

# Student Guide To Recording and Uploading Videos to Connect

Read through the appropriate sections of this guide before recording your speech. The exact process for recording your speech and uploading the video to Connect will vary depending on the type of camera and computer you use.

**Note: We recommend compressing any video that is larger than 50 MB.** Depending on the speed of your internet connection, a 10-minute video in some formats may be so large that it would take an hour or longer to upload. Details on how to compress videos on a SmartPhone or Tablet are included in [Section 2](#) (iPhone/iPad) and [Section 3](#) (Android). If you are not recording with a SmartPhone or Tablet, you can find details for compressing on your computer in [Section 5](#) (Windows) and [Section 6](#) (Macintosh).

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## Section 1. General Guidelines for Recording Your Speech

Your instructor will provide speech requirements, but here are some general tips:

- Dress professionally and in a way that will not detract from the content of the speech you are delivering.
- Stand tall and with good posture. Don't sit in front of the camera. If you are using a webcam built into your computer, you can set the computer on a raised surface (even a stack of books will work) and then step back from the computer to deliver your speech.
- Ensure that your entire torso is visible in the frame without making you seem very far away. Your instructor will want to see your facial expressions and your hand gestures clearly.
- Project your voice so that it will be recorded clearly (but don't shout).
- Test your recording in the environment where you will be speaking to make sure ahead of time that you can see and hear yourself clearly.
- Make sure that the lighting doesn't undermine your video. Stand so that light is shining on you rather than behind you. This means that you should not stand in front of a window where the sun shines behind you. Creating a test video will help you know when and where your lighting works best.
- Eliminate any unwanted background noise. Turn off a television in a different room, for example.
- The person holding the camera must make sure to hold the camera very steady, or – even better – use a tripod.



- Many instructors want to see your audience and have requirements regarding how many people need to be present and what their ages should be (small children usually don't count, for example). Your audience should sit in front of you. The person recording your speech can use the camera to show your audience and then pan to you speaking.
- Most instructors will reject a video submission that has been edited. Be sure you understand your instructor's requirements fully before getting started.

## Section 2. Using an iPhone or iPad

### **Step 1: Record Your Video**

Set up your iPhone or iPad so that your video will appear in its proper orientation. If you do not position your device properly, your video may display sideways or even upside down when viewed online.

- When using the camera on the back of the phone or tablet, orient the device horizontally – with the microphone and Home button positioned on the RIGHT side and the earpiece on the left, as shown below.



- If using the front-facing camera (so that the phone mirrors you speaking), position the device horizontally with the button on the LEFT side of the phone (the opposite of the picture above).

Record your video, ensuring that you are following the general guidelines provided in [Section 1](#) of this Guide.

### **Step 2: Copy the video to a place where Connect will be able to access it**

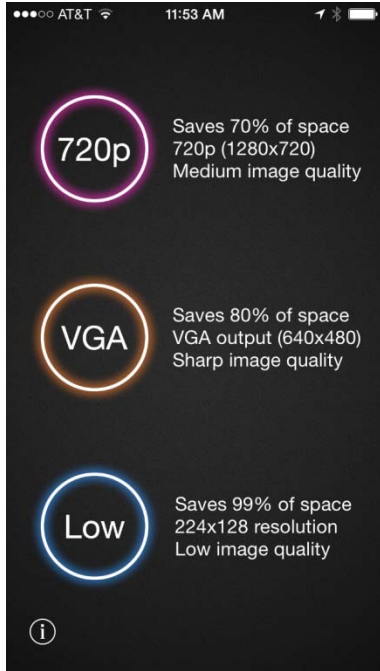
In order to get your video from your phone or tablet to Connect, you will first have to store it in a place where Connect will be able to access it. With an iPad or iPhone, there are two options:

1. Use your device's USB cable to connect the iPhone or iPad to your computer, copy the file to your computer, and then compress the video. Instructions for compressing the video on both Mac and Windows are included later in this guide. If you want to use this option, skip ahead to [Section 6 if you are using a Mac](#), or skip to [Section 5 if you are using a Windows computer](#).
2. Your other option is to compress the video on your iPhone or iPad and then upload it to **Dropbox** or other Cloud-based service, where you will be able to access it in order to upload it to Connect. Compressing your video will make uploading it to Dropbox faster.

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To compress the video on your iPhone or iPad, download an app called **Video Compressor** from the Apple app store. Search in the Apple app store for “Video Compressor” and you should find it without problem. “Get” it for your iPhone or iPad where your speech video was recorded and is stored.

When the Video Compressor app is installed, open it. You will see a screen like the one below.



Tap **LOW**. This setting will compress your video so that it is as small as possible for uploading. If your original video was recorded well (see general guidelines), the quality of the compressed video should be fine for display online. Much will depend on the specifics of your video, so feel free to experiment with the other settings too. Try to compress your file so that it is no larger than 20 MB for the fastest upload to Connect. You can use a much larger video if necessary, but be prepared to wait for a longer time for the video to upload to Connect.

Once your video is compressed, you can copy it to your computer by using your device’s USB cable to connect the iPhone or iPad to your computer. Or you can upload to Dropbox or other Cloud-based storage service, which may be simpler.

To upload to Dropbox, you need to have Dropbox installed on your device (get it in the Apple app store). Then, open Dropbox, tap the three dots in the top right corner of the screen, select +Upload, find your video, and tap Upload. Of course you will want to do this in a place where you can connect to a good wireless network.

To learn how to upload your compressed video from Dropbox to Connect, see [Section 7](#).

### Section 3. Using an Android Phone or Tablet

#### **Step 1: Record Your Video**

Set up your device horizontally so that your video will appear in its proper orientation, and:

- With an Android phone, make sure the microphone is positioned on the right side and the earpiece on the left.
- With an Android tablet, make sure the camera is at the top of the device (while you hold the device horizontally).

Record your video, ensuring that you are following the general guidelines provided above.

#### **Step 2: Copy the video to a place where Connect will be able to access it**

In order to get your video from your phone or tablet to Connect, you will first have to store it in a place where Connect will be able to access it. With an Android device, there are two options:

1. Use your device's USB cable to connect the device to your computer, copy the file to your computer, and then compress the video. If you want to use this option, skip ahead to [Section 6 if you are using a Mac](#), or skip to [Section 5 if you are using a Windows computer](#).
2. Your other option is to compress the video on your Android phone or tablet and then upload it to **Dropbox** or other Cloud-based service, where you will be able to access it in order to upload it to Connect. Compressing your video will make uploading it to Dropbox faster.

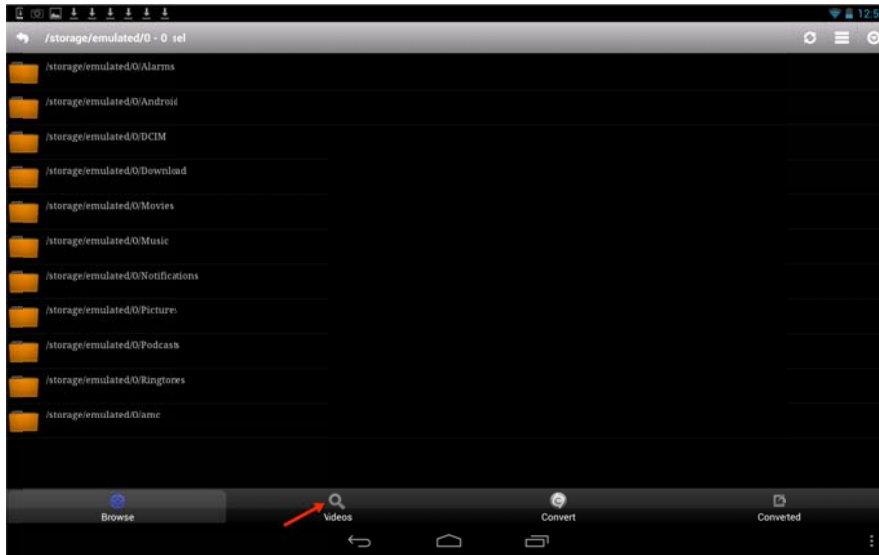
To compress the video on your Android device, you'll need to download an app called **Video Converter Android** from the Play store. Search in the Play store for "Video Converter" and you should find it without problem. Install the free version.

The free version will give you access to the functionality you need for three days. Unfortunately, after the three-day trial period, you will have to purchase the pro version of the app, which cost \$3.22 in late 2014. We will monitor the price to see if it changes drastically, and we will keep looking for free alternatives.

Once Video Converter Android (free trial) is installed on your device, open it. A "codec," which customizes the app specifically for your device, will be recommended. Install that.

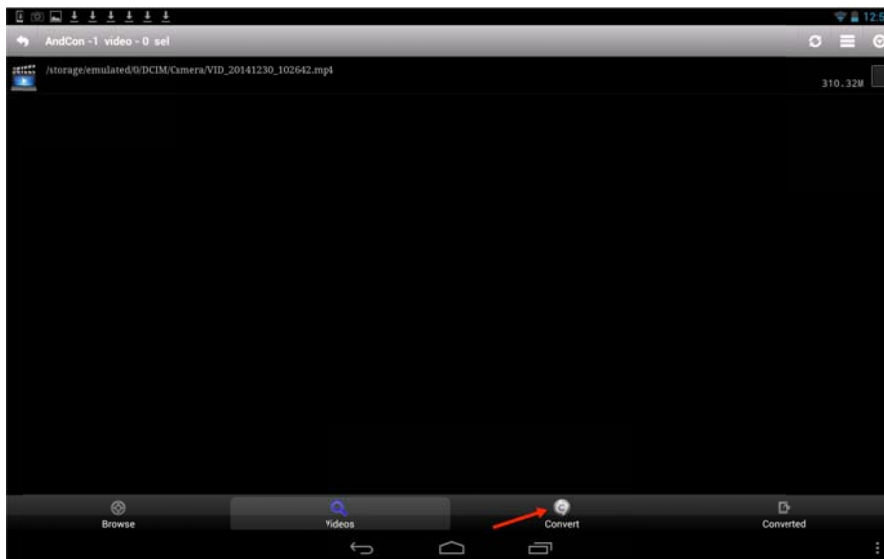
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When you first start Video Converter Android, an overlay of instructions will display. Click “Show Again Later” to dismiss this overlay. Next, a list of files on your device will display. Tap the video button (highlighted with a red arrow below).



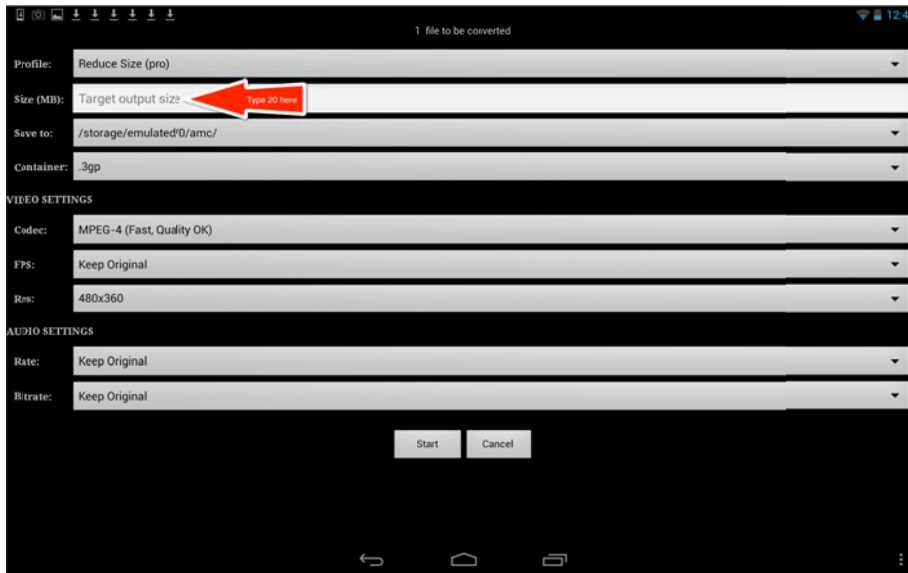
Now select the video you want to convert. Filenames of videos recorded on the device will include the date and time the video was recorded (YYYYMMDD\_HHMMSS.mp4).

Once you've selected your speech video, tap “Convert.”



Then, under Profile, select Reduce Size (pro). Enter 20 as the target output size. Leave all of the other settings as is and tap “Start.” Converting a large file will take some time. Be patient.

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If you get a message telling you that “one or more input files are too big for a single output file,” tap no ... You don’t want to convert into multiple files. Instead, increase the target output size. Try 30, and if that doesn’t work, keep trying again in increments of 10. Unless your video is extremely long, you should not have to convert to anything larger than 50 MB.

Once the video has been converted, tap the “Converted” icon at the bottom of the screen to find it. The filename will include the date as before, but the extension (the letters after the dot) will be 3gp. This is the file that you will use for Connect.

Now you can copy it to your computer by using your device’s USB cable to connect the phone or tablet to your computer. Or you can upload to Dropbox or other Cloud-based storage service, which may be simpler.

To upload to Dropbox, you need to have Dropbox installed on your device (get it in the Google app store). Then, open Dropbox. If Dropbox offers to “turn on camera upload,” do not enable this; if you do enable it, Dropbox will automatically try to upload the huge original video that you just compressed. If you accidentally enable camera upload, you can cancel it in “Settings” (tap the menu icon on your phone, or the three dots in the top right corner of the tablet screen, select “Settings,” and then “turn off camera upload.”)

To upload the converted video to Dropbox, open Dropbox, tap the menu icon on your phone, or the three dots in the top right corner of the tablet screen, and select “Upload Here.” Select “Photos or Videos” and then scroll through all of your camera photos until you see a heading, “Storage.” Your converted video will appear here; remember to look for the date in the filename and the file extension 3gp. Of course, all uploading should be done only when connected to a good wireless network. Don’t try to use your data plan for this!

To learn how to upload your compressed video from Dropbox to Connect, see [Section 7](#).

#### [Section 4. Using Any Other Kind of Camera](#)

Of course, you are not limited to smart phones for recording you speech.

Follow the instructions with your camera for recording and then transferring the file to your computer. Once the file is on your computer, if it is larger than around 50 MB, you will probably save time by compressing it before attempting to upload to Connect. Instructions for compressing the video on a Windows Computer are found in [Section 5](#). For Macs, the instructions are in [Section 6](#).

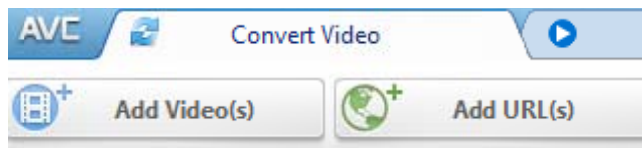


## Section 5. Compressing Your Video on a Windows Computer

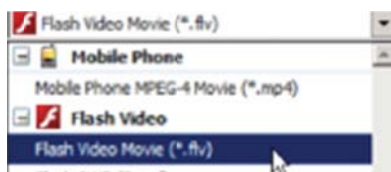
Compressing your video will make uploading to Connect faster. We've done many tests of the video uploading functionality and find that, on a typical wireless network, it's possible to upload large videos, but it will take time. Just one example may help illustrate this: A 6-minute speech video recorded on an iPhone produced a .mov file (Quicktime) that was 435 MB. Over a home wireless network, it took approximately 45 minutes to upload the video to Connect. Converting that video following the instructions provided below reduced the file to 8 MB, and the converted video uploaded in 3 minutes.

We recommend compressing any video that is larger than 50 MB.

1. You will need to have **Any Video Converter** installed on your Windows computer. Find it free at this url: [http://www.any-video-converter.com/products/for\\_video\\_free/](http://www.any-video-converter.com/products/for_video_free/) Download and install the software. Then start it up.
2. Select the video file you want to convert by clicking "Add Video(s)" and choosing your video file.



3. Open the drop-down menu in the upper right-hand corner of the screen and choose to convert your video to "Flash Video Movie (\*.flv)":



4. Click "Convert Now!"

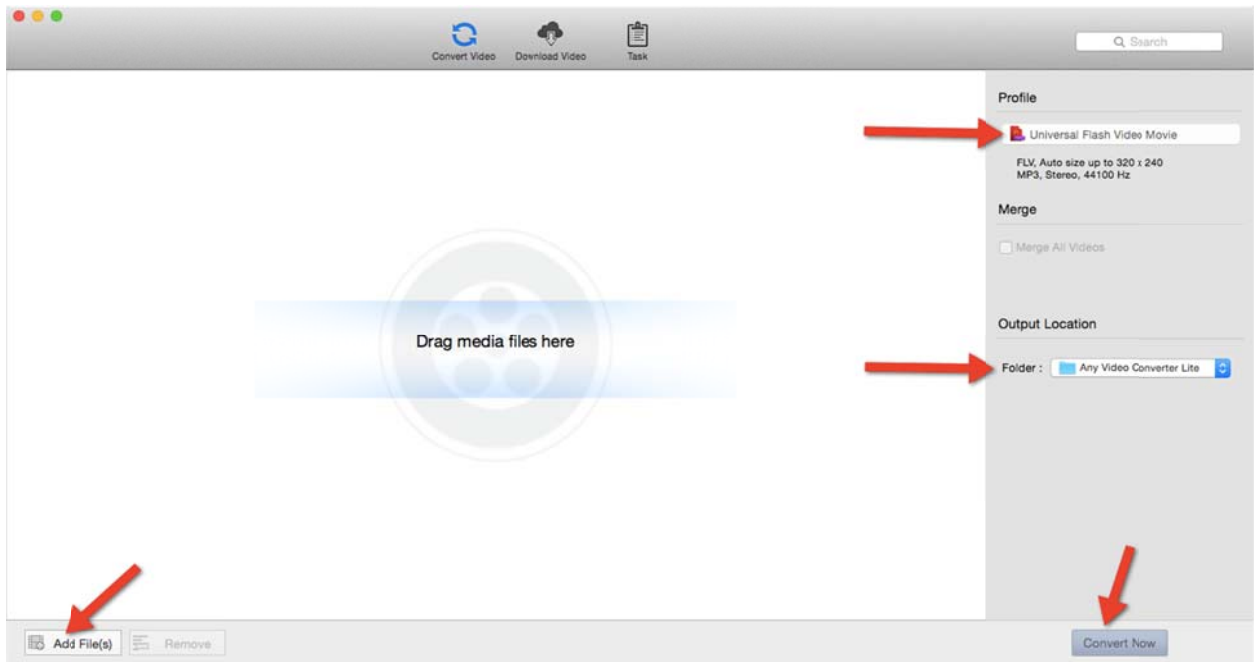


5. Once the file is converted, the file location should pop up automatically. Double-click your video to play it to make sure it looks right. Now you're ready to upload the video to Connect.

## Section 6. Compressing Your Video on a Macintosh Computer

Compressing your video will make uploading to Connect faster. We've done many tests of the video uploading functionality and find that, on a typical wireless network, it's possible to upload large videos, but it will take time. Just one example may help illustrate this: A 6-minute speech video recorded on an iPhone produced a .mov file (Quicktime) that was 435 MB. Over a home wireless network, it took approximately 45 minutes to upload the video to Connect. Converting that video following the instructions provided below reduced the file to 8 MB, and the converted video uploaded in 3 minutes.

1. You'll need to have **Any Video Converter Lite** installed on your Mac computer. It's available for free in the Mac App Store at: <https://itunes.apple.com/ca/app/any-video-converter-lite/id479472944?mt=12>
2. Go to your Applications folder in Finder, find Any Video Converter Lite, and open it.



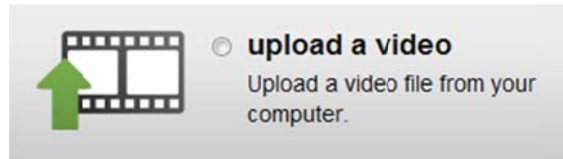
3. Select "Profile "(on the right side of the screen), then select "Universal Flash Video Movie."
4. Click "Add File(s) "at the bottom left of the screen.
5. Browse to find your uncompressed video file.
6. Don't change any other settings.

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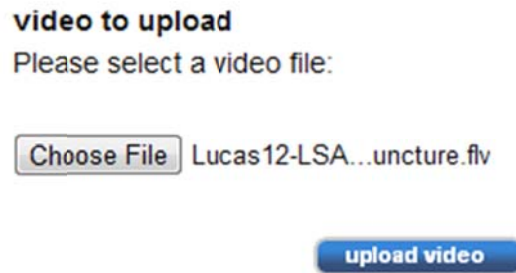
7. Note the output location (on right side of the screen). This is where your converted video will be stored.
8. Click “Convert Now” at the bottom right of the screen.
9. Your video will be converted; depending on the original format and size, this may take a few minutes. After conversion, the video will be saved automatically in the folder designated as output location in step 7.

## Section 7. Uploading Your Video to Connect

1. From your assignment list, click the speech assignment name. Read instructions from your instructor and then select “upload a video.”



2. Click “Choose File,” browse your folders to find your video, then click the blue “upload video” button.



3. Wait as your video is uploaded and then encoded. \*
4. You should see your video once it’s been uploaded. **Play the video to make sure you have uploaded the correct file and to verify that it plays properly.**
5. Scroll down the page and enter a video title and (optionally) a description. You can also upload any other related materials your teacher might have requested (an outline or PowerPoint, for example).
6. Click the blue “submit” button when you are ready for the instructor to view and grade your speech. You will be asked to confirm that you want to submit; click the blue button to confirm.
7. If your instructor has assigned a self-review for this video, you will be automatically navigated to the self-evaluation page. Be sure to complete that portion of the assignment, too! When you are done working on your self-review, click the blue button, “done! submit assignment.”

### **How long will it take to upload a video to Connect?**

If your video file is 50 MB or smaller, the uploading portion of the process should take less than 10 minutes. The smaller the file, the less time it will take for the video to upload. If you have a Chrome browser, use it when you upload your video; you will see a progress status percentage in the lower left corner of the screen, which will give you a sense of how quickly the file is being uploaded.

The second part of the process, encoding, should also require no more than 10 minutes. What's going on behind the scenes is that your video is being put in a queue to be encoded for display online. If you wait longer than 10 minutes for encoding to complete, it may be a very busy time with many people uploading videos. If you can, you may want to exit and try again at a later time.

### **If you find the uploading portion of the process is taking longer than 10 minutes:**

1. Check the file size. If the file is larger than 50 MB, follow the instructions in [Section 5](#) for compressing on a Windows computer, and [Section 6](#) for compressing on a Mac.
2. If the file is smaller than 50 MB, do whatever you can to reserve as much bandwidth as possible for the video upload process. For example, shut down any streaming music or videos that may be using the same Internet access point. If possible, you might even want to try another location.
3. If all else fails, please feel free to contact our Customer Experience (CXG) team. They will work with you to get the file from you via ftp or Dropbox, and they can upload it on your behalf.

#### **Customer Experience Group (CXG)**

Sun: 11am – 1am

Mon-Thurs: 7am – 3am

Fri: 7am - 8pm

Sat: 9am - 7pm

(All times in Central)

800-331-5094 (U.S. only)

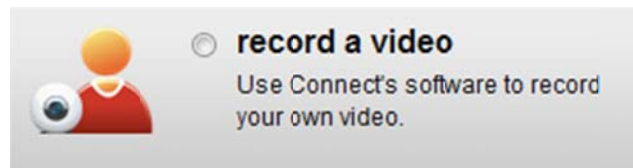
or via web page at: <http://mpss.mhhe.com/contact.php>

## Section 8. Recording Directly to Connect with Your Computer and a Webcam

You can record your video directly onto Connect with a webcam attached to your computer.

Before you get started, make sure that your instructor will accept a video recorded this way; some will not allow it. Also, read through these instructions and do a test recording before delivering your speech so that you fully understand all of the steps. If you do not follow these exact steps, your video may not be saved, and you will have to re-do your speech.

1. From your assignment list, click the speech assignment name. Read instructions from your instructor and then select “record a video.”



2. Click “Allow” in the Adobe Flash Player Settings box so that your video and audio will be recorded.

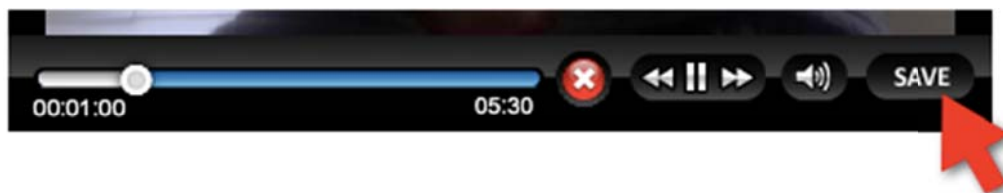


3. Select the quality. Medium is a good choice.
4. Once you see yourself in the recording area, click the red button at the bottom of the recorder to start the recording. Relax and start your speech.

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5. When you are done with your speech, click the red button again to stop the recording.
6. Then, be sure to click the “Save” button to save your recording.



7. Your video will then load into Connect. This may take a few minutes.
8. You should see your video once it's been uploaded. **Play the video to make sure you have uploaded the correct file and to verify that it plays properly.**
9. Scroll down the page and enter a video title and (optionally) a description. You can also upload any other related materials your teacher might have requested (an outline or PowerPoint, for example).
10. Click the blue “submit” button when you are ready for the instructor to view and grade your speech. You will be asked to confirm that you want to submit; click the blue button to confirm.
11. If your instructor has assigned a self-review for this video, you will be automatically navigated to the self-evaluation page. Be sure to complete that portion of the assignment, too! When you are done working on your self-review, click the blue button, “done! submit assignment.”

## Appendix

Connect supports all commonly found digital video file types, including:

.flv  
.avi  
.mov  
.mpg / .mpeg  
.mp4 / .m4v  
.wmv / .wmv9  
.dv (Digital Video)  
.mov/.qt  
.mpg/.mpeg (MPEG-1, MPEG-2, MPEG-4, H.264)  
.mp4 (MPEG-4, H.264)  
.m4v (iTunes H.264)  
.3gp/.3g2 (Mobile Phone)  
.wmv/.asf (Windows Media Video)

Depending on the speed of your internet connection, a 10-minute video in some formats may be so large that it would take an hour or longer to upload. **For this reason, we recommend compressing your video prior to uploading if it is over 50 MB in size.**

If you are using a smart phone or tablet device to record your video, details on compressing the video with your phone or tablet are available in [Section 2. Using an iPhone or iPad](#) or [Section 3. Using an Android Phone or Tablet](#), whichever is applicable.

Instructions for compressing the video on a Windows Computer are found in [Section 5](#). For Macs, the instructions are in [Section 6](#).

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