed <input type="checkbox"/> Open	If CC, Who is Responsible?	<input type="checkbox"/> Infinitec will provide CC file, Purchase Order covering the cost of \$1 per minute is attached to the email submitting your request. <input type="checkbox"/> Submitting agency is submitting .vtt file containing CC data
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Posting Date

By what date are you requesting the video be posted?	Click here to enter date.	Private Content requests are accepted on a first-come-first-served basis. We will confirm receipt of this submission form within 24 Hours of receipt and provide an estimated completion date.
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Other things you want to tell Infinitec about this Private Content Request

Notes:	Click here to enter other information you want to provide to Infinitec to complete this project.
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Questions or Need help? Contact Steve Clements (sclements@ucpnet.org)

Remember:

1. This is the fillable-form version of this document; compatible with recent versions of MS-Word. If you have technical difficulty filling in the form, download the non-fillable version and hand-write your entries.
2. Please refer to the Private Content Implementation Guide available on the Private Content informational page at www.myifintec.org for more information about Private Content and how to complete this form.
3. When you have completed the form, save it and email it to Steve Clements (sclements@ucpnet.org) to submit your request.
4. Be sure to include with that email:
 - a. The saved, completed version of this document, with all needed data supplied
 - b. Any attachments that should be posted with your Private Content video.
 - c. The document containing your quiz questions and answer key
 - d. The .vtt file if you are providing the Closed Caption file
5. If you want Infintec's captioning vendor to creating the .vtt file containing the closed captioning for your video source file, include an approved purchase order or check to cover the \$1 per minute fee charged by the vendor for the production of the captioning file. If you include a purchase order, Infintec will invoice your agency for the fee when captioning for your video is completed.
6. We will acknowledge receipt of your form and contact you to review any questions we may have and discuss the timeframe for posting your Private Content in the Infintec Online Classroom.