

The Alden Trust Video Studio FAQs

What is the Alden Trust Video Studio?

The Alden Trust Video Studio is a jointly-managed space for recording video that was created to meet the University's instructional and institutional needs.

Why is it called the Alden Trust Studio?

Simmons University was awarded a grant from The Alden Trust in 2017. This money was specifically awarded to fund the creation of the space and the technology and equipment within the studio.

Who can use the studio?

At this time, the studio is for Administration, Faculty and Staff use. Departments that want to use the space to create videos must appoint a Department Producer. The Department Producer must be certified through the Alden Trust Video Studio Certification Process. Upon certification that person can then use the studio directly or serve as the director/producer for others in their department who want to create a video.

Can students use the studio?

At this time students can use the studio if they are accompanied by a certified faculty or staff member. Because students are not yet eligible to become certified producers, they can't go into the studio and create videos on their own.

What can be filmed in the video studio?

- Lecture materials - including the capture of PowerPoint or supporting files
- Individuals or small groups (no more than 3) messages
- Interviews and panel discussions (up to 3 people)
- Basic computer or software demonstrations
- Community announcements

What is the "Alden Trust Video Studio Certification Process?"

The Alden Trust Video Studio Certification Process is a three-part process:

- 1.5 - 3 hours of online learning - done at your convenience
- 1-1.5 hours of practice in the studio with guidance from a studio expert

- 30-minute to 1 hour of practical application and demonstration in the studio - to be scheduled with a Simmons Online instructor

Once Simmons Online signs off on your certification, you can book time and use the video studio.

How do I book time to reserve the studio?

Once certified, you'll be given access to a shared Google calendar. This is the only way to book time in the studio.

Can I block off extended time in the studio calendar so I have flexibility for my video shoot?

You will be limited to 2-3 hour time blocks. If you think you'll need the studio for a longer period of time, you can make a special request by emailing:

AldenTrustVideoStudio@simmons.edu

Who manages the Alden Trust Video Studio?

The studio is currently in a pilot phase (between January 2019 and June 2019) and during that time it is intended to be self-service for those who are certified. So therefore no one person will be dedicated to managing the studio.

Technology is responsible for the overall operation of the space and primarily responsible for authorizing card access, logistics, troubleshooting issues, and applying routine updates or upgrades.

Simmons Online is responsible for creating and maintaining the official Alden Trust Video Studio Certification Process, including the asynchronous training, in-studio live demonstration to showcase the practical application of the training, and the certificate distribution process upon successful completion.

What if I am certified to use the studio, but still need help?

If you've been certified, but still need help, the first step is to assess your question. Is it technical in nature? Or is it about best practices in creating video?

For technical questions about the equipment in the room - contact the Technology Support Desk.

For best practices in how to create the most effective video - contact Simmons Online.

Please note that although Technology and Simmons Online are trained to support the video studio, because of the self-service model you may not be able to get the help you need in real time while you're in the studio itself. Please plan accordingly.

Why is the Alden Trust Video Studio in pilot phase?

The studio will open in January 2019 in a pilot phase that will run through June 2019. During this pilot phase, we will test and gather feedback on the self-service producer model of use.



At the end of the pilot phase, we will not close the studio but rather address the feedback from certified producers to ensure the training is sufficient for appropriate use.

What if the studio is already booked, but I need to create a critical video?

If there is a conflict or difficulty with booking the studio space, Department Producers should email AldenTrustVideoStudio@simmons.edu

How will I access the video studio?

Once certified, you will be granted access to the room through your Simmons ID. Users will tap into the studio using ID card access.

What if I have an urgent and critical need to create a video, but have not been certified to use the studio?

The option to have hands-on support in video creation will be assessed on a case by case basis. If you have an urgent, critical need for video creation, please contact Kristen Palson and Deb Orr via email.

If I've never created a video before, how far in advance should I plan to get trained and ready?

While difficult to say exactly how much lead time you'll need to give yourself before your video will be ready for viewers but the following should provide you with an idea of the steps involved so you can plan accordingly:

Step 1: Become a Certified Producer

- Online training - 1.5 to 3 hours
- In-studio group practice sessions - 1 to 1.5 hours
- In-studio practical exam - 1 hour scheduled individually with Simmons Online

Step 2: Prepare your materials*

Step 3: Book studio space

You can find the next available time by accessing the Alden Trust Video Studio calendar. The space is booked on a first come, first served basis.

Step 4: Film in Studio*

Step 5: Post-production/editing*

Step 6: Uploading final video*

* You will be taught how to do these steps as part of the online training, but depending on your content and skill proficiency these steps will vary in length.

