

INSTRUCTOR REVIEW PROCEDURE

1

CHECK EMAIL

When a video is ready for you to review, your instructional designer will send an email that will include a review link and instructions on how to review the video(s). Once you receive the review link, please follow steps 2–5 instead of sharing a list of comments in an email.

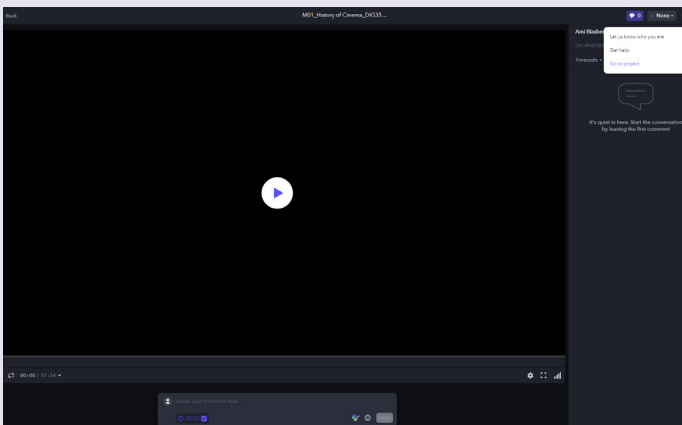
2

OPEN THE REVIEW LINK

When you open the review link you will see one of two things.

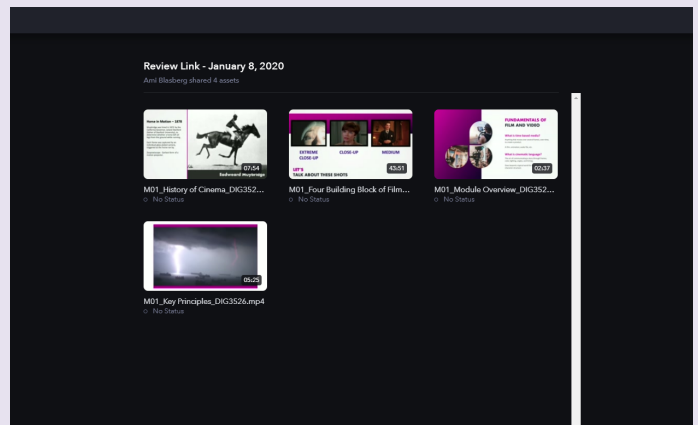
View Option 1

If the review link has a single video, the link will look like this:



View Option 2

If the review link has multiple videos, the link will look like this:



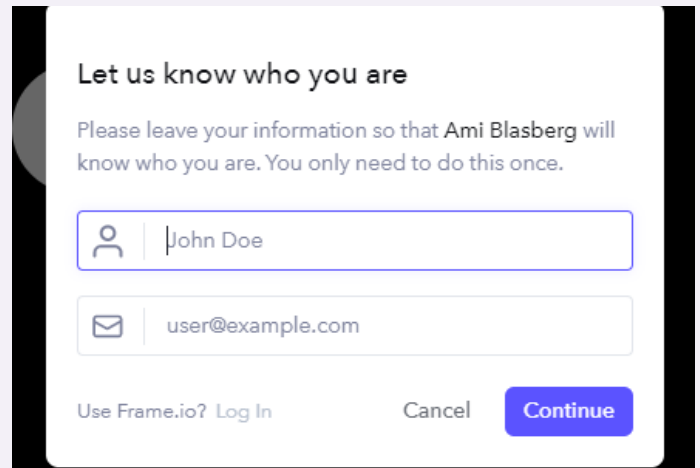
PLAY AND REVIEW

Play

Watch the recording, and as you review, you can make comments at any point in the video. The first time you comment you will be asked to leave your information. This will help the COIP video editors know who left the comment(s).

Enter your name and email address, and click “Continue.”

Note: Please don't create a profile Frame.io to review, simply input your email address when prompted.



The screenshot shows a white modal window with a black border. At the top, it says "Let us know who you are". Below that, a message reads: "Please leave your information so that Ami Blasberg will know who you are. You only need to do this once." There are two input fields: the first is for a name, containing "John Doe", and the second is for an email address, containing "user@example.com". At the bottom, there are three buttons: "Use Frame.io? Log In" (disabled), "Cancel", and "Continue" (highlighted in blue).

Review

While reviewing the video, please check the following:



Is the video title correct?



Is the instructional content on the screen correct?



Are you on or off screen at the appropriate times?



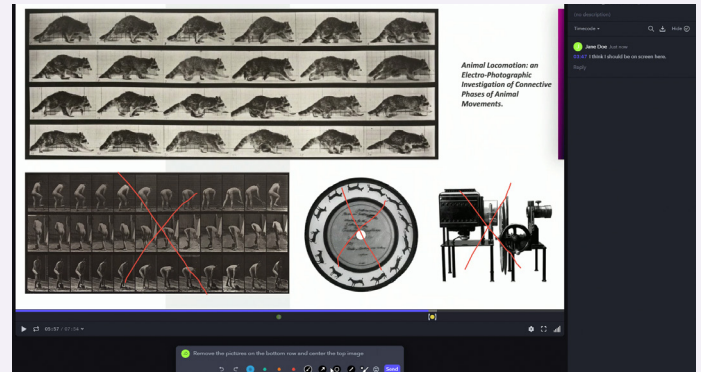
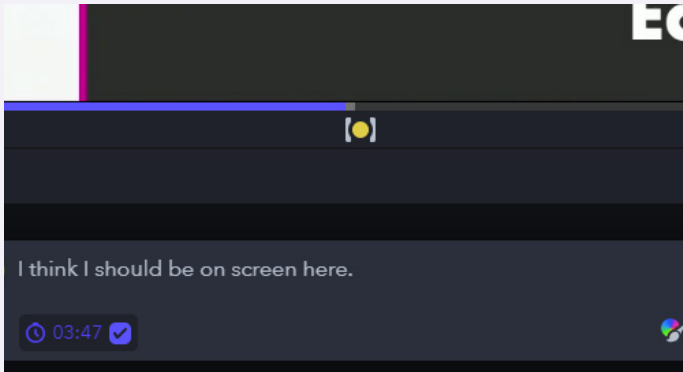
Does everything look and sound good to you?

4

COMMENT

Your comments will appear at that timestamp on the timeline, making it easy for the video editor to find in the video.

You can also annotate and draw directly on the screen to leave a more detailed comment. When you are ready to share your comments, click send.



5

COMPLETE YOUR REVIEW

After the video has been reviewed, email the instructional designer to let them know you have finished. Your comments, notations, and feedback will remain embedded within the Frame.io video for the instructional designer and video editor to make the changes.

After you comment and review, your video will have comments on the right-hand side with timestamps on the timeline to indicate the comment location.

