Video Production Steps

1) Plan
   a) Decide how you want your video to address content requirements.
   b) Get inspiration from watching examples here.
   c) Write a script. Create a shot list. Write down any citations used.
   d) Plan what you need in order to film and schedule when and where.
   e) If you don't need to film or record any footage, skip to step 4...

2) Produce
   a) Film what you need to convey your message (your primary footage).
   b) Capture extra shots to support your message (secondary footage).

3) Import
   a) Create a project in WeVideo.com and transfer all your footage (video and audio clips) to the project via email or cloud services.
   b) Back-up all your footage on a hard drive, cloud service, or email.

4) Sequence
   a) Drag footage into the WeVideo timeline. Make sure they are in order.
   b) Utilize different audio and video tracks to keep your elements organized and ensure that your message comes through clearly.

5) Revise
   a) Watch your video. Identify anything that could be distracting.
   b) Adjust audio levels to be an even and clear listening experience.
   c) Use transitions, text, or graphics to reinforce your message.
   d) Fix any distractions and cut out any unessential parts of your video.
   e) Insert citations at the end of your video.

6) Export
   a) When your video is done, export project into one file to be shared.
   b) Upload that new video file to YouTube, YuJa, or any other platform.
   c) Caption as required – auto caption available in YuJa within D2L.