

## **How to Create Your Video Presentation for the 2020 Dennis Dean Undergraduate Research and Creative Scholarship (Virtual) Conference**

The 2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference is going virtual! In order to present your work 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 24 "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 you do NOT need to be online for the entire duration of the conference; you are asked to check in periodically throughout the day to respond to questions.

Instructions for creating your video are included below. Additional instructions for posting your video to the conference site will be provided after registration closes.

### **Step 1: Prepare visuals**

Create your poster or presentation slides (no more than 5 slides total) using powerpoint (ppt). If you won't use visuals for your presentation please create a title slide as a backdrop for your video.

### **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, 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.

#### ***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

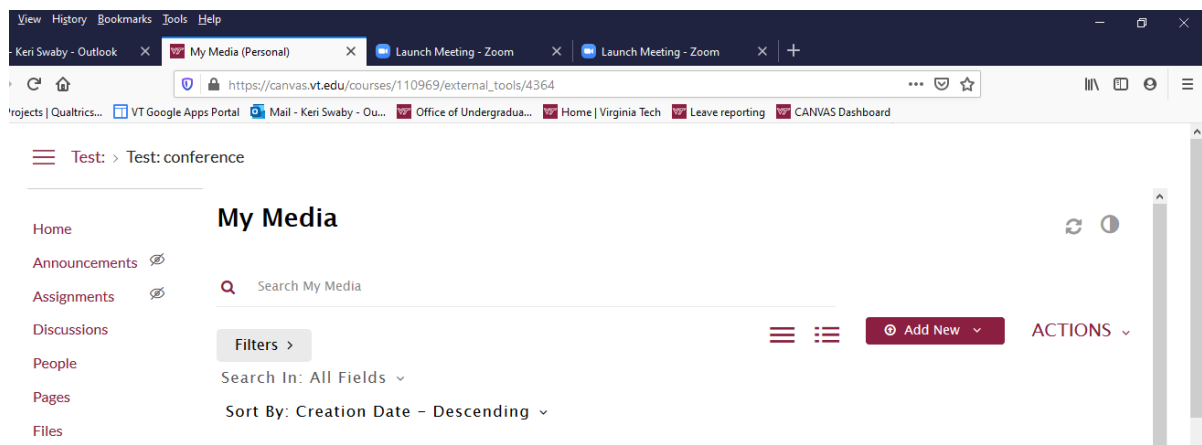
### Step 3: Save your presentation

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

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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.

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