

Your final year project video presentation

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1

Introduction

Reading time: 10 mins

Production time: 10 minute discussion with your team

Your final year project presentation video showcases the hard work you've put into your project throughout the year. All the planning, challenges, triumphs and final results will be captured by you in a presentation that you can share with your colleagues, supervisors and future employers.

Requirements

Your video presentation must:

- Be no more than 15 mins long
- Show all your team members' faces on camera at some point in the video
- Show your final project solution
- Not use any third party copyright material - all video must be your own work
- Include the name of each contributing student in the group (e.g. in credits at the end).

How to get started

You do not need to use any special equipment - smart phone, tablet, or laptop will be fine. Your video can be in any format, for example you could use any combination of:

- [Video of your team](#) presenting the topic straight to camera
- Animations, images, graphics, [presentation slides or text with narration](#)
- [Screen capture with narration](#)

The intended audience for the video is other Engineering students (with no prior knowledge of your solution), your academic supervisors, external markers and future employers.

The technical quality of the video itself is not important, provided the audio and video are of a good enough quality to be understood for assessment purposes.

!A big note! If you work on your presentation concurrently with your project, it will be much easier and faster to put the final presentation together at the end. If you leave it till the last minute, you will miss opportunities to film fun things, and it will take much longer...

It's anticipated that making the video presentation will take your group a minimum of a day (8 hours) if you divide up the work, to a maximum of 30 hours over the semester.

To do: Next time you meet with your team, discuss your roles in making your video presentation.

2 Plan

Reading time: 15 mins

Production time: Up to 2 hours making a storyboard/shot list and planning your video

What is your story?

The aim of your video presentation is to show us the story of your project, as well as the final solution. Ask yourself the following questions:

How did you develop the **idea** for your project?

How did you **decide** on a solution?

How did you **design and build** it?

How did you **test** it?

Did it work the first time?

What was the **final solution**? (Show us!)

What was your **most triumphant** moment?

What was your **lowest point**, and how did you **overcome** it?

What did you **share** with other members of your team?

What was your best **learning experience** in the project?

What would you **do differently** next time?

What would you **recommend** to people trying a similar project?

Do you have interesting answers to some of these questions? Make sure to include those points in your video, they tell us (your audience) the whole story of your project.

Develop a storyboard

Every good story has a beginning, a middle and an end. Your storyboard is your planning document for your video, so that you know what shots you need to get to put your final presentation together. Watch this video for a basic intro to storyboards and shot lists, and why you'd use them:



(https://www.youtube.com/watch?v=ux_Em1IVsJl)

You can use paper for your storyboard (even stick figures on post-its!)

Think of it like drawing a comic book - outline the action, key dialogue points and any changes in location.

To do: Start planning your storyboard so you know what you need to capture on video. Check out the next module for ideas on how to record the different parts of your presentation.

Tips for a good story

Show don't tell

This is a basic rule of good writing for the screen, and you can use this rule to your advantage. Any time you can possibly show your audience something instead of telling us, do it!

[Show "Just Do It GIF - Find & Share on GIPHY](#)

Discover & share this Just Do It GIF with everyone you know. GIPHY is how you search, share, discover, and create GIFs.

" (<http://giphy.com/embed/wErjXg1tlgHXG>)

[via GIPHY](#) (<http://giphy.com/gifs/shia-labeouf-just-do-it-wErjXg1tlgHXG>)

Include your failures

Many scientific failures are repeated over time, because researchers are not encouraged to publish their failures. No one else gets the benefit of their experiences to avoid the same fate! Some new academic journals are trying to address this gap, such as the [All Results Journals](http://arjournals.com/) (<http://arjournals.com/>). You too should tell us what didn't work in your project, and how you addressed it to come to a successful conclusion.

What were your challenges? Did something break? Did you have to start again?

3

Record

Reading time: 10 mins per section

Production time: average 4 - 12 hours

You can use any combination of video and presentation formats as long as you show us your faces at some point in the video, and present your final solution.

To do: Decide which format (or combination of formats) is best to show your project. Remember you'll need at least a short video introduction showing your team members!

The following sub-modules have how-tos and suggested tools for different formats:

3.1

Narrate your presentation

Reading time: 10 mins

Production time: 2 - 6 hours including creating your presentation slides, writing a script, recording your presentation and exporting as a video file.

A narrated presentation is the closest format to presenting live with powerpoint slides. It can be useful for showing text, diagrams, the background of your project, results, or anything else that can be explained with visual slides and your voice.

To create a narrated presentation, you'll need 4 things:

1. Widescreen (16:9) presentation slides created in the tool of your choice (PowerPoint, Keynote, Google Slides)
2. A script or notes outlining what you'd like to say over each slide
3. A microphone
4. A screen recording tool (options listed below)

As a general rule of thumb, always make sure you are working in widescreen, and export your video at 720p.

Option 1: Record a PowerPoint presentation and export as mp4 (PC Only)

[Record your presentation](#)

(<https://support.office.com/en-US/article/Record-your-slide-show-in-PowerPoint-9d136e4a-9717-49ad-876e-77aeca9c17eb>)

[Export your presentation as a video](#)

(<https://support.office.com/en-US/article/Save-your-presentation-as-a-video-FAFB9713-14CD-4013-BCC7-0879E6B7E6CE>)

Option 2: Record a Keynote presentation and export as Quicktime (Mac Only)

[Show "Create a Narrated Slideshow Video from a Keynote 2013 Presentation - YouTube"](#)

(<https://www.youtube.com/embed/uTNalRgP7T8>)

[How to record a voiceover narration](#) (https://support.apple.com/kb/PH16930?locale=en_GB)

[How to save a presentation in another format](#) (https://support.apple.com/kb/PH16971?locale=en_GB)

Option 3: Record your screen using Screencast-O-Matic (PC or Mac)

Go to [Screencast-O-Matic](#) (<https://screencast-o-matic.com/home>)

Follow the steps outlined in the intro video below:

[Show "Welcome to Screencast-O-Matic - YouTube"](https://www.youtube.com/embed/qW0TjKzQK0M) (https://www.youtube.com/embed/qW0TjKzQK0M)

Save as a video file.

Troubleshooting:

PowerPoint and Keynote won't reliably support embedded media (videos) when exporting presentations to mp4. This includes screencast type videos you've captured of your screen. It's best to edit videos together for your final presentation separately outside of PowerPoint/Keynote, or submit your video in parts if that makes sense for your project. Use Screencast-O-Matic if you want to record and save action from your screen.

Using PowerPoint for Mac to export a recorded presentation is no longer possible, sorry 😞

If you are having issues exporting to mp4/Quicktime, try disabling any animations or transitions first.

For maximum compatibility it's recommended that you create your PowerPoint/Keynote presentation in the same version of PowerPoint/Keynote that you use to do the narration and export the mp4 video file (not reliably backwards compatible).

Advanced options:

All of the above steps can also be done in iMovie or Camtasia if you have access to either of these applications.

3.2 Shoot a video

Reading time: 10 mins

Production time: 1 - 8 hours depending on your project. Includes setting up shots, filming, do-overs, different angles or close ups, changing locations, etc.

You can use your phone, tablet, or webcam to shoot video content for your presentation. Your video could be as simple as your team members introducing themselves in front of your webcam before you start a narrated presentation, or as complex as showing your prototype in the field, user tests, action development shots, etc. It's up to you, your time and abilities, and what suits your project best.

Specs:

As a general rule of thumb, record all video in widescreen (16:9) landscape format in 720p.

Tips for shooting good video with your phone:

[Show "Tips for Recording Video on your Phone - YouTube"](https://www.youtube.com/embed/Cj0BIhyx9kc) (https://www.youtube.com/embed/Cj0BIhyx9kc)

Turn your phone

[Always shoot in landscape.](https://www.youtube.com/watch?v=Bt9zSfinwFA) (https://www.youtube.com/watch?v=Bt9zSfinwFA)

Lighting

Try to pick brightly lit locations, preferably with natural light from a window. If natural light is not available, use a lamp to make sure we can clearly see what you're showing us. Don't shoot directly into a light, be careful not to silhouette your group members!

[Show "Cece Peniston Dancing GIF - Find & Share on GIPHY"](#)

Discover & share this Dancing GIF with everyone you know. GIPHY is how you search, share, discover, and create GIFs.

" (<http://giphy.com/embed/3o6MbmSqPSw1QjgB8c>)

[via GIPHY](http://giphy.com/gifs/finally-silhouette-cece-peniston-3o6MbmSqPSw1QjgB8c) (http://giphy.com/gifs/finally-silhouette-cece-peniston-3o6MbmSqPSw1QjgB8c)

Sound

Pick a quiet location where possible. You may want to try an external microphone - most mobile headphones have one built in. If your location is noisy, you may want to record the audio separately and add it to the video later.

Framing

Try to include close up shots of things you want to show in detail, as well as longer action shots with your team members.

Focus

The method differs by device, but if you're using a phone to shoot video, you'll want to [lock the focus and white balance](https://www.youtube.com/watch?v=edzWTw0Yp_U) (https://www.youtube.com/watch?v=edzWTw0Yp_U) for each shot.

Shooting video with your Webcam:

Most laptops have a built in webcam. You can use [Screencast-O-Matic](https://screencast-o-matic.com/home) (<https://screencast-o-matic.com/home>), Windows Movie Maker, iMovie or Quicktime or your webcam's software to record from your webcam.

Note: Save the video files you record in a safe place - you'll need these for editing later.

3.3

Capture your screen

Reading time: 5 mins

Production time: 0:30 -2 hours including planning and recording (and do-overs)

Screen capture is a great way to show action on your computer screen. You might use screen capture to show a working prototype if it's screen based, or to show your numerical working for a problem, your code, or a piece of software that's integral to your project.

If you want to show your computer screen in your video, you'll need to record it using screen capture software. Most software lets you record a voiceover at the same time using an external microphone or a microphone built into your device.

[Screencast-o-matic](https://screencast-o-matic.com/home) (<https://screencast-o-matic.com/home>) is a great free tool for this:

[Show "Welcome to Screencast-O-Matic - YouTube"](https://www.youtube.com/embed/qW0TjKzQK0M) (<https://www.youtube.com/embed/qW0TjKzQK0M>)

Keep in mind that you are limited to 15 mins of recording time per video in the free version.

4 Edit

Reading time: 10 mins

Production time: 2 - 12 hours

Once you've recorded the parts for your video, you'll need to put them together.

Collect your [narrated presentations](#), [videos](#), [screencasts](#) and other media you want to use in your video.

Then choose one of the following editing tools and follow the instructions:

YouTube

YouTube is probably your simplest editing option, as it's available to all Monash students regardless of which operating system you use.

1. Sign into YouTube using your Monash credentials (if this option is unavailable, you'll need to [activate your Monash account for Google services](#))
2. Upload the parts of your video and edit:

[Show "YouTube"](https://www.youtube.com/embed/wKgVm7DkNX0) (https://www.youtube.com/embed/wKgVm7DkNX0)

[How to use YouTube video editor](https://support.google.com/youtube/answer/183851?hl=en) (https://support.google.com/youtube/answer/183851?hl=en)

*Note: If you're publishing your video directly from the YouTube editor using the "Create video" dialogue, please publish as **unlisted**. [See the Publish module](#) for more info.*

iMovie

If you have access to a Mac, you can use iMovie to edit your video.

[Show "iMovie 10 Tutorial: Beginners and Basics - YouTube"](https://www.youtube.com/embed/U63GULMOTcc) (https://www.youtube.com/embed/U63GULMOTcc)

For a full reference guide, try this [complete guide to iMovie 10](https://help.apple.com/imovie/mac/10.1/) (https://help.apple.com/imovie/mac/10.1/) from Apple.

iMovie is also available iOS devices such as the iPhone and iPad.

Windows Movie Maker

Warning - this option is Low-Fi! Windows Movie Maker is pretty easy to use, but does not support many flexible editing options. You will find yourself limited by the simplicity of this tool. Nonetheless, here's the info if you choose to go down this route:

[Windows 7/8 - Download Movie Maker](https://support.microsoft.com/en-au/help/14220/windows-movie-maker-download) (https://support.microsoft.com/en-au/help/14220/windows-movie-maker-download)

[Import Photos and Videos](https://support.microsoft.com/en-us/help/14025/windows-movie-maker-import-photos-videos) (https://support.microsoft.com/en-us/help/14025/windows-movie-maker-import-photos-videos)

[Edit movies](https://support.microsoft.com/en-us/help/14019/windows-movie-maker-edit-movies) (https://support.microsoft.com/en-us/help/14019/windows-movie-maker-edit-movies)

[Export your movie](http://www.digitalcitizen.life/saving-windows-live-movie-maker-projects-video-files) (http://www.digitalcitizen.life/saving-windows-live-movie-maker-projects-video-files)

Camtasia

If you have access to [Camtasia](https://www.techsmith.com/tutorial-camtasia-8.html) (https://www.techsmith.com/tutorial-camtasia-8.html), it's a nice way to combine several of the steps of your project in one (screen capture, webcam, narrated presentation and editing).

Advanced options

If you are already experienced in editing videos and want to make something shiny, feel free to use more advanced editing suites if you happen have access:

Adobe Premiere

Final Cut Pro

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Upload and Publish

Reading time: 10 mins

Production time: 10 mins (attended) plus up to 15 mins (unattended while YouTube processes)

If your Monash account is not yet activated for YouTube, see these instructions on [opting in to additional Google Services](#).

Uploading a video to YouTube

If you edited your video with an offline editor (and not the YouTube editor) you'll need to upload your finished project to YouTube for your final submission.

[Show "YouTube"](https://www.youtube.com/embed/UTmY4ddi130) (https://www.youtube.com/embed/UTmY4ddi130)

Guide: [Uploading a video to YouTube](https://support.google.com/youtube/answer/57407?hl=en) (https://support.google.com/youtube/answer/57407?hl=en)

Please set your video to **unlisted** for assignment submission.

More info will be provided after your videos are graded on publishing publicly, where appropriate.

Publishing and privacy settings

[Show "YouTube"](https://www.youtube.com/embed/zaSM_xcmkOI) (https://www.youtube.com/embed/zaSM_xcmkOI)

Guide: [Changing privacy settings on YouTube](https://support.google.com/youtube/answer/157177) (https://support.google.com/youtube/answer/157177)

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Activate YouTube on your Monash account

Activating your account

To use the YouTube editor, upload, and share your video, you'll need to opt in to Google Apps additional services with your Monash account (if your account has not already been activated). This requires approval through eSolutions and is not instant. Do it now!

[Opt in to Google Apps additional services](https://ims.monash.edu/opt-in) (<https://ims.monash.edu/opt-in>) to activate YouTube with your Monash account.

Copyright

Remember, you can't upload or share third party copyright material to YouTube. This means your video, including any music, graphics, photos, etc. must be your own work.

The only exception to this rule is where you use copyright free or creative commons material, which may require you to attribute your source in the video.

If you have questions about Copyright and study, see the [copyright for students](http://intranet.monash.edu.au/copyright/students/index.html) (<http://intranet.monash.edu.au/copyright/students/index.html>) guide.

Also, see the [Social Media Student Use procedures](http://policy.monash.edu.au/policy-bank/management/global-engagement/social-media-student-use-procedures.html) (<http://policy.monash.edu.au/policy-bank/management/global-engagement/social-media-student-use-procedures.html>) for rules on what is acceptable use of YouTube for study (basically - be good to each other!)