

C-Day Project Video Guide

Read this entire document before you start your project. If you wait, you may find that you missed something that would have helped had you known it earlier.

Video Presentation of Your Project

Each project team is expected to create a short video (five minutes maximum) to show off their project. Dr. Peltsverger will upload your video to YouTube and make it available to the judges. The project teams are encouraged to be creative in making your videos. This will be easiest if you collect material for the video during the course of the project.

Requirements of the Short Video

1. The video should have appropriate title and ending credits.
2. The video should have 1280×720 or 1920×1080 resolution. The length of the video must not exceed three minutes.
3. Acceptable types of videos
 - a. Mini movie like – composed of the pictures, screen shots, or short clips. Example: https://www.youtube.com/watch?time_continue=22&v=2-wZPtfRCw&feature=emb_logo
 - b. System demonstration – show how the developed system works. Example: <https://www.youtube.com/watch?v=3jykKVIE4-s&feature=youtu.be>
 - c. Explanation of project – use PowerPoint slides or a poster to introduce your project and explain what you have done in this project. Example: <https://www.youtube.com/watch?v=jv0-z6Sosfw&feature=youtu.be>

You may combine video types. For example, you could use PowerPoint to explain the project and a system demonstration (screencast) to show how the system works. You will need video editing software (see below) to do this. To combine video formats successfully, all parts need to have the same height and width. If you're going to try this, experiment *very early* so that you have time to make adjustments. You don't have to be finished; just do a little bit of each format, combine them, and be sure the pieces fit.

About the Contents of Your Video

You've worked on your project all semester; you won't be able to explain everything in five minutes. You'll have to focus on the important points. Tell people:

- What you did
- Why it's important
- *Some*, or maybe only one, of the problems you encountered and how you overcame them.

Submitting Your Video

Your video file name must be the same as your C-Day project ID. Upload your video to the correct SharePoint location listed on the Instructions for poster, slide, and presentation submission on the [Student Information page for C-Day](#).

Your video must be submitted not later than the date given in the C-Day Student Information web page: <https://ccse.kennesaw.edu/computing-showcase/student-information.php>

The Capstone Program Coordinator will place your video in the C-Day YouTube channel, and Dr. Peltsverger will link it to the C-Day Program.

Project Video Best Practices

- **Quality is important.** A slick presentation won't conceal poor scholarship, but a presentation with obvious faults can detract from even the best project. Be sure the video images are clear, not blurred, and not shaky. Use a good microphone and be sure you're close enough to it. Try to record in a place that's free from extraneous background noise.
- **Organize your presentation.** Like a written document, your presentation should have an introduction, a body, and a conclusion. Your time is limited, so make introduction and conclusion short, but don't leave them out.
- **Use a script for narration.** A script will let you capture all the important points and make your presentation go more smoothly. Don't worry if you depart from the script slightly, just be sure what you say covers the important points that you included in the script. *Pro tip:* PowerPoint allows you to include speaker notes with every slide. If you have two monitors, you can display the slides on one and the notes on the other. This is called "presentation mode" and is selected on the Slideshow tab.
- **Brighten things up with faces.** Your video is about your project, but it's also about *you*, the students who completed the project. People want to see you. Consider including a "talking head" narration as part of your video, or use still photographs. You might include a group picture of the team in your introduction. Take pictures throughout the semester and consider whether any of them will add to your video.
- **Brighten things up with pictures.** If your project involved building an artifact, include pictures of it. If you have charts or graphs, include the most important of them. Don't add irrelevant images.
- **Brighten things up with music.** A little music at the beginning or end can brighten up a video. A *lot* of music will bore your audience; they want to know about your project, not hear a concert. For an introduction, seven to ten seconds is plenty.
- **Copyright, a word of warning:** Your video will be on the C-Day channel on YouTube. YouTube automatically scans uploads for copyright violations and may remove videos that appear to violate others' rights. If you're going to use a little music or a video clip from elsewhere, be sure you have the legal right to use it. Then, make a test video with your extra content and upload the test video directly to YouTube. Do this early to be sure it's not going to

be flagged by YouTube. One source of royalty-free music is <https://www.bensound.com/> Remember, seven to ten seconds only.

- **Beware of “voice over music.”** It takes both special equipment and special expertise to make this work. Without both, you make the spoken part difficult to understand. Our advice: don’t.
- **Beware of “waving the cursor.”** Unless you’re demonstrating an application, the mouse cursor should not appear in your video. *At all!* In particular, don’t try to use the mouse cursor as a pointer to emphasize parts of a screen. Most video software has a way of adding annotations to the video, so use an arrow, a circle, or something similar to point out a particular item. If you’re using PowerPoint, you can use animations to have shapes like circles or arrows appear and disappear. Use fade-in and fade-out for the animation effect, and use the default (fast) speed. Avoid the more complex animations.
- **Test early:** Record some material using the setup you’re going to use for the final presentation. Set your computer’s audio to 50% volume, play back your clip, and stand ten feet away. Does it sound like the speaker is mumbling? Now set the audio to 100% and play it again. Does the audio over drive the computer’s speakers and distort what’s being said? Adjust as needed. Similarly, do a dry-run test of the video technique you intend to use and check for quality of the result.

Resources for Video Production

MS Teams

If you want to create a “recorded presentation” style of video, one way is to use MS Teams which is part of MS Office 365 Suite; you all have free license to this software.

Notes:

- a) Finished recordings will be uploaded under the user account that initiated the recording. All participants in the meeting will be able to access the video to view, but only owners of the video will be able to download the recording.
- b). Recordings will be available on Microsoft Stream for a period of 30 days after the encoding period. After this time, the video will be purged. It is strongly recommended that users download a copy of the video for archival purposes before the 30 days has expired

Recording a meeting within MS Teams

[https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Microsoft Teams Recording Downloading Meetings.pdf](https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Microsoft_Teams_Recording_Downloading_Meetings.pdf).

1. Open your presentation slides
2. Start MS Teams meeting and share your slides. Click on “Share your desktop” button next to microphone button on the Teams menu bar. Select the presentation slides app window.
3. Start recording following instructions in “Recording a meeting within MS Teams Tutorial”.
4. Start your presentation. Once done, end the recording.

5. The recording will be available under the Posts tab. The initiator of the meeting will receive an email with the link to the meeting.
6. Click on the recording link in email. Or go to recording under “Team/Posts” and choose “Open in Microsoft Stream” from pop up menu (see tutorial in step 3). The recording will be opened in Microsoft Stream. Download the video following the instructions in “Recording a meeting within MS Teams Tutorial”.
7. Edit the recording using a video production application and upload it to OneDrive as described above.

Using MacOS

- Screen recording (embedded in MacOS Mojave or later): <https://support.apple.com/en-us/HT208721>
- Video editing and production (iMovie, embedded in MacOS): <https://blog.storyblocks.com/video-tutorials/getting-started-imovie/>
- Use an existing iMovie theme: <https://mediacommons.psu.edu/2017/09/30/using-themes-in-imovie/>

Using MS Windows

- Screen capture (built into Windows 10): <https://www.pcmag.com/how-to/how-to-capture-video-clips-in-windows-10> (To exit capture mode: Windows+I → gaming → game bar off.)
- Video editing and production (Movie Maker, free for Windows users): <https://www.microsoft.com/en-us/p/movie-maker-10free/9mvfq4lmz6c9?activetab=pivot:overviewtab>
- Tutorial: <https://www.digitaltrends.com/computing/how-to-use-windows-movie-maker/>

Other Video Capture and Editing software

The Snagit software from Techsmith (<https://www.techsmith.com/screen-capture.html>) provides screen capture, webcam recording, and video editing in an inexpensive package for Windows or MacOS. There is a 30-day free trial, which might be long enough to allow you to complete your project video. The software is available to students at an education price of about \$30.

There’s a list of additional screen capture software here:

<https://www.ispringsolutions.com/blog/10-best-screen-recording-software-for-windows-free-and-paid>

About PowerPoint and Videos

The default resolution for wide-screen PowerPoint is 1280×720. If you want 1920×1080, in the “Design” tab, select “Side size” and enter 1920px for width and 1080px for height. PowerPoint will convert pixels to inches for you. *This must be the first thing you do.* If you try to change the slide size after you’ve added content, you risk having your content distorted.

Before recording your PowerPoint, on the “Transitions” tab, select “Fade,” then click “apply to all.” Leave the options at their default values. Don’t try to use the more complex transitions; they’ll distract from your presentation.

KSU PowerPoint templates are available here: <https://styleguide.kennesaw.edu/downloads.php>

PowerPoint has a mechanism for producing video from slide shows. You show the slides, capture the narration with a microphone, then save the whole thing. Finally, you can use “save as” to save the captured presentation as a video. This is a last-resort approach because 1) there’s an icon of a speaker on every slide that contains sound and 2) the output video file is unnecessarily huge. The narrator has to pause while changing slides because sound is recorded on a per-slide basis and anything spoken during a slide transition is lost.

There’s nothing wrong with using PowerPoint with your video; just avoid PPT’s video features. Instead, record your slide show using a screen recording mechanism.

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