

IT 7993 Capstone Project Short Video Guide

General instruction

Each project team is expected to create a short video (1-2 minutes) video to show off their project. The project teams are encouraged to be creative and 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 credit. The video should have 720p or better resolution. The length of the video should not exceed 2 minutes.
2. 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-wZPtfgRCw&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 a PowerPoint slide or a poster to introduce your project and explain what you have done in this project.
 - d. Teams are encouraged to be creative on the video they are creating.

Submission & Grading

The video file should be submitted to D2L Short Video drop box by the deadline specified in course calendar. The video file should be in .MP4 format.

The video counts 2.5% of course grade and will be evaluated based on the requirements listed above and creativities of the video.

Resources on Video Production

1. MS Teams

If you want to create a “recorded presentation” style of video, I suggest you use MS Teams which is part of MS Office 365 Suite and you all have free license.

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 Tutorial:

https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Microsoft_Teams_Recording_Downloading_Meetings.pdf

Steps to record a video.

- 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 video production application. And upload it to Youtube.

2. Mac OS System

- a. Screen recording (embedded in MacOS Mojave or later):
<https://support.apple.com/en-us/HT208721>
- b. Video editing and production (iMovie, embedded in MacOS):
<https://blog.storyblocks.com/video-tutorials/getting-started-imovie/>
- c. Use existing iMovie theme: <https://mediacommons.psu.edu/2017/09/30/using-themes-in-imovie/>
- d. Convert .mov to .mp4. Once finish editing videos, iMovie->Share->Youtube....

3. Windows OS System

- a. Screen capture (built in Windows 10): <https://www.pcmag.com/how-to/how-to-capture-video-clips-in-windows-10>
- b. Video editing and production (Movie Maker, free for Windows users):
<https://www.microsoft.com/en-us/p/movie-maker-10-free/9mvfq4lmz6c9?activetab=pivot:overviewtab>
Tutorial: <https://www.digitaltrends.com/computing/how-to-use-windows-movie-maker/>
- c. Free video format converter for Windows:
<https://videoconverter.wondershare.com/video-converter/free-video-converter-windows-10.html> Disclaimer: the instructor hasn't tested those video converter. Please use it at your own discretion.