



Video Presentation Options for Students

Center for Innovation in Teaching and Learning

There are multiple options for how one can record a video and upload it for a class project. The tools used will depend on the goal of the project. Here are several options supported by the CITL.

Examples of Presentations

- Individual Presentation:
 - I just need about a short video of myself presenting a topic.
 - I need to present a presentation, such as a PowerPoint, and my voice and/or face.
- Group Presentation:
 - I need to do a group presentation where we have a PowerPoint and multiple people speaking.

Individual Presentation Options

Webcam Only Presentation

If your video is less than 30 minutes, you can use the **Video Note/Record Video** option in iLearn. You can find this in Assignments and Discussions. Depending on the type of assignment the instructor sets up, you will add the video differently.

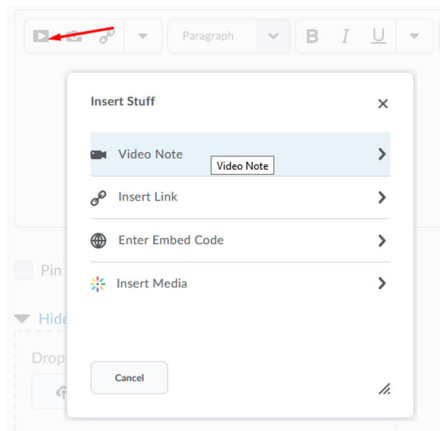
You can distinguish the two types of assignments in the Submit description and by the fact that the **Text Submission** only has a text submission box and a **File Submission** requires you to add a file, audio, or video.

Watch the [Video about using Video Note](#).

TEXT SUBMISSION ASSIGNMENT

If the assignment is a *Text Submission*, you will want to do the following:

1. You will want to go to the course in iLearn
2. Select the **Assessments** menu, then **Assignments**.
3. Click on the Assignment folder for the video assignment.
4. Select the **Insert Stuff** button.
5. Select the **Video Note** option and record your video and go through the process.



FILE SUBMISSION ASSIGNMENT

If the assignment is a *File Submission*, you can simply select the **Record Video** button. You will probably need to allow the program to associate with your webcam and microphone.

NOTE: If you are using a Mac and try to upload a file with a character in the name other than a dash (-) or underscore (_), you will receive an error.

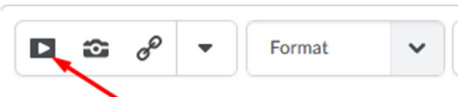


Then select **New Recording**. When you are done, select **Stop Recording** and give the file a **Title** and **Description**, then click **Add** and **Submit** to turn in the assignment.

SUBMITTING FOR DISCUSSION TOPIC

If you are submitting to a discussion topic, you can follow the steps below.

- Select the **Insert Stuff** button.
- Select the Video Note option and record your video and go through the process.



Visual and Voice Presentation

USING KALTURA CAPTURE

Kaltura Capture is a full-featured screen recording solution. With Kaltura Capture, you can record any combination of two recording devices (for example two screens, two webcams, or 1 of each) and a microphone. While recording you will have the option to write or draw on your screen using the built-in annotation tools.

Kaltura Capture can be downloaded from either [iLearn](http://ilearn.tntech.edu) (ilearn.tntech.edu) or the [TTU Media Portal](http://media.tntech.edu) (media.tntech.edu). You can access the installer by clicking on the **Add New** button within My Media and choosing **Kaltura Capture**.

Once you have Kaltura Capture installed you can get started by checking out this [introduction tutorial](#) or watch a [video about using Kaltura Capture](#).

1. Once you install and open **Kaltura Capture** (through iLearn or the TTU Media Portal), you will want to make sure to choose which screen, camera, and microphone should be used. It will default to your system preferences.
2. To start your presentation, have your PowerPoint or other program open and ready.
3. Click on the **Kaltura Capture icon** in the task bar to bring Capture app back on top of your presentation.
4. Click the **Record button** for Kaltura Capture.
5. There will be a countdown. Switch to your PowerPoint or other program. Make sure to put PowerPoint in either *Reading* or *Slideshow mode*, not edit. This can be found under the View menu.
6. Begin your presentation.
7. When done, select the **Stop** button for Kaltura Capture, choose **Yes, Stop It**.
8. You can edit the name of the video, description and tags. Make sure to at least edit the name.
9. Click **Save & Upload**.
10. The video will process and appear in your **My Media** area.

The [Kaltura Capture User Guide](#) has more details about the different features and functions so check that out for more information.

Learn more about [Kaltura Capture](#).

Group Presentations: Using Zoom or MS Teams & Kaltura

If you are needing to do a presentation with others and show your screen while you present, you can use Zoom or MS Teams to do this. Your group will need to pick a person who Hosts the meeting. This person will need to setup the meeting, Record the meeting and Upload the video using these processes.

Your Zoom Meeting: Creating & Recording

1. Create your Zoom meeting and invite the other members of the group to join.
 - a. To invite others, create the Zoom meeting and then copy the URL for the meeting and email it to your group members.
2. Make sure if someone else needs to share their screen, you enable it by selecting the arrow beside Share Screen and choosing **Multiple participants can share simultaneously**.
3. Share your Presentation using the Share Screen button. If using PowerPoint, select Reading or Slideshow mode (not edit mode) to present.
4. Click **Record**
5. Start your Presentation
6. When the presentation is over, click **Stop** button where it shows it is recording or select the **... icon** and choose **Stop Recording**.
7. Once you End the meeting, the recording will process. NOTE: This can take some time to process.
8. It will be saved to your Local drive (see below for where on Windows and Mac computers).

Locating Zoom Video Files

The information below is for the default location. If you changed this location upon install, you will find the videos in that location.

On Windows


- View your computer files (press **Windows Key + E**) and then go to the **C: drive**.
- Choose **Documents - Zoom**
- Select the folder with the appropriate date stamp
- Select the MP4 file. The default name will be **zoom_0.mp4**.
- If you recorded more than one meeting on the same date, each subsequent meeting will be numbered accordingly. (Ex: zoom_1.mp4, zoom_2.mp4)
- If you do not see the extensions, you can enable that by going to View then check File extension names.

On Mac

- Go to the **Go** menu - choose **Go to Folder**
- Select **Documents - Zoom**
- Select the folder with the appropriate date stamp
- Select the MP4 file. The default name will be **zoom_0.mp4**.
- If you recorded more than one meeting on the same date, each subsequent meeting will be numbered accordingly. (Ex: zoom_1.mp4, zoom_2.mp4)

[Learn more about Zoom](#)

Your MS Teams Meeting: Creating & Recording

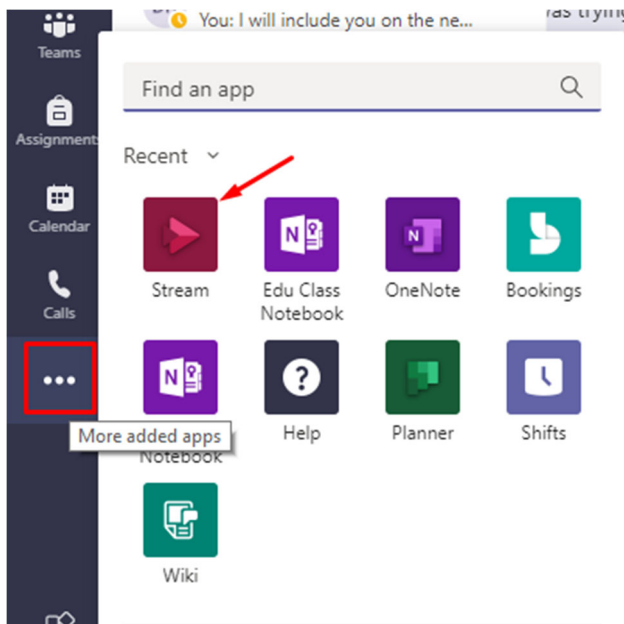
1. Create your MS Teams meeting link and invite the other members of the group to join.
 - a. To create a link, go to your **TTU email** through Tech Express. *Do not open Teams.*
 - b. Select the **Calendar** option at the bottom left.
 - c. **Create a meeting**, make sure you are viewing the full options (if not, choose **More Options**).
 - d. **Complete the information** with a title, the emails of your group members, time/day, and choose to **Add online meeting**, select **Teams Meeting**.
 - e. When you save the meeting, it will add a link and email the information.
2. Share your Presentation using the **Share Content** button . If using PowerPoint, select Reading mode or upload the PPT to your Teams presentation to present.
3. Click the ... icon in MS Teams and choose **Start Recording**
4. Start your Presentation
5. When the presentation is over, click the ... icon and choose **Stop Recording**.
6. Once you End the meeting, the recording will process automatically and send to Stream. You will receive an email when it is processed (if you were the one who created the recording).

Locating MS Teams Video Files

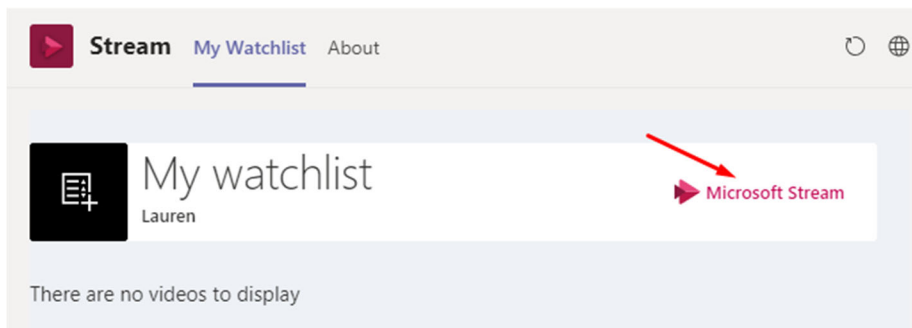
The information below shows how to give permission to others to view your video or download to submit to a class.

1. When in Teams, select the ... icon on the left.

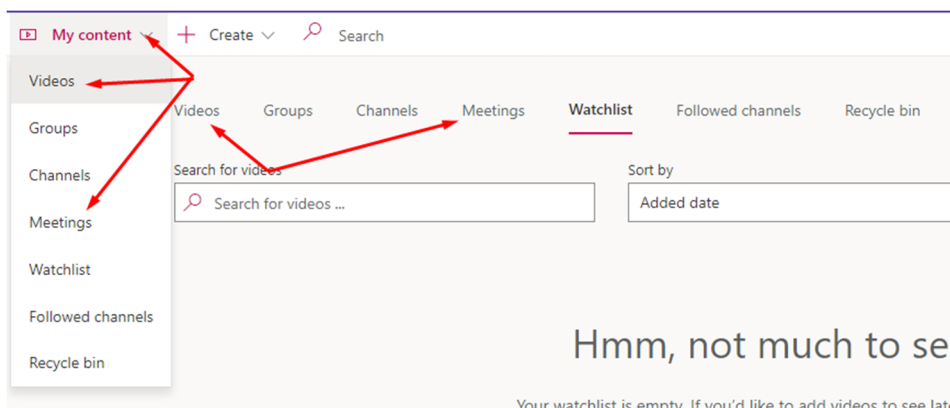
2. Choose **Stream**



3. Select the **Microsoft Stream** link



4. Under **My Content**, choose **Videos** or **Meetings**. You can also select the Videos or Meetings link at the top of the screen.



5. Select the **Pencil** icon to the right of the video to do the following.

Set permissions and share Stream video:

- You can add people individually by entering their TTU username under the Permissions area.
- Select the **Share** button and copy the URL to share with instructors, team members, or pasting in a document to submit to an assignment.

Download the Video to Upload to iLearn (My Media)

- Click the **Download** button when viewing the video.

Uploading the Video to My Media

1. Login to **iLearn**
2. Go to **Media – My Media**
3. Select the **Add New** button
4. Select **Media Upload**
5. Choose the file you want to upload (see location of Zoom file above) and click **Open**.
6. You will see a progress bar at the top of the screen showing your upload progress. You must stay on this screen until it says, **Upload Completed**.
7. Enter the information for the video.
 - a. Name of media (required)
 - b. Description of the media
 - c. We recommend titling your video something easy for your viewers to understand and then elaborating in the description. Everything that you type in on this screen is searchable by the viewer.
8. Once it is uploaded, you can submit the file to the Assignments or Discussions.

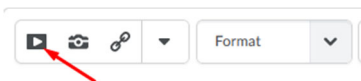
The upload and the processing can take some time depending on the size of your video file and the upload speeds on the network you are using.

Submitting the Presentation Video to your Course

TEXT SUBMISSION ASSIGNMENT

If the assignment is a *Text Submission*, you will want to do the following:

1. You will want to go to the **Assignment** tool, under the **Assessments** menu, in iLearn.
2. Click on the Assignment folder for the video assignment.
3. Select the **Insert Stuff** button.



4. Select the **Insert Media** option.
5. Select the **Embed** button to the right of the video you created.
6. **Submit** the assignment.

FILE SUBMISSION ASSIGNMENT

If the assignment is a *File Submission*, you will have to create a document to upload, but then you can use the same instructions as the Text Submission Assignment or you can go through making your video Unlisted and paste the URL in the document.

NOTE: If you are using a Mac and try to upload a file with a character in the name other than a dash (-) or underscore (_), you will receive an error.

Add a File

Record Audio

Record Video

Get a Shareable Link

You can get make your video unlisted and get the URL to share with others.

1. Go to <https://media.tntech.edu>
2. Select **Guest** and then **Login**, use your TTU credentials to login.
3. Select your name and then **My Media**
4. Select the video you want to share
5. Select the **Actions** menu below the video and then **Publish**
6. Choose **Unlisted** and **Save**
7. Once saved, you can copy the URL from bar or the *Share* tab.
8. You will copy and paste this video to a document and upload that document for the assignment, if a file is required to be uploaded.

SUBMITTING FOR DISCUSSION TOPIC

If you are submitting to a discussion topic, you can follow the steps below.

- Select the **Insert Stuff** button.
- Select the **Insert Media** option.
- Select the **Embed** button to the right of the video.

Resource Links Used in this Document

- Video about using Video Note - <https://www.youtube.com/watch?v=6SzPCrEbh-w>
- iLearn – <https://ilearn.tntech.edu>
- TTU Media Portal – <https://media.tntech.edu>
- Kaltura Introduction Tutorial - <https://knowledge.kaltura.com/getting-started-kaltura-personal-capture>
- Kaltura Capture Video Tutorial - https://learning.mediaspace.kaltura.com/media/Getting+Started+with+Kaltura+Personal+Capture+Applicati on/0_ilez3535
- Kaltura Capture User Guide - <https://knowledge.kaltura.com/kaltura-personal-capture>
- CITL Kaltura Publishing Media Page - <https://www.tntech.edu/citl/tech-services/kaltura-media/my-media.php>
- CITL Zoom Information Page - <https://www.tntech.edu/citl/tech-services/zoom-ttu/index.php>