

RECORDING AND UPLOAD OF VIDEO FOR UU-A STUDENT SUMMIT 2024

(I) Using Zoom for Video Recording

A) Requirements

- 1) The computer must be connected to the internet and have a built-in or attached webcam.
- 2) Zoom account
- 3) PowerPoint presentation

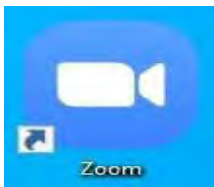
B) How to create zoom account if you do not have one already

Open the URL or link here to download, install and register Zoom:

<https://zoom.us/support/download>

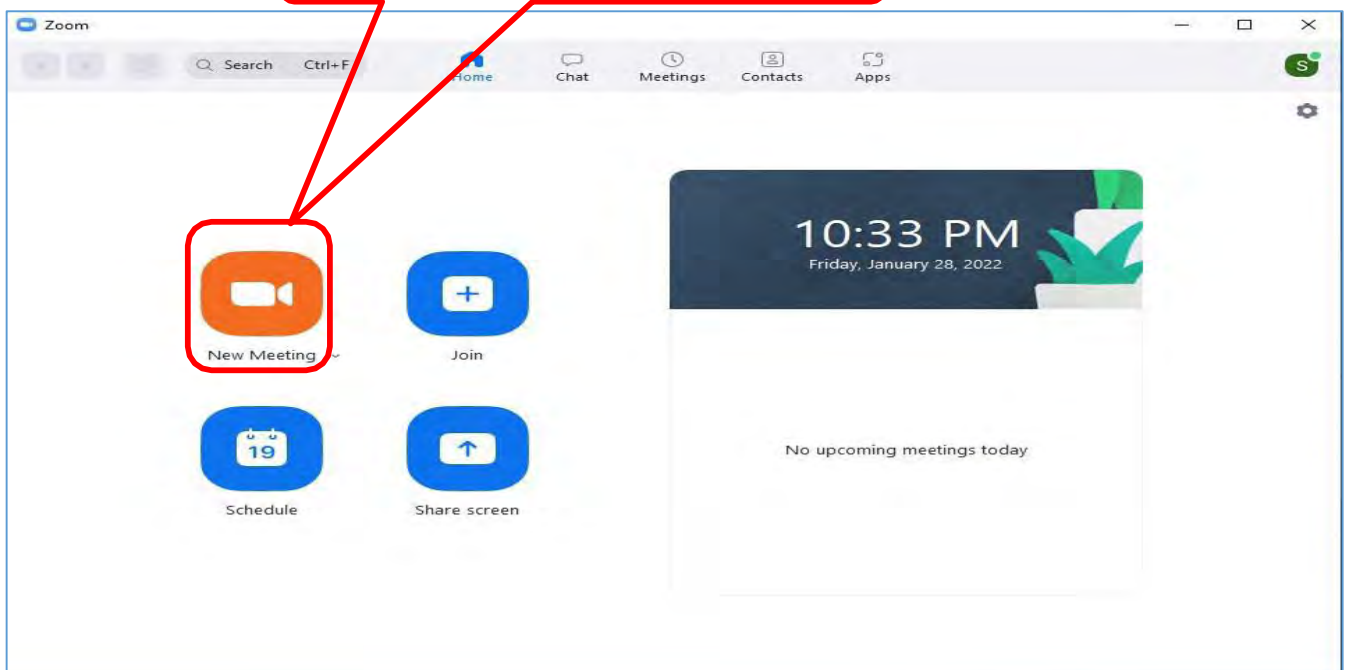
C) Recording Presentation on Zoom

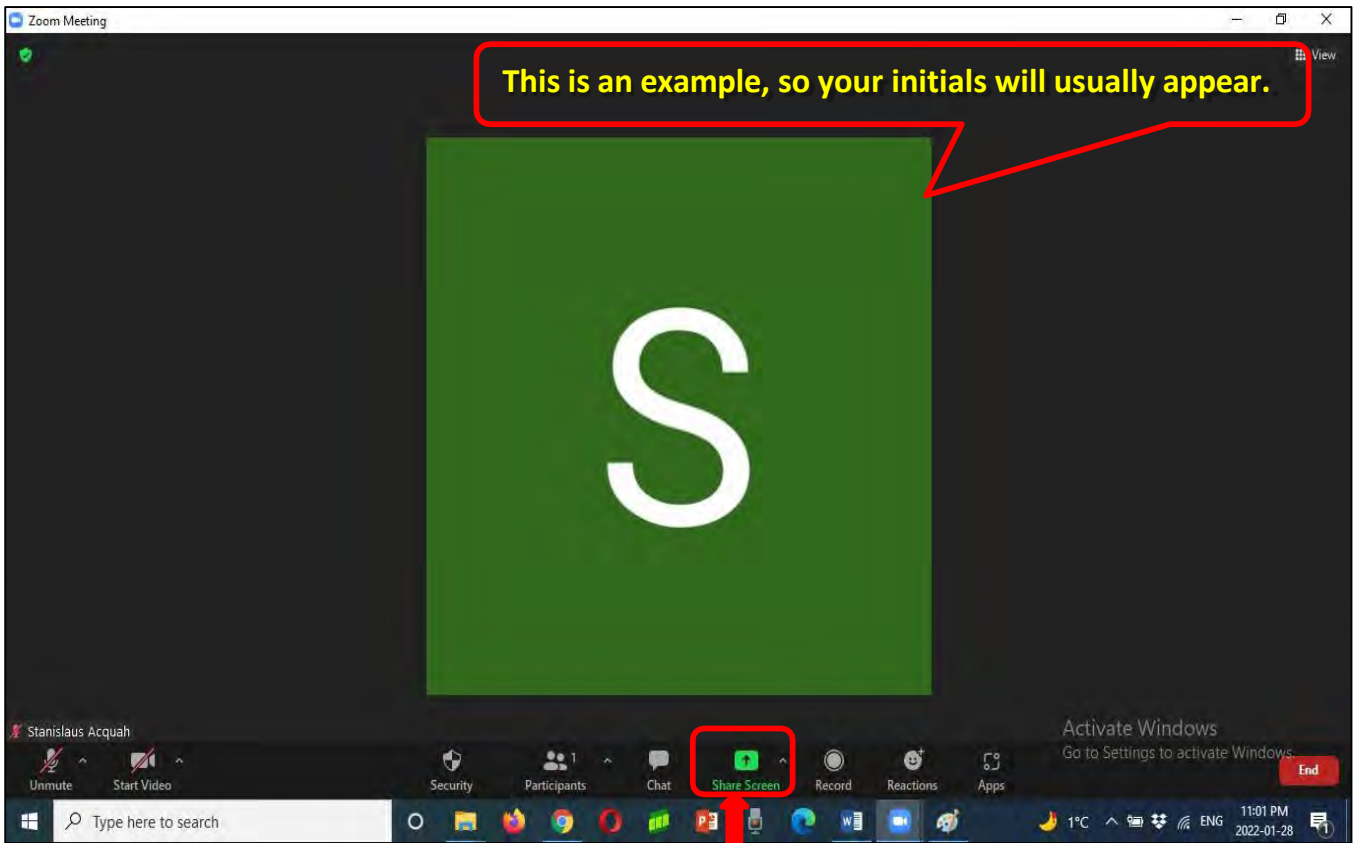
- 1) Open your PowerPoint presentation (Please put PowerPoint on Slide Show always)
- 2) Click Zoom shortcut on your desktop or from start menu on your desktop to open



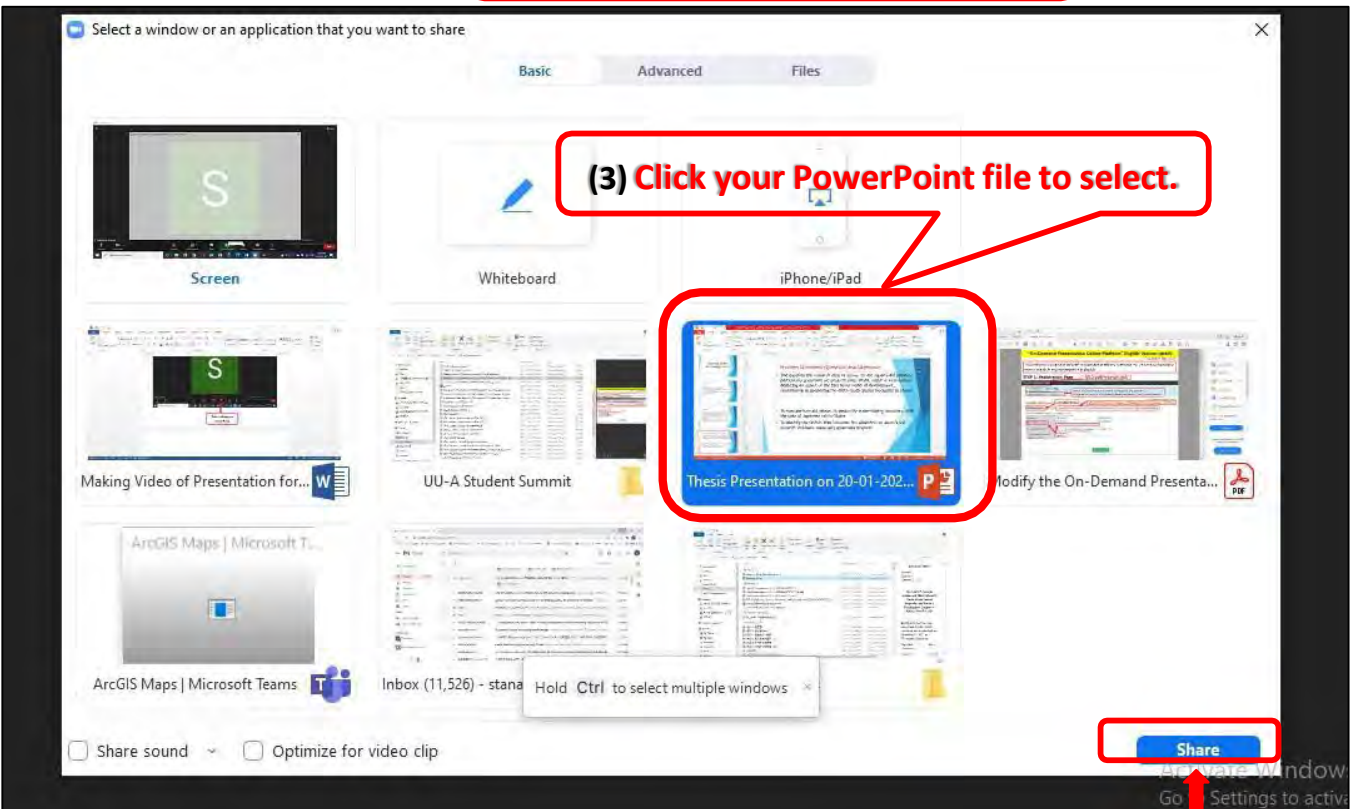
Zoom shortcut

(1) Click to start . (Follow steps 1-8)

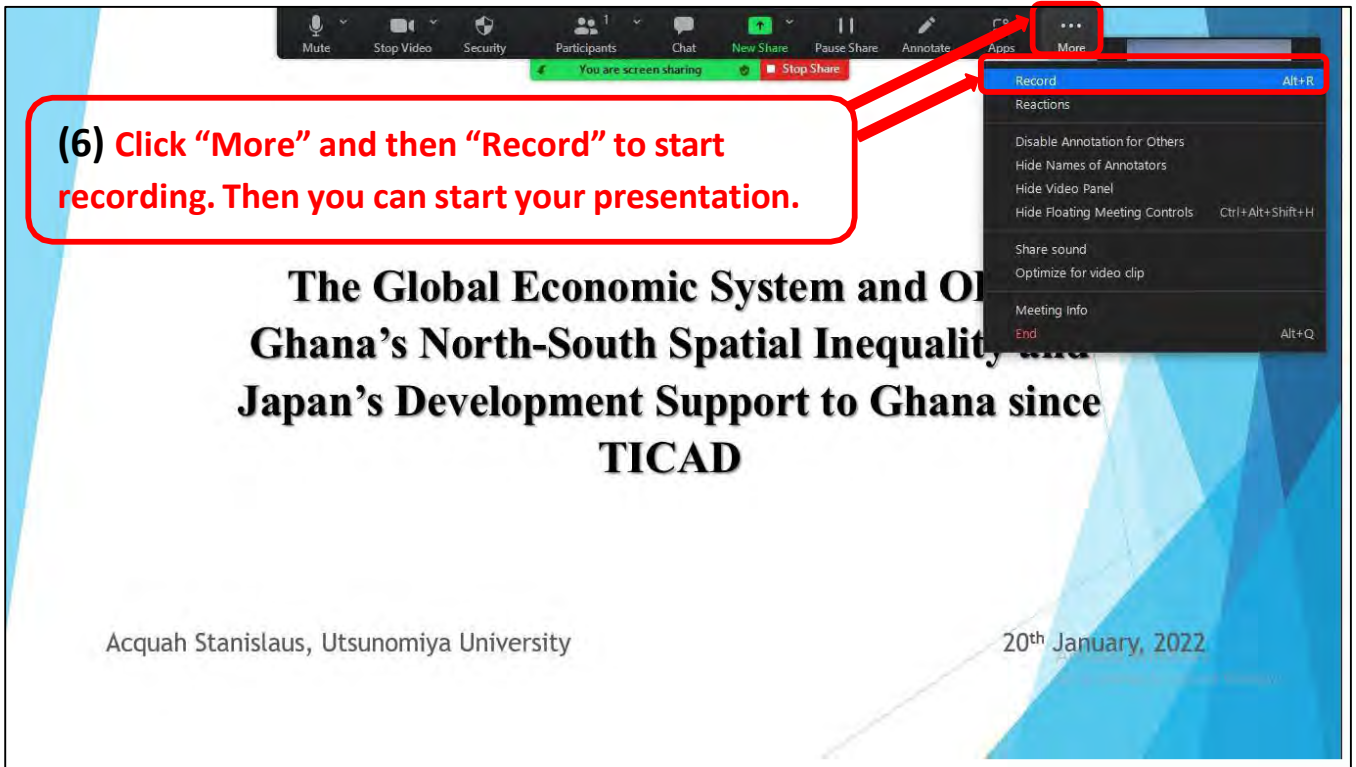
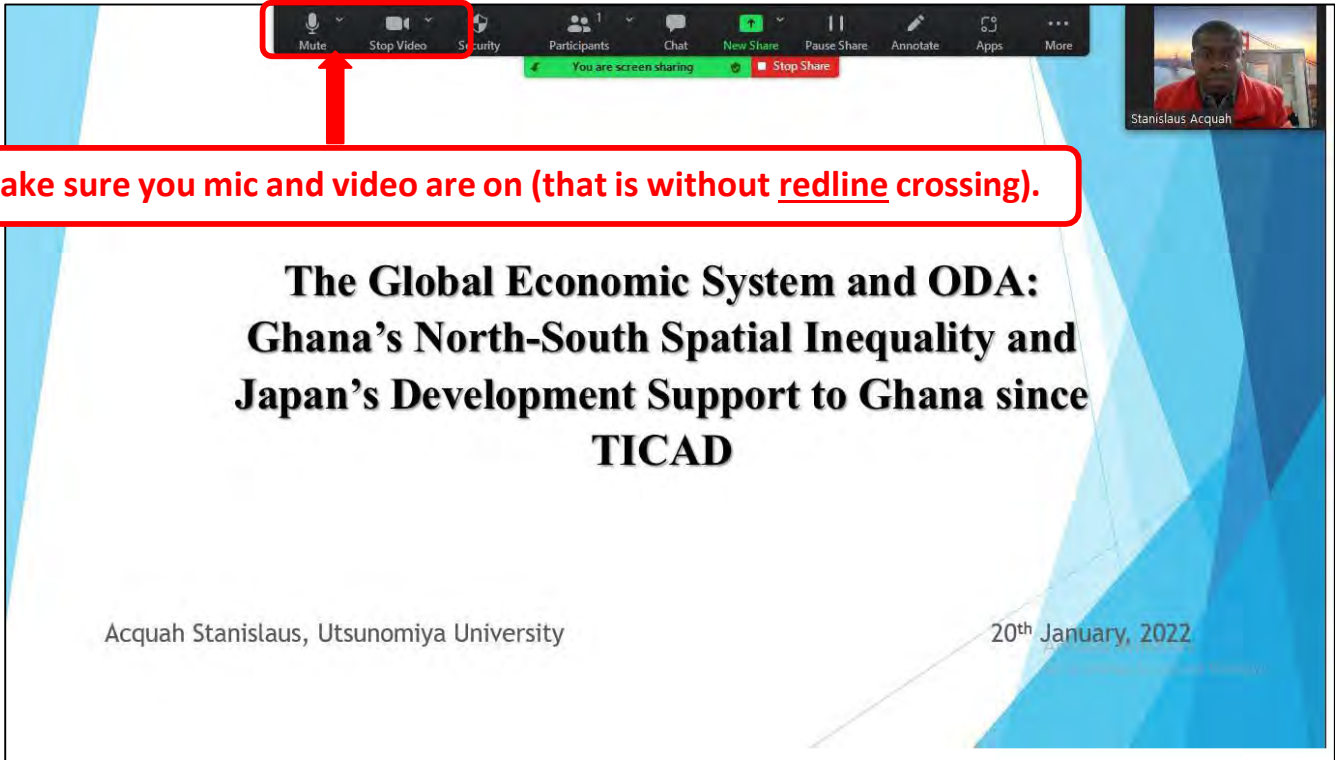




(2) Click to share your PowerPoint.



(4) Click to share your PowerPoint.



This shows that recording has started.

The Global Economic System and ODA: Ghana's North-South Spatial Inequality and Japan's Development Support to Ghana since TICAD

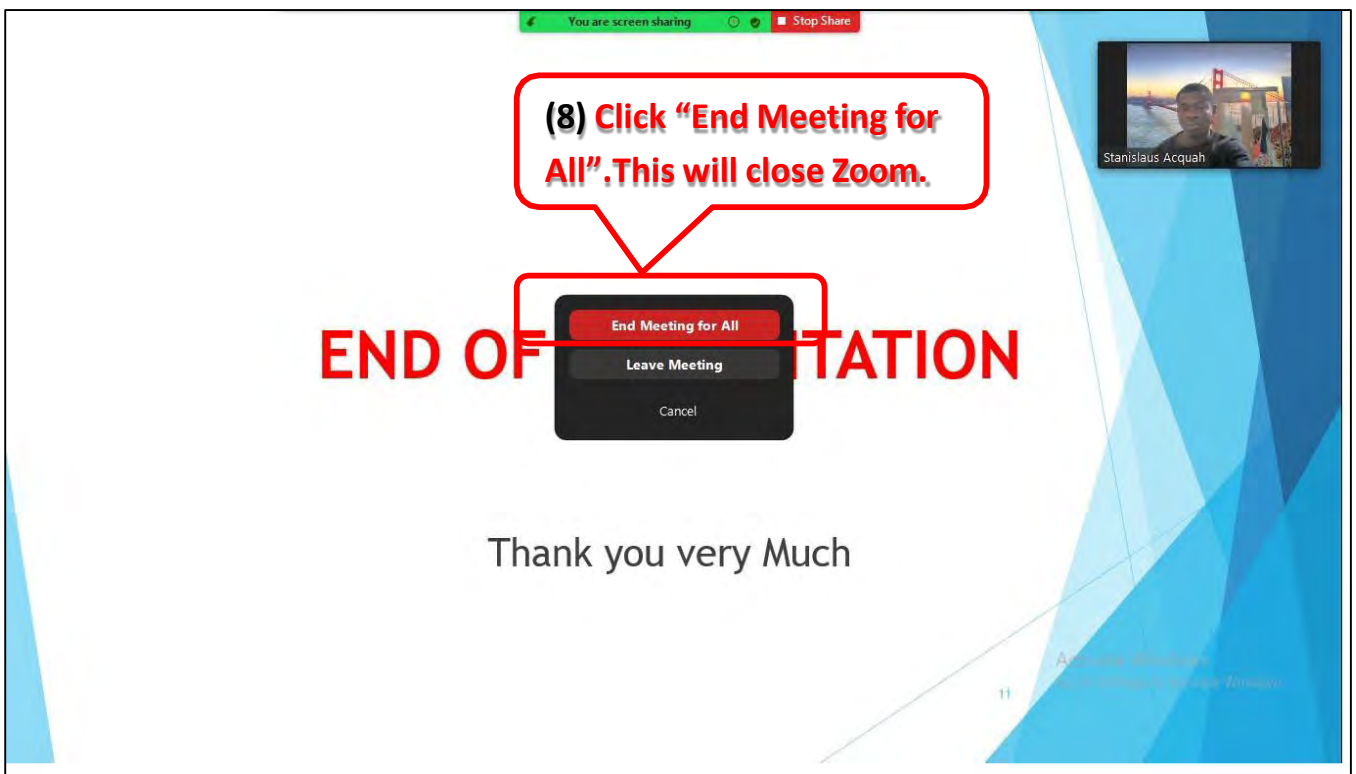
Acquah Stanislaus, Utsunomiya University

20th January, 2022

(7) When you finish presenting, click "More" and then "End".

END OF PRESENTATION

Thank you very Much



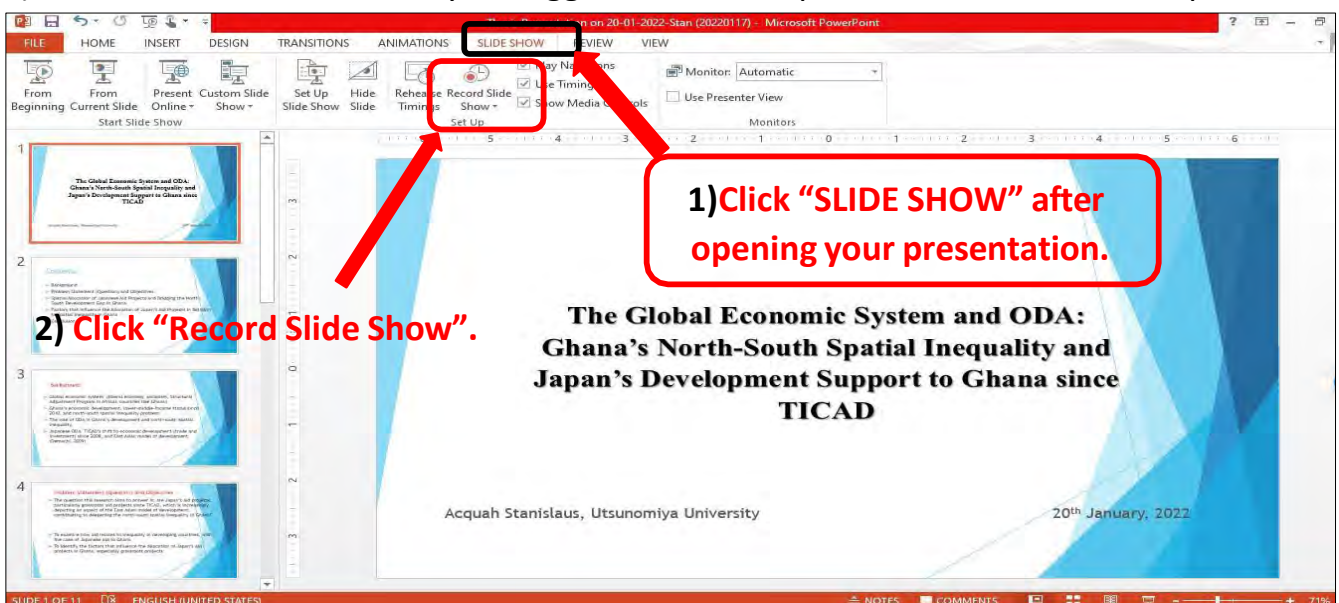
NOTES

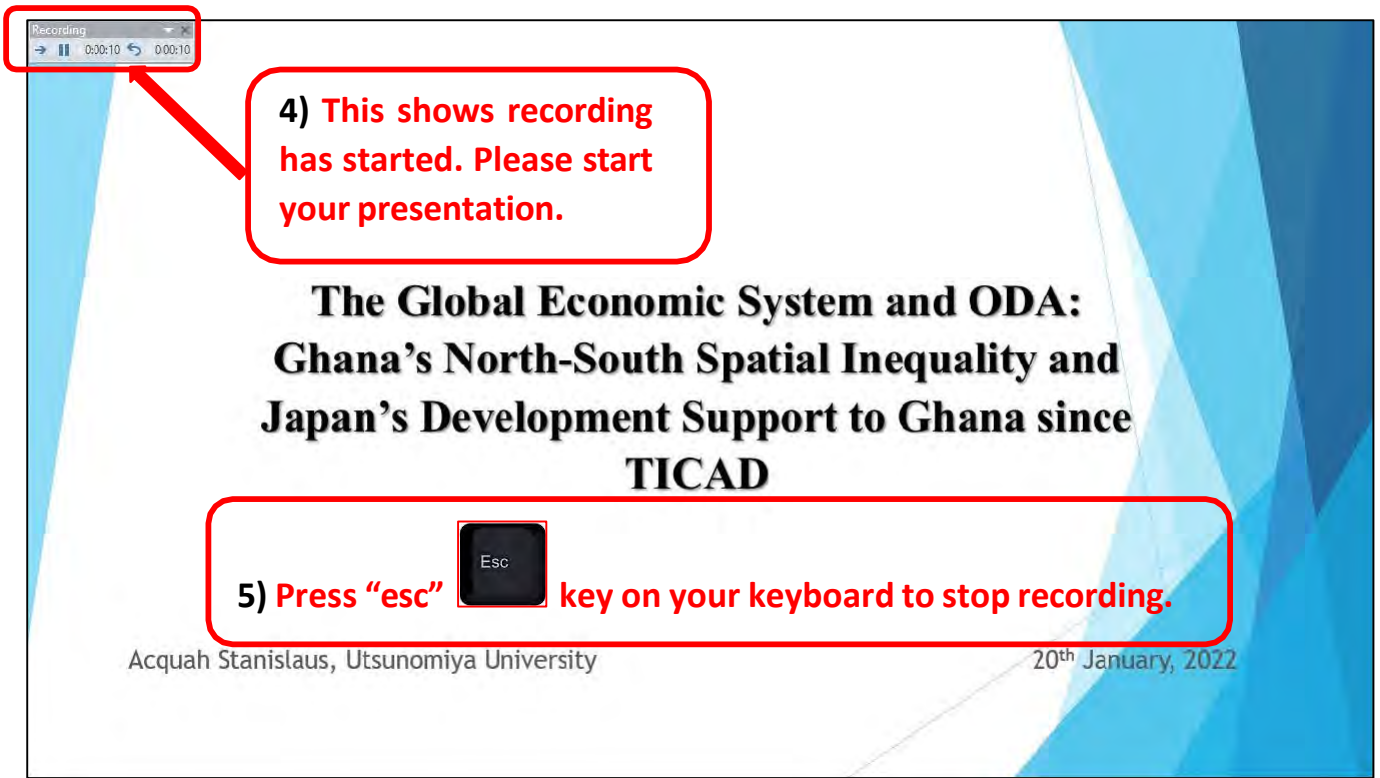
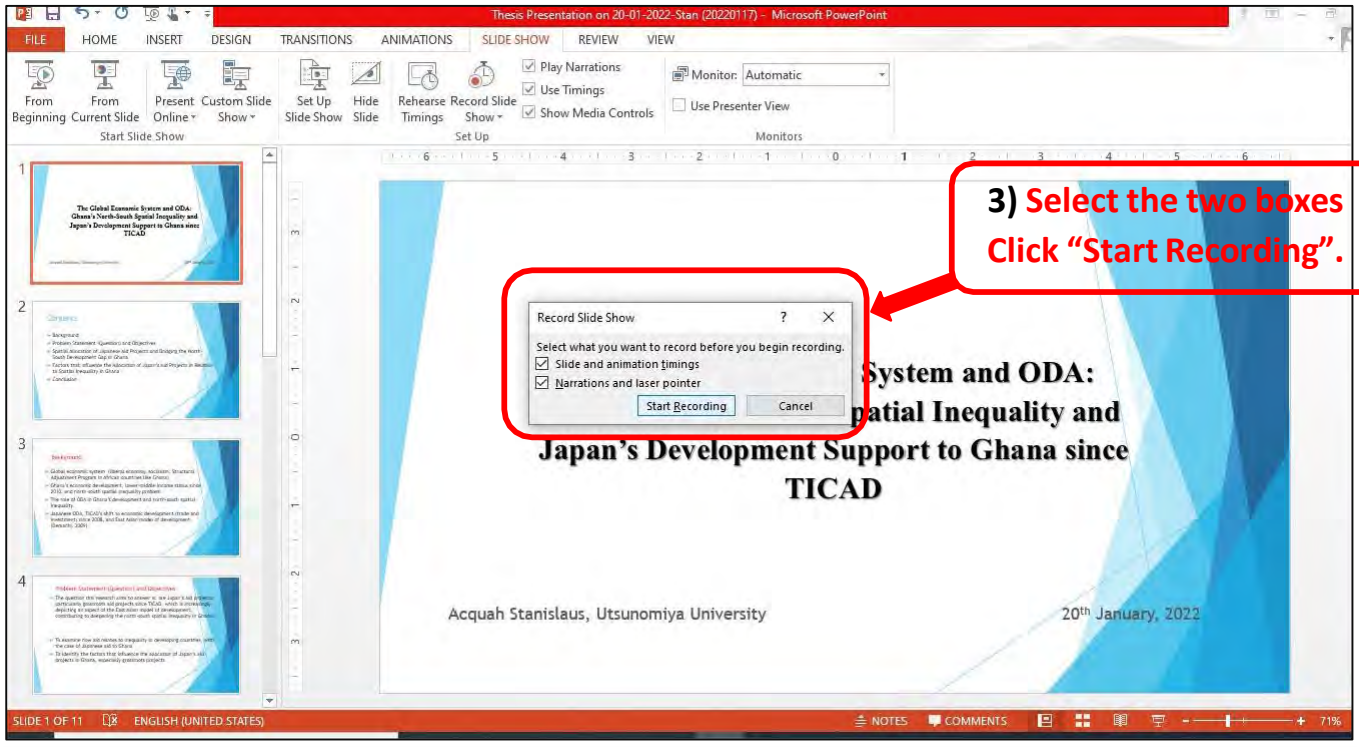
- 1) After closing Zoom, the video will be converting to MP4 format. Please wait for it to start converting.
- 2) The location of the video (folder) will automatically pop-up when converting is complete OR normally you can find it here: "Zoom" folder in "Documents" folder.

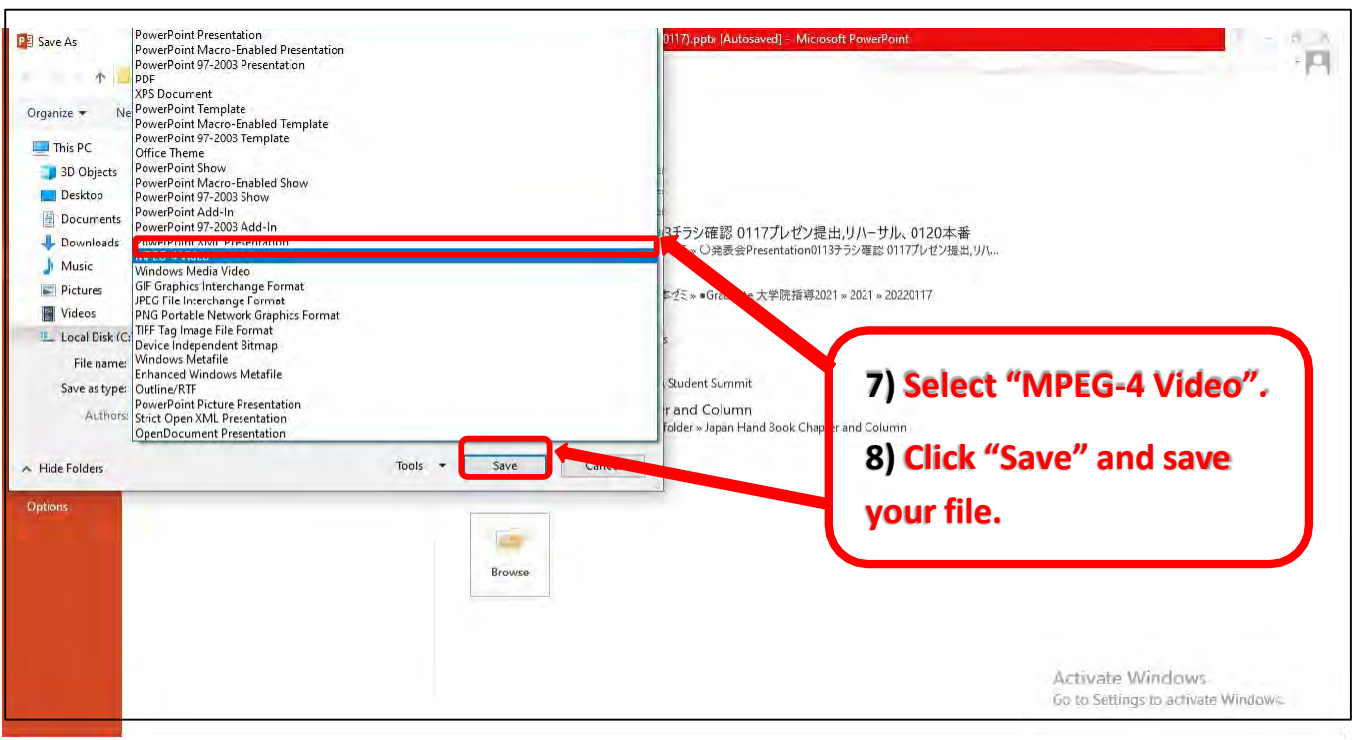
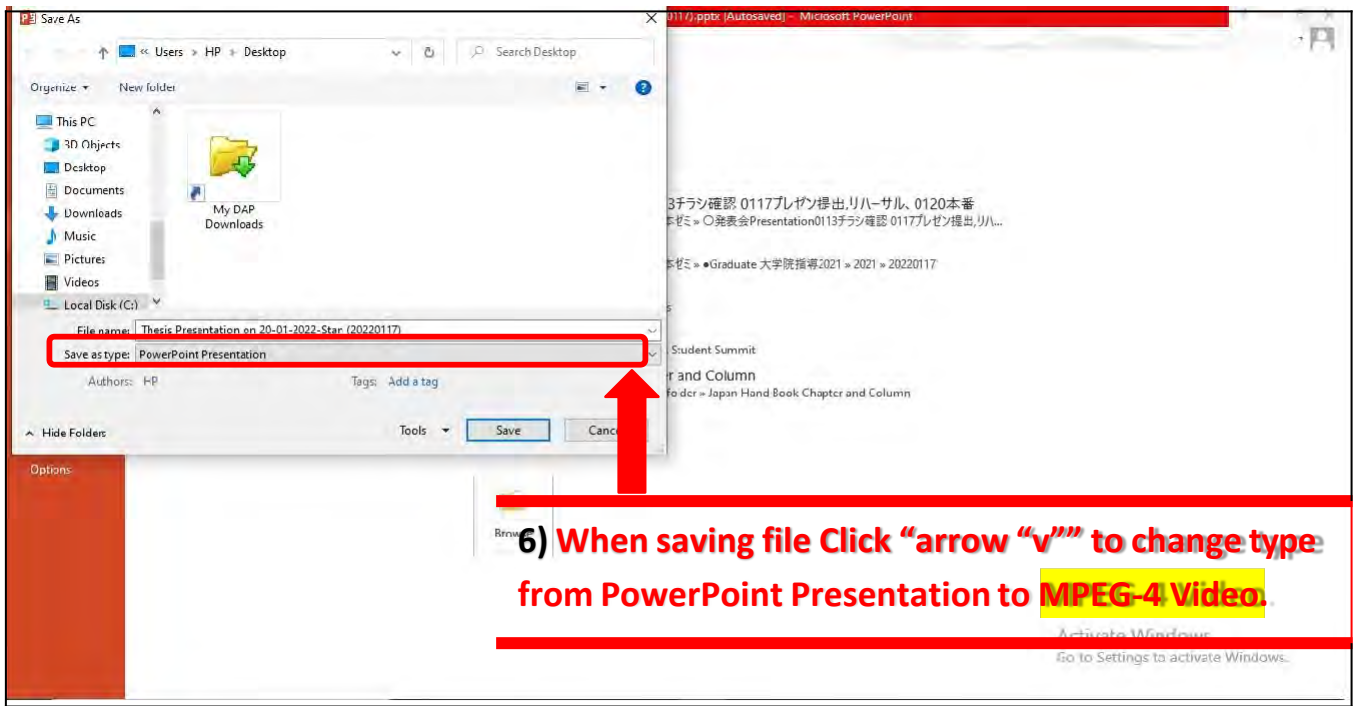
II) Recording Presentation by PowerPoint (Follow steps 1-8)

Requirements (The steps may be different depending on version of PowerPoint)

- 1) No internet is required to record
- 2) Microphone (in-built or connected headphone microphone etc.). Camera is optional.
- 3) **Caution:** The video size may be bigger than the required size but can be compressed.



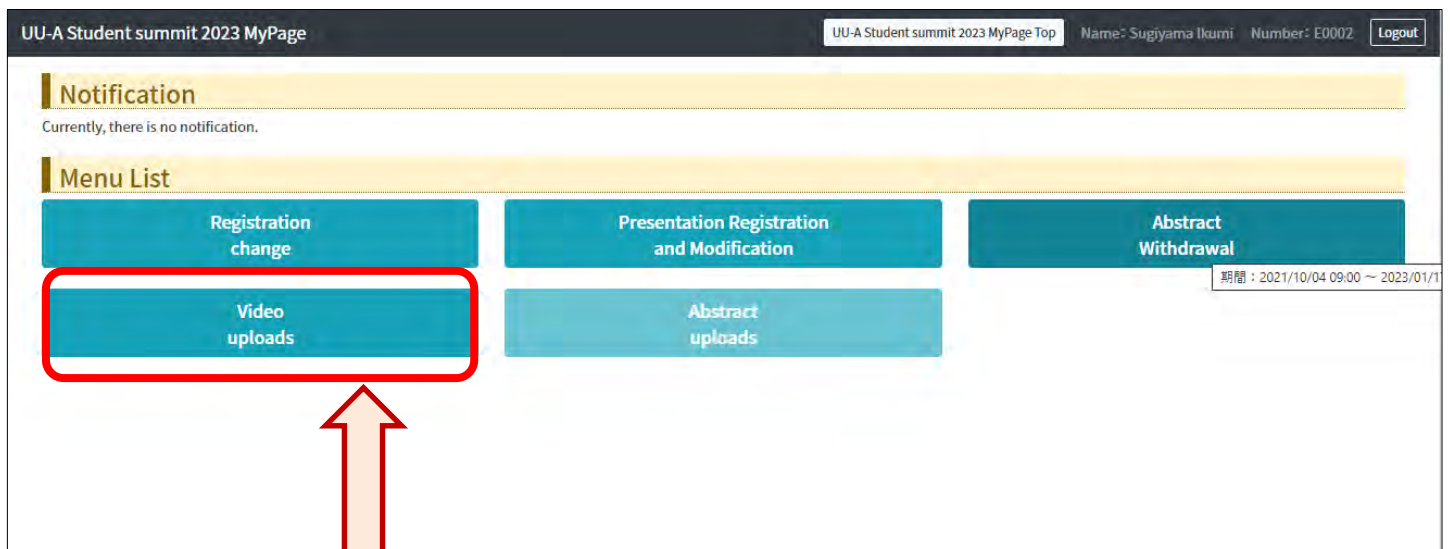




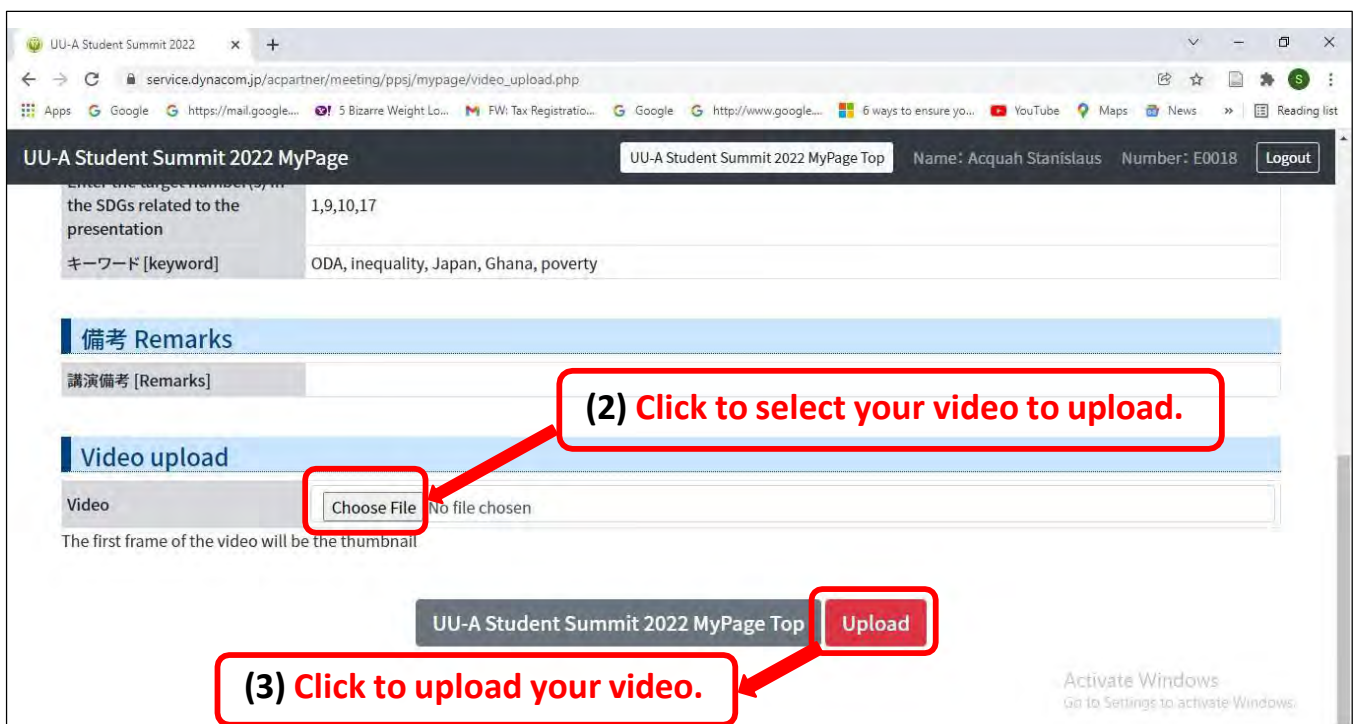
NOTE:

- 1) Recording your presentation with PowerPoint into video will probably make the size bigger than required.
- 2) You may use any of these URLs (links) to compress the video if the size is too big:
 - a) <https://www.freeconvert.com/video-compressor> (requires internet connection)
 - b) <https://www.veed.io/video-compressor> (requires internet connection)
 - c) <https://clideo.com/compress-video> (requires internet connection)

(III) How to Upload Video on On-Demand Platform (Follow Steps 1-3)



(1) Click to upload your video.



NOTE

- 1) Presentation video should be less than 10 minutes** If you need to edit your video, please use a suitable video editing software to cut it down to less than 10 minutes.
- 2) Presentation video should be less than 100Mb** However, do not worry, 10-minute recording of your presentation on zoom will not normally exceed 100MB.
- 3) Uploading of Presentation Videos: by January 21, 2024**