UVC

Undisciplining the Victorian Classroom

Zoomcast Publication Checklist

This checklist sets out the various elements needed for any Zoomcast to be published on the *Undisciplining the Victorian Classroom* (UVC) website. Once a Zoomcast has been recorded, the Zoomcast host should provide all the elements below in the order given. The information requested will enable the UVC site developer to build the webpage and format the video for the Zoomcast quickly and efficiently.

In a Single Word Document to be Added to the Relevant Folder in Google Docs

1) The **name of the Zoomcast guest**
2) A **160 character maximum description** of the Zoomcast. This will not be directly visible on the webpage, but will be used for Google search results. CharacterCountOnline is handy for carrying out a quick count of characters. Please use the following example as a reference point: "Tricia Lootens interviews Pearl Chaozon Bauer to discuss the latter's recent departure from higher ed. and the need to reenvision Victorian studies classrooms."
3) The **name of the Zoomcast host**
4) The **length of the Zoomcast**
5) The **date of the Zoomcast**
6) The **name of the Zoomcast series**

In a Separate Files to be Added to the Relevant Folder in Google Docs

1) A **Word file** that contains the following three things in this order:
   a) A **one-paragraph overview** of the Zoomcast
   b) A **one-paragraph description** of the Zoomcast series
   c) A **one-paragraph biographical statement** for the Zoomcast guest;
2) The **Zoomcast PowerPoint slide**. Please use the existing template (to be provided by a UVC web developer) to set this up.

In Zotero

1) If the Zoomcast guest would like to provide any primary or secondary works for the "Further Reading" section, please **add the works cited to a subfolder in Zotero**. This will also allow us to add the works to the main UVC bibliography. In adding the works, please be sure to follow the instructions in our "House Style for Site Text and Zotero Entries." UVC recommends that the UVC assessment guide add the Zotero entries.

In Email

1) The Zoomcast guest is kindly asked to give UVC permission to publish the Zoomcast by sending the following text, in a standalone email, to the Zoomcast host: "Thanks for the opportunity to be part of the Undisciplining the Victorian Classroom project. This email is to confirm that you have my permission to release my Zoomcast on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (https://creativecommons.org/licenses/by/4.0/)."