
Staff Guidelines CC–Video Share

1) Overview

CC-video Share has been developed to allow staff to upload video content that can be shared across the College Computing network.

Anyone with a Canterbury College network account and a web browser can view the uploaded files.

Uploaded videos can be linked to from the Canterbury College VLE ‘Candoodle’

Using an internal Video sharing site reduces the need to search and view videos from the internet, in turn reducing the Colleges internet traffic.

For those staff that request ‘off air recording’ via TCMU this can in turn be uploaded to CC-Video Share (*copyright must be taken into account before videos are published*)

2) Policy

- a) The use of this site is intended for use by Canterbury College staff and students only
- b) Only Canterbury College Staff are able to sign up for a CC-Video Share account and upload video.
- c) Canterbury College Students are only able to view content (not upload)
- d) All uploaded content will be subject to approval from the CC-Video Share Administrators.
- e) No content will be published until it is approved.
- f) Content can be removed at any time on request of the CC-Video Share Administrators, Canterbury College Principal and Directors.
- g) Any Video Content that is uploaded must not infringe on copyright of a third party.
- h) CC-Video Share is subject to the Canterbury College IT Acceptable Use Policy
- i) Improper use of CC-Video Share by staff will be followed up and if appropriate Disciplinary Action will be taken (please refer to the Canterbury College IT Acceptable Use Policy)

3) User Guide

- a) The user guide for CC-Videoshare can be found at <http://cc-videoshare.cant-col.ac.uk/Infomation>

4) Further Information

- a) Help with uploading video and using the site?
Firstly please ensure that you have fully read the user guide, if you are still having problems then contact the service desk

servicedesk@Canterburycollege.ac.uk

DG06, 01227 81 (1144)

Monday - Friday 08:45 - 16:45

Ensure that you provide full details of the problems you are having and contact details.

- b) Enquiries relating to Content?
If you are concerned about any content that is available on CC-Video Share please email ccvideo@canterburycollege.ac.uk
Detailing your concerns and your contact details