ETHICS WEEK 2021
REAPPROACHING ETHICAL VALUES

approach

BOARD OF ETHICS
AND GOVERNMENT
ACCOUNTABILITY

DISTRICT OF COLUMBIA

Composing and Uploading videos to Open-DC.gov

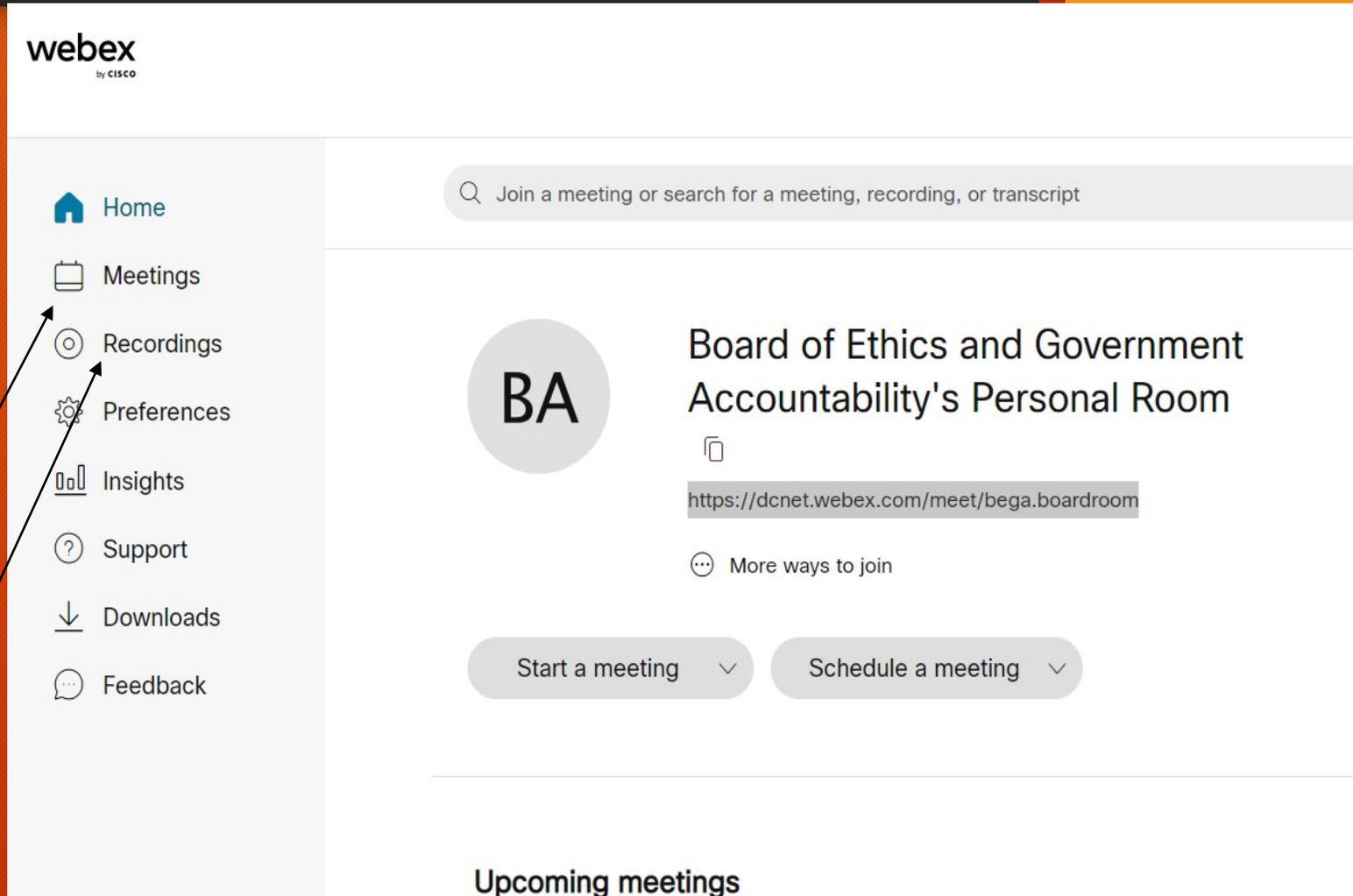Presented by: Kevon Bridges

Four Step Process

- There are four different portions that cover the entirety of this process. Two applications and two websites. We will be reviewing them in the order below.

- 1. WebEx
- 2. Photos
- 3. YouTube
- 4. Open-dc.gov

WebEx

- WebEx is an application based upon hosting and recording meetings/events online.

- There are other applications that can be used, e.g., Zoom, Skype, Discord, but for practicality we are using only WebEx.

- www.dcnet.webex.com is the portal for all dc agencies to sign-in and start creating meetings.
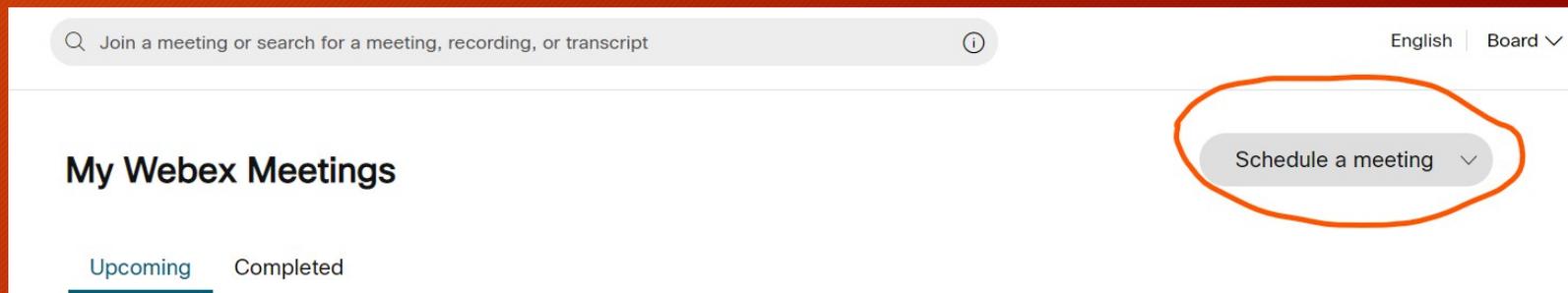
WebEx

- WebEx has many different features, but we will only be covering two sections for simplicity:

- Meetings : This sections is used to create and see all meetings or events created by your account.

- Recordings : This section is used to find all meetings or events that have been recorded.

WebEx Meetings

- Within the "Meetings" section, you will see the following image below.

- If you are tasked with creating the meetings for your company, you can do so by using the button "Schedule a meeting", which you can see circled below.

- When clicking the button, you will have the option of creating either a meeting or an event. *There is only one major difference between the two.*

- **Meetings only allow viewers**

- **Events allow Panelists**

Q Join a meeting or search for a meeting, recording, or transcript   ⓘ   English | Board ⌄

My Webex Meetings   Schedule a meeting   ⌄

Upcoming   Completed

WebEx Recordings

- Within the "Recordings" section, you can see the names of the meetings, when they occurred, amount of time the recording is, size, and format.

- The only button of importance here is the down arrow with and underline. This button allows you to download the actual recording.

- If this button is not present, it is due to the recording not being uploaded yet. Depending on size and length of the meeting, the time it will take to post here may vary.

WebEx Recordings

- This is an example of what a recording would look like in the Recordings section. The button for downloading it, as I mentioned in the previous slide, is to the right of "Format". I have circled it for better clarity.

My Recorded Meetings

| | All ⌄ | | | | Add |

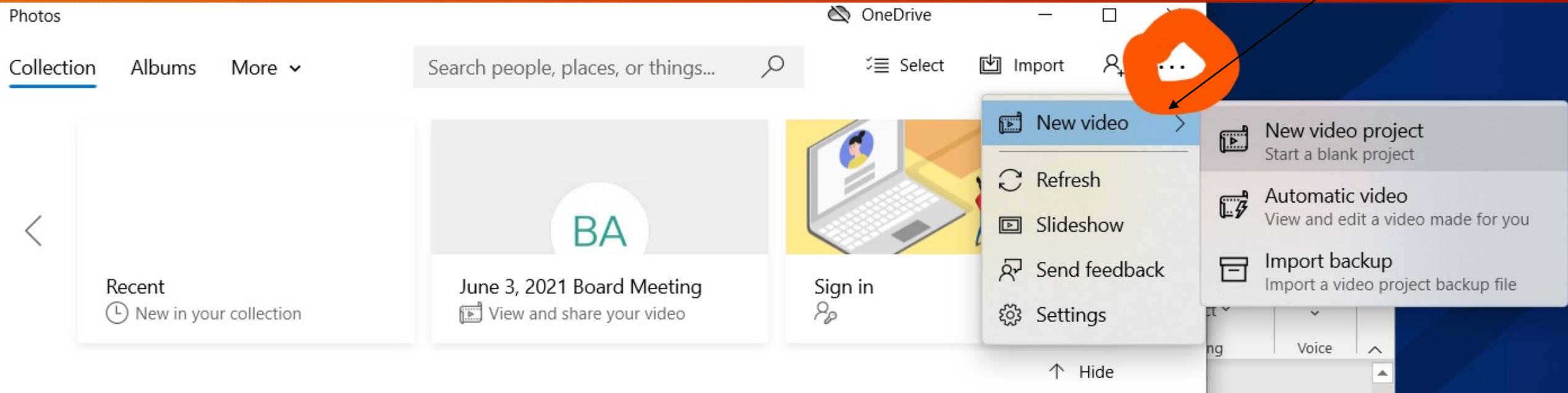| Name	Security	Date Created ⌄	Duration	Size	Format	
		09/28/2021 01:57 PM	2:23:09	521.2 MB	MP4	↓

Photos

- Photos is an application that comes standard with any Windows OS version 8 and higher.

- Photos is mainly used to save any photos or videos you find/take and store them in one spot for easy access.

- We will only be covering the video creation portion of Photos in this presentation. ***This step is only necessary if the video needs editing.***

- When opening the Photos application, you will see a button with three black dots. This button is used to take you to the video creation portion of Photos and is generally found in the top right corner of the application.
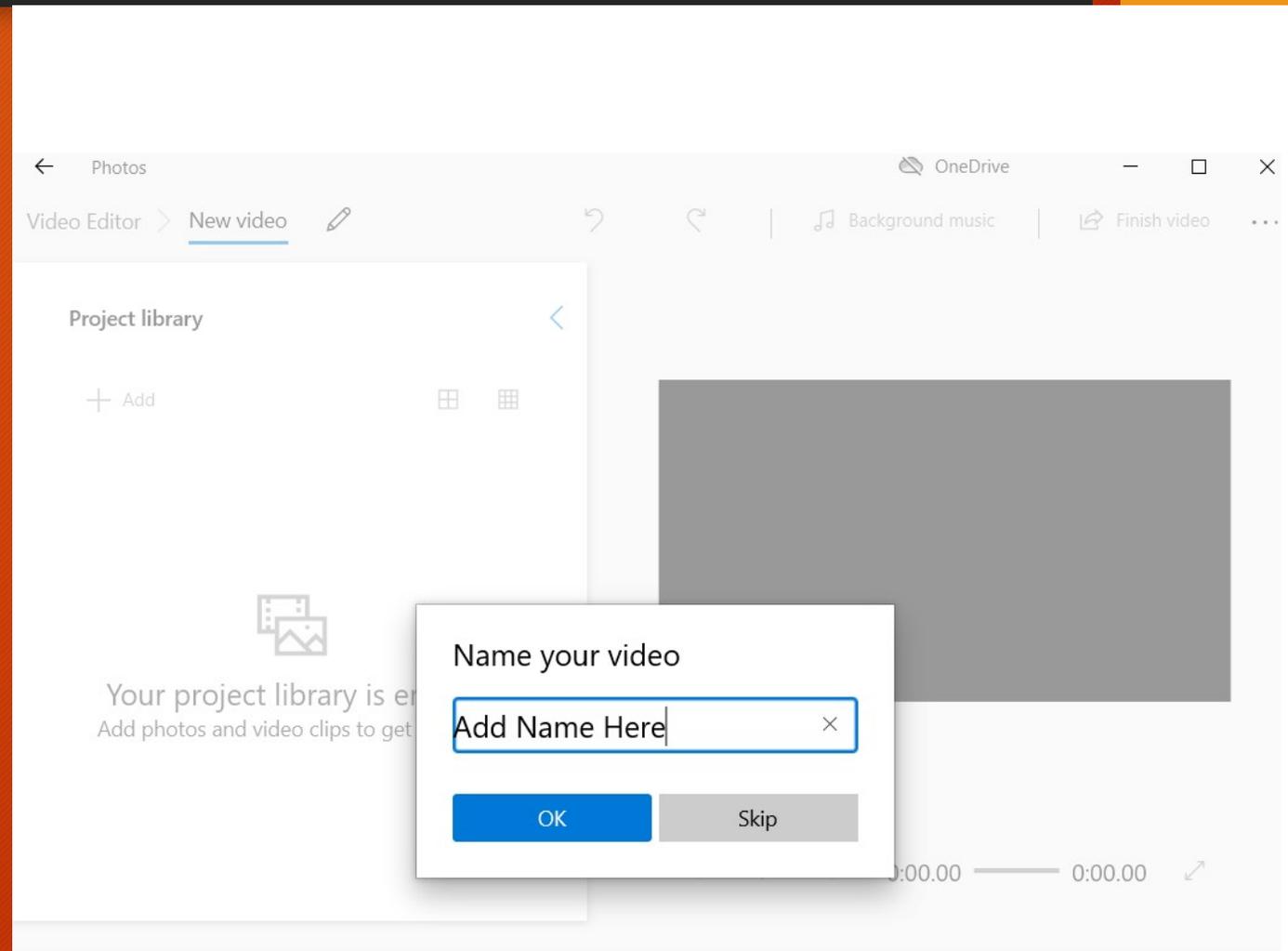
Photos

- The button I mentioned in the previous slide is circled below. When clicking the button, it will drop a box with more options. We are only using the first option, which is "New Video."
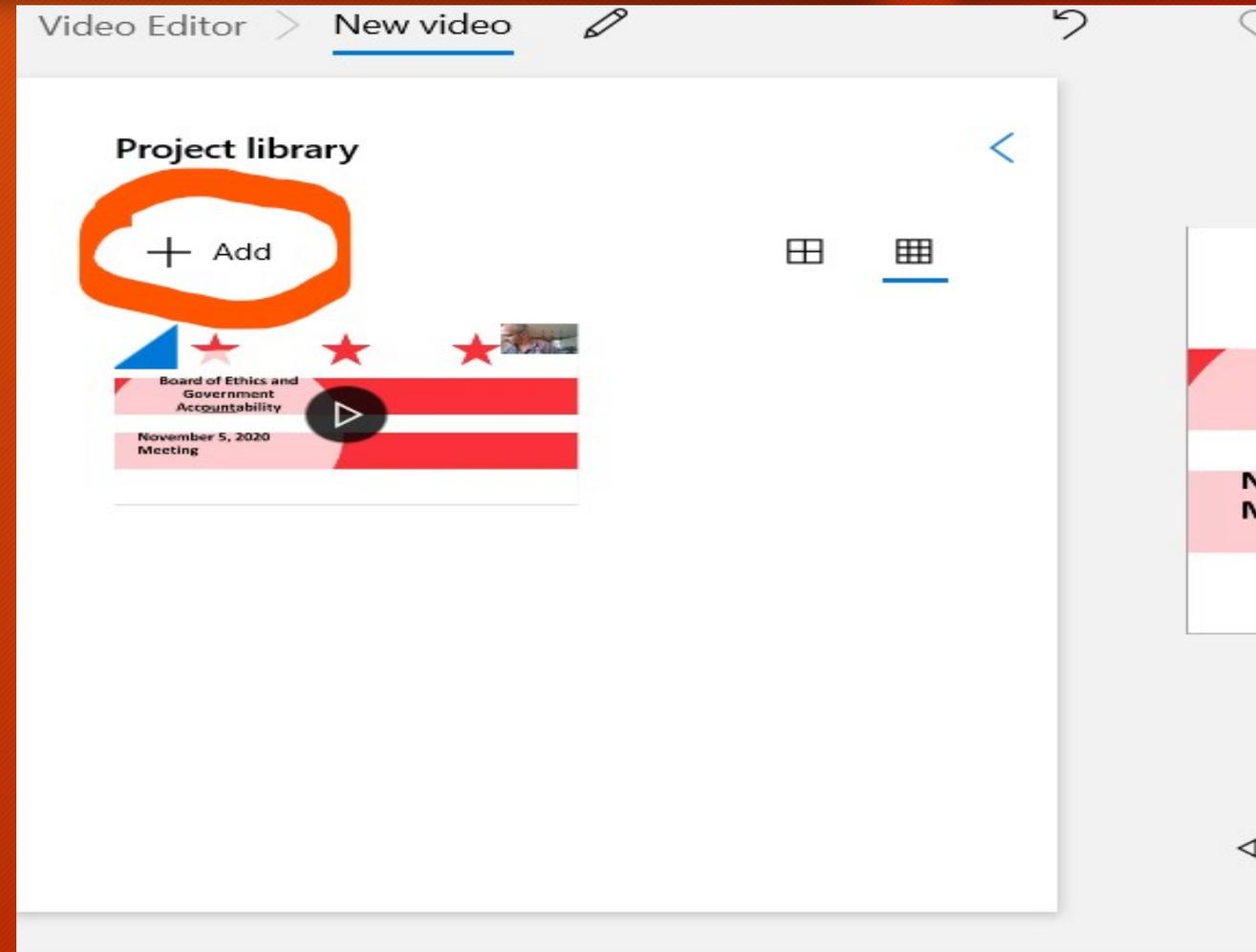
Photos

- Once you click on "New Video Project," Photos will open a new section for you and ask for a video name.

- You can change it now or skip and add the name later with the pencil icon in the top left corner.
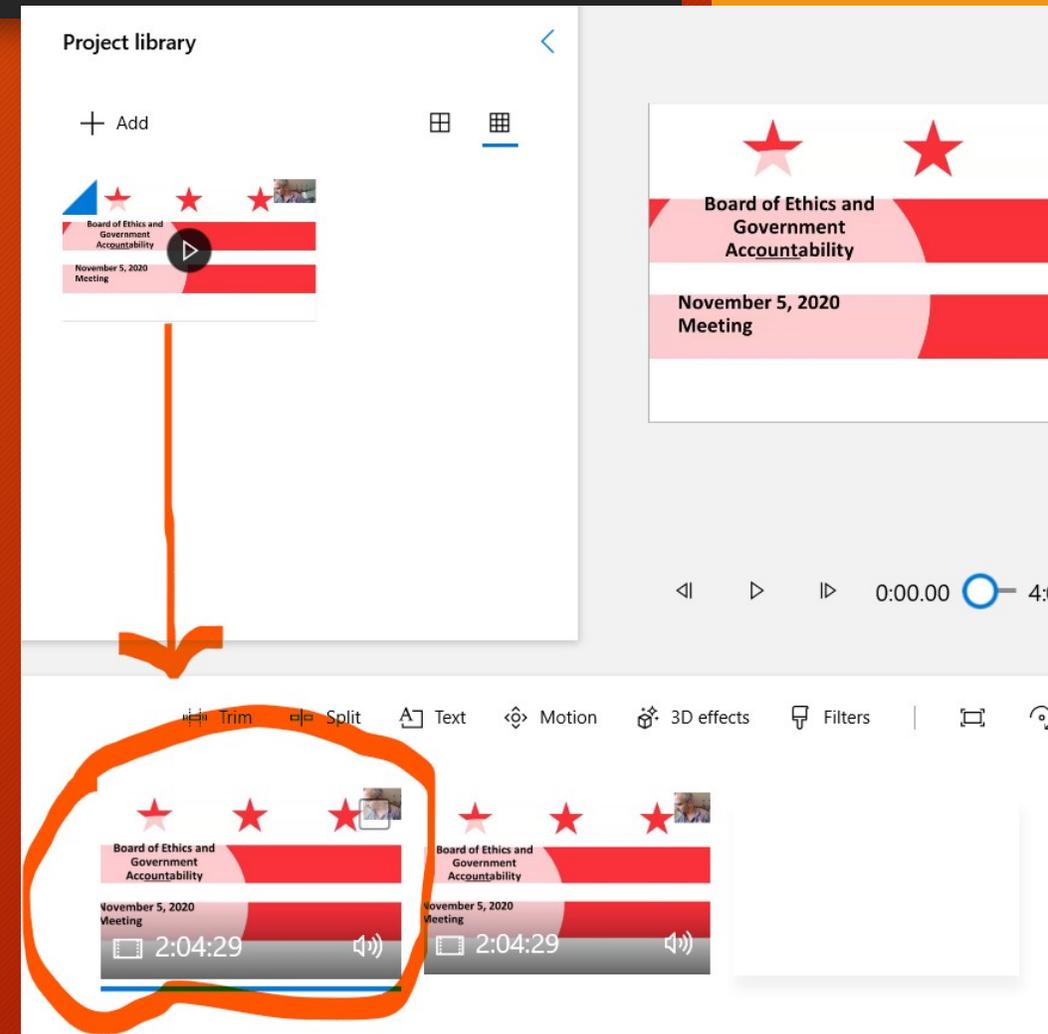
Photos

- In order to add content, you will need to press the "+Add" sign. Find the location in which you stored your meeting recording and add it to the project.

- * It's important to note that any content you wish to use in the video must be added here. E.g., you can add other pictures, more text, etc.
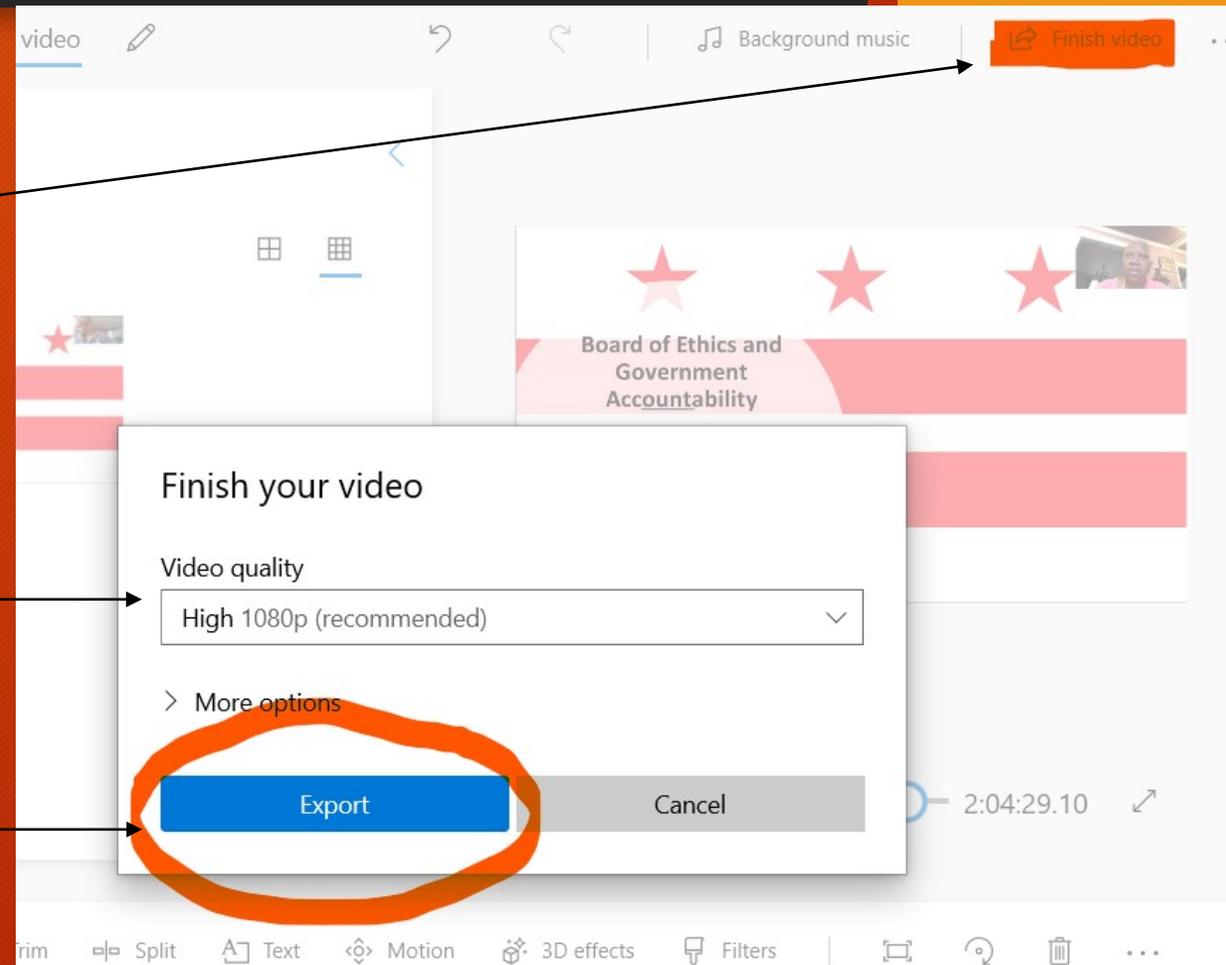
Photos

- Once you have all the content you will be using in the video, you must drag the content into the spaces provided below.

- The order in which you add it below, is the order that it will appear in the video.

Photos

- Once you have finished editing the video, you will need to click "Finish Video" button near the top right of the application.

- Doing so will open a small window asking about video quality. The higher the quality, the better.

- At this point, you must hit export. Exporting it will create a new video, so be sure you save it with a different name.
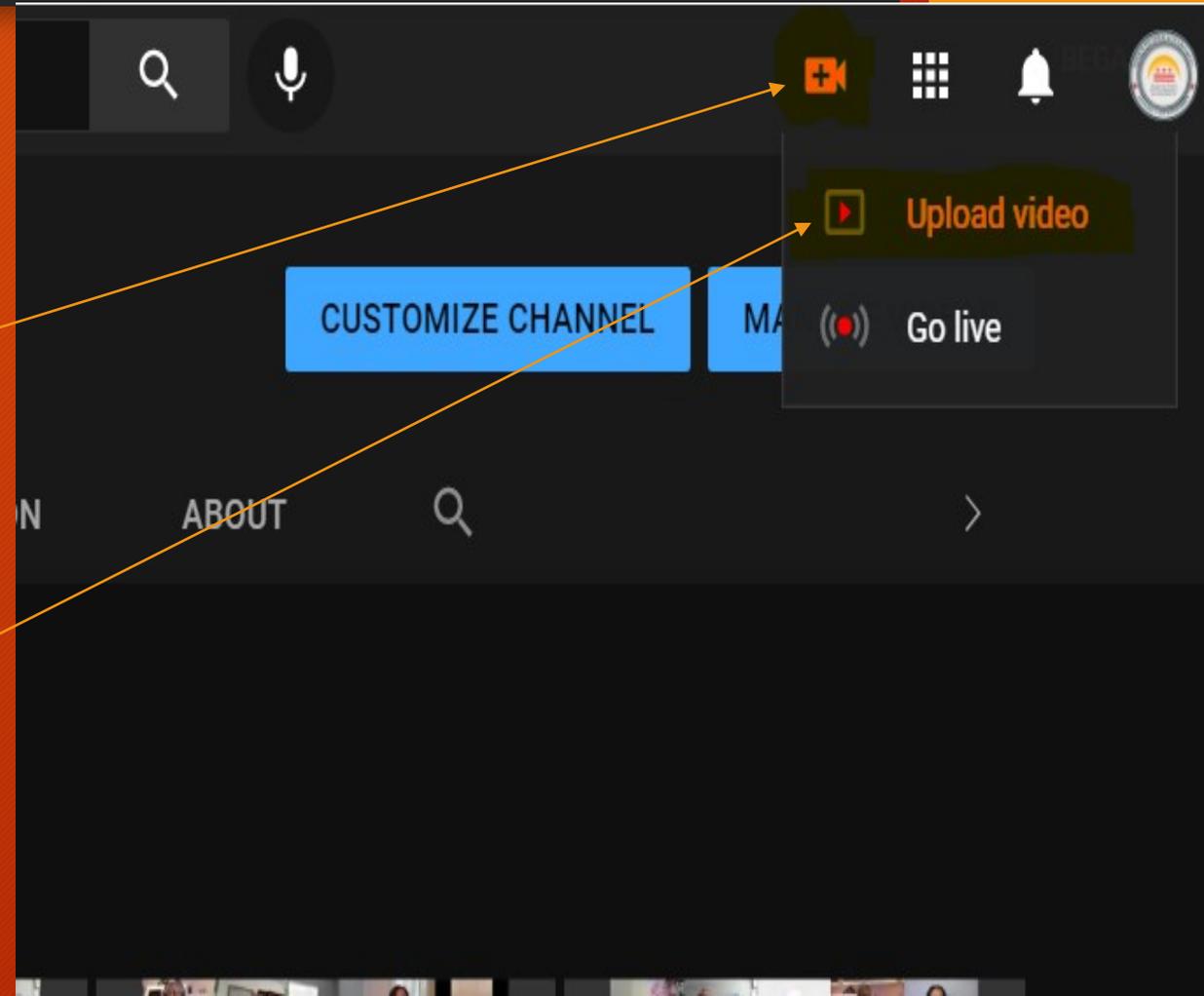
YouTube

- Now that you have the edited version of your video, You will need a location to upload and hold your video for viewing. YouTube is a simple and free platform to do so.

- You will need to create an account in order to access "YouTube Studios," which is what you will need to upload your video.
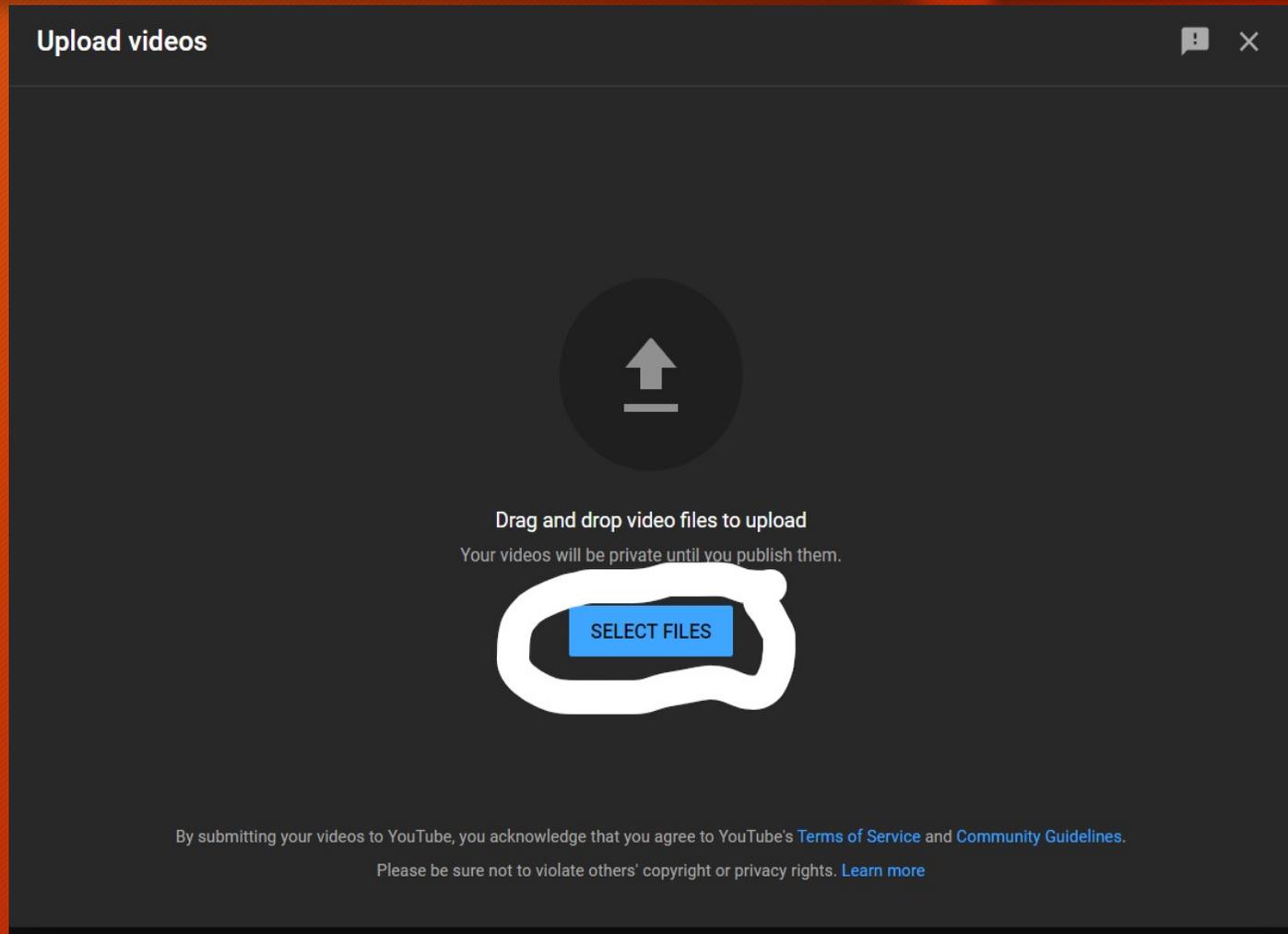
YouTube

- Once you are signed in, take note of the icons in the top right corner of the screen.

- There is an icon with a + sign in it. Clicking on it will open a little window displaying "Upload video" and "Go live."

- You will need to click on the "Upload video" button.

YouTube

- After clicking on "Upload video," you will be taken to a new page showing the image to the right.

- You can either drag and drop the video from your file folder into the box or simply click the "Select Files" button, which is circled in the image.

- Once you either drag and drop or select the video, a new window will open showing you options for the video as it uploads.

Upload videos

Drag and drop video files to upload
Your videos will be private until you publish them.

SELECT FILES

By submitting your videos to YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines.

Please be sure not to violate others' copyright or privacy rights. Learn more
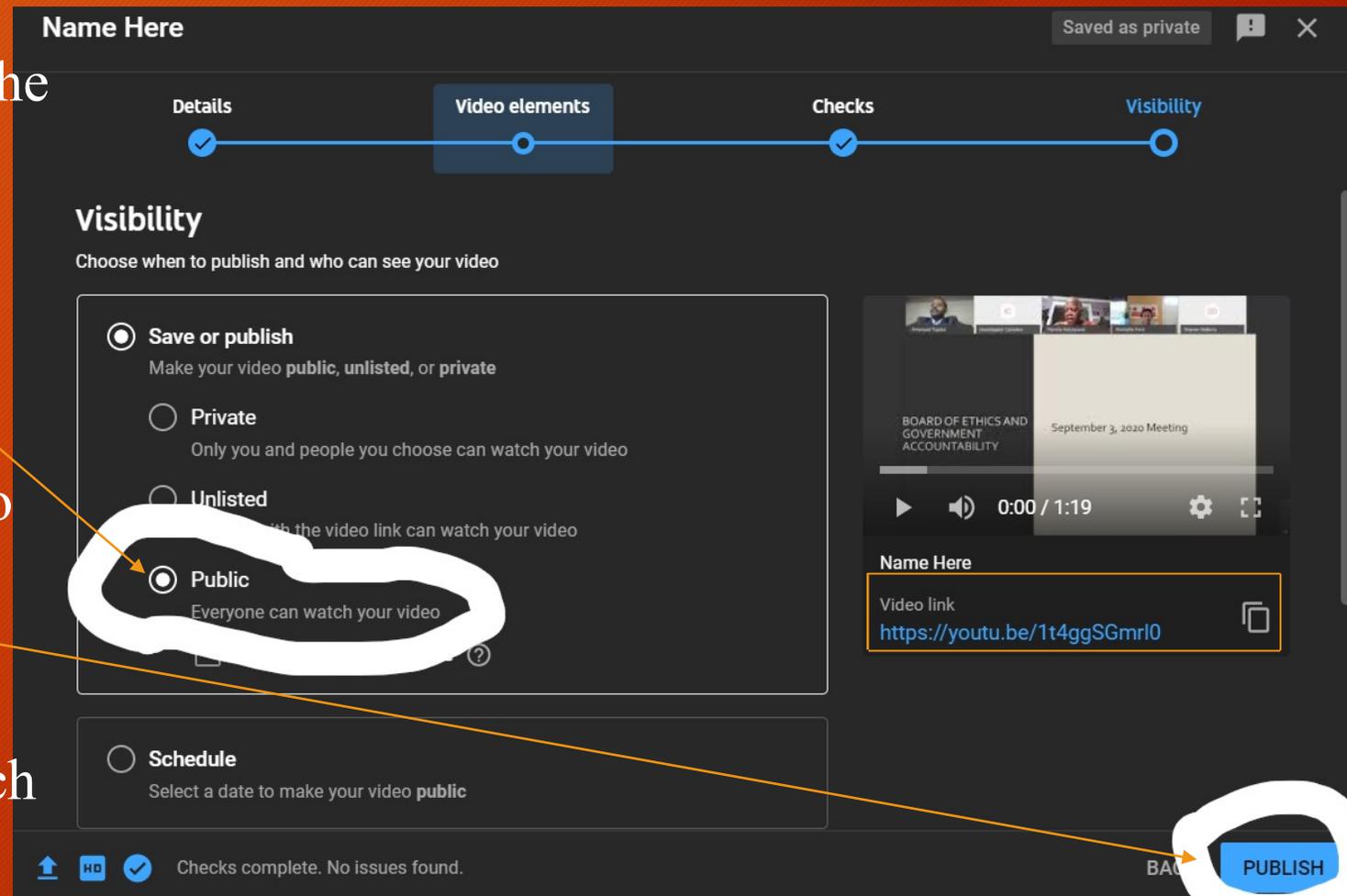
YouTube

- As the video processes, you will want to add the title for it and follow the instructions it shows you.

- After doing so, you will want to hit the "Next" button in the bottom right corner.

- This will take you from details to video elements, then checks, and finally visibility.

YouTube

- After following the steps, in the last section, you will see the following in the image to the right.

- Make sure the video is set to be published as "Public."

- Once you have done so, you are free to hit the "Publish" button in the bottom right corner.

- *Also take note of the video link, which is located right under the preview *

Open-dc.gov

- Now that you have published the video on YouTube, you will want to take the video link and add it to your meeting on Open-dc.gov

- If you have not already added the meeting to the website, you should do so first.

- In order to create meetings, you must have an account with the website and be the point of contact for your organization.

- To request an account, please send me an email and an account will be created for you. I will add my contact information on the last slide so that everyone will have time to copy it.

Open-dc.gov

- Once you have an account. You will want to sign-in. To do so, open your internet browser and enter the following site:

- www.open-dc.gov/user

- From here enter your username and password, then hit log in

Open-dc.gov

- For the sake of time, I will not be explaining how to create meetings in this presentation. If you would like a step-by-step guide for this this process, please email me and I will gladly send you a document explaining it.

- Ideally, this meeting will have been created before uploading the video to the site so members of the public will be able to access and view the meeting live.

- The link to the video should be displayed within the meeting on the site only after the meeting has ended. This way if anyone missed it, they could view it from the link you will be adding from YouTube.

Open-dc.gov

- When clicking on your agency from the list of boards and organizations, you will be taken to a page like what is displayed in the picture.

- Any meetings you have created prior will be on this calendar.

- In order to add the YouTube video link, you will want to click on the meeting it is for. An example of one is circled in the image.

Open-dc.gov

- After clicking on the meeting, you will be brought to the post and should see this navigation bar above.

- From here, you will need to edit the post in order to add the YouTube link.

  - Click on the "Edit" tab from this bar and you will be taken to a page showing you all the info for the meeting post.

Open-dc.gov

- All information for the post is added within the "Description" Box.

- This also means you will have to post the link for your YouTube video here in the form of a hyperlink.

- In order to add the hyperlink, you will want to write a sentence link the one in the picture, highlight it, then click on the hyperlink button, which I have highlighted in the picture.

Open-dc.gov

- After clicking the hyperlink button, you will see this box. Make sure that the link type is set to URL.

- On the third line listed as URL, you will want to add the video link from YouTube here.

- Once you have added the video link, click on the OK button. The hyperlink will save and will take you back to the post information.

Open-dc.gov

- With the hyperlink added to the post information, you will want to save the changes made.

- To do so, scroll all the way down and hit the Save button in the bottom left corner.

- Now when anyone clicks on the hyperlink, it will take them directly to the video you have just uploaded to YouTube.

Office Name

- None -

Menu settings
Not in menu

☐ Provide a menu link

URL path settings
Alias: meeting/september-board-meeting-0

Revision information
No revision

Comment settings
Closed

Authoring information
By Kevon.Bridges on 2021-03-10 14:23:11 -0500

Publishing options
Published

Save   Delete

Thank You!

- Congratulations! You now know the four-step process to composing and uploading videos to Open-dc.gov. Thank you for attending!

- If you need an account or have any questions regarding creating meetings or uploading the videos, please contact me and I will be happy to assist!

- Kevon Bridges   **kevon.bridges@dc.gov**

- IT Specialist

- Office of Open Government

- Board of Ethics and Government Accountability

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