

**Now you can integrate your agency's internally developed training modules into the Infnitec Online Classroom and the ENGAGE Learning Management System using the Private Content feature from Infnitec.**

**Private Content Overview** - Infnitec's Private Content feature at [www.myinfnitec.org](http://www.myinfnitec.org) offers Infnitec coalition member agencies the ability to post their internally developed training modules, supporting documents, external links and related quizzes in the Infnitec Online Classroom. Once posted as Private Content, these modules will be made available privately and exclusively to that agency's staff. Depending on rules in your state for when learning credits may be issued, credits can be issued if the staff member passes a quiz associated with the Private Content training module. You or Infnitec can provide captioning of your module to support your staff with hearing impairments. If Infnitec provides the captioning, it is done through an outside vendor and the vendor's small processing fees will be passed along to you. Once posted, your private training modules can be accessed by your agency's staff through the Infnitec Online Classroom. If your agency uses ENGAGE, your Private Content can be assigned or recommended to your staff through ENGAGE Learning Campaigns.

Staff from agencies with Private Content will see a new Resource Category when they arrive in the Infnitec Online Classroom. The channel bears the name of the user's agency and it contains all Private Content available for their agency. Special Education Cooperatives may also choose to share their Private Content with their school districts.

This document is intended to be a guide to preparing your agency's Private Content and submitting it to Infnitec for posting. If you have any questions about Private Content, please contact Steve Clements ([sclements@ucpnet.org](mailto:sclements@ucpnet.org)).

## Supported Formats for Private Content

The modules submitted to Infnitec to be hosted for you as Private Content will, in most cases, be video files. The video you submit to Infnitec should always be of the highest quality possible; more on that below. We refer to the video file that you submit to Infnitec as the video source file.

Most commonly, video source files will contain either:

- a narrated PowerPoint presentation exported by you as a video file or
- video and audio captured with a video camera and edited to create a training video.

Of course, your video source file may also contain a combination of these or other types of content created by you. Also, in some cases, video source files may be videos you have access to which have been developed by other companies or individuals, see the section about Copyright Issues below for more information about posting third party videos as Private Content .

If your agency uses Adobe's Presenter program (<http://www.adobe.com/products/presenter.html>) or another eLearning authoring program to create internally developed training modules, we will also consider hosting those modules without the need to convert them to a video format. Please contact Steve Clements at Infnitec to discuss the specifics of compatibility and how this might work.

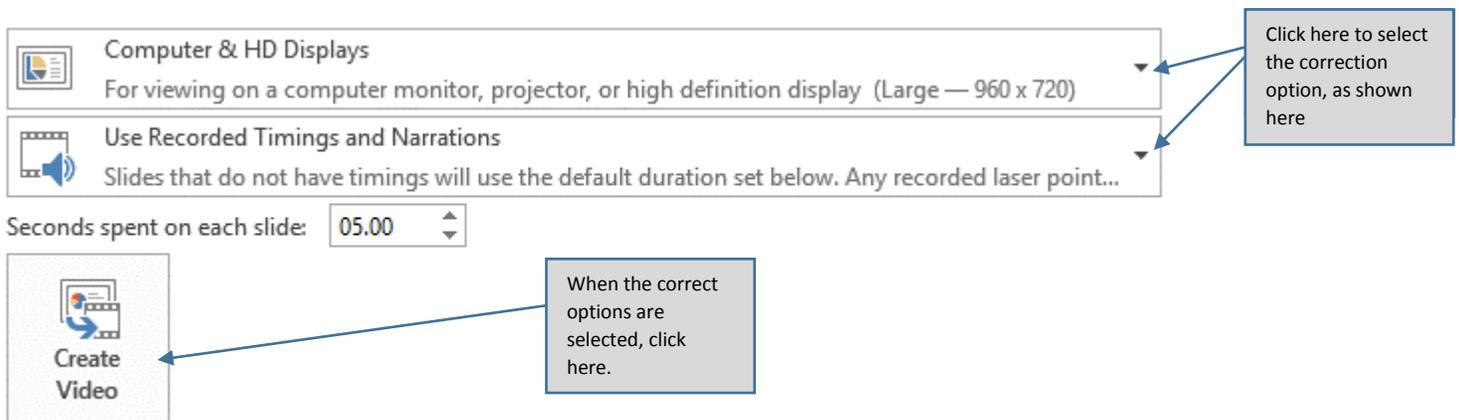
## Preparing your Video Source File for Submitting to Infnitec

**If you are creating your video source file from a narrated PowerPoint presentation**, to achieve a professional result, you will want to consider these helpful tips when designing and creating your presentation.

- ✓ Avoid the use of small or fancy fonts which typically become difficult to read when viewed online by your users. This usually means simplifying font choices and reducing the number of words on-screen through thoughtful planning of which words need to appear on a slide and which will be spoken by the narrator.
- ✓ Text comprised of bulleted lists or talking points to be highlighted, usually works better than lengthy paragraphs of text.
- ✓ Do not use animations except the “Appear” option for animating bulleted lists and do not use transitions between slides. When converted to video, transitions become distorted and will not result in the desired effect.
- ✓ The use of interesting pictures or graphics that support your material will make your presentation more visually interesting and engaging.
- ✓ Depending on your version of PowerPoint, Inserting video or audio clips on your slides may or may not be supported when exporting your PowerPoint presentation to a video.
- ✓ If including pictures or graphics, bigger IS better. Always use the highest resolution (largest dimensions) image you can find, resizing it down to fit into your slide design. Avoid enlarging a smaller, low resolution image to enlarge it. This will only degrade it more.
- ✓ When recording the narration for each slide, take the time to develop and use a script, so you know exactly what you will be saying. When recording, this allows you to focus on “how” you will speak the words rather than “what” you will say. Use the highest quality microphone you have access to, speak clearly, use a cadence that matches the appearance of text and other elements on your slides, and be sure to record in a quiet location. Don’t be afraid to re-record the audio for a slide multiple times, until you are satisfied. Also, try to record the narration for the entire presentation using the same equipment and in the same location to obtain a consistent sound quality throughout.

**When exporting your video source file from a narrated PowerPoint presentation** you will use the standard PowerPoint **Export** functionality and choose **Video File** as the export format. You will be offered a number of choices related to where the video will be viewed and how long each slide should be shown. Choose “Computer and HD Displays” to export the highest quality video and “Use Recorded Timings and Narrations” to force each slide to remain visible in the video for the duration of its recorded narration.

As an example from PowerPoint 2013: With your presentation open, choose “File”, “Export” then choose “Video File.” The screen capture below, from the Windows version of PowerPoint 2013, shows the correct Video File export options selected:



Next you will give your file an appropriate name and select the video format



**Note:** that the video export options on each version of PowerPoint may be different as is the functionality on a Mac versus a Windows system. Check the manual or online PowerPoint resources to find out how this feature works on your system.

Once PowerPoint has completed the export of your video, be sure to carefully review it before submitting to Infinitec to make certain you are satisfied with the video that will be posted as Private Content. It is typical for it to take multiple cycles of exporting, viewing, tweaking the presentation and exporting again for you to be finally satisfied with the video. Refer to instruction later in this document to learn how to design your quiz, prepare attachments and submit the project to Infinitec.

**If your video source file contains video and audio captured with a camera and edited by you**, as you prepare the file, there just are a few things to keep in mind.

- ✓ We can accept video in either 4:3 or 16:9 aspect ratios.
- ✓ Sound can be recorded in either monaural or stereo.
- ✓ You may use whatever video editing program you choose to edit your video.
- ✓ Save or export your video source file from your editing software in a raw, uncompressed format. We want you to submit the highest quality video source file to us. Any compression done by your editing software will reduce the quality of the submitted file. You may need to review the manual or online resources for your editing program to learn which format and options will yield the highest quality, uncompressed video source file.

**Third party videos** - It may also be possible for you to submit video source files for Private Content that have been created by other organizations such as training companies or that contain outside trainers presenting their own copyrighted ideas. See the section below on Copyright Issues for more information on how this type of content can be posted as Private Content.

## The Quality of Video Source File You Submit

Each video available in the Infinitec Online Classroom is stored on our servers in a variety of formats designed to support different browsers & devices, minimize buffering and provide the best viewing experience to users. When a user clicks play, behind the scenes, the website determine the best version of their selected video to play, based on their internet speeds (high resolution versions for viewers on fast internet connections and lower resolution version to those on slower connections), their browser and whether they are on a mobile device.

For this reason, when we receive your video source file, we will process it to create and store as many as 16 different version of your video. Some of the versions we create are lower resolution versions for users with slower internet speeds. Every effort should be taken on your part to make sure that the video source file you submit to us is of the highest quality possible; it should not be compressed in any way. This will enable the lower resolution versions to still be of acceptable viewing quality.

If exporting your video source file from PowerPoint, you will want to select the video export option that provides the largest file, for PowerPoint 2013 users this is the “HD and Computer Screen – Large” option, saved as an MP4 file.

If exporting your video from video editing software, choose an uncompressed format, such as MPEG4. You may need to refer to the documentation for your editing software for instructions on how to do this.

If our attempts to create the lower resolution versions required to support users on slower internet connections results in a version that cant reasonably be enjoyed by your viewers, we will not create those formats. Rather we will configure your private content video to serve up a higher resolution version to those viewers on a slower internet connection. This could possibly result in delays for viewer on slow internet connections as the larger video buffers via a slower connection.

## Copyright Issues

Infinitec cannot host videos that infringe on the copyrights of individuals or companies. It is critical that your video source file contain no copyrighted materials, unless your agency is the copyright holder or you have authorization or license to use the materials. This includes copyrighted pictures, graphics, cartoons, videos, music or other audio clips as well as text and ideas that go beyond what is legally permitted under the doctrine of fair use. Much has been written about what constitutes the fair use aspects of copyright law. You can learn more here: <http://www.copyright.gov/fls/fl102.html>. We also suggest you check with the administrators at your agency if you have question. Many agencies, especially schools, have internal guidelines regarding their local interpretation of what is permitted under fair use.

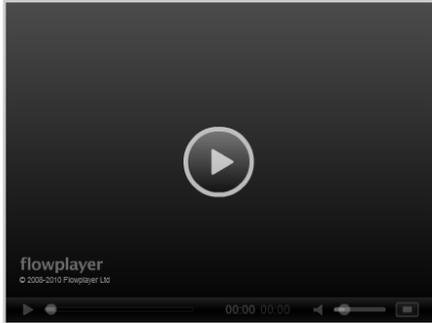
Many individuals who have published their photos, images, music, etc. choose to grant a “creative commons” license for items that allows others to use these items for non-commercial purposes, without permission or fees. The Creative Commons Organization is the non-profit agency that created and advances this approach; designed to encourage the non-commercial sharing of ideas. There are currently nearly 900 million items available via the internet for your use under a Creative Commons license. Creative Commons operates a search portal that allows you to search for items that you may use under the Creative Commons license. The search portal can be found here: <http://search.creativecommons.org/>. Remember, much of what you will find doing normal internet searches IS copyrighted material, unless you use the Creative Commons search portal or filter your general search results to only show items where the license allows reuse. This advanced search filter is supported by the Google, Yahoo and Bing search engines, check their documentation to learn how to apply this type of filter.

A **Third Party Video** is what we call a video source file produced or owned by someone other than your agency. For example, perhaps you have purchased training videos or filmed an outside presenter who trained within your agency. In this case, there is most likely no grey area about ownership or permitted use of the content or video. While you may have permission or license to use the material in certain permitted ways, the video or content is owned by someone other than your agency. It may still be possible for you to submit these types of video source files for use as Private Content. Infinitec will require authorization in writing from the owner of the video or content that both gives you and your staff license to use the video and gives Infinitec permission to host the video for the exclusive use of your staff. If you are intending to pursue this category of Private Content, Infinitec is available to participate in the discussion with the copyright owner to explain how & where we will host it and the safeguards we will enforce to be sure the owners copyright interests are protected. Video clips inserted on slides of the PowerPoint presentation you create are subject to the same requirements for obtaining permission from the copyright owner of the video clip.

**Infinitec reserves the right to reject any video source file it suspects contains copyrighted materials unless proof of authorization from the copyright owner can be provided.**

## Including Attachments with your Private Content

Your Private Content videos in the Online Classroom may include attachments. Attachments may be any type of document or image file you require; including pictures, PDF, word processing documents or spreadsheets, to name the most common types. We do not support audio or video files as attachments.



**Sedgwick County Educational Cooperative - Classroom Type Framework (CTF)**  
*Presented by Sedgwick County Educational Cooperative #618*

The objective of this professional development opportunity is to assist teams with the procedures, associated responsibilities and format when making classroom type recommendations. Following this presentation, you will be able to demonstrate your learning by participating in the classroom framework process from start to finish, or by answering 5 questions available as a document to be downloaded from the links involved in an actual classroom framework type conversion together to complete the application piece, how to submit documentation independently.

Click the links below to download documents mentioned in the presentation:  
**CTF Vignette**  
**Directions for Using the Vignette Performance Task**  
**CTF Powerpoint Notes**

Links to Attached Documents related to the Presentation

When publishing your Private Content, we will upload your attachment files to our servers and provide descriptive links to them within the description of your Private Content training module displayed in the Online Classroom, as shown in the example above. Note the three linked documents near the bottom of the description of the video. When a user clicks on a document name, if the document is a file type for which the user has a browser plug-in, such as Adobe Reader for a PDF, the document will be opened in a new browser tab or window where it can be viewed, printed or saved using that plug-in. If there is no available browser plug-in for the file type, such as a Microsoft Word file, when the user clicks on the link, the file will be downloaded to the user's computer where they can open it with the software associated with that file type, MS-Word in this example.

If you are including one or more attachments with your Private Content module, it is important that you include instructions within your video source file about how you want viewers to interact with those attachments. If you don't, your viewers may not understand your intentions. For example, if you will be including a quiz with your Private Content video and intend to have quiz questions that relate to information contained on the attachments, it will be important to let your users know that they need to read the attachments before attempting the quiz. It will also be useful to explain in your video source file instructions on where they will find and how they can download the attachment.

Based on the space available to display the video description in the Online Classroom, we suggest no more than three individual documents be included as separate attachments. If it makes sense given the design and intent of your attachments, you may combine multiple documents into a single attachment to work around this limitation.

Note that the ENGAGE system does not detect and track whether your ENGAGE Campaign Members have downloaded or read any attachments.

If the Private Content you are submitting includes attachments, when you submit your Private Content, you will also be asked to submit the attachment files along with the descriptive names that should be displayed as links.

## Including Links to External Content with your Private Content

Sometimes it might be useful or necessary for you to include a link to one or more external resources with your Private Content video. There are many ways you might use this feature, a few examples include:

- ✓ Linking to a page on your agency's website that contains additional information you want your users to see.
- ✓ Linking to a YouTube video that includes additional information you want your users to see.
- ✓ Linking to a survey that collects information from them or asks them to reflect on what they learned
- ✓ Linking to a federal or state agency's website for additional information

It is not advisable to merely display the links on-screen within your video source file. It is important to remember that these on-screen links, while visible to your users when viewing the video, will not be very useful as they are not "active" links that can be clicked on. For this reason we suggest you plan for an alternate method of presenting the links to your users.

We offer a couple of ways for you to include links in your Private Content video offerings. You may:

- ✓ Ask us to post the links in the video description in a manner similar to that which is described above for linking to documents. When the user clicks on the link, we will open the resource in a new browser tab or window. This is most useful when you want users to access the external resources to learn something prior to attempting the quiz.
- ✓ Ask us to add a slide at the very end of the quiz, after the users score is presented, containing one or more links. This is most useful when you want to collect additional information from your users. Perhaps you want users to post

reflective statements or provide some other information at the end of their experience with your Private Content training module.

- ✓ Ask us to consider other ideas you may have. We're eager to work with you to find the best way to accomplish the objectives you've established for a Private Content learning module.

Regardless of which of these methods you choose, within your video source file you will need to provide instructions to your users on where to find the links as well as when and how you want them to use the external resources.

Note that the ENGAGE system does not detect and track whether your ENGAGE Campaign Members have clicked on links offered with Private Content videos.

## Quizzes

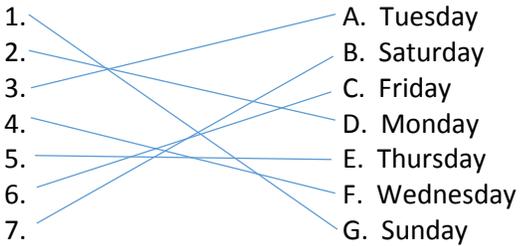
Your Private Content video may include a quiz. Quizzes in the Online Classroom typically have between 10 and 15 questions, with most having 10. However, you may choose to have as many questions as you feel are appropriate for your Private Content videos. Quizzes require a score of 80% or greater to receive a passing score.

When submitting your Private Content request, if you are planning on including a quiz, you will need to write and submit your quiz questions and the answer key at the same time. Infinitec will then create the on-line version of your quiz which your users will access from the Online Classroom or from ENGAGE.

You may choose to implement a "question pool" for your quiz. With this option, for each person taking the quiz, a fixed number of questions are selected from a larger pool of available questions. This provides a more random assessment experience for each user. The exact selection and order of the selected questions will be different for each quiz attempt. If you choose to implement the question pool option for your quiz, you will need to write and submit the total number of possible questions to be included in the pool and tell us how many questions from the pool you want offered to a user attempting the quiz.

**Quiz Question Types** - Quizzes in the Online Classroom are scored automatically by the system based on a preloaded answer key. Because of this, we do not support open ended questions such as short answer or essay questions which would require human review. The table below identifies and explains each of the six question types you may choose to include in your quiz and provides an example of each.

| Question Type  | Example (with correct answer indicated)  |
|--|--|
| <p><b>Multiple choice, one correct reply</b></p> <p>The user selects the one best correct answer</p> <p>Notes: Up to 6 answer choices may be offered</p>   | <p>1. The day after Monday is:</p> <p>A. Saturday</p> <p>B. Wednesday</p> <p><b>C. Tuesday</b></p> <p>D. Thursday</p> <p>E. A and C are correct</p>                                  |
| <p><b>Multiple choice, multiple answers are correct</b></p> <p>All correct answers must be selected by the user for a correct response.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Up to 6 answer choices may be offered.</li> <li>- Any number of choices may be identified as correct</li> </ul> | <p>1. Which of the following days are adjacent to the weekend? (Choose all correct answers)</p> <p>A. Tuesday</p> <p><b>B. Monday</b></p> <p>C. Thursday</p> <p><b>D. Friday</b></p> |

| Question Type  | Example (with correct answer indicated)  |
|--|--|
| <p><b>True/False</b></p>   | <p>1. The day after Wednesday is Thursday.<br/> <b>A. True</b><br/>           B. False</p>   |
| <p><b>Fill in the Blank.</b></p> <p>Answer choices are offered via a drop-down displayed in the blank.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>-One or two blanks are allowed per question.</li> <li>-Up to 6 answer choices may be offered for each blank.</li> <li>-Each blank may have different choices.</li> </ul>   | <p>1. The day after Monday is <b>Tuesday</b> ▾, and the day after that is <b>Wednesday</b> ▾.</p>  |
| <p><b>Matching</b></p> <p>The user drags the correct choice from one column to its correct associated choice from the other column. As they do this, a line is drawn on-screen showing the matching association they made. They can modify their choices before submitting their answer by re-dragging to a different choice.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>-Up to 8 items are allowed as choices</li> <li>-You must have the same number of choices in both columns</li> </ul> | <p>1. Put the days of the week displayed below in the right order by matching them to the correct number</p>  |

Things to keep in mind when designing your quizzes:

- ✓ Users are allowed an unlimited number of attempts to pass the quiz.
- ✓ Questions are randomized each time a user attempts a quiz to discourage groups from working together.
- ✓ Answer choices are not randomized.

The quiz questions you submit with your Private Content should be done via a word processing document with each question and all possible choices included exactly as you want them to be worded. In addition, the correct answer(s) for each question must be identified.

## Learning Credits and Certificates

**Learning Credits** – Also sometimes called continuing education credits or professional development hours, learning credits may be issued to users completing a module based on their achieving a passing score on the associated quiz. If you wish to award learning credits to staff completing your Private Content module, you must offer a quiz and the contents of the module

must comply with requirements (if any) in your state pertaining to the issuance of learning credits. For example, for schools in Illinois, legally mandated annual trainings on topics such as blood borne pathogens are no longer eligible to be submitted to the state to meet continuing education requirements.

The number of learning credits offered for a video is calculated based on the running time of the video plus 15 minutes for the time to take the quiz, with the total rounded to the nearest 15 minutes. For example a 15 minute video would offer a total of .5 learning credits, .25 representing the 15 minutes (quarter hour) to watch the video and a 15 minute (quarter hour) allotment for the quiz.

If learning credits are being made available for a module, certificates are the method we use to provide documentation of the awarded credits to the user.

**Certificates** – Within the Infinitec Online Classroom, the issuance of certificates is automated and is based on the user completing the associated quiz and achieving a passing score. If the user passes the quiz with a score of 80% or greater, on-screen links are displayed to the user allowing them to view, save and print a *Certificate of Participation* and for users in Illinois, an *ISBE Evidence of Completion form*. If learning credits are being made available for the module, the certificates will include information about the learning credits being awarded to the user.

## Captioning for Users with Hearing Impairments

To offer accessibility for users with hearing impairments, beginning in summer, 2015 the Infinitec Online Classroom will offer support for Closed Captioning (CC) of video learning modules. CC is an approach to captioning video where the captions are stored in a separate file from the video. The video player software used on the website will offer the user the ability to select to view the video with or without CC. When the user selects the CC version, captions are integrated with the playing video in a seamless and perfectly timed manner.

In addition, we currently support Open captioning (OC). OC is an approach to captioning where the captions are embedded right within the video file and are always visible on screen during playback; they cannot be turned off.

Regardless of whether you choose open or closed captions, you will likely need to work with an outside vendor who will transcribe the audio track on your video to create the caption text and either add the captions to your video source file for OC or create the CC file containing the captions.

You are encouraged to take advantage of these capabilities if you want to be sure your viewers with hearing impairments can fully access your Private Content video.

Infinitec has chosen CC as our standardized captioning approach for the video content we develop for the Online Classroom. We have established a relationship with a very cost effective and high quality CC vendor. The vendor is Rev.com (<https://www.rev.com/caption>). If you would like, you may work directly with them or we can submit your video source file to them, so they can create the CC file for your video. Should you choose to have Infinitec take care of the work with the vendor, we will pass the \$1 per minute cost of creating the CC file to you. In this case, you should include a purchase order with your submission of private content to cover the costs of captioning.

Should you choose to work directly with our recommended or another vendor to produce your CC file, be aware that there are numerous available standard formats for the CC file. The Infinitec Online Classroom requires that your CC file be in the WebVTT (.vtt) format. This popular format is available from rev.com and will almost certainly be available from the vendor you work with, should you choose another vendor. You should verify that the .vtt format is available before placing your order with your chosen vendor.

## Submitting your Private Content Request

Once you have completed the creation of your video source file and other supporting items such as your quiz questions & answer key as well as any attachments that will be included with your posted Private Content video, you are ready to submit the information to Infinitec for processing. This is done by completing the following steps:

1. **Arrange for how Infinitec will receive your video source file.** Typically these files are too large to make it through the size restriction common to many email systems including Infinitec's. Dropbox or a similar file sharing service is a great solution. Using Dropbox, or another similar service, once you upload your video source file to the sharing site, you will receive a URL that you will provide to Infinitec. When Infinitec accesses the URL, we will be able to download your video source file. The Private Content Submission Form described below includes a place for you to paste the URL that will allow us access to download your video source file.
2. **Download and complete the Private Content Submission Form** from [www.myinfinitec.org](http://www.myinfinitec.org). To locate the document, once you are signed in to the website, navigate to the Private Content informational page by hovering your cursor over the word **Services** on the horizontal menu bar, then click on **Private Content**. The Submission Form can be accessed through a link on the right side of the page. Be accurate and thorough when completing the form supplying us with all of the information we will need to post your video as well as the quiz, attachments and links, if any. Be sure to include the URL for where Infinitec can download your video source file. The form is designed as a MS-Word fill-in-the-blank form that should be compatible with all versions of MS-Word. If you have technical difficulty completing parts of the form, you may print it out, hand-write those entries.
3. **Email the completed Private Content submission form, along with other items related to your Private Content video including:**
  - ✓ Your quiz questions & answer key
  - ✓ All documents to be posted as attachments with your Private Content video.
  - ✓ If you have chosen to include closed captioning with your video and you worked directly with a transcribing company, you'll also need to include the .VTT file containing the CC data.

The email should be sent to Steve Clements ([sclements@ucpnet.org](mailto:sclements@ucpnet.org))

When we receive your completed submission form and have downloaded your video source file (usually within 24 Hours), we will acknowledge receipt and estimate the date that the Private Content video will be posted and available in the Infinitec Online Classroom.

## How long will it take for Infinitec to Process your Private Content Request

Infinitec accepts Private Content Submission Requests on a first-come-first-served basis. Generally, we would suggest that you **plan on a three week turnaround-time from the date Infinitec receives all of the information required to process your request.** You can contact us when planning, to discuss your needs and we can share information about our current backlog and turnaround times. We cannot however, commit to an estimated completion date, until you submit your completed Private Content Submission Form.

When you submit your request, there may be other requests in front of yours, and the turnaround estimate we provide you when we acknowledge receiving your request may be longer than the general guideline of three weeks.

Our goal is always to offer all of our member agencies using Private Content the best service and turnaround time that we can achieve. We'll work hard to post your Private Content as quickly as possible, beating the guideline or estimated date provided to you whenever we can.

## Questions or Need More Information

If you have additional questions, please contact: Steve Clements – [sclements@ucpnet.org](mailto:sclements@ucpnet.org)