**IT 7993 Capstone Project Recorded Video Guide**

**General Instruction**

Each team is required to create two videos: 1) A short 2-minute video; 2) A 15-20 minutes long recorded presentation.

**Requirements Of The Short Video**

1. *Overview*. Each project team is expected to create a short 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. 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*
   1. *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>

* 1. *System demonstration* – show how the developed system works. Example: <https://www.youtube.com/watch?v=3iykKVIE4-s&feature=youtu.be>
  2. *Explanation* *of project* – use a PowerPoint slide or a poster to introduce your project and explain what you have done in this project.
  3. Teams are encouraged to be creative on the video they are creating.

1. *Submission & Grading*

The video should be uploaded to YouTube. The YouTube link should be submitted to D2L Short Video drop box by the deadline specified in course calendar.

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

**Requirements of the Recorded Presentation**

1. *Overview*. Each project team is expected to create a recorded presentation covers their whole experience of the project.
2. *Recommended format.* 
   1. Voice over a presentation slide.
   2. The video should have appropriate title and ending credit. The video should have 720p or better resolution. The length of the video should be between 15-20 minutes.
3. Content requirement.

* Introduce the team at the beginning.
* Introduce the project, including objectives, background, and relevant concepts and technologies.
* Discuss the relevant technologies and products.
* Explain the methodology (plan, phases, milestones) you follow for the whole project.
* Clearly present what you have done and have accomplished (deliverables) in this project. This may include:
  + List and discuss all deliverables.
  + Explain the technical solution you have designed, developed, and implemented. Cover the overall design as well as detailed key elements, such as requirement analysis, design, coding, configuration, admin, testing, deployment, etc.
  + Specify the development or implementation environment: product, network, server, client, software, etc.
  + Present your writings as well, such as research report, documentations, references, tutorials, etc. Prepare some copies which may be requested by evaluators.
  + Live demonstration if possible.
* Present project experiences as well. This may include:
  + Summarize knowledge/skills applied in this project (particularly that you have learned through this project), mapped to courses taken if possible.
  + Talk about team collaboration experience.
  + Share project management (task assignment, progress tracking and monitoring) experience.
  + Summarize each person’s role and contributions.
  + Discuss challenges and how you overcame them.
* Mention future work if possible.

1. *Submission & Grading*

The recorded presentation video should be uploaded to YouTube. The YouTube video file should be submitted to D2L Recorded Presentation drop box by the deadline specified in course calendar.

The instructor will not grade the video. The video will be presented to IT department Industry Advisory Board (IAB) and IT faculty members along with project website and short video. The evaluations from IAB members and faculty count 12.5% of total course grade. See Project Presentation Evaluation document on how website/short video/recorded presentation is being evaluated.

**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.
8. **Mac OS System**
9. Screen recording (embedded in MacOS Mojave or later): <https://support.apple.com/en-us/HT208721>
10. Video editing and production (iMovie, embedded in MacOS): <https://blog.storyblocks.com/video-tutorials/getting-started-imovie/>
11. Use existing iMovie theme: <https://mediacommons.psu.edu/2017/09/30/using-themes-in-imovie/>
12. Convert .mov to .mp4. Once finish editing videos, iMovie->Share->Youtube….
13. **Windows OS System**
14. Screen capture (built in Windows 10): <https://www.pcmag.com/how-to/how-to-capture-video-clips-in-windows-10>
15. 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/>

1. 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.