CSCI 201 Final Presentation Guideline

Tips:

1) The team needs to select a host for the meeting. The host will be responsible for exporting your team's presentation into a single video file.
2) It is recommended that all the team members read about this tutorial to get to know the process of recording the presentation.
3) It is recommended to have a dry run as a team to export your presentation into a video using this guideline before your actual recording.
4) You will create two video files - one for the presentation portion with slides (no more than 8 minutes) and one for the demonstration (no more than 10 minutes). The combined total should be no more than 15 minutes.
5) Make sure that video and audio are included in your recordings, and for the demonstration, you should be talking through what is happening while recording.
   a) Everyone on the team must speak during either the presentation or demonstration.

1. Setup

1.1 The host starts a zoom meeting via visiting this web page:
https://itservices.usc.edu/zoom/

1.2 Launch Zoom

Getting Started

Zoom provides a high-quality, mobile-optimized, video and audio conferencing service for free to all USC faculty staff and students.

If you do not have a USC Zoom account yet, activate and configure your USC Zoom account using the instructions below.

1. Go to usc.zoom.us, scroll down to the bottom of the page and click the link to download the Zoom app to your desktop, laptop or mobile phone.
2. Start the app and log in using Shibboleth (USC's single sign-on (SSO) system).

1.3 Check your zoom profile settings at (https://zoom.us/profile/setting) and enable screen share. If you are unable to configure this here, you can also make others co-hosts in the Zoom meeting, which allows them to share their screens.

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
○ Host Only   ● All Participants ⑦

Who can start sharing when someone else is sharing?
○ Host Only   ● All Participants ⑦

[Save] [Cancel]

1.4 Start a Zoom meeting as a host

Video Conferencing

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Configure your account

1.5 Launch Zoom app

1.6 Click the "Invite" button and get the meeting ID
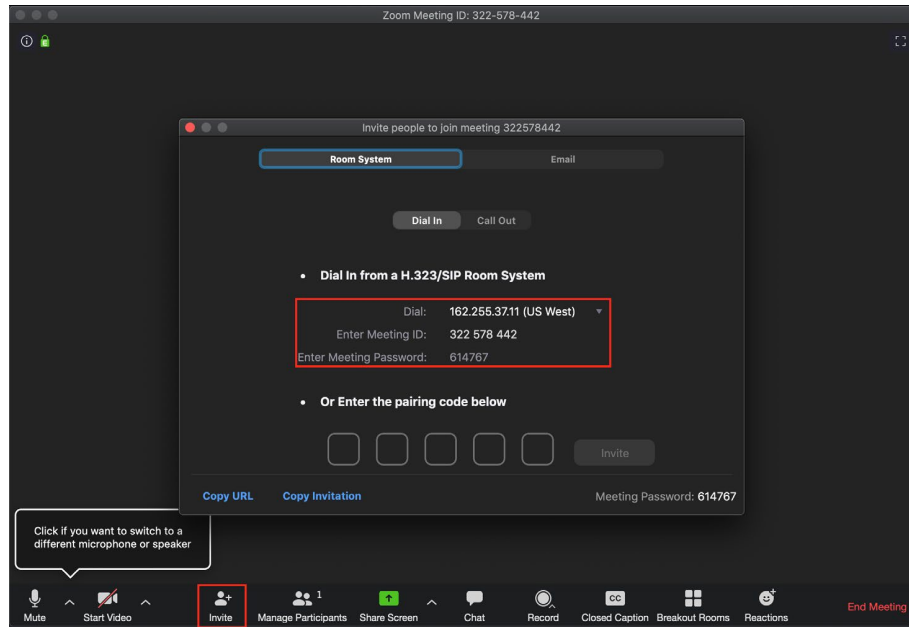
1.7 Other team members join the meeting.
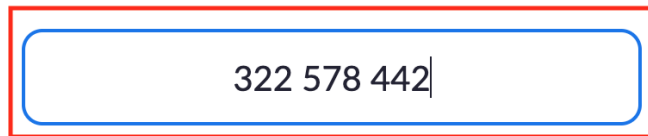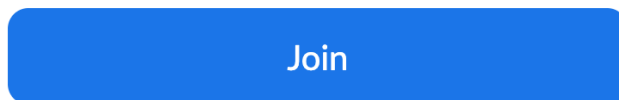
Video Conferencing

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Configure your account

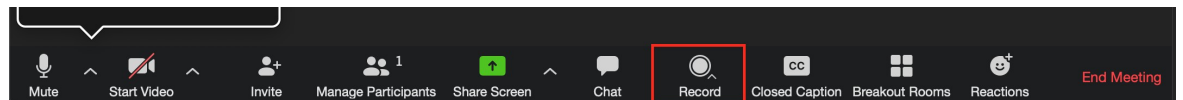1.8 Join the meeting using the meeting ID

Join a Meeting

322 578 442

Join

Join a meeting from an H.323/SIP room system
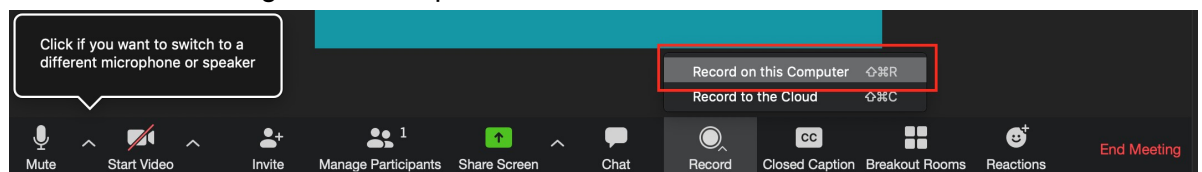
2. Presentation

2.1 The host enables screen sharing option.
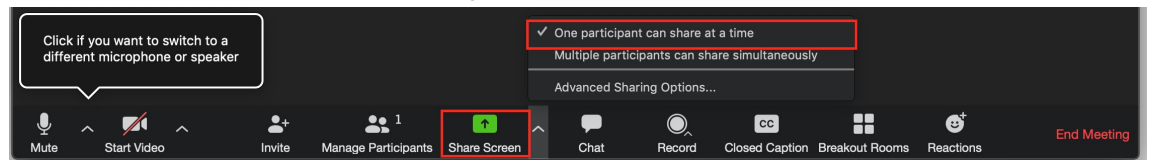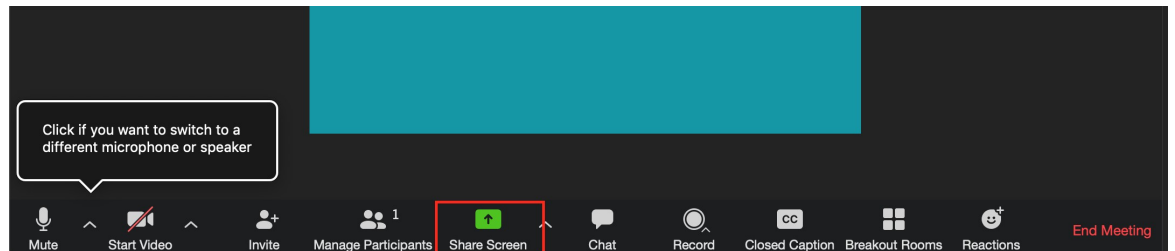

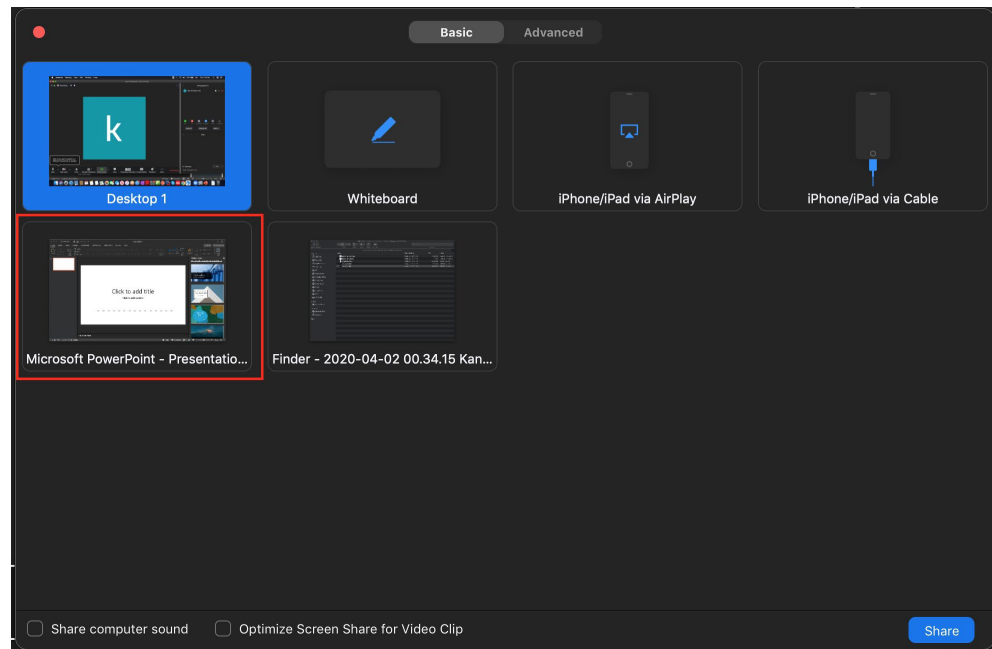### 2.2 The host starts recording the meeting

2.3 Select "recording on this computer"

2.4 Share your screen at the time when you present
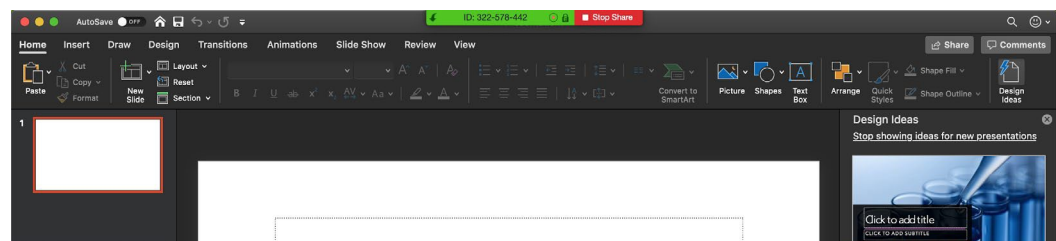
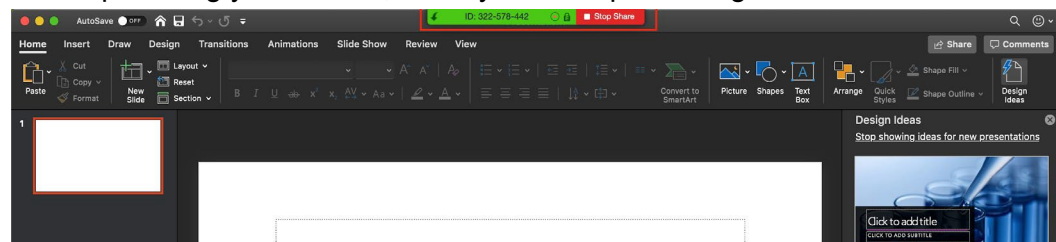## 2.5 Select your presentation slides screen

2.6 Present your slides
**start with a quick introduction of yourself, since every team member needs to present.
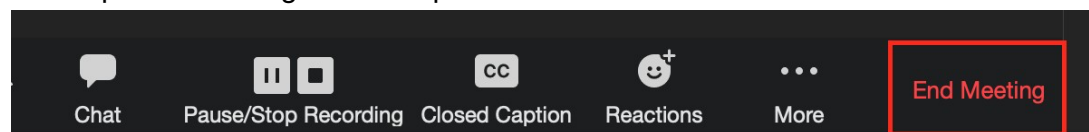

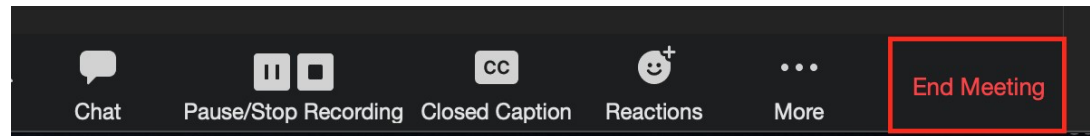## 2.7 Stop sharing your screen, when you finish presenting

2.8 Next team member continues to present by following step 2.4 - 2.7.
2.9 Stop the recording when the presentation is done.
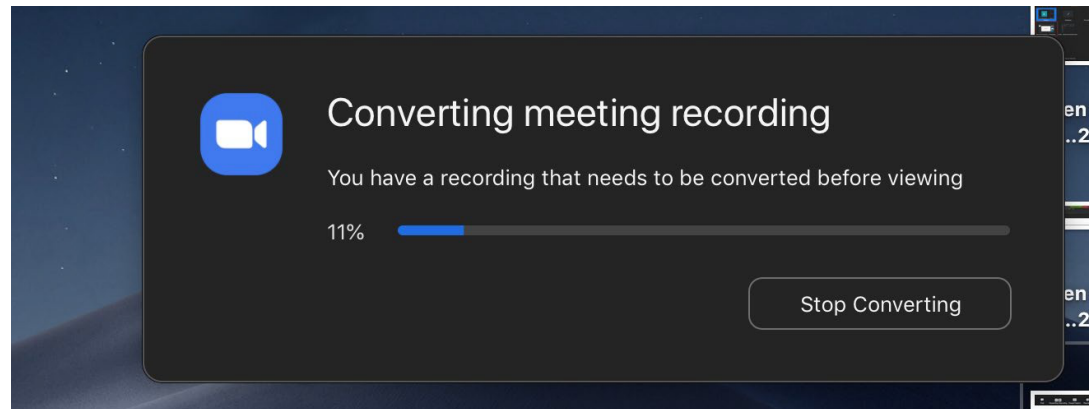
3. Output Video

3.1 Click the "End Meeting" button

3.2 The app will output the video

3.3 Find the exported video file (e.g. "/Documents/Zoom/")

3.4 Rename the video file using this pattern:
"CSCI201_FPP_Team_X_presentation.mp4"

3.5 Create an index file that includes the time at which each of your team members present and a summary of how long each person presented.
For example:

```
Tommy Trojan: 00:00
Hecuba Goddess: 05:04
George Tirebiter: 07:33
Tommy Trojan: 08:25
End: 11:25

Totals
Tommy Trojan: 08:04
Hecuba Goddess: 02:29
George Tirebiter: 00:52
```

3.6 Name this text file as "CSCI201_FPP_Team_X_presentation.txt"

4. Demonstration Recording

4.1 Follow the above steps in sections 1-3 again for creating the demonstration. Note that not every member of the team needs to speak during the demonstration, but I do expect everyone to speak during the presentation.
4.2 Name the file "CSCI201_FPP_Team_X_demo.mp4"
4.3 Name the index file "CSCI201_FPP_Team_X_demo.txt"

5. Deliverables

5.1 Create a ZIP package for the three generated files and the complete slides:
"CSCI201_FPP_Team_X.pptx" (or whatever format you used)
"CSCI201_FPP_Team_X_presentation.mp4"
"CSCI201_FPP_Team_X_presentation.txt"
"CSCI201_FPP_Team_X_demo.mp4"
"CSCI201_FPP_Team_X_demo.txt"

4.2 Name this ZIP package as "CSCI201_FPP_Team_X.zip"

4.3 Upload to the "FP-Final Presentation/Demonstration" section in DEN's D2L.