UCONN
ENRICHMENT PROGRAMS
OFFICE OF
UNDERGRADUATE RESEARCH

RECORDING AND CAPTIONING YOUR VIDEO PRESENTATION

In addition to your poster, you will prepare a brief (2-3 minute) video presenting your project. Guidance on preparing the content of that video is available in the Preparing Your Video Presentation handout. Here, our focus is on the steps to follow in order to record, caption, and share your video.
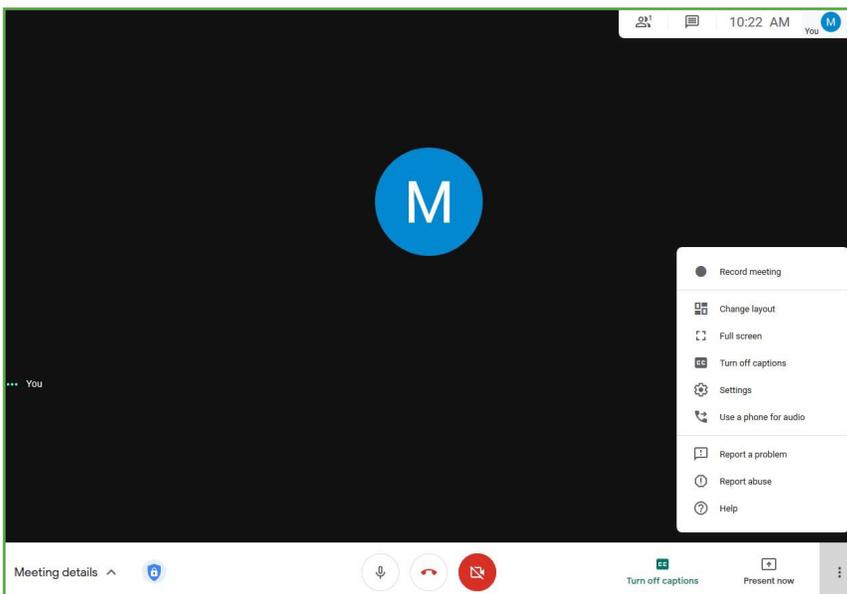
RECORDING YOUR VIDEO

The format of your video content can guide your selection of recording platform:

- If recording only yourself speaking, we recommend using Google Meet.
- If recording a combination of visual content and yourself speaking, we recommend using Google Meet.
- If recording only visual content, we recommend using PowerPoint.
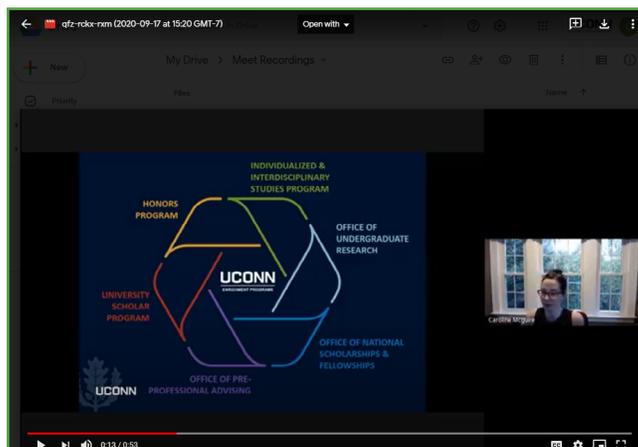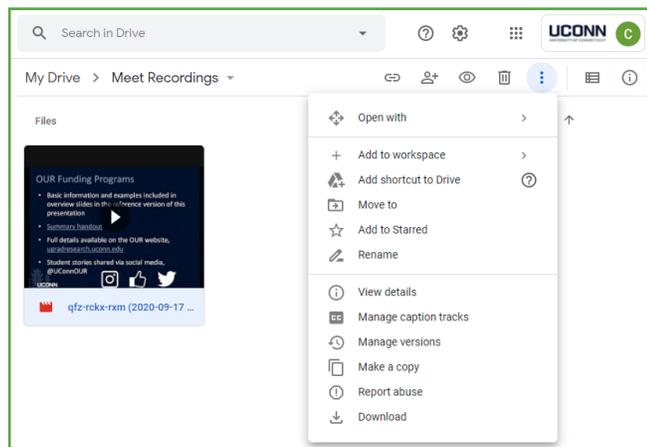
USING GOOGLE MEET TO RECORD YOUR VIDEO

UConn students with a university Gmail account can use Google Meet to record a video.

1. Go to https://meet.google.com/_meet. Make sure you are signed in to your university Gmail account by clicking the "Sign in" button at the top right.

2. Click "New Meeting" and then "Start an instant meeting."

3. Once in the meeting, select the 3 dots at the bottom right of the screen. Select "Record meeting" to initiate the recording. If you want to share slides or other visual content, click "Present now" in the bottom menu and select the content you want to share before you begin recording.

4. To stop recording, click the 3 dots at the bottom right and select "Stop recording."

5. Videos will be saved to your Google Drive within a few minutes of ending the meeting. Once the video is in your Google Drive, you can rename your video by clicking on the three dots in the upper right corner and selecting "Rename."
This can be done on your Drive homepage by selecting the file (at left) or by opening the file itself (at right).

6. Click "Download" to save the file on your computer as a .mp4 video.

## USING POWERPOINT TO RECORD YOUR VIDEO

Prepare your PowerPoint slides. We recommend limiting your slides to no more than 3-5 slides for a 2-3 minute video. Focus on highlights of your project and consider selecting visual elements and/or excerpts from your poster. When your slides are complete and you are ready to record your video, follow the steps below.

1. Click on the "Slide Show" tab and then "Record Slide Show."
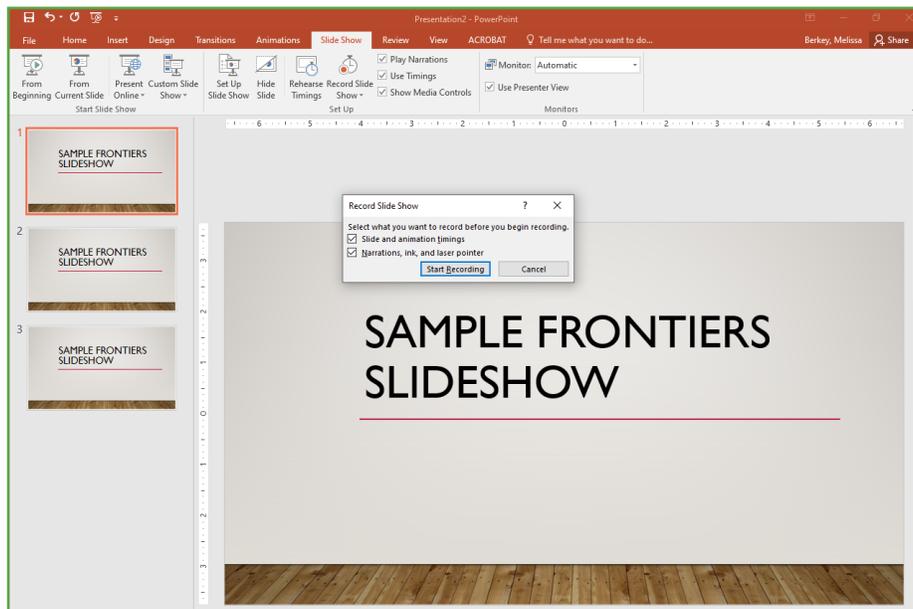
2. When ready, click "Start Recording." To stop recording, either click the "Stop" or "Pause" button in the upper left corner or press ESC on your keyboard.

3. Save your file as a .mp4.

   • On a PC: Go to the "File" tab, click "Save As," and name your file (we recommend using Last_First_ Frontiers2021). In the "Save as type" field, select "MPEG-4 Video" and click "Save."
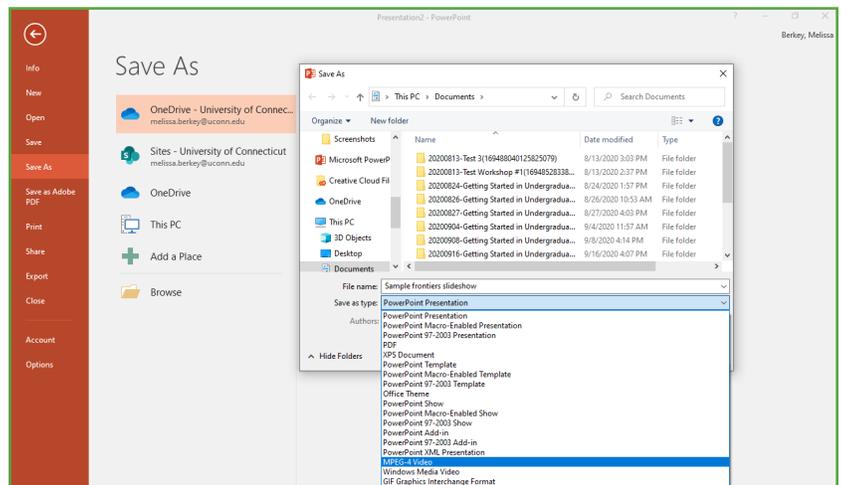
   • On a Mac: Go to the "File" tab, click "Export," and name your file (we recommend using Last_First_Frontiers2021). In the "File Format" field, select "MP4" and click "Export." *Note: PowerPoint 2016 for Mac does not support saving in a video format. Download an updated version of PowerPoint (free for students)* [here](#)*.*
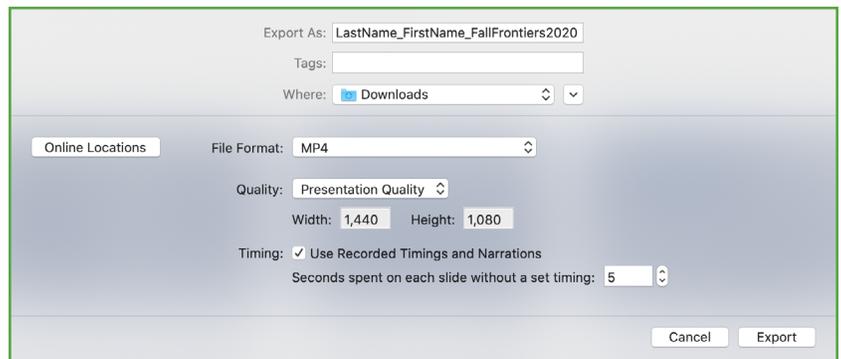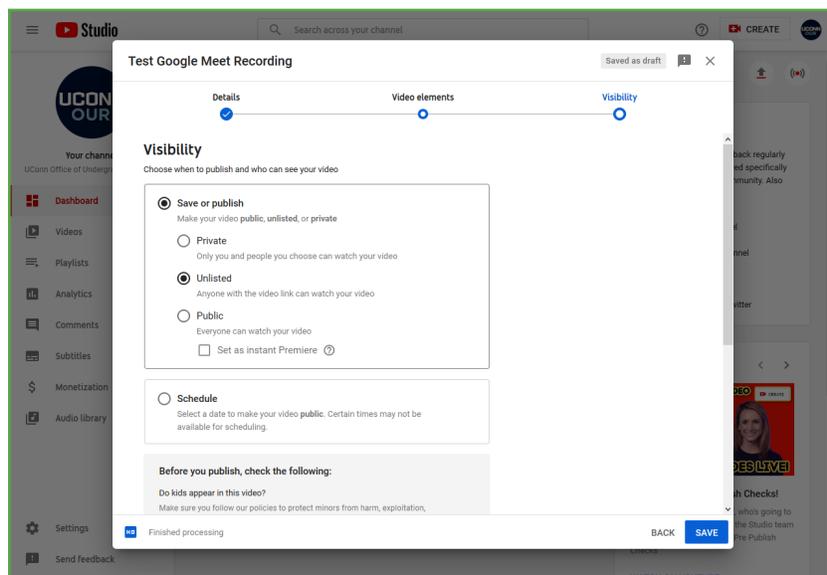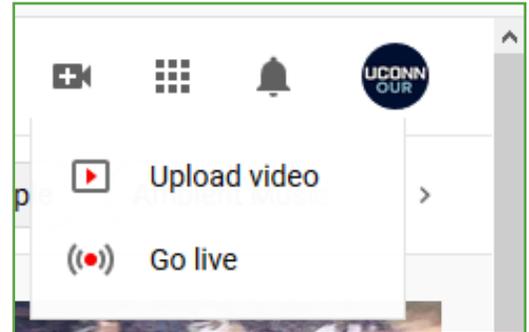
CAPTIONING YOUR VIDEO

You will upload your Google Meet or PowerPoint video to YouTube in order to add captions and get a shareable link to use in Portfolium.

UPLOADING YOUR VIDEO TO YOUTUBE

1. Sign into YouTube using your Google account (UConn account).

2. Click on the "Create" (camera) icon in the upper right corner and select "Upload video." See screenshot at right.

3. Follow the instructions for selecting a file, entering a title, and selecting a video thumbnail.

4. In the Visibility settings, we recommend selecting "Unlisted." This will allow you to generate a link that can be shared on Portfolium. Selecting "Private" will restrict the ability of Frontiers audience members to view your video. Selecting "Public" allows anyone on YouTube to view your video.

ADDING CAPTIONS TO YOUR VIDEO

YouTube automatically generates captions for videos uploaded to the site; YouTube uses the term **subtitles**. **The auto-generated captions are not very accurate. You are encouraged to review and edit captions to ensure that your video is accessible.**

Please note that the auto-generated captions will not appear immediately after uploading. You can either wait for them to become available or generate your own; see step 3 for instructions on how to do so.

1. To review and edit subtitles, go to your Channel dashboard and click "Subtitles" in the menu on the left.
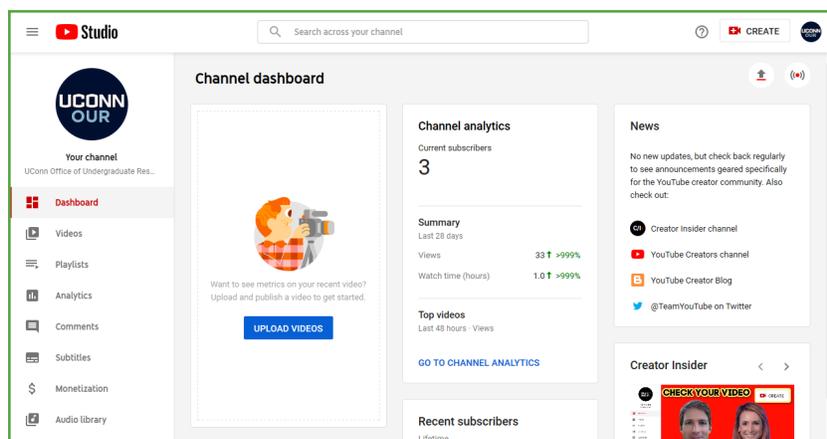
2. Select your video.
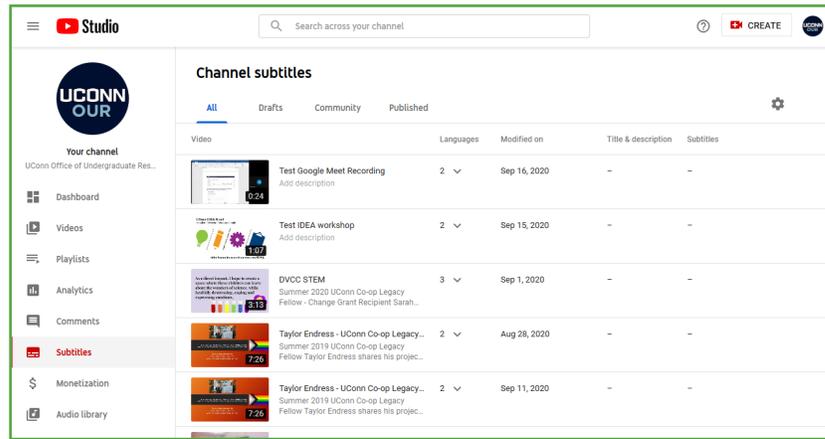
3. In the **Subtitles** column, you should see "Published - Automatic" listed. If you do not see this, the auto-generated subtitles are not yet available. Wait until they are in order to proceed. Alternately, if you want to generate your own subtitles rather than waiting for them to be auto-generated, click the "Add" button.
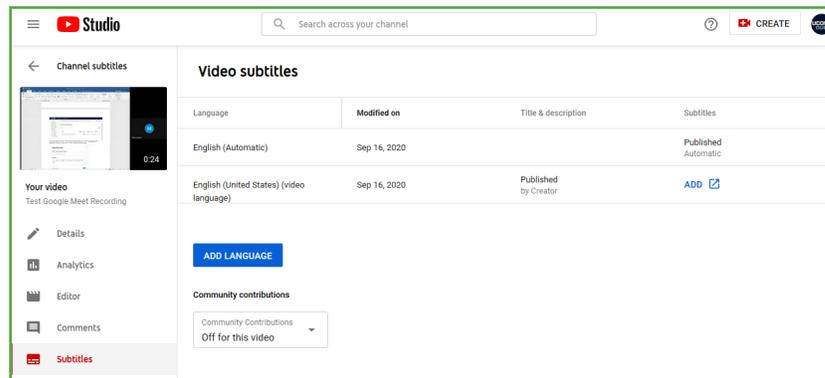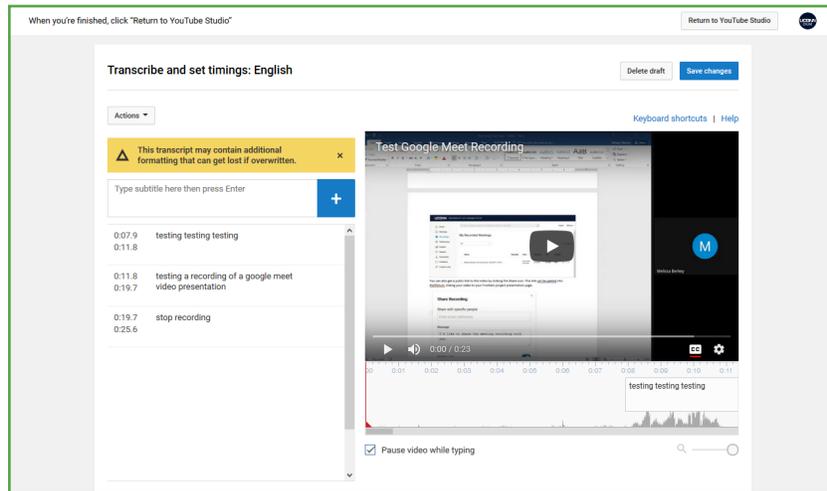

4. Once the auto-generated subtitles are available, click the 3 dots next to "Published - Automatic," then click "Edit on Classic Studio" to review and edit the captions.
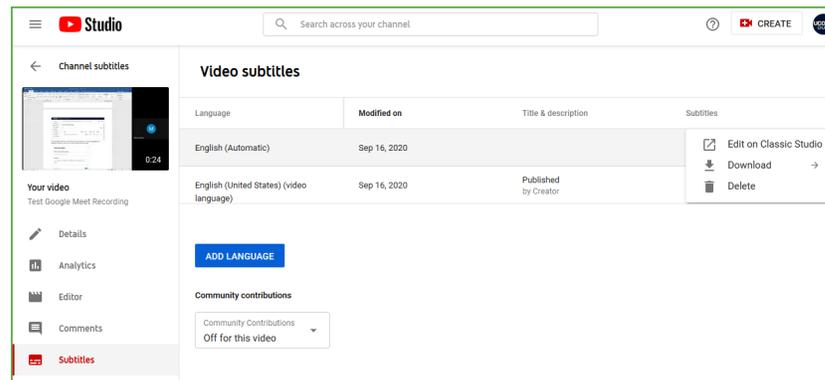
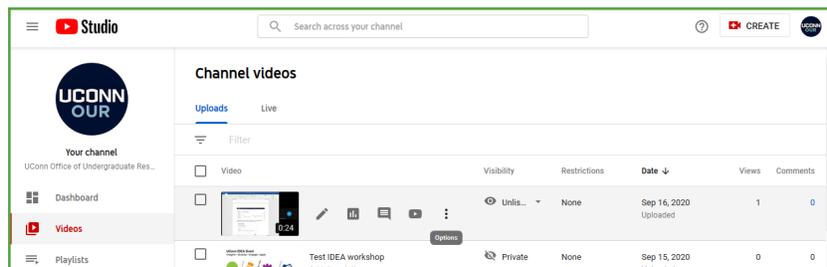5. Click "Edit" in the upper right corner to edit text, if needed.
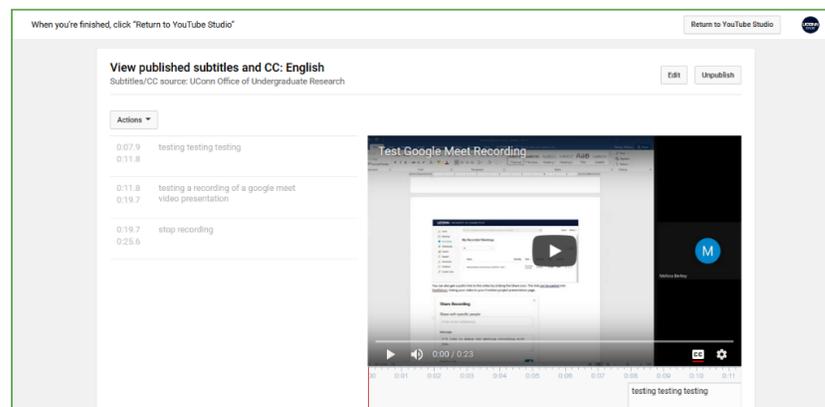
6. Make all necessary corrections to the subtitles. Click "Save changes" in the upper right corner when done.

SHARING YOUR VIDEO

1. Go to your Channel dashboard and click "Videos" in the menu on the left. Click the "Details" (pencil) icon to the right of your video thumbnail.

2. The video link will be on the right side of the page. Copy the link and paste it into Portfolium. For detailed instructions, consult the Using Portfolium to Share Your Frontiers Project handout.