

# Video Production Plan

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EME 6208: Interactive Media - Instructional video project

**Topic: Saving Canvas courses to the commons for use in future school years / courses**

## The Four-Step Production Process

### STEP 1: PLANNING AND CONCEPTUALIZATION

1. My video will show people how to save an existing Canvas course they created to the Canvas Commons.
2. The story line centers around increased efficiency for classroom teachers that use Canvas.
3. The audience is teachers of any level (K-12, post-secondary, and professional) that continually use Canvas as their LMS.
4. Scene details
  - Overall atmosphere is minimal, instructional and succinct.
  - Characters: I will be the narrator and “main character” but there will not be any people in the video.
  - The setting will be a laptop/computer backdrop as I want the video to be as recognizable as possible for teachers who will be walking through these same steps to save their Canvas courses. The “cinematic” and entertainment effect will be minimal with this video. I have added some fun GIFs for effect.
  - Dialogue will be my voice as well as closed captioning.

### STEP 2: PRE-PRODUCTION

1. I used my laptop and the application Microsoft Clipchamp to create the video
2. I wrote a rough outline for the script but ended up being more impromptu in my speaking as I’m very familiar with the platform and felt comfortable not needing to read anything.
3. Production schedule: I completed this from start to finish in about 5 days
4. Shooting equipment: Laptop and software that allows both screen recording and importing of media
5. Location check: N/A

### STEP 3: PRODUCTION

1. Shot major portion of this in my Canvas teacher dashboard and used my own courses as examples. Did most of the recordings in my living room.
2. Sound adjustments were tricky going from recorded voice on still frames to active voice while recording working in canvas.

**STEP 4: POST PRODUCTION**

Used Microsoft Clipchamp and PowerPoint.

1. Title design – PowerPoint and Clipchamp
2. Editing – Clipchamp
3. Sound effects – Clipchamp
4. Music - Clipchamp
5. Voiceover, narration - Clipchamp
6. Publishing - YouTube

EME 6208 *Script Sheet*

page 1 of 2

Title: **“Educator hack! How to save your Canvas course for future sections”**

Producer: Dzindzi Asamoah-Wade Length: 5 min. 58 sec.

Narration

1

00:00:02,448 --> 00:00:10,770

Today we are going to talk about a very cool educator hack and that is how to save your Canvas course for future sections.

2

00:00:19,092 --> 00:00:22,111

Introducing Canvas by Instructure.

3

00:00:22,356 --> 00:00:35,084

Canvas is a learning management system platform that is very common in the K through 12 setting, even the post-secondary setting and professional settings as well.

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00:00:35,084 --> 00:00:48,465

It's very user-friendly for both instructors and learners and super customizable in one of the ways that it can be customized is packaging your courses and saving them for future years.

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00:00:51,565 --> 00:00:52,789

We'll dig into the why.

6

00:00:52,952 --> 00:00:54,054

Why is this important?

7

00:00:54,054 --> 00:00:54,992

Why is it efficient?

8

00:00:55,074 --> 00:00:57,195

Why is it going to help me as a classroom teacher?

9

00:00:57,603 --> 00:01:06,333

We'll poke around the commons a little bit so some of this stuff starts to look more and more familiar, even the parts that you maybe have not poked around in yet.

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00:01:06,741 --> 00:01:15,227

We'll take a look at how to package that course from a previous year, make it nice and tidy, give it some details in the Canvas commons.

11

00:01:16,042 --> 00:01:20,285

So it is a nice, neat cartridge that you can then pull and use.

12

00:01:23,304 --> 00:01:39,785

Being able to start the year off with a shell that you used from a previous year, especially if you really, really liked that shell and put a lot of work into customizing it and tailoring it over the years of teaching a course, this is really going to help your efficiency as you go into the planning period for the next year.

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00:01:40,601 --> 00:01:44,598

Consistency can be key, especially with certain classes.

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00:01:44,598 --> 00:02:00,754

I personally teach AP courses, and unless they change the content and curriculum, I really, really focus on the pacing and making sure that content is aligned with success of previous years, directly correlated to data in the form of pass rates.

15

00:02:01,652 --> 00:02:02,712

Resource sharing.

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00:02:03,120 --> 00:02:13,645

Everyone knows that they have had some teachers along the way who have significantly helped them increase their effectiveness in the classroom by sharing their resources.

17

00:02:14,053 --> 00:02:22,947

Knowing how to properly package a Canvas course and share it with yourself will then translate into being able to do this for others.

18

00:02:25,069 --> 00:02:32,606

if you look all the way to the left on the bottom of your Canvas dashboard, you will see a button for the Commons.

19

00:02:37,456 --> 00:02:53,371

Our Canvas Commons is exactly that, a common place for teachers to share their courses, things that they've developed, that they've collaborated on, that you can, if it is published as public, use in your own courses.

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00:02:53,852 --> 00:03:04,355

You can search by course name, category, grade, teacher name, almost anything here, lots of filters to help you get right down to what you need.

21

00:03:07,794 --> 00:03:09,074

Let's get right down to it.

22

00:03:09,474 --> 00:03:13,315

I'm going to go ahead and select a course that I have available to me.

23

00:03:13,715 --> 00:03:18,276

You'll go all the way down to where you see the settings of the course.

24

00:03:18,836 --> 00:03:21,876

And then to the right, you'll see a button that says Share to Commons.

25

00:03:23,757 --> 00:03:29,798

When you enter this section for sharing to the Commons, you'll be asked to fill out a number of details for the course.

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00:03:30,278 --> 00:03:32,918

Once you're finished, you'll go ahead and click Share.

27

00:03:34,855 --> 00:03:45,255

Once you've clicked Share, you'll be redirected to a page where you can see the metadata about the course that you have just exported to the Commons along with all the information that you selected.

28

00:03:45,735 --> 00:03:59,574

When you come in for the next year and you're ready to set up your Canvas course for this class, you just go ahead and click the Import/Download section and select whichever one of the pre-populated sections you'd like to import

29

00:04:04,721 --> 00:04:10,884

Depending on how much data you have packaged in that course, it might take a little while before your preview populates.

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00:04:11,444 --> 00:04:17,047

But once it does, you'll get a little icon up here that says, Your share was successful, and then everything is populated.

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00:04:17,567 --> 00:04:23,929

And you can see in here everything that is packaged inside of that cartridge that you just created.

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00:04:24,730 --> 00:04:32,413

Something that really helps find this course nice and easily when you are ready to import it in the following year is to add it to our Favorites.

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00:04:32,413 --> 00:04:35,614

So we're going to go over here and click Add to Favorites.

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00:04:36,335 --> 00:04:45,538

Now, when we go back to the Commons, as if we were searching for a new course, if we click on Favorites, it populates right there.

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00:04:45,699 --> 00:04:47,699

No searching, no use of filters

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00:04:49,231 --> 00:04:56,111

If you do have to search for that course, no worries, there's a bunch of filters that can help you find it just as easily.

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00:04:56,511 --> 00:05:00,751

We can type in if we know the name of the teacher.

38

00:05:04,190 --> 00:05:06,270

It'll populate all of the courses that way.

39

00:05:06,830 --> 00:05:09,870

It'll also come up maybe if we know the course.

40

00:05:18,030 --> 00:05:26,030

We'll probably have to deploy some other filters if it is a course that is quite popular, as there's many teachers that teach these courses.

41

00:05:26,350 --> 00:05:33,469

We can also use the filter over here to help us add in multiple items at once to help us get there the fastest.

42

00:05:35,761 --> 00:05:47,281

Once you have imported all of the courses that you'd like, they'll show up in your dashboard underneath the course tiles that you have active for that academic year, and you are ready to go.

## THE END

### List of Equipment and Props

Laptop  
Microsoft Clipchamp  
Steady stand/desk

### Talent to be Used

Knowledge passed down from mentors on building efficiency from year to year.

### Shooting Schedule

Completed all recordings in one day and did editing on the following days

## **Production Book**

### Problems

1. Adjusting the audio across platforms and then the background music so that it didn't overtake the narration was difficult. Striking that balance took me longer than I anticipated.
2. Canvas settings – in the summertime as course registrations drop and new ones are formed, Canvas gets a little fickle with content left in cartridges. I had a little difficulty reorienting myself with the export / import process because of how things change over the summer on the admin side of the house.

### Successes

Honestly, I was a little frustrated going into this project as it has been a few years since teaching digital design and video editing software. A lot of the tips and techniques came right back to be and I was able to move through it at a good pace.