

# Infinitec Online Classroom – Private Content Submission Form

This area is For Infinitec Use Only

This is the manual version of this document intended for those who had technical issues with the fill-in version of this form. Please provide information for all pertinent items.

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

## Agency and Contact Information

Agency Name:			
Contact Name:			
Contact Phone:		Email	

## Information to be Posted in the Online Classroom About Your Video

Title of Video:			
Presenter Name:			
Description of Video to be displayed:			
Running Time of the Video (HH:MM:SS):			

If you are a Special Education Coop, should this video also be shared with your districts?

## Information about your Video Source File

Link for where we 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:		Descriptive Title:	
Attachment 2 File Name:		Descriptive Title:	
Attachment 3 File Name:		Descriptive Title:	

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

Link 1 URL:		Descriptive Title:	
Link 1 URL:		Descriptive Title:	

## Information about the Quiz

Will there be a quiz included with your Private Content video?		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: (Open, Closed, None)		If CC, Who is Responsible?	<p>_____ Infinitec will provide CC file, Purchase Order covering the cost of \$1 per minute is attached to the email submitting your request.</p> <p>_____ Submitting agency is submitting .vtt file containing CC data</p>
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## Posting Date

By what date are you requesting the video be posted?		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:	
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**Questions or Need help?** Contact Steve Clements ([sclements@ucpnet.org](mailto:sclements@ucpnet.org))

**Remember:**

1. This is the manual version of this document intended for those who had technical issues with the fill-in version of this form. Please provide information for all pertinent items by either typing in or hand-writing the data
2. Please refer to the Private Content Implementation Guide available on the Private Content informational page at [www.myifintec.org](http://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](mailto: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 create 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.