

Processing of recordings uploaded to Mymedia, itslearning

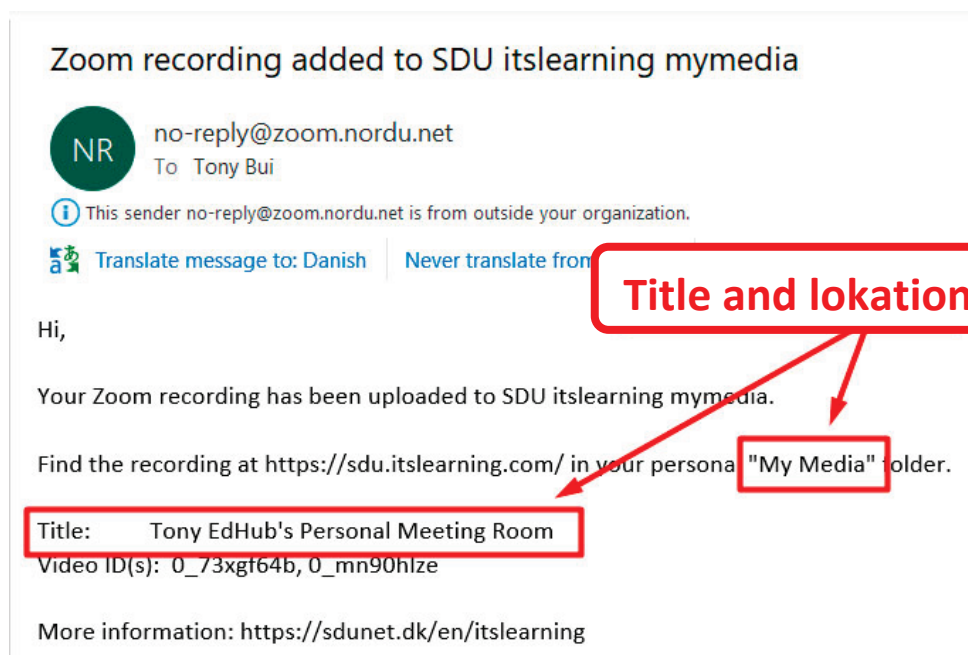
This guidance is aimed at post-processing a recording uploaded to Itslearning. This involves adjusting the title, filling in the description field, adding colleagues who need access to the recording in their media gallery (collaborators), deletion policy, tagging, publication to course rooms and editing the recording.

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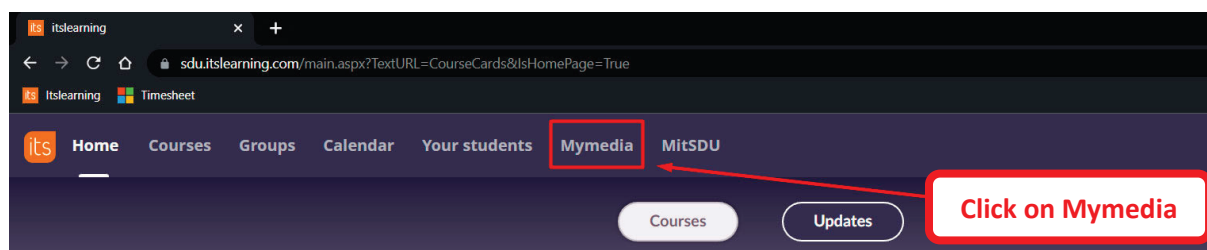
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Step 1: The location of the recording

When recording via Zoom-Cloud, the recording will be transferred directly to Itslearnings. When the recording is ready on Itslearning under Mymedia, you will receive an email from Zoom. The email shows, among other things, the title of the recording itself, which can be helpful if you have other Zoom-Cloud recordings from different Zoom meetings.



Log in to itslearning and find the relevant recording




My Media

Search My Media

Filters > Search In: All Fields > Sort By: Creation Date - Descending >

≡ ≡ ≡ Add New > ACTIONS >

Your medias are divided as it is seen with the red boxes below. Everything inside a box belongs to one media.



Tony EdHub's Personal Meeting Room
2022-09-17T14:55:47+02:00 MeetingID: 7649629900

Private

zoom_recording zoom shared_screen_with_speaker_view

Owner on 17.9.2022



Tony EdHub's Personal Meeting Room
2022-09-17T14:52:31+02:00 MeetingID: 7649629900

Private



Tony EdHub's Personal Meeting Room
2022-09-19T12:47:59+02:00 MeetingID: 7649629900

Private

zoom_recording zoom shared_screen_with_speaker_view

Owner on 19.9.2022

The icons have the following functions:

- Bar chart: analytical data of the recording
- Pencil: Video editing
- Trashcan: delete the video

The 2 last ones are the most used





Tony EdHub's Personal Meeting Room
2022-09-19T12:47:59+02:00 MeetingID: 7649629900

Private

zoom_recording zoom shared_screen_with_speaker_view

Owner on 19.9.2022

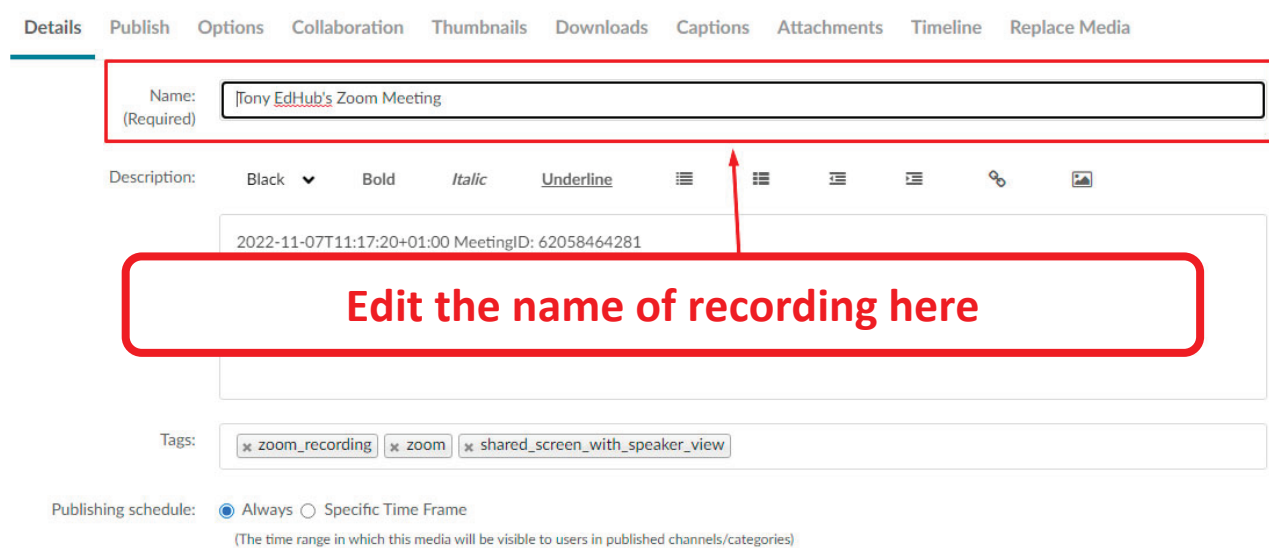
Tony EdHub's Personal Meeting Room

By clicking on the name, you will also be able to see the media and the editing possibilities

Step 2: Title, description and collaborators

Customize the title – Organization and easier access to the recording







The title is relevant to customize so that anyone who is going to access the recording can search for it. You could name the recording so it corresponds with the course's "Plans" or topics that are reviewed during the course.



Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Optionally you can add a description of the recording

(required)

Description: Black **Bold** *Italic* Underline      







2022-11-07T11:17:20+01:00 MeetingID: 62058464281

Tags:



Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name: (Required)

Description: Black **Bold** *Italic* Underline      

2022-11-07T11:17:20+01:00 MeetingID: 62058464281

Remember to save the changes you have made

Tags:

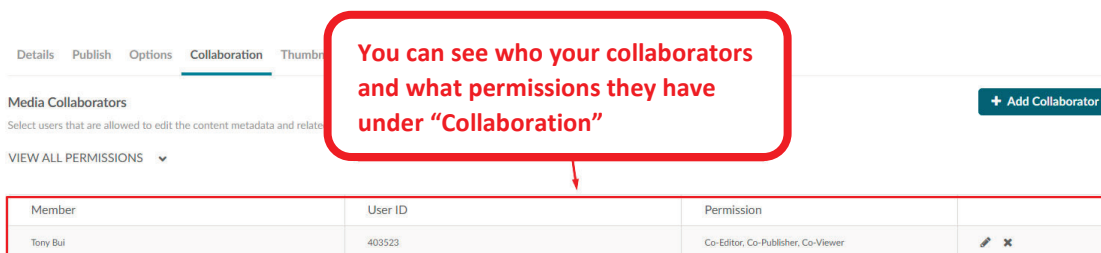
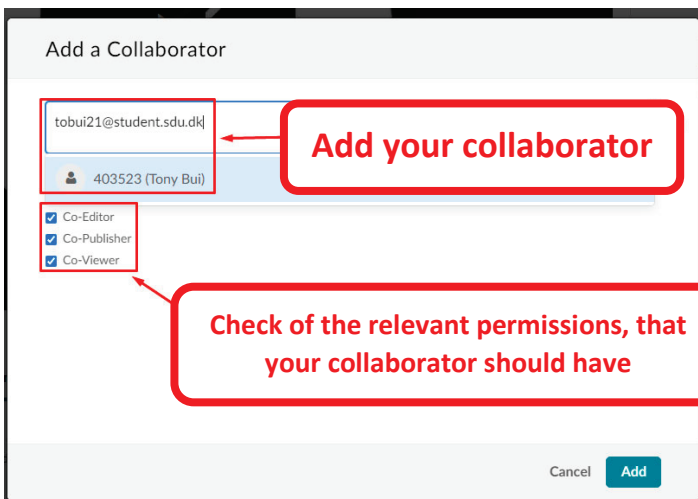
Publishing schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

[Go To Media](#)

Add collaborators – assign rights to the recording

The distribution of rights to the recording may, for example, be relevant in the following cases:

- If there are other lecturers than yourself on the recording, because it is recommended that all lecturers have access to their recordings in their own media gallery
- If you as the owner of the recording *do not* appear on the recording, you are recommended to share the recording with the person or people who do. If the lecturers are not SDU employees or interested in gaining access to the admission, then a "lecturer tag" must be inserted at minimum – see below.
- If there is a need for editing the recording and this task is done by a colleague.
- If there are colleagues who want to use your recording (e.g. podcasts) on their course and therefore want rights to be able to publish the recording (Note: if someone other than you appears on the recording, consent must be given from the others before publication takes place across course rooms)



Step 3: Comply with deletion and privacy policies via tags

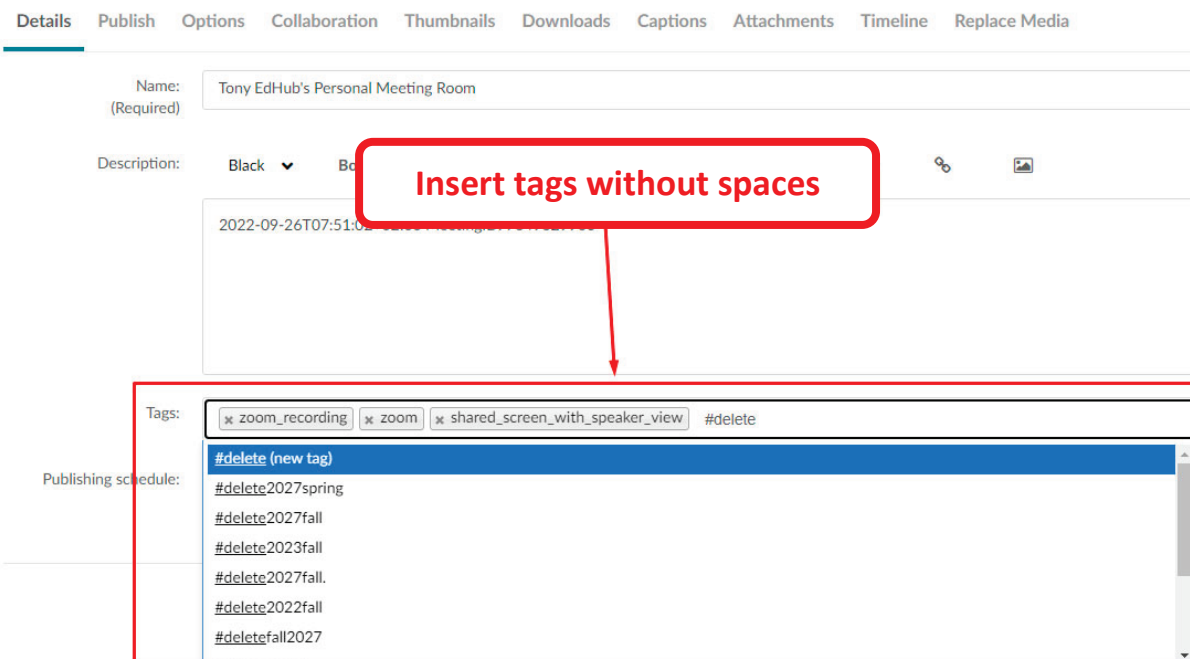
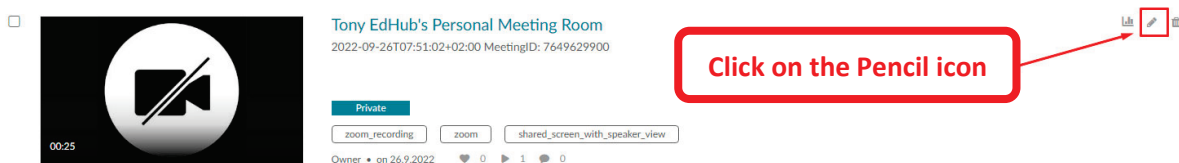
Delete tags

By inserting a delete tag, you ensure that the recording is deleted in accordance with the current guidelines. It is your responsibility to tag correctly so that recordings are rightfully deleted. The delete tag should contain the following three things:

1. #delete.
2. Year (the year the admission must be deleted, NB: Retention obligation of 5 years for exam submissions).
3. Semester (spring or fall).

The delete tag is inserted without spaces and in lowercase. Two examples include:

- Admission which are to be deleted in the spring semester 2023 (31/8-2023): **#delete2023spring**
- Admission which are to be deleted in the fall semester 2025 (31/1-2026): **#delete2025fall**



Participant tag

To ensure that any participants in a Zoom recording can be searched and have their data removed if requested, the participants' SDU email address must be inserted as a tag. It is YOUR responsibility to tag correctly so the videos can be deleted.

If the recordings of the lecture is to be published to a course room in itslearning, it is required that the lecturer's full name + SDU email address is inserted (if the lecturer is not an SDU employee, then the lecturer's primary email address is inserted).

Tags: (new tag)

Publishing schedule:

Tags: (new tag)

Publishing schedule: Always On Off

Step 4: Other relevant tags

During this step, there are examples of the other tags used to search the footage.

The course tag

Tags:

Publishing schedule:

(The time range in which this media will be visible to users in published channels/categories)

Semestertag

Tags:

Publishing schedule:

Tags:

Publishing schedule: Always (The time range...)

Click "Save" to save your changes

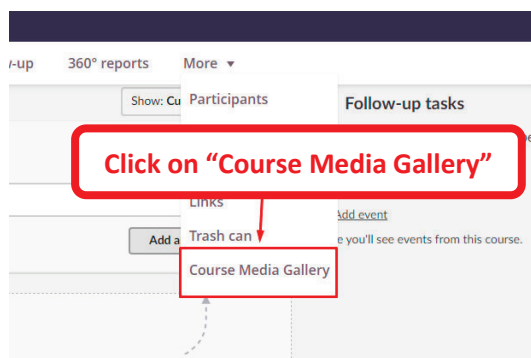
Step 5: Make the recordings available in a course room in itslearning

There are two ways a recording can be published to a course room in itslearning. In both cases, you must enter the course in which you wish to make the recording available.

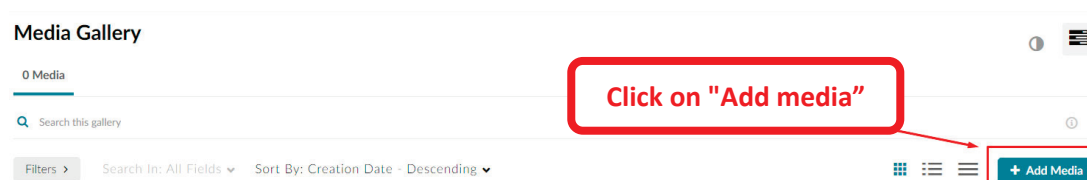
- Method 1: Sharing using the "Course Media Gallery"
- Method 2: By using the "Text editor puzzle piece", which is available e.g. by using the resources Note, Page, Discussion or Assignment in itslearning.

Method 1: Sharing using the "Course Media Gallery"

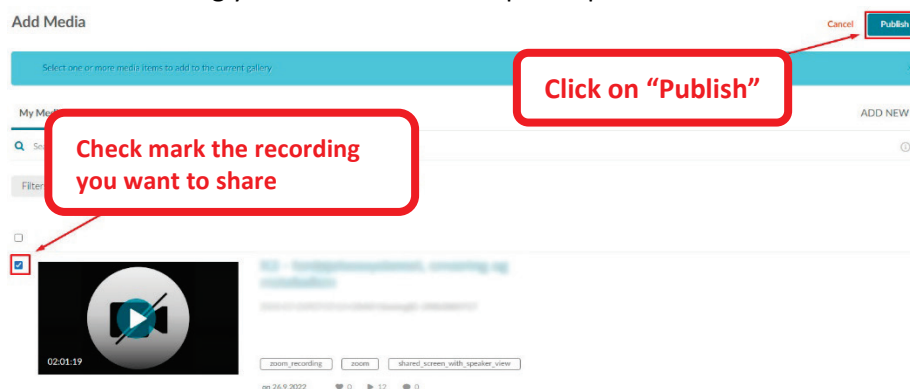
1) Go to the relevant course room and find "Course Media Gallery"



2) Select "Add Media"

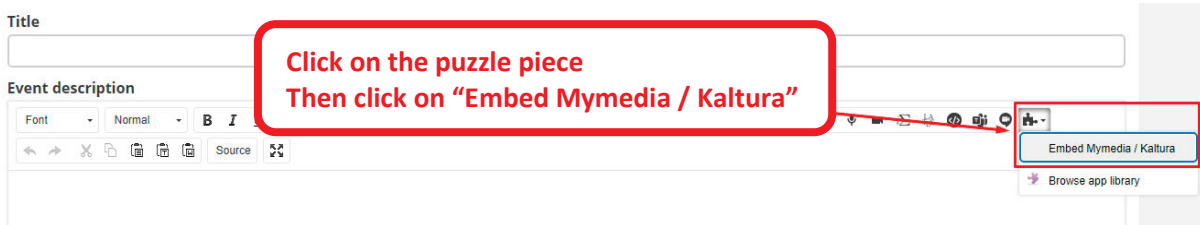


3) Find the recording you want to share and press "publish"

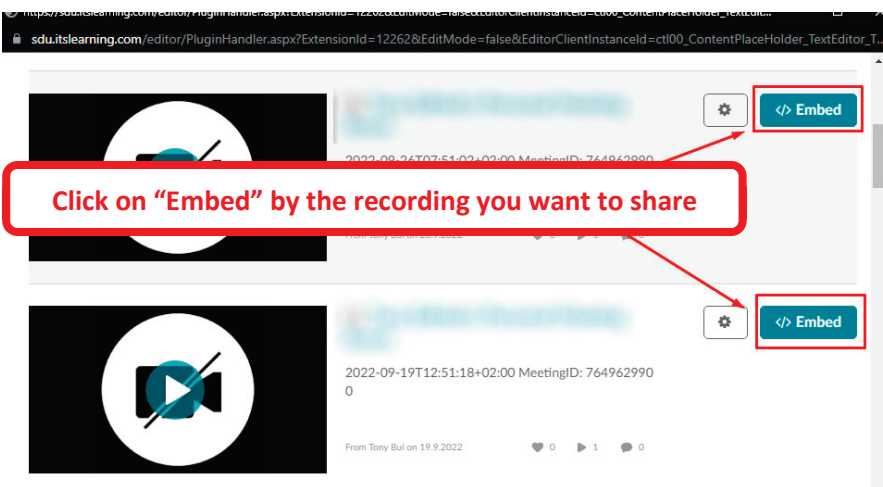


Method 2: Use "Text editor puzzle piece"

Anywhere in itslearning where the text editor tools is available, you can add a media file. For example, using Note, Page, Discussion, or Assignment Task—but it's also available in the description field in each *Plan*.

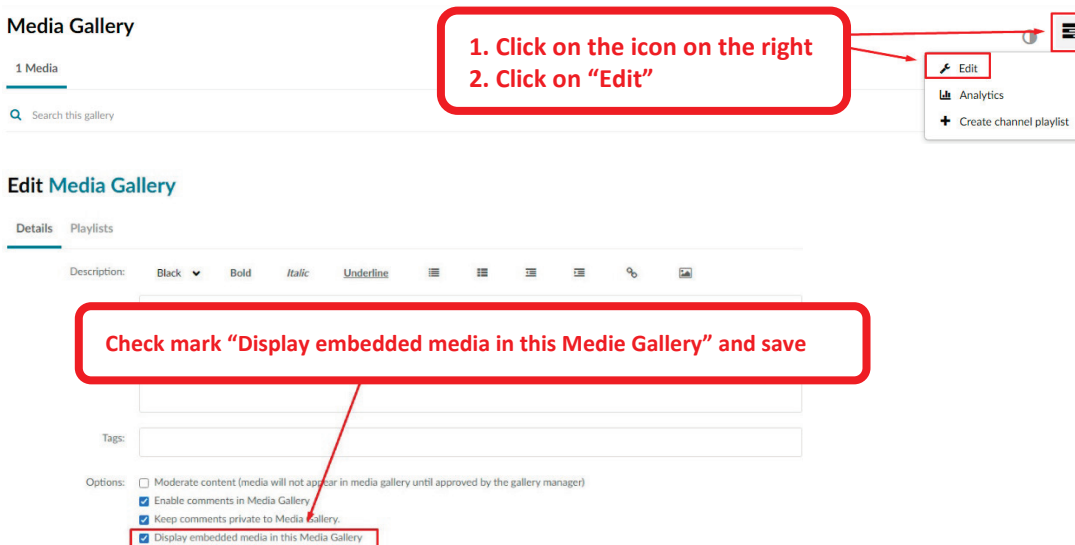


A new window will open where you can mark the recording to be shared.



Tip: Make all embedded videos visible in the "Course media gallery"

If you use the ability to embed videos in, for example, a *Page* in Itslearning, and at the same time want to give the students an overview of all the videos made available on the course, then it only requires a single check mark inside the media gallery itself.



For further inspiration: See, for example, the guide [Using video in itslearning](#).

Step 6: Video Editing – "Video Editor"

If there is a need to edit the recording itself, e.g. cut out breaks or you want to divide the lectures into different videos, you can do this directly in Itslearning.

