

UNIVERSITY OF MINNESOTA

Crookston Campus

Director Online Programs

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ATSS Video Production Services for the Crookston Campus

Overview

ATSS offers university-funded video production services to faculty and staff creating content for credit-based UMN courses delivered through Canvas.

Information	Remarks	Comments
Contact	amatthew@umn.edu (Andrew Matthews)	Eddie Loo can help coordinate with Andrew Matthews (Senior Video Producer)
Cost	No cost	Credit-based UMN courses
Scheduling	1 month in advance	
Equipment	ATSS	Less Gopher Glass
Turn Around/Postproduction	1 week	
Other benefit	ADA compliant captioning included	

Scheduling a Recording

1. To schedule a recording session, email Andrew Matthews, amatthew@umn.edu. Andrew will coordinate directly with each presenter/faculty to confirm time for recording.
2. Schedule recording at least 1 month ahead.
3. Andrew will coordinate travel and accommodation at Crookston.
4. Andrew will bring all required equipment for the recording (less Gopher Glass).
5. Faculty to inform Andrew at least 72 Hours in advance to cancel or to reschedule a recording session.

UMN Crookston's Responsibilities

The following preparation ensures ATSS' visit to the Crookston Campus is productive.

1. Ensure a room for recording is available. At least a 20 ft x 20 ft room that is available for the entire duration of the recording.
2. Two or more days' worth of material, 4hr – 8hr per day is required to ensure cost

effectiveness.

3. Instructors to provide as much information about the intended recording as possible to ATSS, such as:
 - a. Storyboard
 - b. PowerPoint Deck
 - c. Instructional Goals
 - d. Description of Recording
 4. ATSS provides high-quality, high-value video recording. Faculty to consult with Eddie to determine how best to leverage on ATSS' capabilities on-campus.
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