

How to Create Your Video Presentation for the

2021 Virtual Dennis Dean Undergraduate Research and Creative Scholarship Conference

In order to present your work at the 2021 Virtual Dennis Dean Undergraduate Research and Creative Scholarship Conference you will need to create a short **video of no more than 5 minutes** in length, post it to the conference Canvas site, and then on April 30 "attend" the conference virtually between 10am and 3pm to engage with your fellow presenters and the audience. Please note that the conference will be asynchronous so people can watch your video and ask questions throughout the day. While you can respond to questions and comments throughout the day, you will be assigned to a specific time block when you are expected to be online and responding to questions in real time. This time block will be announced the week of the conference.

Instructions for creating your video are included below. Additional instructions for posting your video are provided separately.

Step 1: Prepare visuals

Create your poster or presentation slides (about 5 slides recommended) using powerpoint (ppt) or other similar software. The most engaging and legible video presentations use slides rather than a poster. If you choose to use a poster please consider Prezi or other presentation software that will allow you to zoom in to different areas of your poster as you present.

Step 2: Record your presentation

Option 1: Narrated powerpoint

Narrate your slide(s) using the "record slide show" function in ppt.

Here are a couple of videos to help you create a narrated ppt (for different versions of ppt):

<https://www.youtube.com/watch?v=Y5dgwwa5XRA>

<https://www.youtube.com/watch?v=wlha2MaoJEk>

Remember to state your name, major, home institution, and title of your presentation. Ensure that you capture the salient points of your research including purpose, what you did, what you found out, and, if there is time, where the research might go next. You might need to practice this several times to get the timing right. The overall length of the video should not exceed 5 minutes. A great design feature is including your photo on the title page or embedding a thumbnail of you speaking throughout your presentation.

Option 2: Create a video with Kaltura Capture desktop software

Kaltura is the software company behind *My Media* and *Media Gallery* in Canvas. The Kaltura Capture desktop software is only available to licensed Kaltura users. So, you can only download it while logged in to *My Media*.

1. Log into Canvas. In any course, click **My Media**.
2. In *My Media* click **Add New** -> **Kaltura Capture**.
 - If you haven't downloaded and installed the Kaltura Capture desktop software, it will prompt you to do so.
 - If you already have Kaltura Capture, it will launch on your computer.
3. See Kaltura's instructions on using Kaltura Capture to record and edit:
 - Read [Getting Started with Kaltura Personal Capture](#).
 - See the [Kaltura Personal Capture User Guide](#).

Videos recorded with Kaltura Capture are automatically uploaded to *My Media*. To find the version saved on your computer, go to:

- MAC - /Users/{Local Computer USERNAME}/Library/Kaltura
- PC - C:\Users\{Local Computer USERNAME}\AppData\Local\Kaltura

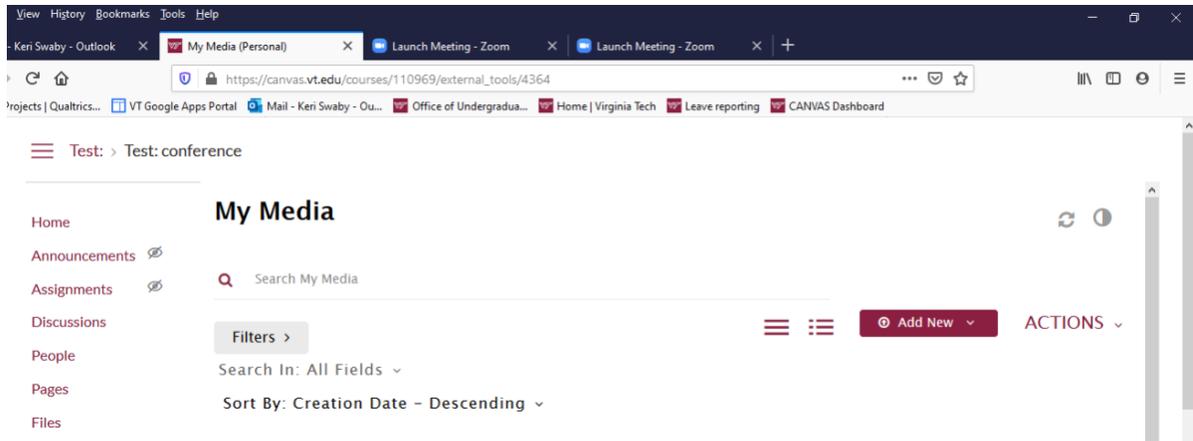
Step 3: Save your presentation

Save your presentation as an mp4 file, naming your file using this convention: your last name_your first name. For example, my file would be named Swaby_Keri.

Step 4: Upload your presentation to Canvas

If you used Kaltura to record your video you can skip this step.

1. Upload your file to your personal media files storage in Canvas: **My Media (Personal)**.



2. Click **Add New > Media Upload**.
3. Drag and drop your file OR choose a file to upload from your machine.
4. Once the file is uploaded, complete the fields for **Name** (use this convention: your last name_ your presentation title) and **Description** (post your abstract OR one to two-sentence description of your presentation topic).
5. Scroll to the bottom and hit **Save**.

Step 5: Add captions to your video

Add Captions

1. Go to *My Media* in any Canvas course. Next to the edited video, click the pencil/edit icon.
2. On the **Edit** page, click **Actions** → **+ Order Captions**.



3. Under **Fidelity**, choose **Mechanical** (voice recognition) and click **Order Captions**. A confirmation message will appear.
4. Check caption order status by clicking **Actions** -> **Caption Requests** and refreshing the **Caption Requests** area.
5. Anyone watching the video can see captions by clicking [CC].

ALTERNATIVELY...

1. In *My Media*, click on the title of your video.
2. Scroll down below the video, click **Actions > Order Captions**.

3. Follow steps 3-5 in the image above.

Step 6: Edit captions

The final step for preparing your video is editing your captions. Captions are generated by a computer and may take a day or two to be completed. Once they are ready they will automatically be added to your video file. It is likely there will be errors in the captions, particularly when you use technical terms, so you will need to review and correct them.

In order to access, review and edit your captions:

1. In *My Media*, click on the title of your video.
2. Scroll down below the video and click **Actions > Caption & Enrich**. This will display a message if your captions are complete.
3. Towards the end of the message, to the right, you will find a pencil icon (edit). Click the icon to open the **Closed Caption Editor**.
4. Your video and matching text will be displayed. Edit the text in the boxes, as necessary.
5. Remember to save your changes.

If you run into any issues or have any questions, please email Keri Swaby (kswaby@vt.edu).