

## OPTION 1: HOW TO RECORD YOUR SPEECH FROM YOUR COMPUTER

### You will need the following:

1. Computer with a webcam) capable of recording each speech (our longest speech is 10 minutes in length).
2. A space that allows you to record a video directly from your computer. You need to be able to position the webcam so that it captures you (from the waist up at a minimum), your audio, and your visuals clearly...if I can't see it or hear it, I can't grade it!

### Process:

You will record your speech directly from your computer webcam. You will then upload your speech into the discussion forum.

You can also record directly into Canvas using Canvas Studio. You click on the link to the discussion forum for the appropriate speech (it says \*THIS IS WHERE YOU POST YOUR SPEECH VIDEO). You click 'reply' to open the text box to post your discussion. You click on the 'tools' tab at the top, then click 'apps', then 'view all' and it will give you the option to open Canvas Studio. From there you can record your video from your computer (or upload a video recording). You position yourself and your visuals. You press 'start recording' to start the recording of your speech, record your speech, press 'finish' when you're done, and then you press 'save' to post it to the discussion board, and post your 'reply'. *\*Be sure to double check your recording to make sure it is viewable, we can see you, we can hear you, and we can see your visual aids.*

## OPTION 2: HOW TO RECORD YOUR SPEECH FROM A SECONDARY DEVICE (CELL PHONE)

### You will need the following:

1. Digital video recording equipment (webcam or phone will work provided you set up an environment that allows you to record from a distance) capable of recording each speech (our longest speech is 10 minutes in length).
2. Ability to record a video from another device, transfer it to the computer and/or upload it to a video sharing site [YouTube] and then post a link to the video to the Canvas Discussion Board.

3. A space that allows you to be able to position the recording device so that it captures you (from the waist up at a minimum), your audio, and your visuals clearly...if I can't see it or hear it, I can't grade it

**Process:**

You will record your speech using your cell phone or other recording device. You will upload your speech into YouTube to allow for the transfer of longer files. You will then download the YouTube link into the discussion forum. You click on the link to the discussion forum for the appropriate speech (it says \*THIS IS WHERE YOU POST YOUR SPEECH VIDEO). You click 'reply' to open the text box to post your discussion. You upload your YouTube video file and post your 'reply'. There are links to help you through the process of uploading videos to YouTube in a secure fashion and downloading the link into the discussion board. *\*Be sure to double check your recording to make sure it is viewable, we can see you, we can hear you, and we can see your visual aids.*

### OPTION 3: HOW TO RECORD YOUR SPEECH USING MEDIA RECORDING PROGRAMS/APPS

\*This is for those of you who are more tech savvy than the rest of us and are familiar with media recording programs or apps that would work for this assignment.

**You will need the following:**

1. Digital video recording equipment capable of recording each speech (our longest speech is 10 minutes in length).
2. Ability to record a video from another device through the use of a media recording program or app and then post a link to the video to the Canvas Discussion Board.
3. A space that allows you to be able to position the recording device so that it captures you (from the waist up at a minimum), your audio, and your visuals clearly...if I can't see it or hear it, I can't grade it.

**Process:**

\*I can't really help you here as I'm not as tech savvy as you are. You will record your speech using whatever media recording program or app you are familiar with. You will then download the video link into the discussion forum. You click on the link to the discussion forum for the appropriate speech (it says \*THIS IS WHERE YOU POST

YOUR SPEECH VIDEO). You click 'reply' to open the text box to post your discussion. You upload your video file and post your 'reply'. **If you are going out on your own, you need to be sure your video link is uploaded in a file format that is accessible to all of us in Canvas as we likely do not have that same media recording program or app ...and be sure to test the link.** *\*Be sure to double check your recording to make sure it is viewable, we can see you, we can hear you, and we can see your visual aids.*

### **Before the speech:**

- Create a speaking environment similar to the front of the classroom where you can display visual aids (may need to stand next to your computer).
- Make sure the background and environment are as distraction free as possible.
- Make sure the you are visible. You must be standing and visibly clear from the waist up at a minimum (full body shot is preferable). Sitting in a chair or lying on the bed are not option. If there are DSPS accommodations that need to be taken into consideration, please talk to me individually.
- You want the shot to be close enough for gestures and facial expressions to be clearly seen on screen (we want to see most of the body at a minimum), but not too far away to where we can't hear or see you clearly.
- Visual aids must be visible (again, you may need to stand next to your computer if you are using power point).
- Make sure we can hear you. Check the audio to be sure the speaker is audible and clear.
- Make a simple test recording for 20-30 seconds to see how things look, sound, and work.

### **During the speech:**

- Keep the camera steady and focused on the speaker, and make sure we are able to see the visual aids as well (do not block them or let them block you).
- Make sure you record your speech in one sitting (one continuous recording). You will be penalized for editing and piecing together your speech.

### **After the speech:**

- Review the recording closely. If there is no audio or if the audio is not understandable, the evaluator will have no choice but to fail the speech.
- Re-record speeches that are inaudible or where the speaker and/or visual aids are not clearly visible. One advantage to doing speeches online is that you can re-record as many times as possible and submit your best presentation. But, it needs to be one continuous recording (it cannot be edited and pieced together).
- Remember, the assessment of each presentation depends on what the evaluator is able to view on the recording, not what the speaker may have intended. If I cannot see or hear you clearly, you will not earn a good grade...even if your speech is wonderful in person.

### RECORDING TIPS:

- When recording the speech, you should be **STANDING** and visible from the waist up (at a minimum, full body shot is preferred). **DO NOT ZOOM IN TOO CLOSE FOR A FACE ONLY SHOT.**
- You must speak loudly enough for the video camera microphone to pick up your voice. The clearer your recording is, in audio and video, the better your evaluation can be.
- You may want to have someone record your speech while you are speaking.
- If at all possible, make a backup copy of your speech.
- You should be dressed appropriately for the presentation. Dress as if you were giving that speech in a classroom environment.
- Do **NOT** overuse cue cards or read from notes when delivering your speech. You will be graded on the same elements of delivery you would be graded on in the classroom.
- Practice with the camera, so that you know how it looks, and you are able to predict technical glitches.

**\*Most important: Know that this is not an ideal environment for anybody..it can and probably will be awkward and uncomfortable, but we are all in the same boat. Just do the best you can. We will all be giving you a big 'virtual' round of applause when you finish.**

## HOW TO UPLOAD YOUR SPEECH INTO YOUTUBE:

We are going to use YouTube as our platform for uploading and posting speeches. You will create a YouTube account. You will need to create an account, set your privacy settings to 'unlisted', and upload your video.

1. **First, you will need to create a YouTube account.**

[How to create a YouTube account](#)

2. **Then you will need to choose your privacy settings.** You will want to choose '**unlisted**' from the privacy settings so that you can keep the video private (it won't be searchable on YouTube), but the instructor and students can still watch it from the link you will provide.

[How to edit privacy settings](#)

3. **Then you will need to upload your video.** Click the Upload button at the top of the page. Select the video you would like to upload from your phone or computer.

[How to upload videos from phone or computer](#)

4. **Then you will need to 'share' your video in order to link it to Canvas.** Click Share to privately share your video. Copy the link that is presented and go to Canvas.

[How to find the link to share your YouTube video](#)

## HOW TO LINK YOUR VIDEO TO THE DISCUSSION BOARD

When the video of your speech is ready on YouTube, **embed** OR **link** the video into the discussion forum under a new thread with your name and a speech title.

### Option 1: Embed a video in a new thread

#### [How to embed a video](#)

Instructions:

- To embed a video, select the entire embed code from the "Embed" box by dragging your cursor until it goes all the way to the very end of the code.
- Hit CTRL-C or right-click to COPY the code.
- Now you're ready to include text and video for discussion and evaluation.
- Go back to our Canvas site, click on the appropriate discussion forum, and post a new thread that embeds your video in a new thread.
- Click "Post a new thread" to embed your video and include any narrative or explanation.
- Next to "Title", type the name(s) of the speaker(s).
- Click on the html editor button (see screen shot).
- Paste the full object code that you copied from YouTube into the description textbox.
- Click the "Post Message" button at the bottom left of the page.

-The video should appear as an original post.

-Refresh the page to view it and make sure it works properly.

*\* Note: There may be some additional html code at the top. The text editor tends to duplicate code. Don't worry about it. As long as the video is posted and plays well, that's what counts.*

## **OPTION 2: Copy a clickable link to the video, without embedding it.**

### [How to copy a clickable link/hyperlink](#)

Instructions:

-Select the entire URL for the video by dragging your cursor until it goes all the way to the very end of the URL.

-Hit CTRL-C or right-click to COPY the URL.

-Now you're ready to include text and video for discussion and evaluation. Go back to our Canvas site, click on the appropriate discussion forum, and post a new thread that includes a link to your video.

-Click **Post New Thread**. The Compose Forum Message screen will open.

-Next to "Title", type the name(s) of the speaker(s).

-Under "Message" paste in the url .

-Click the chain link symbol from the editor menu to **Insert/Edit link** (when you scroll over it, it will say 'link to URL').

-Paste the URL into the appropriate box and click OK

-When you're finished, click **Post Message** and then make sure you exit out and log back in to make sure your video is posted and the link works.

**Reminder: Make your video UNLISTED to share it with the class (without it being shared with the rest of the world!).**