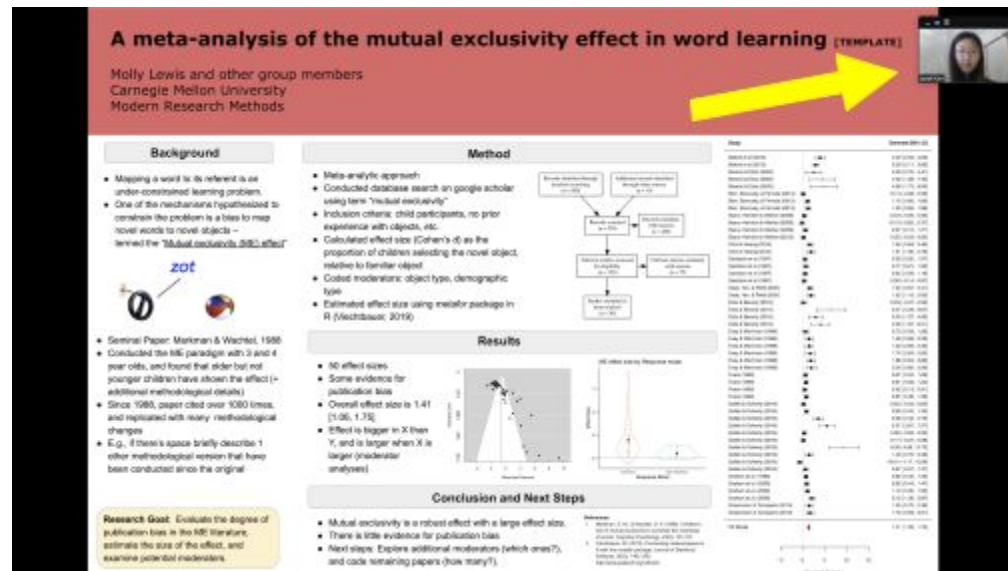


How to record your poster presentation and add link on Canvas

Recording your poster presentation:

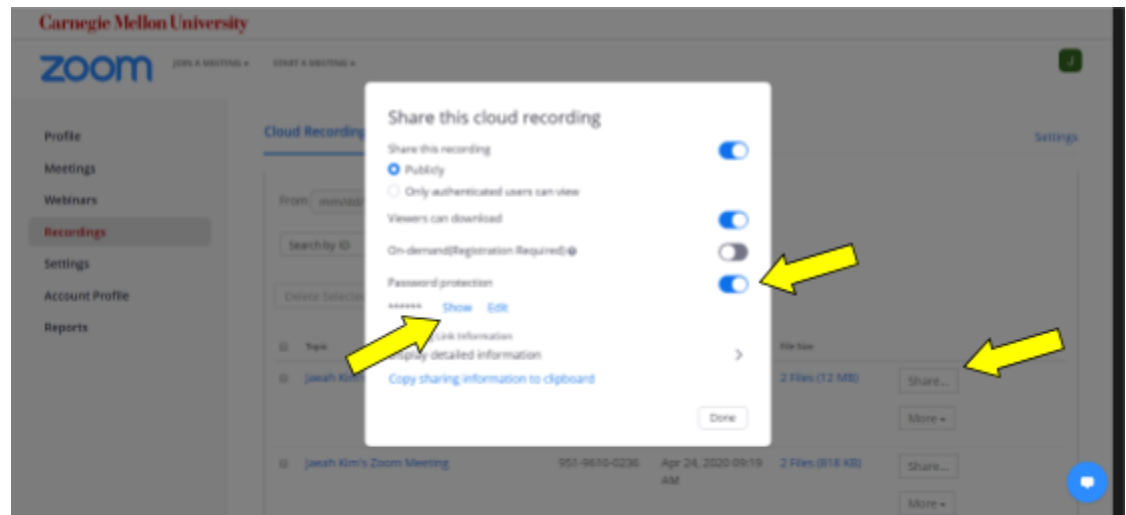
Start by signing in to cmu.zoom.us with your andrew credentials.

- Select 'Start a meeting' towards the top left
- Select 'Record' → 'Record to the cloud' in the bar at the bottom
- Present your presentation using screen share
 - Use the "Show small active speaker video" option to show only the current active speaker at a time



- All other members besides the one currently speaking should stay muted
- Clearly state verbally when you move to a new section
- Must be 4 minutes long
 - Could use video editor of choice to crop video to correct length afterwards, if necessary (e.g., quicktime, or whatever video editing software you are familiar with)
 - Or can just re-record
- If you would like to zoom-in on specific parts of your poster during your presentation, this video demonstrates how to do that:
<https://cmu.box.com/s/b33rqwfymoojfic9htw4pxx3oz4yztfg>
- Stop the recording by selecting 'Stop recording' at the bottom
- Click 'yes' to receiving an email notification
- End the meeting

- The mp4 *link* will be emailed to you once the video is finished processing
 - This can take a few minutes
- Follow the link and review your presentation
 - Re-record if you want to fix something
 - Optional: If you wanted your presentation to be password protected, you can click 'Share' to open the share settings and turn 'Password protection' on. You can click 'Show' to copy the unique generated password or create your own.



- Also, turn off “Viewers can download”
- Click ‘copy shareable link’ and send the link to your instructors, TAs, and all group members (with the password if you turned on password protection)

Uploading your poster presentation and poster pdf to Canvas:

- Paste the link to your group's Poster Discussion thread on Canvas
 - As a reply in the post (important that you add the link as a reply)
 - Make the post using this wording → “Here is the link to our presentation video: [link]”
 - Optional: If you password protected your video, also add a line with the password (“Here is the password: [password]”)
- Upload a pdf of your poster as well
 - As the second reply in the post after the presentation link
 - Make the post using this wording → “Here is our poster PDF”
 - Attach the poster

- Screenshots demonstrating above steps:

