



Student Video Presentations & Submissions

Center for Innovation in Teaching and Learning

There are many ways to create videos and submit them to your instructor. This document covers how to create several different types of presentations and how to submit them to your course.

Presentation Types

(includes how to create and submit)

- [WebCam and Voice Only](#)
- [Presentation, Voice, and/or WebCam](#)
- [Using Zoom or MS Teams for Individual or Group Presentations](#)
- [Uploading your Media](#) (from external sources such as Zoom, Teams, Phones, etc)

Once you create your video, you can then [Submit your Presentation to your Course](#).

WebCam and Voice Only Presentation Using Video Note

You have two options for a webcam only presentation. You can use the internal iLearn option for a Video Note or you can create a video via YuJa and just turn off the screen option. Here we will cover Video Note. See below for creating a video with YuJa.

If your video is less than 30 minutes, you can use the **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.

Assignment: Text-only Submission

If the assignment is only allows for *Text Submission* (no file upload allowed), 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.

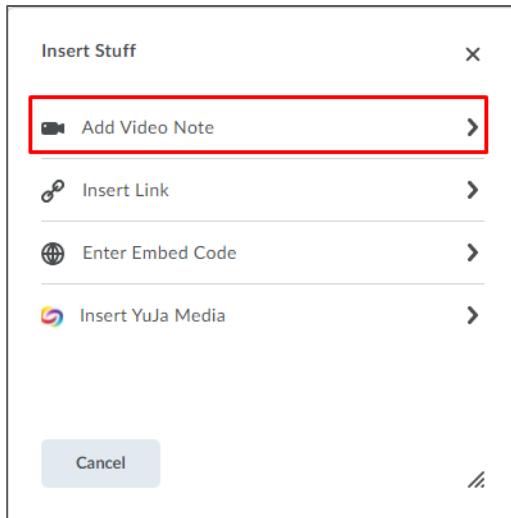
Submit

Text submission, file attachments not allowed

Text Submission

Paragraph ▼ **B** *I* U ▼ *A* ▼ ▼ ▼ ▼ ▼ ...

Insert Stuff



5. Make sure to choose **Allow** for the browser to use your microphone and camera.
6. Click **New Recording**.
7. Record your video.
8. Click **Stop Recording**.
9. Select **Next**
10. Enter a **Title** and **Description**. Choose **en-US - English (US)** for the Audio Language (or whatever language you recorded in) and check **Automatically generate captions from audio**.
11. Click **Next**, then **Insert**.
12. **Submit** the assignment.

Assignment: File Submission

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.

Add a File

Record Audio

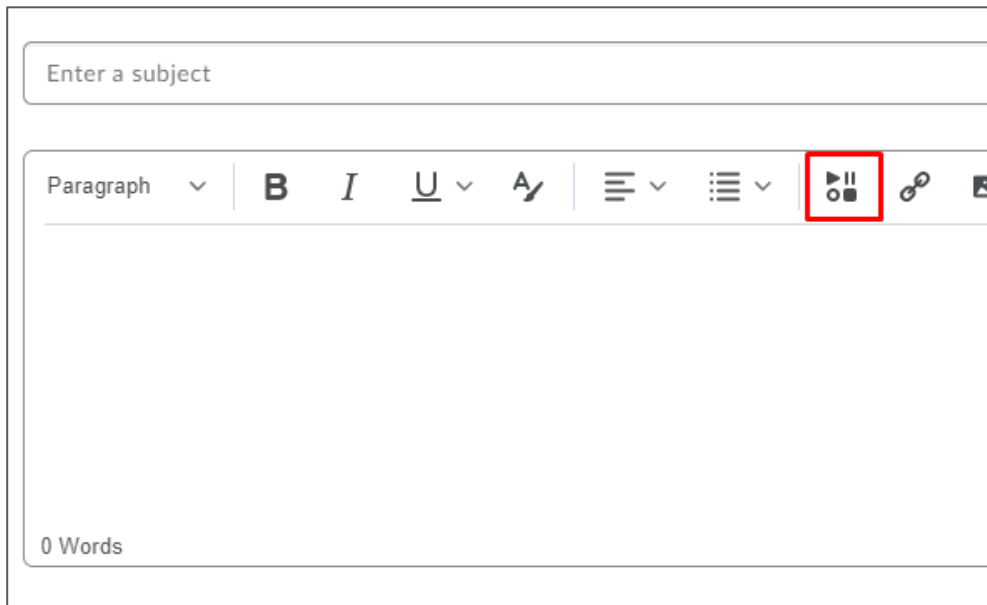
Record Video

1. Make sure to choose **Allow** for the browser to use your microphone and camera.
2. Click **New Recording**.
3. Record your video.
4. Click **Stop Recording**.
5. Select **Next**
6. Enter a **Title** and **Description**. Choose **en-US - English (US)** for the Audio Language (or whatever language you recorded in) and check **Automatically generate captions from audio**.
7. Click **Next**, then **Insert**.
8. **Submit** the assignment

Submitting for a Discussion Topic

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

- Select the **Insert Stuff** button.



Visual Presentation, Voice, and/or WebCam Presentation

You can create videos with YuJa Media that can include audio, video and screen recording. The two options are the Browser Capture Studio and the YuJa Capture Software.

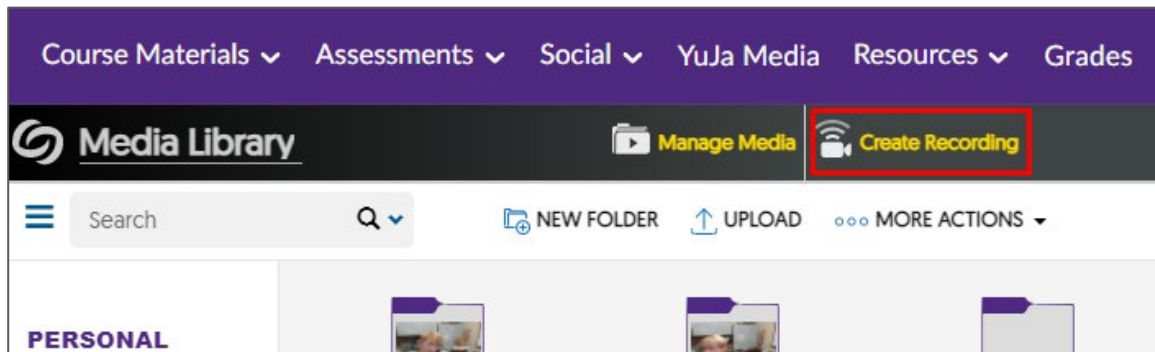
Browser Capture Studio (Web-based)

The Browser Capture Studio allows you to record one audio, one video, and one screen input. It is reliant upon a good network connection, so if you have a slower internet, we recommend downloading the YuJa Capture Software to do your recordings. [Learn more about using the Browser Capture Studio.](#)

YuJa Capture Software (Download)

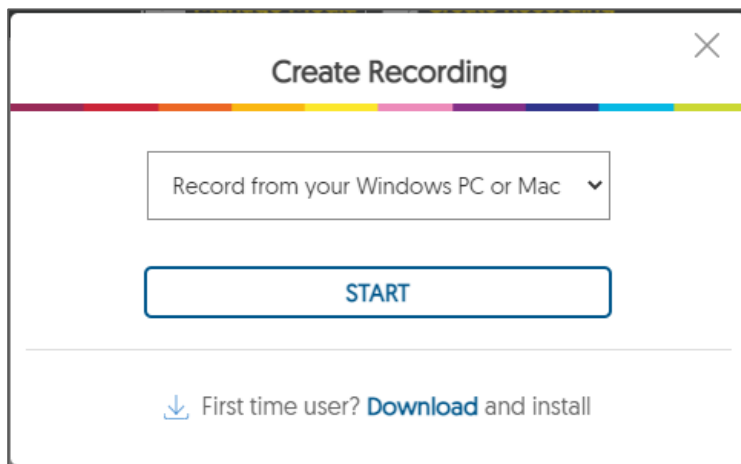
YuJa Media Capture is a full-featured screen recording solution. With YuJa Capture, you can record any combination of two recording devices (for example two screens, two webcams, or 1 of each) and a microphone. While recording you also have the option to write or draw on your screen using the built-in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

YuJa Capture can be downloaded from [iLearn](#)

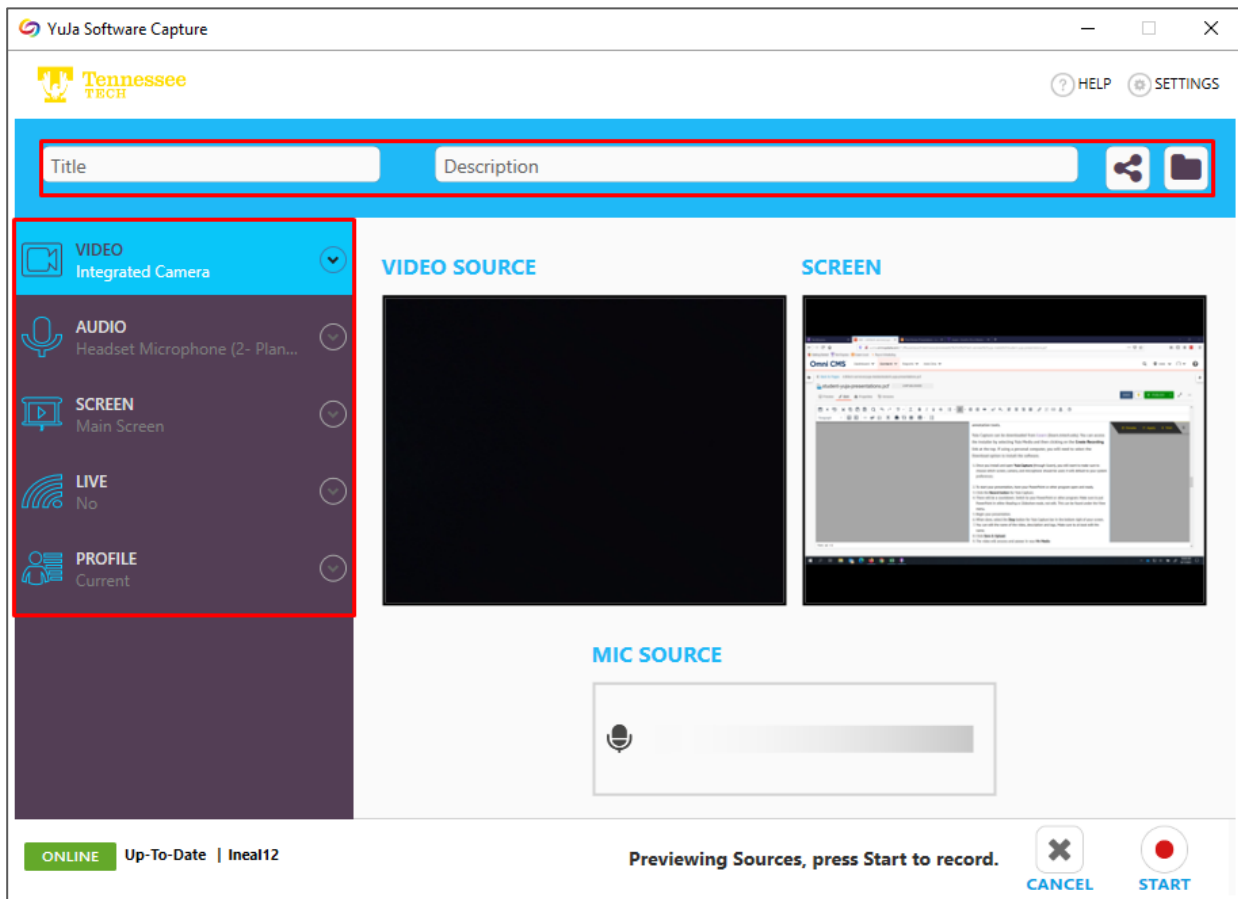


Next, choose whether you will Record from your Windows PC or Mac or Record with Browser Capture Studio, click **Start**.

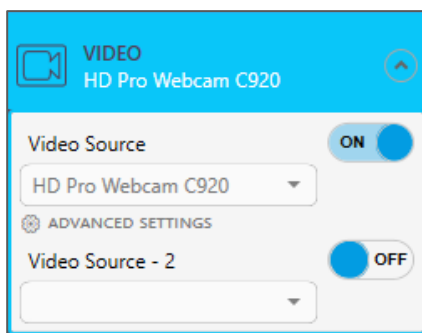
If you need to download the software to your personal machine, you can choose the **Download** link.



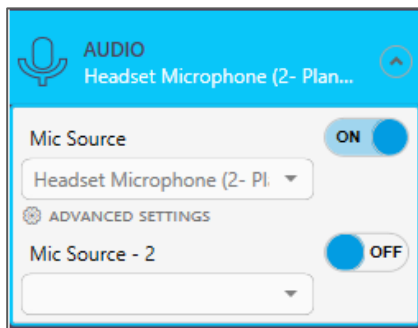
1. Once you install and open **YuJa Capture** (through iLearn), you will want to make sure to choose which screen, camera, and microphone should be used. It will default to your system preferences.



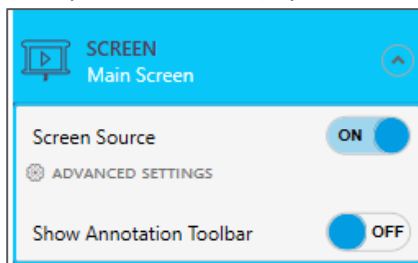
1. At the top, you can enter a **Title**, **Description** and select the folder where you want to put the video.



3. Choose your **Audio** Options. You can choose up to two. If you are showing a video through the computer and recording a microphone, you may want to choose Internal Audio for Video Source - 2.



4. Choose your **Screen** Options. You can select the **Advanced Settings** to choose different options, such as a specific monitor (if you have more than one), all monitors, or a selected area of the screen.



2. If you are presenting a PowerPoint presentation, we recommend having it open prior to starting the recording.
3. Click the **Start** button for YuJa Capture.
4. 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.
5. Begin your presentation.
6. When done, select the **Stop** button for YuJa Capture bar in the bottom right of your screen.



7. Click **Save**.
8. The video will process and appear in your **Manage Media** area.

Presentations: Using Zoom or MS Teams

If you are needing to do an individual or **group presentation** and need show your screen while you present, you can use [Zoom](#) or [MS Teams](#) to do this. If using with a group, there will need to be a designated 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
 - For a Group Presentation: Invite others by creating the Zoom meeting and then copy the URL for the meeting and email it to your group members.

- 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**.
- 2. Share your Presentation using the **Share Screen** button. If using PowerPoint, select **Reading or Slideshow** mode (not edit mode) to present.
- 3. Click **Record**
- 4. Start your Presentation
- 5. When the presentation is over, click **Stop** button where it shows it is recording or select the ... **icon** and choose **Stop Recording**.
- 6. Once you End the meeting, the recording will process.
NOTE: This can take some time to process.
- 7. 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 **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 **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
 - To create a link, go to your **TTU email** through Tech Express. *Do not open Teams*.
 - Select the **Calendar** option at the bottom left.
 - **Create a meeting**, make sure you are viewing the full options (if not, choose **More Options**).
 - **Complete the information** with a title, the emails of your group members, time/day, and choose to **Add online meeting**, select **Teams Meeting**.
 - When you save the meeting, it will add a link to the meeting information.
 - For a Group Presentation, invite the other members of the group to join.

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 **Stop Recording**, 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

Go to the Teams chat area for the meeting or Team.

1. Select the ... icon to the right of the video.
2. Choose **Open** the video.
3. It will ask for verification of who you are (enter your TTU email address).
4. There is a **Download** option at the top of the video.

Your video will be saved in one of two locations.

- **OneDrive:** If you created a calendar link for the Teams meeting or just called the people through Teams, the video will be stored in your OneDrive account in a Recordings folder. You can access it in OneDrive or once it is processed it will appear in the chat area in Teams. Only people who were present in the meeting will see the link.
- **SharePoint:** If you created a Team (adding members and setting up channels), the video will be saved in SharePoint in the Documents area under the specific channel (usually General) and then in a Recordings folder. The video will be available to any member of the channel.

Download the Video to Upload to YuJa Media

- Click the **Download** option for the file when viewing the video or when you go into OneDrive or SharePoint.

Uploading the Video to YuJa Media

1. Login to **iLearn**
2. Go to **YuJa Media**
3. You can drag and drop the file into the YuJa Media window or choose the **Upload** option.
4. You will see a progress bar at the bottom right of the screen showing your upload progress.
5. 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

You can turn in video assignments into an Assignment folder or post in a Discussions thread in iLearn.

Submitting your Video

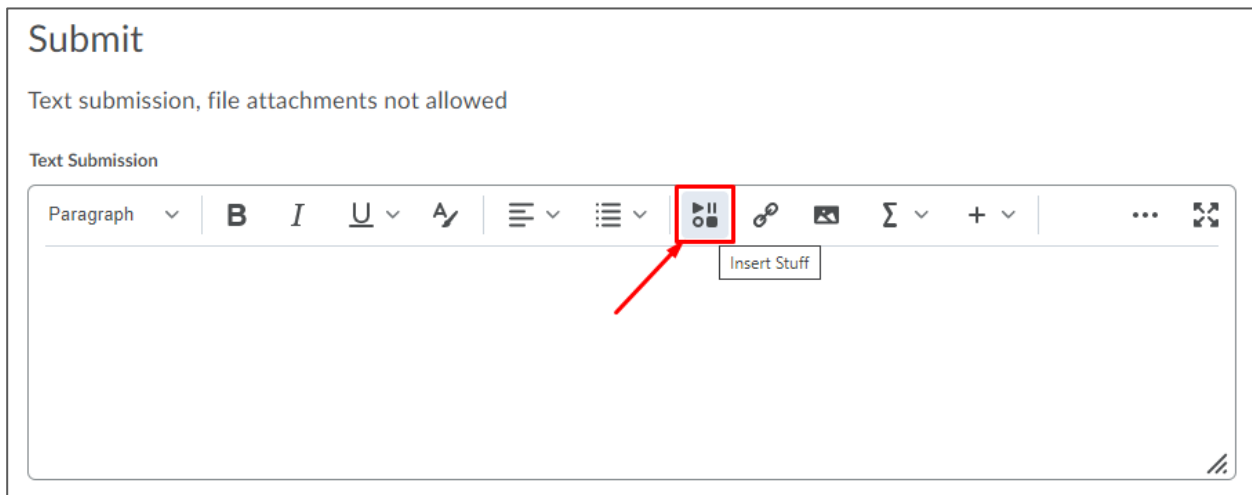
- [Assignments: Text-only submission](#)
- [Assignments: File upload submission](#)
- [Discussions](#)

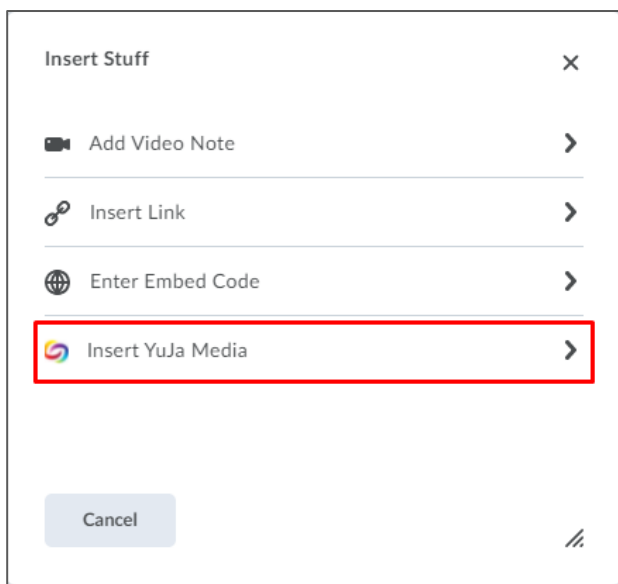
NOTE: Many times the video file sizes will be too large to attempt to upload the actual MP4 video into the Assignment or Discussions tool. You will want to upload your video in YuJa or elsewhere and link to it to submit the video in iLearn.

Text-Only Submission Assignment

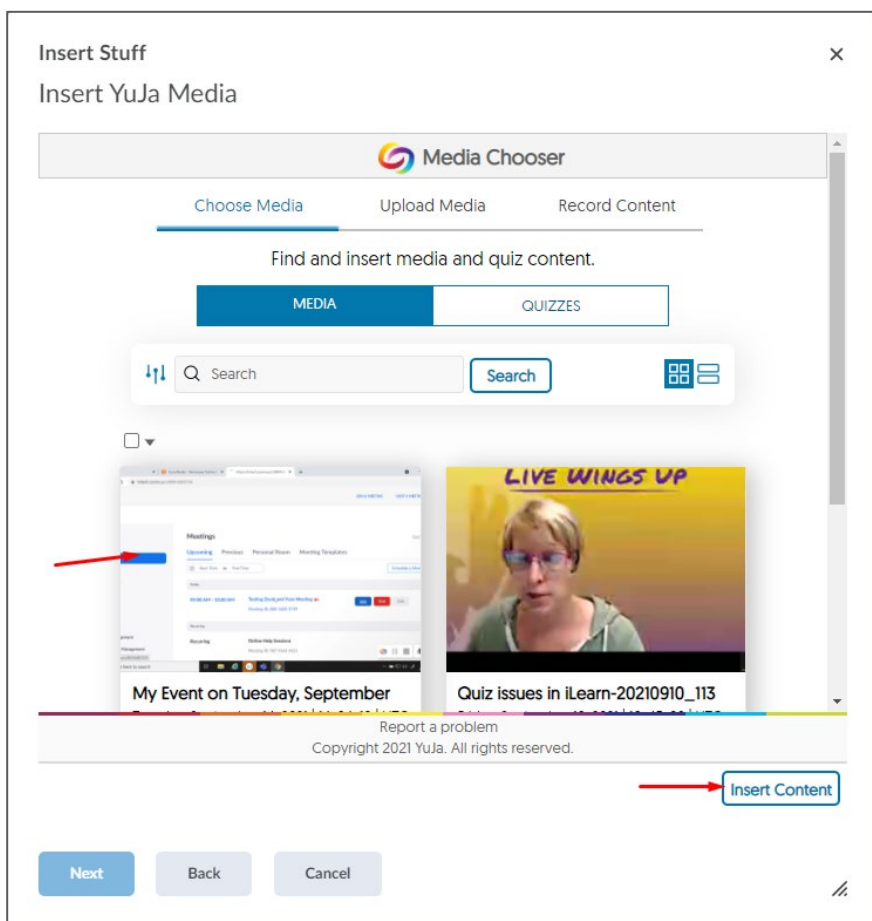
If the assignment is a *Text Submission* (there is not an option to upload a file), you will want to do the following:

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.





5. Select the video you created in your list of videos.



7. Click **Insert**

8. **Submit** the assignment.

File Submission Assignment

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

Comments

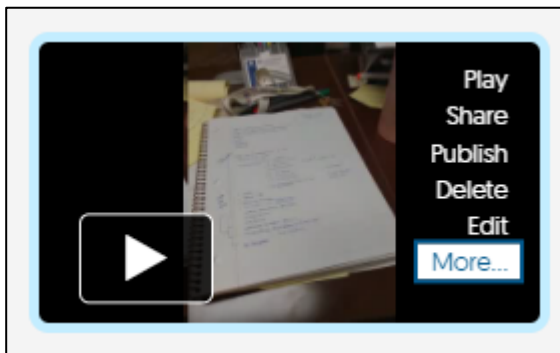
Paragraph **B** *I* U ~~A~~ Σ \downarrow $+$ \downarrow ...

You may want to contact your instructor to find out exactly what they may want you to upload.

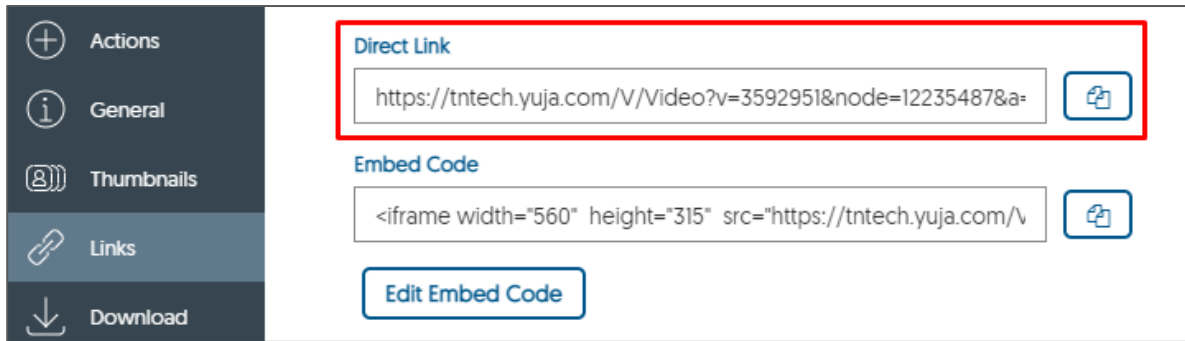
If the assignment is a *File Submission*, one way to submit your video is to follow the instructions above for the Text Submission assignment and use the Insert Stuff option to add it in the text box. Then upload a file with your name on it.

If the instructor wants the link to the video on the document, you can [get a direct link to the video.](#)

1. Go to iLearn and select the **YuJa Media** link
2. Hover your mouse over the video and a menu appears.

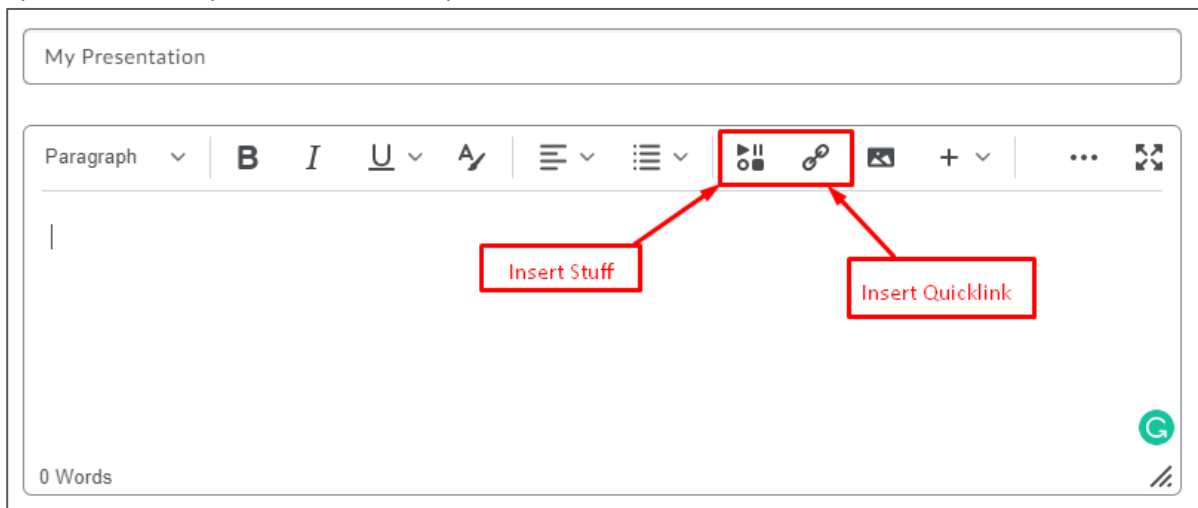


4. Select the **Links** option on the left below the video.



Posting to a Discussion Topic

1. Go to the Discussion topic and select **Start a New Thread**
2. You should see a text box on your screen. There are several controls at the top of this box. You have two options to insert your video into this post, **Insert Stuff** and **Insert Quicklink**.



1. To embed the video in the post with a play button, select the **Insert Stuff** icon.
 1. Select **Insert YuJa Media**
 2. Choose the video you want to link to.
 3. Click **Insert Content**
 4. Click **Insert**.
2. To insert a link in your post, choose the **Insert Quicklink** icon.
 1. Select **Add YuJa Media**
 2. Choose the video you want to link to.
 3. Click **Insert Content**.