



Midwestern Association of Graduate Schools

**EXCELLENCE IN TEACHING AWARD  
INSTRUCTIONS FOR SAVING AND SUBMITTING REQUIRED VIDEO**

A required component of the MAGS Excellence in Teaching Award application is submission of a 10-minute **(MAXIMUM)** video recording of the nominee teaching in an educational setting. **Please note that if the video exceeds 10 minutes, the nominee will be disqualified from consideration for this award.** The following directions will guide you in submitting a video in the appropriate format for review by the Committee.

**Saving your video:**

Once you have recorded your video, make sure that your video is saved as one of the following formats:

- .mov
- .mp4 (.mpeg4)
- .avi
- .wmv
- .flv
- .3GP

**Creating a YouTube Account:**

1. If you do not have a YouTube Account, you must first set one up. You must use a Google account to sign up for a YouTube account. If you already have a Gmail address you can use that and skip this next section, but if not you can create one following the steps below:
  - a. Go to [www.google.com](http://www.google.com)
  - b. Click the blue box labeled "Sign in" in the right hand corner
  - c. Select the "Add Account" link
  - d. Select the "Create Account" link
  - e. Fill out all of the necessary information
  - f. Click the blue box labeled "Next Step" at the bottom of the page
2. Go to [www.youtube.com](http://www.youtube.com)
3. In the top right-hand corner there is a blue circle with the outline of a person, click that and select "Add Account"
4. This will redirect you to your Google account; sign in with the account information that you just created in the last step

5. Once you are signed in, you are ready to upload your video.

#### **Uploading Your Video to YouTube Account:**

To upload your video, complete the following steps:

- a. Click on the gray box in the right-hand corner labeled "Upload"
- b. When the "Upload as . . ." screen appears, click "Create Channel"
- c. Click on the large gray arrow
- d. Select the video file that you wish to upload
- e. Change the privacy settings to "Public" using the gray drop down box
- f. Click "Publish" once the video is done uploading and then click "Done"

You should get an email to your Gmail account confirming that your video has been uploaded.

#### **Embedding the YouTube Link in a PDF Document:**

Complete the following steps:

1. Open Adobe Acrobat Pro and open the file that you wish to embed the link into
2. Open your browser and copy the URL associated with your video
3. Go back to Adobe and highlight the text where you wish to embed the link
4. Right click and select "Create Link"
5. Under "Link Action" make sure that "Open a Web Page" is selected
6. Paste the URL into the box and click OK
7. You should now be able to click on the link and the webpage will open

#### **FERPA notice:**

Please note that instructors need to adhere to all campus FERPA policies, including those for sharing class lectures. If your campus does not have a policy in place, instructors should pass around a sheet where all present students give their permission, via signature, for the specific video(s) to be shared.