A CELEBRATION OF SCHOLARSHIP

JOHN CARROLL UNIVERSITY

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Video Presentation Guidelines

This year, the Celebration of Scholarship will be presented virtually on the ForagerOne Symposium website. Presentations will include posters as well as **video content** uploaded to our event website.

This guide will help you prepare and upload your video presentation for the 2021 Celebration of Scholarship. (For information about poster submissions, see the **Virtual Poster Presentation Guidelines** document.)

VIDEO CONTENT IDEAS

This year's online forum will give students the freedom to present videos in a wide variety of topics and formats:

- Live action videos
- Recorded slide shows with narration
- Research presentations
- Service learning projects
- Internship experiences
- Musical or dance performances
- Art exhibits
- Theatrical presentations, or
- Entrepreneurial sales pitches (See "Piranha Tank" on the JCU website)

The Symposium demo page shows some examples of poster and video presentations, but JCU students aren't limited to *only* these types of presentations. Any type of video describing your academic achievement, creative expression, service learning, or entrepreneurial endeavors are encouraged this year.

SLIDE SHOW PRESENTATIONS

One way to present your project is to create a video of a slide show presentation using PowerPoint, Google Slides, or Prezi with your voiceover narration. There are several ways to do this:

Zoom Meeting Recording

1. Record a Zoom meeting in which you share your screen showing your slide presentation in presentation mode. To create a more engaging presentation, include the thumbnail speaker view in the corner of your screen as you speak, but you can turn your video off and only show your slides if you prefer.
2. The meeting could include many co-presenters if your project has several collaborators.
3. The resulting recording will be saved as an mp4 file, either to your hard drive or to the Zoom cloud. For help, see: Recording a Zoom Meeting.
4. There are several options for editing mp4 video files. If you only need to do simple trimming at the beginning or end of your recording, this can be done within the Zoom application:

   Trimming Zoom Videos in Zoom

   However, much more detailed editing can be done with iMovie, Canvas Studio, or the YouTube editor:

   Moving your video to Canvas Studio

   JCU website: Using Canvas Studio

   How to Edit your Zoom Recording (comprehensive tutorial)

Recording Slide Show Presentations in PowerPoint

1. Open the PowerPoint file that you want to present.

2. Click on the **Slide Show** menu, then **Record Slide Show**.

3. If you want to begin at your first slide, choose **Start Recording from Beginning...** Otherwise, choose **Start Recording from Current Slide**.

4. The first slide of your recording will open in the full screen Presentation Mode and a recording timer will appear, indicating that your recording has begun.

5. Speaking clearly, start narrating your presentation, using mouse clicks or arrow keys to advance slides and animations normally.

6. To take a break during recording, you can click **Pause**. When you're finished, click **End Show**.

7. Now your **.ppt** file has audio associated with each slide. You'll see a speaker icon watermark in the lower right hand side of each slide that has narration.

8. Go to **File > Export > Create a Video**. Choose either Presentation or Internet quality, then click **Create Video**. A small grey progress bar will appear at the bottom of the screen as your **.ppt** is being converted to **mp4**. This process may take a long time, depending on the length of your show and recording quality. Be patient.

9. You will be prompted to save your **mp4** video to your computer. This file can now be uploaded to YouTube.

10. For additional help, see: Narrating PowerPoint Videos or contact the JCU Center for Digital Media.

Uploading your Videos to YouTube

Once you've created a video that you want to submit, you must next upload it to YouTube.

1. Login to your YouTube account and click on the little movie camera icon in the upper right-hand corner of the screen, then click **Upload Video**.

2. You'll be prompted to select your video file from your computer directory.

3. Enter the Title and details of your video. Click "Yes, it's made for kids."

4. Once the video is uploaded, set the **Visibility** setting to **unlisted**. This means your video can only be viewed with a unique link, it won't appear on your YouTube channel, and it won't be searchable.

5. For more help see: Uploading Videos to YouTube and Setting your Video as Unlisted

Submitting Video Presentations to ForagerOne Symposium

1. The Presentation Application can be found on the "Applications" tab of the JCU Celebration of Scholarship website. This application form will allow you to upload your submission directly to the Symposium event website.

2. On this form, you will add information about yourself and any co-presenters, your presentation title and a short descriptive abstract. You will be asked to include the name(s) of your advisor or course instructor. All this information will appear on the event site as entered.

3. Click all the presentation categories that apply to your submission. These categories will make it possible for the Celebration audience to search and filter presentations on the event page.

4. If you are submitting a 2-3 minute video entry for the **Piranha Tank Competition**, please indicate this on the Competition Option field.

5. Upload your video's YouTube link. Again, we recommend marking the video as "unlisted" to ensure the video does not appear in any public searches including YouTube or Google.

6. All submissions to the Symposium event website are final, so please complete the form carefully. All questions or problems should be directed to celebration@jcu.edu.

All the video and poster presentations will be visible on the **Presentations** tab of the Celebration of Scholarship Symposium website beginning on April 12. Presentations will be posted in random order, but they can be viewed by filtering the presentation categories or using the search bar function.

The Piranha Tank Competition

Students who are entering the new Piranha Tank Competition should create a short, 2-3 minute "Shark Tank" style video pitching their idea to an audience (pretend investors and partners) to be judged on the following criteria:

- Ability to describe the problem your idea is designed to solve
- Your idea itself
- The markets you'll target and the team you'll assemble to help get the job done
- Plans for funding, marketing, and more.

The judges' top three pitches will be awarded cash prizes:

> First Prize: $500
> Second Prize: $250
> Third Prize: $100

More information about the judges and this event will be available on the Celebration of Scholarship website.

Responding to Comments in ForagerOne Symposium

At any time during the conference (and for one year afterward) the prerecorded poster and video presentations can be viewed. Viewers who have created a Symposium account and have logged into the Celebration event website can leave written comments (compliments, thoughts, encouragements, and suggestions) for the presenters. The presenter will receive an email when a comment is posted and the presenter will have the opportunity to respond to the comments.

Expectations for JCU presenters:
- Log into the Symposium website at least 3-4 times between April 12-April 15.
- Comment and engage with at least three of your fellow presenters.
- Answer the questions and comments on your own presentation before the end of the day on April 15.

Guidelines for commenting:
- Please be courteous when offering critiques.
- Questions, comments, and responses should be collegial and respectful of all presenters and visitors.
- Carefully read, view, and listen to posted work before posing thoughtful questions, civil comments, and/or constructive feedback.

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Help Guides

Instructions to create your first YouTube video.
Instructions on creating narrations for a slideshow presentation.
Instructions to record your Zoom meeting and access the recording.

Other
Other Zoom Guides from JCU ITS.
Canvas Studio guide.
How to record using iMovie.
Contact the JCU Center for Digital Media

All questions about Celebration of Scholarship can be directed to celebration@jcu.edu.