Recommendations for Creating Your Trainings:

There are several great outlets that you can use to create your trainings:

- **PowerPoint** – A great tool for creating individual slides to document steps in a process. You are able add Snippets, videos and photos to your slides as needed. Can be saved as a PDF.
- **Qualtrics** – Qualtrics is a cloud-based online form tool that is licensed through Clemson and allows all employees to have access (including privatized employees). Great tool to utilize for page-to-page training. Compatible for copying and pasting Snippets, PowerPoints, Word, and videos. Great for creating a quick Knowledge Test at the end.
    - Capabilities for capturing signatures/timestamps if this was to be needed. These captures would be help in Qualtrics and would be managed by the teams who created the training.
- **YouTube**—There is an Advancement Channel that MARCOM manages. YouTube is an easy tool for uploading short training videos.
- **Bridge** – At this time we do not recommend this software because of the overhead to manage user access.

Recommendations for Creating Your Videos:

- **Write a script.** Plan out what you want to say beforehand.
- **Keep it short and to the point.** Videos should be no longer than 5 minutes.
- **Hide personal/private information.** For example: address, birthdate.
- **Zoom** is a great way to record a video. Perks include:
    - Recording
    - Screen sharing
    - Audio transcription available
- **Camtasia** is a tool that can be downloaded from the CCIT website. A user-friendly tool that allows you record screen sharing and edit. Gives you the ability to save your video in many file formats, as well as upload them into YouTube and Vimeo.

Where to Publish Your Videos: Kaltura is a video content management system that allows Clemson users to upload video files and easily share them with others while being protected behind the University's firewall. *For information on how to create and access your Kaltura Account, upload media files and obtain an embed code for videos please visit the Kaltura page on the Development Intranet.*

Where to Publish Your Videos: Your team's page on the Development Intranet.

Things to Consider:

- Are there terms that are in your training that are not defined in the Business Glossary?
    - Defining your terms will assist users in understanding what a term is and how it is used.
- Create a process document for your subject and upload it into the Documentation Library in CADENCE. Your document can be linked from the library into your training page in the Development Intranet.

- Having a process document will give your big picture of which you can then break up into short training videos as needed.