

How to Create Your Video Presentation for the 2021 Virtual Summer Research Conference

In order to present your work at the 2020 Virtual Summer Research 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 July 29 "attend" the conference virtually, tentatively 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). 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 the 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

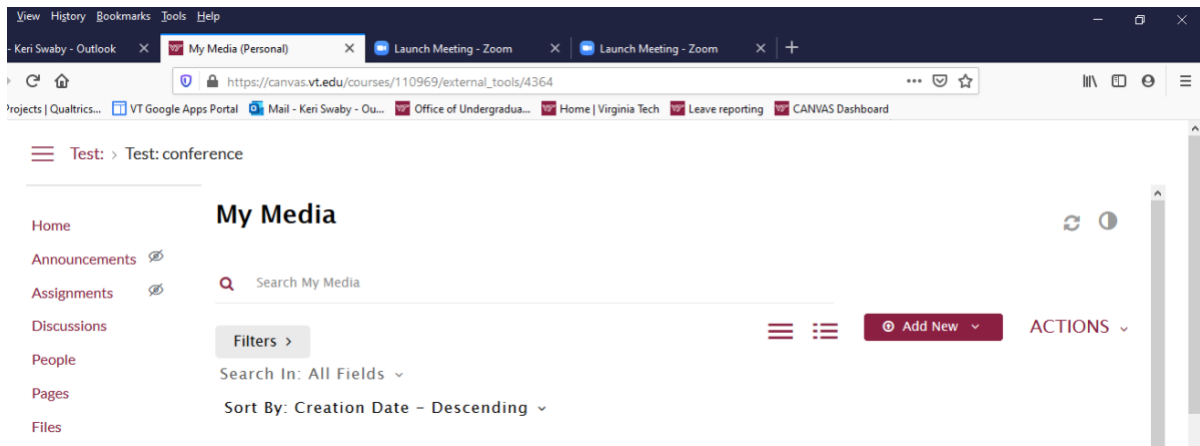
Step 3: Save your presentation

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 above.

Captions will be automatically generated and added to your video when they are ready. This can take a couple of days. However, you can still publish your video and share it to conference site (as described in the "Submit Your Presentation to the Conference" document); the captions will be added when they are ready.

Step 6: Review and correct captions

If requested, captions will automatically be added to your video. However, because they are generated by a computer algorithm, there are often mistakes in the text. You should plan to review your video and captions before the conference to make any necessary corrections to the text.

1. Access your video in *My Media*.
2. Under your video, click **Actions > Caption & Enrich**. This will list any requested captioning for your video. If it is listed as "Completed" then you can edit the captions.
3. Click on the pencil icon to access the Closed Caption Editor.

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