

Video Project Guide for Students

This guide provides information and resources on how students can successfully create and submit a video for a class assignment.

Jump to a specific step:

1. [Plan](#)
2. [Record](#)
3. [Edit](#)
4. [Publish/Submit](#)
5. [Help Resources](#)

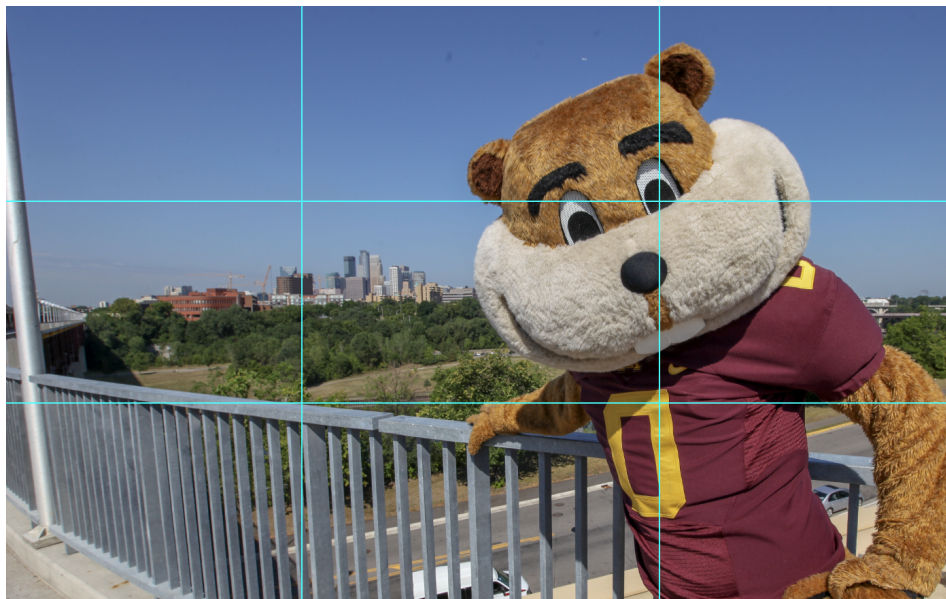
Plan

1. Review the video assignment instructions and requirements.
2. Create a **storyboard** for your video from start to finish.
 - A storyboard is a map of your video. It will be used throughout your project, from initial conception all the way to the editing. A storyboard can outline the major sections of your video or provide details for every shot. It is up to you on how detailed you want it to be. Presentation software—like Google Slides or PowerPoint—or handwritten notes on sketch pads or notebooks are all good tools for storyboarding.
 - [View a storyboard template](#) in Google Slides. Make a copy for your own use.
3. Gather and keep up-to-date documentation (file name, owner, copyright licensing, source) of any media files you plan to use in your video, such as images, audio, and other video clips. **Note about images:** When including images in your video, consider how you can incorporate into your script a description of the image for viewers who may have low vision or are blind. [Integrated Described Video](#) provides in-depth information on how to incorporate descriptions of visuals into your video.
 - UMN [Stock Content](#): royalty-free images, video, and audio clips available to UMN staff, faculty, and students.

- If you're not on campus, you will need to turn on [VPN](#).
 - [Wikipedia Commons](#) offers royalty-free images. Be sure to take note of the license and keep documentation.
 - [Creative Commons](#) also offers royalty-free images. Be sure to take note of the license and keep documentation.
 - [Unsplash](#) offers royalty-free images. The [web license](#) says you are free to use images without having to provide credit to Unsplash or the artist.
4. Decide on the recording location(s):
- [1:button Studios](#) (5 on-campus Twin Cities locations): Fully automated HD video recording spaces with professional studio lighting and sound equipment. They are set up to record high-quality video projects without any knowledge of lights and cameras. They are ideal for one to two people at a medium range shot, such as talking head videos or lecture captures.
 - Lighting:
 - Will there be enough light in the location? Use lamps and other light sources or plan to record outside or near a window.
 - Consider using a white foam board to reflect light onto the subject matter.
 - Avoid backlighting (seeing only the silhouette of the subject matter) and don't stand directly in front of a window. Instead, turn so the window is on either side of the subject matter.
 - Time: When will be the best time to record if you will be relying on the sunlight to illuminate the subject matter? If the space is shared, when is it most quiet?
5. Gather recording equipment:
- If you don't have access to a camcorder, consider using a smartphone, tablet, or laptop.
 - It is **highly recommended** that you use an external microphone, even if it's the microphone on your headphones. Bad or unclear audio is distracting.
 - The UMN Libraries has [media equipment available to loan out](#) to students, staff, and faculty. You can even schedule a consultation with a media specialist. See the [help resources](#) section of this guide.

Record

- Record in *landscape* (wide) orientation and not in portrait. Why? Humans naturally see the world in a wide or panoramic view, which is the reason why films and TV shows are all recorded in landscape.
- Frame your shot.
 - Check the background.
 - The camera should be at about the same height as the shoulder of the subject on camera.
 - Follow the **rule of thirds**. If you add two lines vertically and two lines horizontally, the eyes of the subject matter should fall on the top horizontal line and the person should be aligned on either the left or right vertical line. The following image of President Gabel displays a visual example.



- Steady your shot. Place your device on a tripod or surface. If you have to hold your device in your hands, bring your elbows to your side to steady your shot.
- Don't use the zoom feature on your device. Zooming will diminish the video quality and magnify unwanted movements.

- View [Smartphone Video Tips](#) (YouTube, 3 mins).

Edit

Editing software can be used to merge multiple videos if working on a group project. To do so, have each presenter record their work and share their video with a member of the group who will edit the video footage into one video.

Free Video Editing Software

- [ScreenPal](#) is a desktop application with editing capabilities, free for all staff and students. This tool also allows you to record your screen. Review the [help tutorials](#) to assist you in getting started.
- [iMovie](#) is a video editing application that comes installed on most Apple computers and is free for recently purchased iPhones and iPads.
- [Adobe Express Video Editor](#) is a free tool, available via a web browser on both Apple and Windows desktops, as well as through the app store on small devices. You can upload pre-recorded videos and add images, text, and music.

On-campus Resources

The UMN Libraries has [video editing software available on computers](#) on campus.

Publish/Submit

1. Review the video assignment instructions and requirements again to ensure you have met all of them.
2. Publish your video. Below are a few common places you can upload and share your video. Your instructor might have specific instructions on how they want you to submit your assignment. Plan additional time to **caption your video**.
 - Kaltura: [Submit your video assignment using Kaltura and Canvas](#) (recommended method).
 - Don't forget to correct the machine-generated captions. Learn how to [caption videos in Kaltura](#).
 - [YouTube](#):
 - Sign in with your UMN username/password.

- Set the video as unlisted.
- Learn about [captioning on YouTube](#). YouTube allows for automatic captions. Plan to revise this set of captions for accuracy.
- [Google Drive](#): Do not confuse videos in Google Drive with YouTube videos. Google Drive utilizes the same *video player* as YouTube because both are Google products, but are not the same.
 - Sign in with your UMN username/password.
 - [Share your video](#) with specific people or turn on link sharing.
 - Learn about [captioning videos in Google Drive](#).

Help Resources

Contact the UMN Libraries to sign up for one-on-one [consultations on video and other multimedia projects](#).

Help us improve our resources. Take this [one-minute survey](#).