# Guide for Creating a Video

This guide is intended to help you create a video for those interested in applying for the Bill Kline Innovation Award as part of the Rose Show. If you need assistance with these steps, contact Learning and Technology (LearningAndTechnology@rose-hulman.edu) or Professor Reyes ([reyesem@rose-hulman.edu](mailto:reyesem@rose-hulman.edu)).

## Step 1: Create Recording

We recommend using Panopto to create/edit your video content. You can access Panopto at the following address:

<https://rose-hulman.hosted.panopto.com/Panopto/Pages/Home.aspx>

You will be prompted to log in using your Rose-Hulman username and password through Moodle.

Once you are logged in, navigate to “My Folder” (on the left-hand side). Once there, you can create content following the directions on this site:

<https://support.panopto.com/s/article/basic-recording-1>

For those who need to borrow equipment (video recorder, etc.), [Instructional Technology](https://rosehulman.sharepoint.com/sites/LT/SitePages/Equipment-Loans.aspx) can loan equipment to students with a valid RHIT ID; note that equipment is limited. Videos recorded with external devices can be uploaded to Panopto for editing. Directions for editing videos on Panopto is available on the following site:

<https://support.panopto.com/s/article/Edit-a-Video>

## Step 2: Save Recording

Once your video is completed, you should download a copy of the video for submission. Directions for exporting a video from Panopto are available here:

<https://support.panopto.com/s/article/How-to-Download-Video-or-Audio-Streams-as-MP4s>

## Step 3: Submit Video

All videos must be submitted to the following folder:

<https://rose-hulman.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx#folderID=%22c2ecd257-0b15-4a73-8163-ae5b012c3948%22>

Adhere to the following guidelines:

1. The title of your video should begin with “NDA” if your client has asked that you not discuss the results of your project in a public setting.
2. Except for the above, the title of your video should match the title submitted when you registered for the Rose Show.