

Video Interactions, Captions, and Scoring

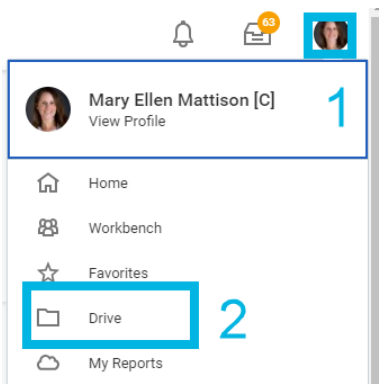
Overview

Video files may be edited in Drive to add video interactions, captions, and/or scoring.

Who Does This: Learning Admin; Learning Partners

Things to Know:

- Edit Media may be accessed through Drive and allows you to add video interactions, captions, and/or scoring
- Once you Publish media edits, they will be immediately live on any associated lessons or courses that are active
- If you require scoring for video interactions:
 - The associated course must also be updated to record scores for learners
 - A passing score will be required for a learner to Complete the lesson
 - Learners will be able to repeat the lesson until they get a passing score

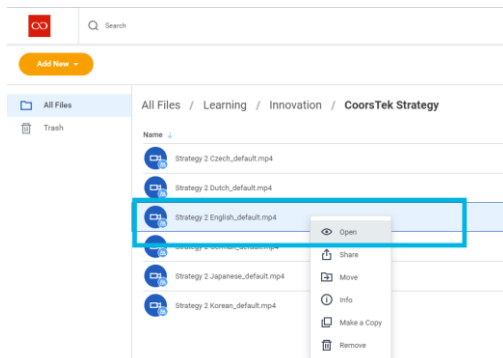


Step 1

Select the **cloud/photo icon**.

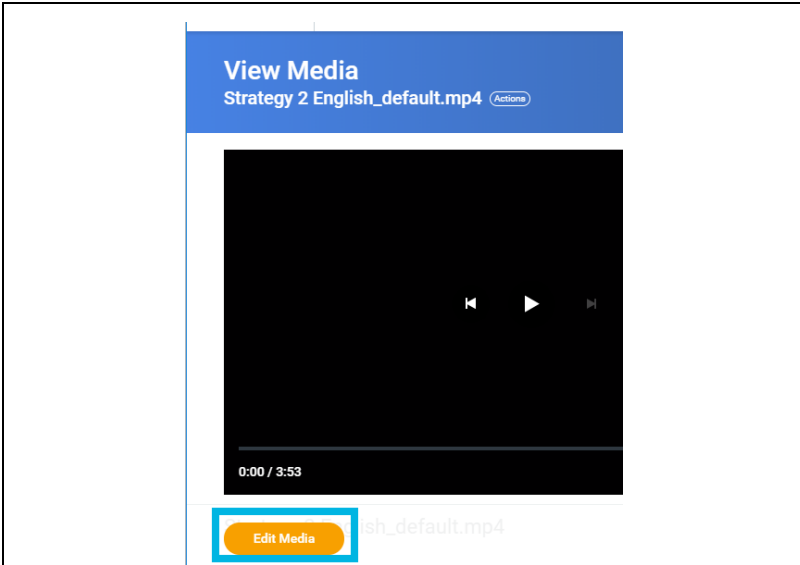
Step 2

Select Drive.

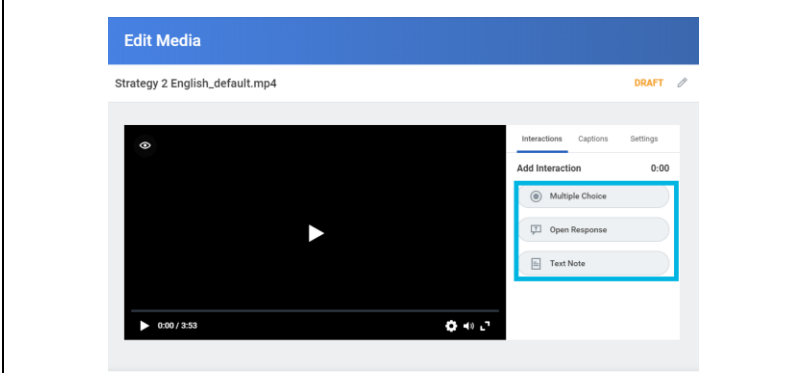


Step 3

Select and open a video file.



Step 4
Select Edit Media.



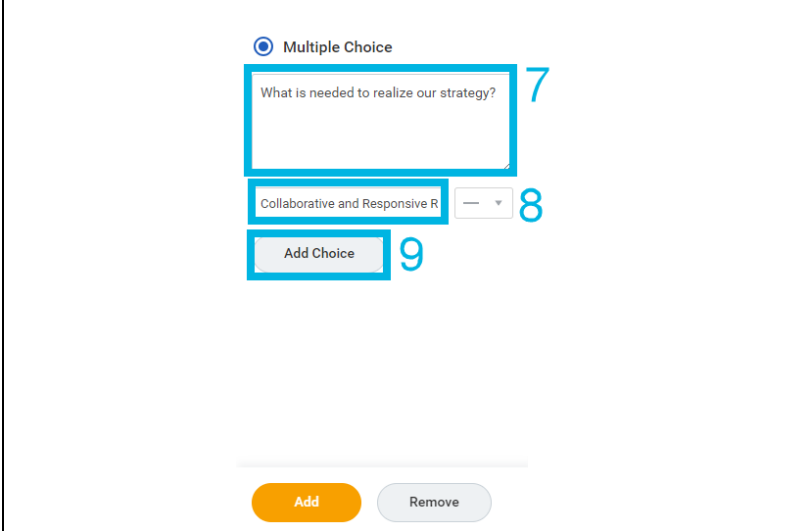
Follow Steps 5 – 11 to add interactions including Multiple Choice, Open Response, and/or Text Note.

Note: If you want to score the video interactions, choose to add Multiple Choice interactions which will have correct and incorrect responses.



Step 5
Pause the video where you want to add an interaction.

Step 6
Select the type of interaction you wish to add. (Multiple Choice in this example)



Step 7
Enter a question.

Step 8
Enter the first response choice.

Step 9
Click Add Choice to add spaces for the remaining response choices.

Step 10

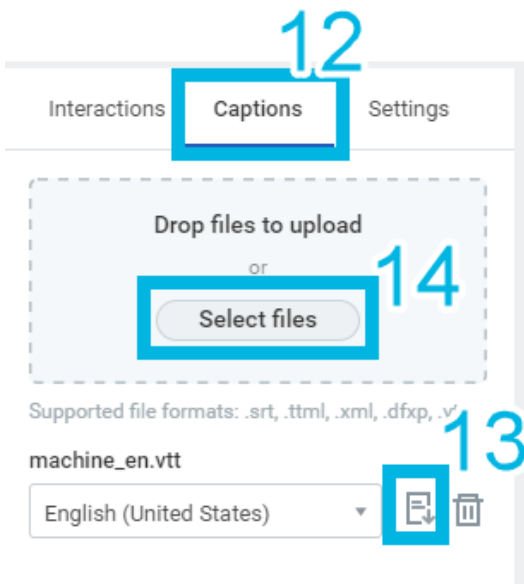
Select the drop down next to the correct response and choose **Correct**.

The remaining responses will be marked as Incorrect automatically.

Step 11

Select **Add**.

Repeat Steps 5 – 11 to add additional interactions.



Follow Steps 12 – 15 to edit or add captions to your video. Captions may be added in multiple languages.

Step 12

Select the **Captions** tab.

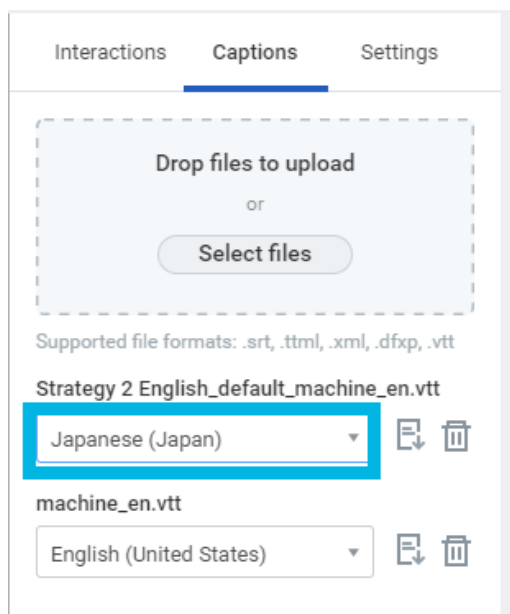
Step 13

Select the **download icon** to download the captions from spoken narration in your video.

Edit or translate the VTT file and save on your computer. (Note: You can edit using Notepad following [these instructions](#).)

Step 14

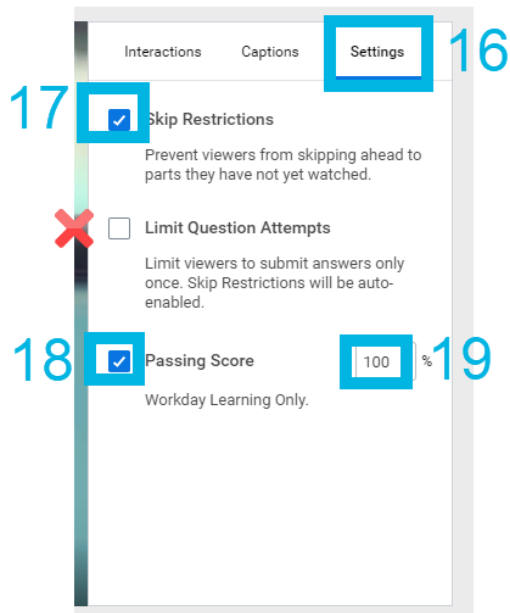
Choose **Select files** to upload the edited or translated VTT file.



Step 15

Use the drop down to select the language of the captions you loaded.

Repeat Steps 12 – 15 to add additional captions in additional languages.



Follow Steps 16 – 19 to update Settings.

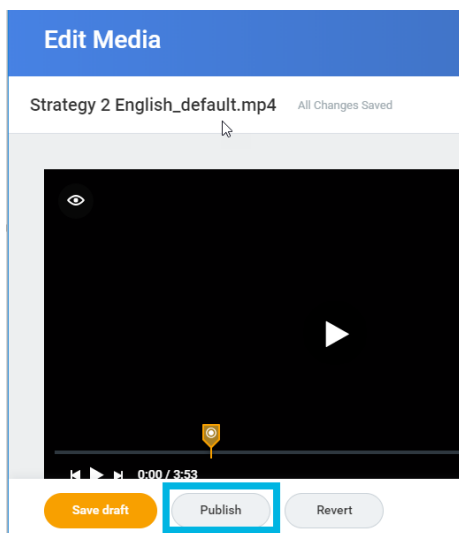
Step 16
Select the **Settings** tab.

Step 17
Select **Skip Restrictions** to prevent users from skipping ahead, if desired.

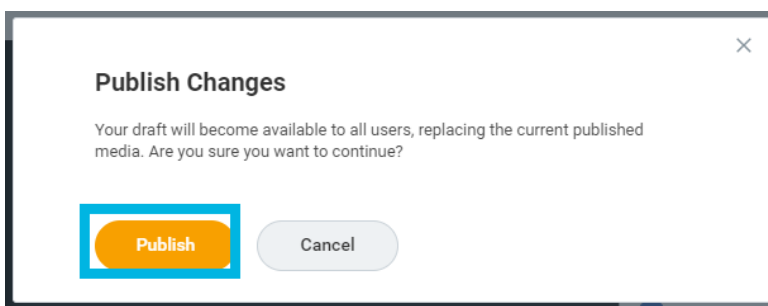
Note: Do not check Limit Question attempts as this causes problems with scoring and completion.

Step 18
Select **Passing Score**, if desired.

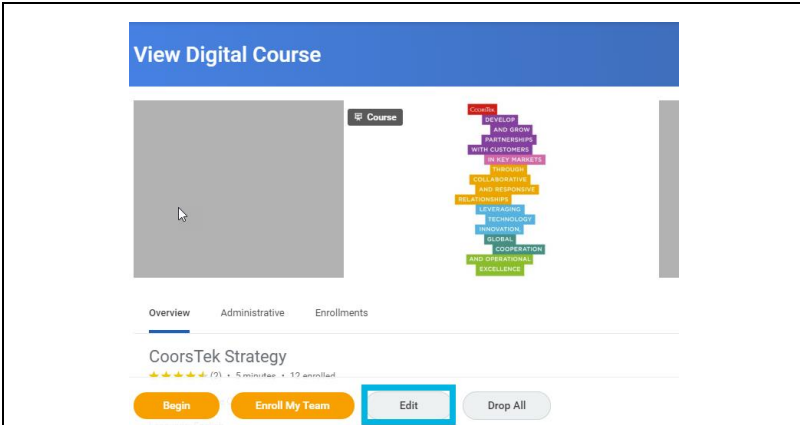
Step 19
If you selected Passing Score, enter the percentage score required to pass the video lesson.



Step 20
Select **Publish** to save and publish your changes. This will update the video file in any existing lessons or courses.

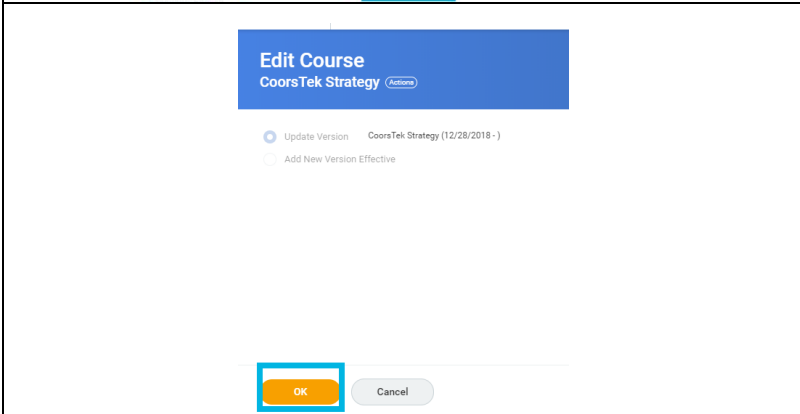


Step 21
Select **Publish** to confirm.

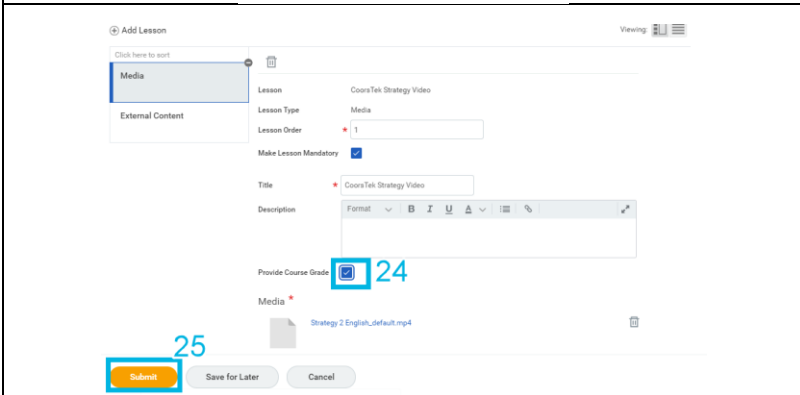


If you did not select Passing Score, this process is complete. If you did select Passing Score, follow Steps 22 – 26 so the scores will be recorded for learners.

Step 22
Find associated course(s) and select **Edit**.

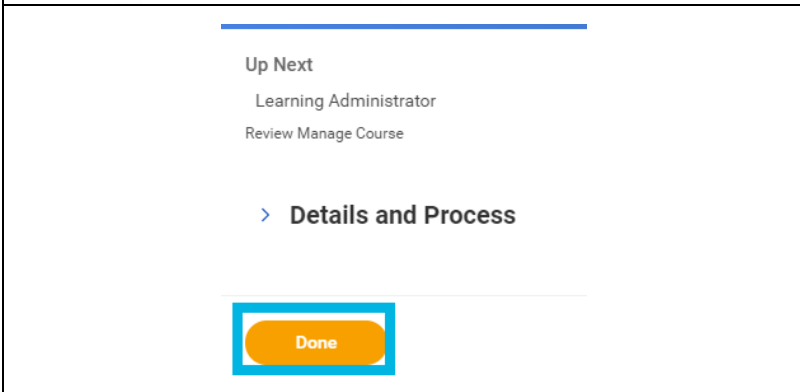


Step 23
Click **OK**.



Step 24
In the associated lesson, select **Provide Course Grade**.

Step 25
Select **Submit**.



Step 26
Select **Done**.

The course will route to the Learning Administrator and Talent Manager for approval. You will receive a notification upon approval.