

RECORDING AND UPLOAD OF VIDEO FOR UU-A STUDENT SUMMIT 2025

(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

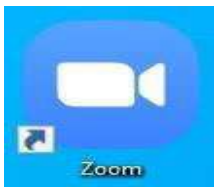
B) How to create zoom account if you do not have one already

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

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

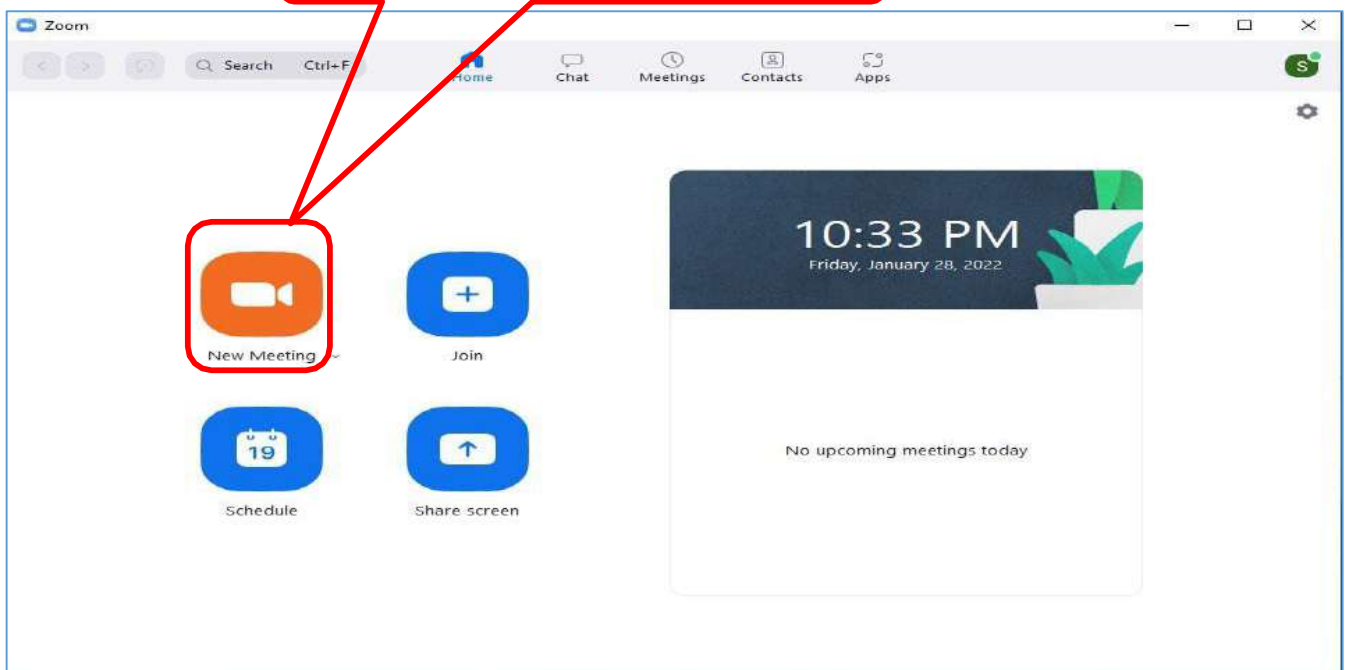
C) Recording Presentation on Zoom

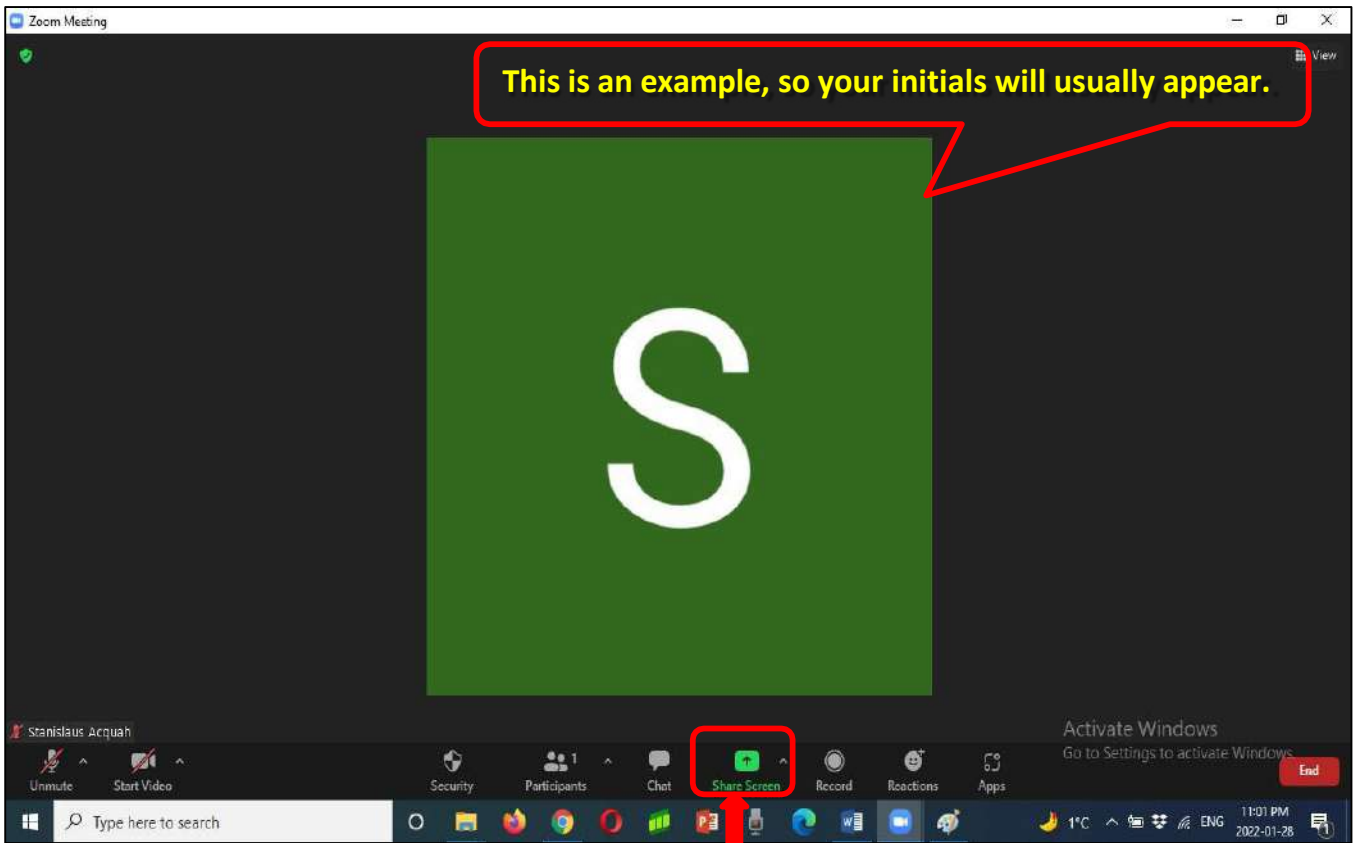
- 1) Open your PowerPoint presentation (Please put PowerPoint on Slide Show always)
- 2) Click Zoom shortcut on your desktop or from start menu on your desktop to open



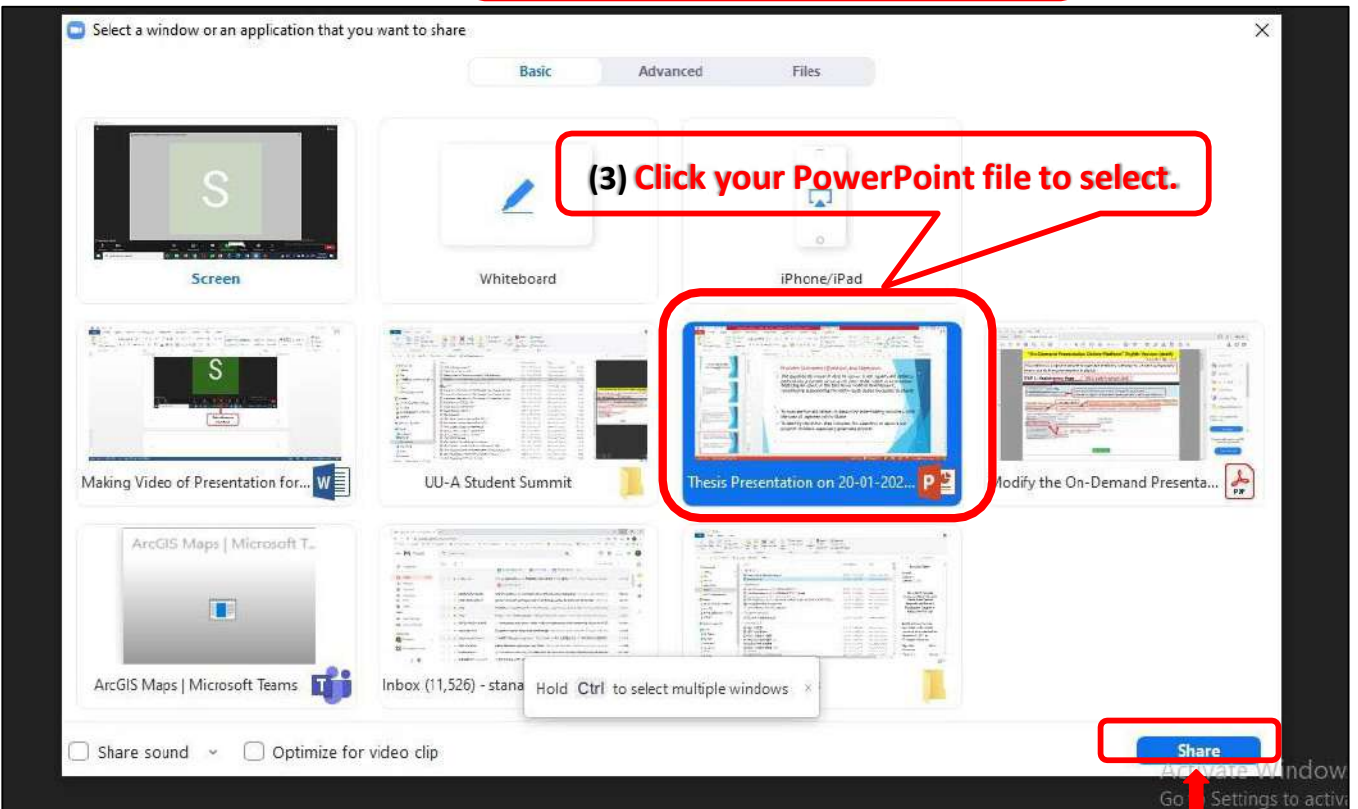
Zoom shortcut

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



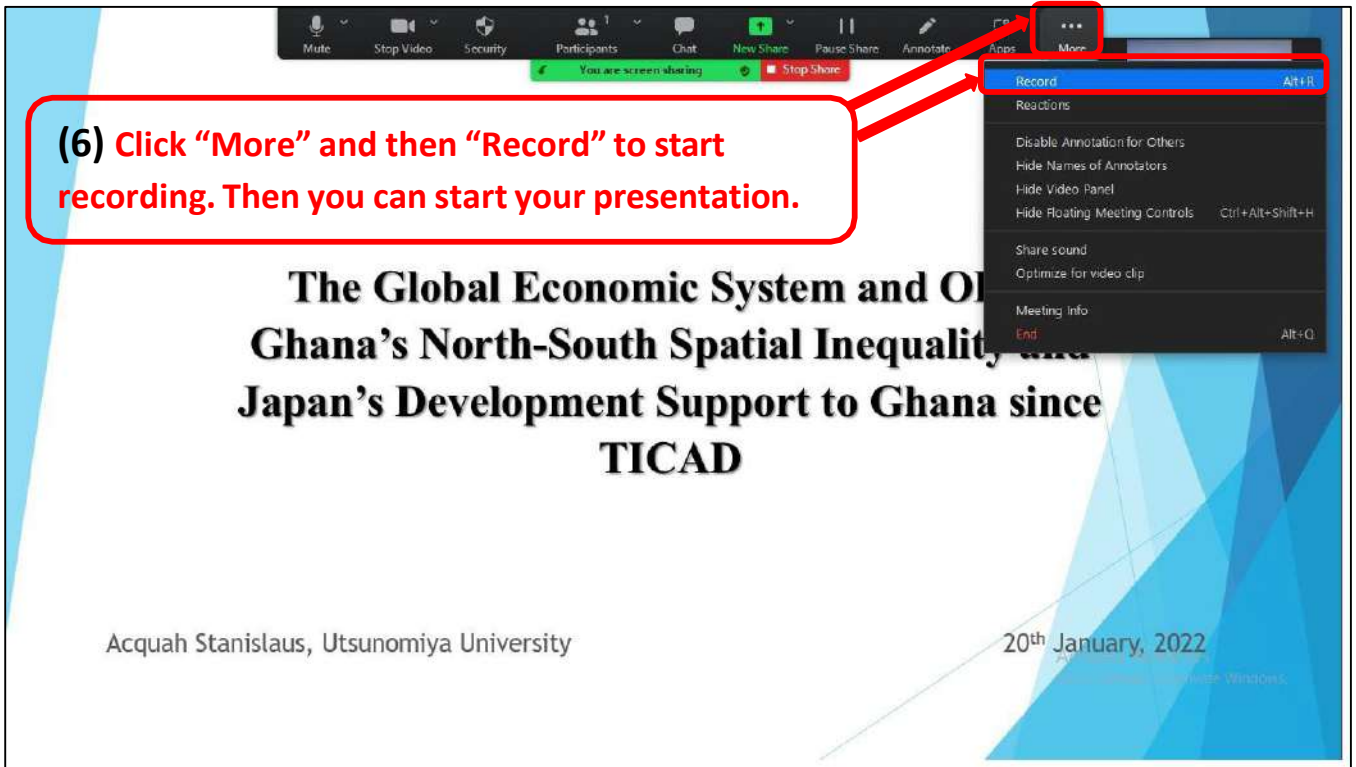
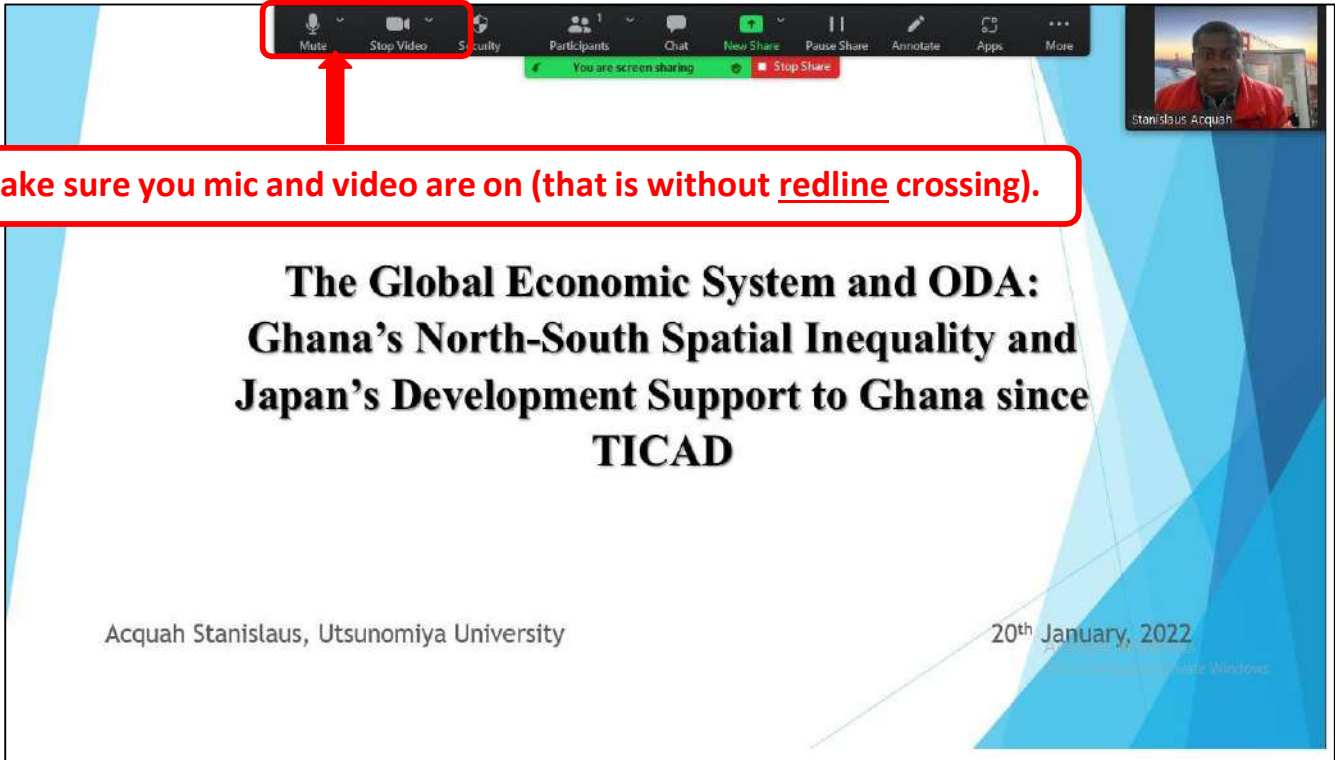


(2) Click to share your PowerPoint.



(3) Click your PowerPoint file to select.

(4) Click to share your PowerPoint.



You are screen sharing [Recording Icon] Stop Share

Stanislaus Acquah

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

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This shows that recording has started.

Mute Stop Video Security Participants Chat New Share Pause Share Annotate Apps More

You are screen sharing [Recording Icon] Stop Share

Pause Recording ALT+P
Stop Recording ALT+R
Reactions
Disable Annotation for Others
Hide Names of Annotators
Hide Video Panel
Hide Floating Meeting Controls Ctrl+Alt+Shift+H
Share sound
Optimize for video clip
Meeting Info
End ALT+Q

END OF PRESENTATION

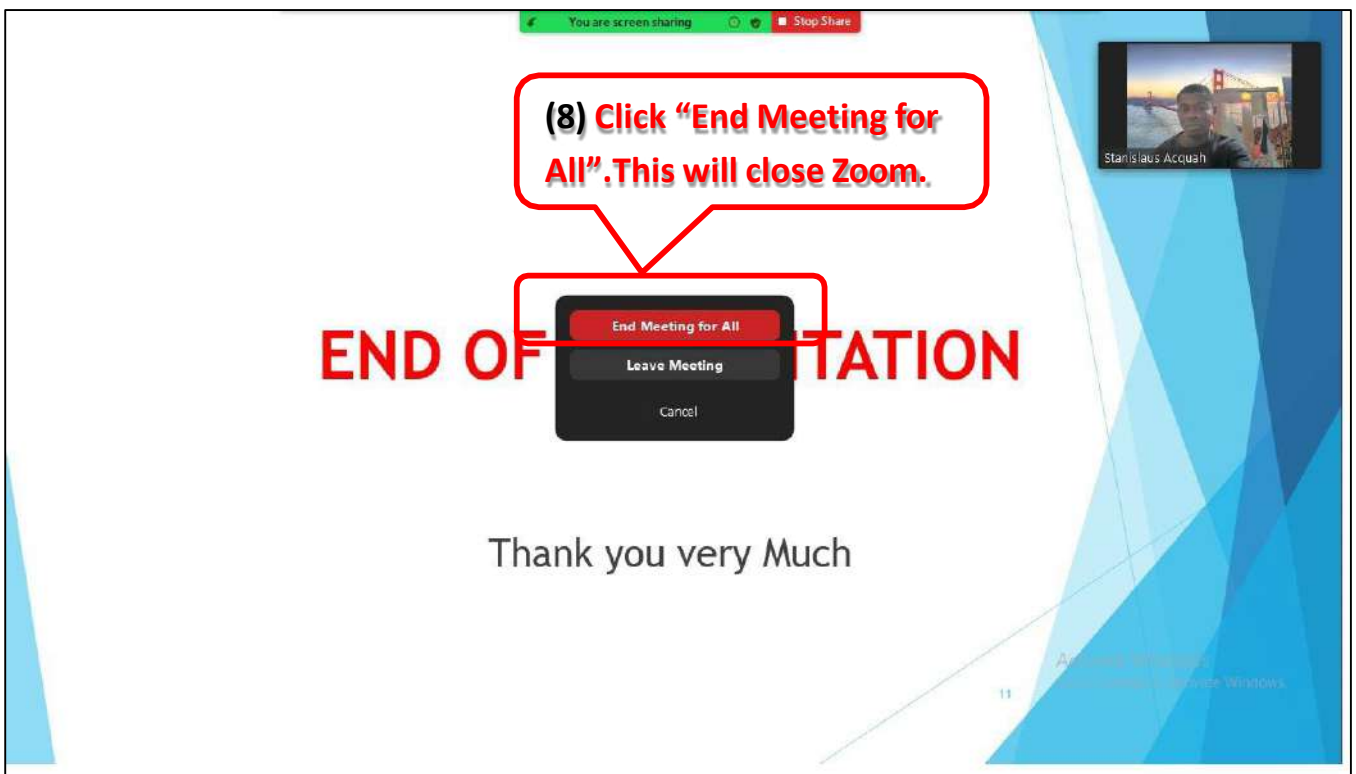
Thank you very Much

Acquah Stanislaus

11

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



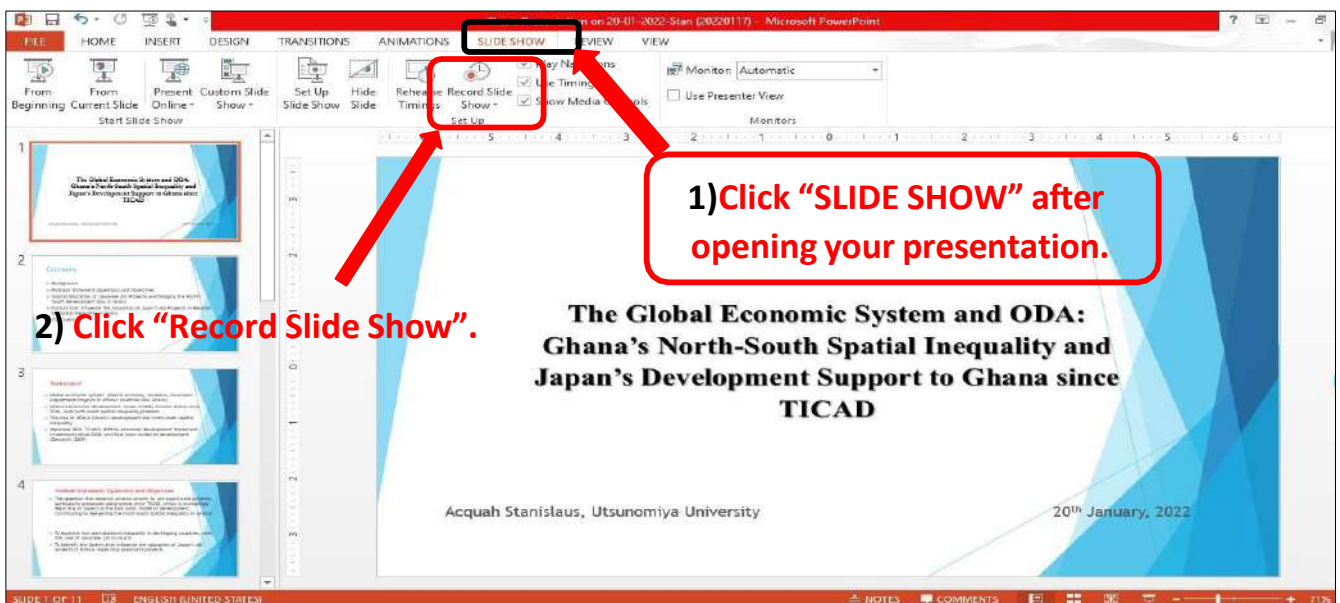
NOTES

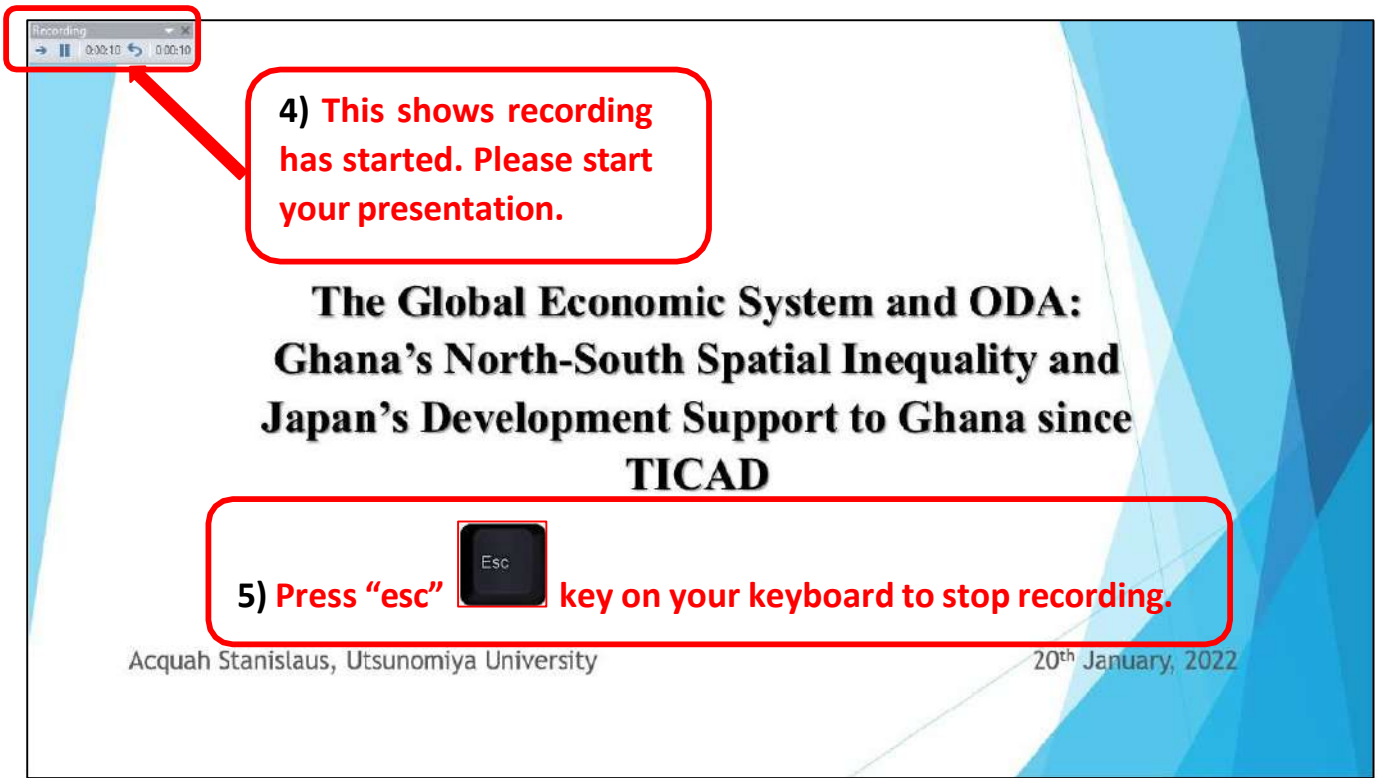
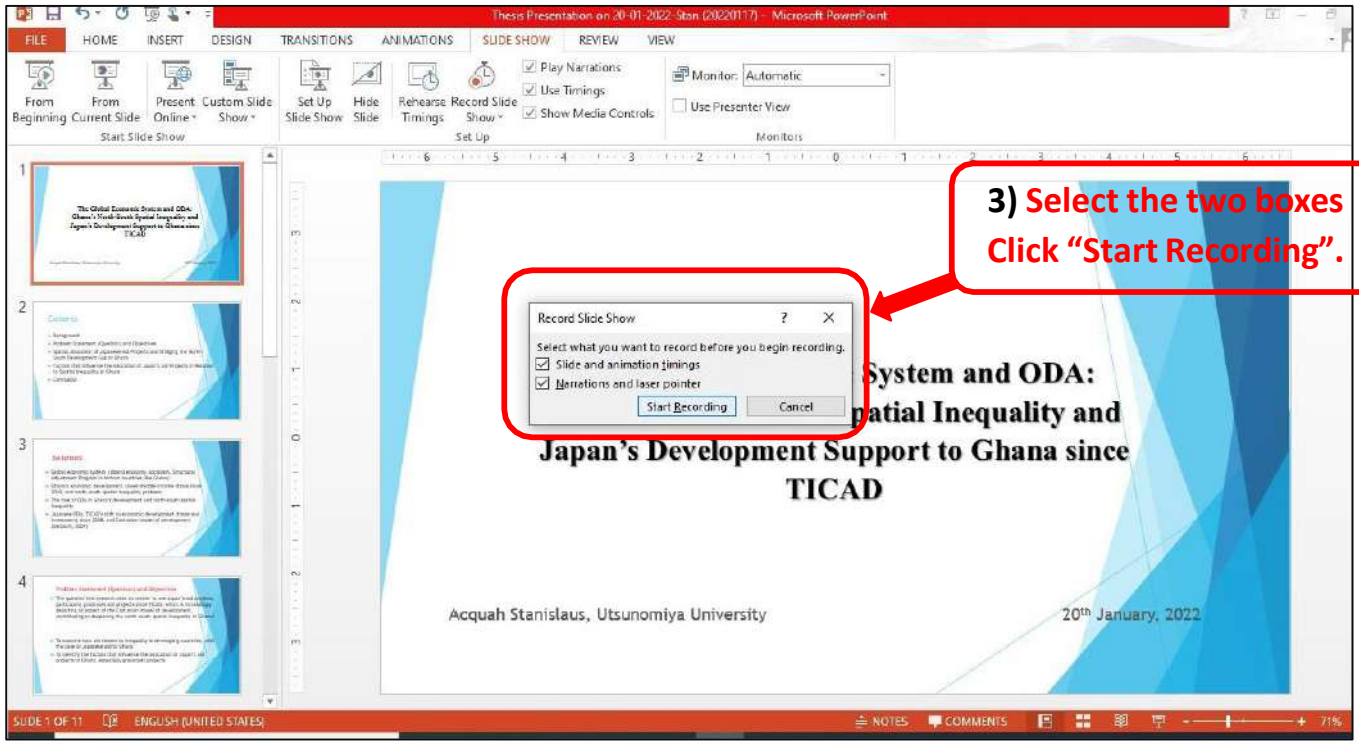
- 1) After closing Zoom, the video will be converting to MP4 format. Please wait for it to start converting.
- 2) The location of the video (folder) will automatically pop-up when converting is complete OR normally you can find it here: "Zoom" folder in "Documents" folder.

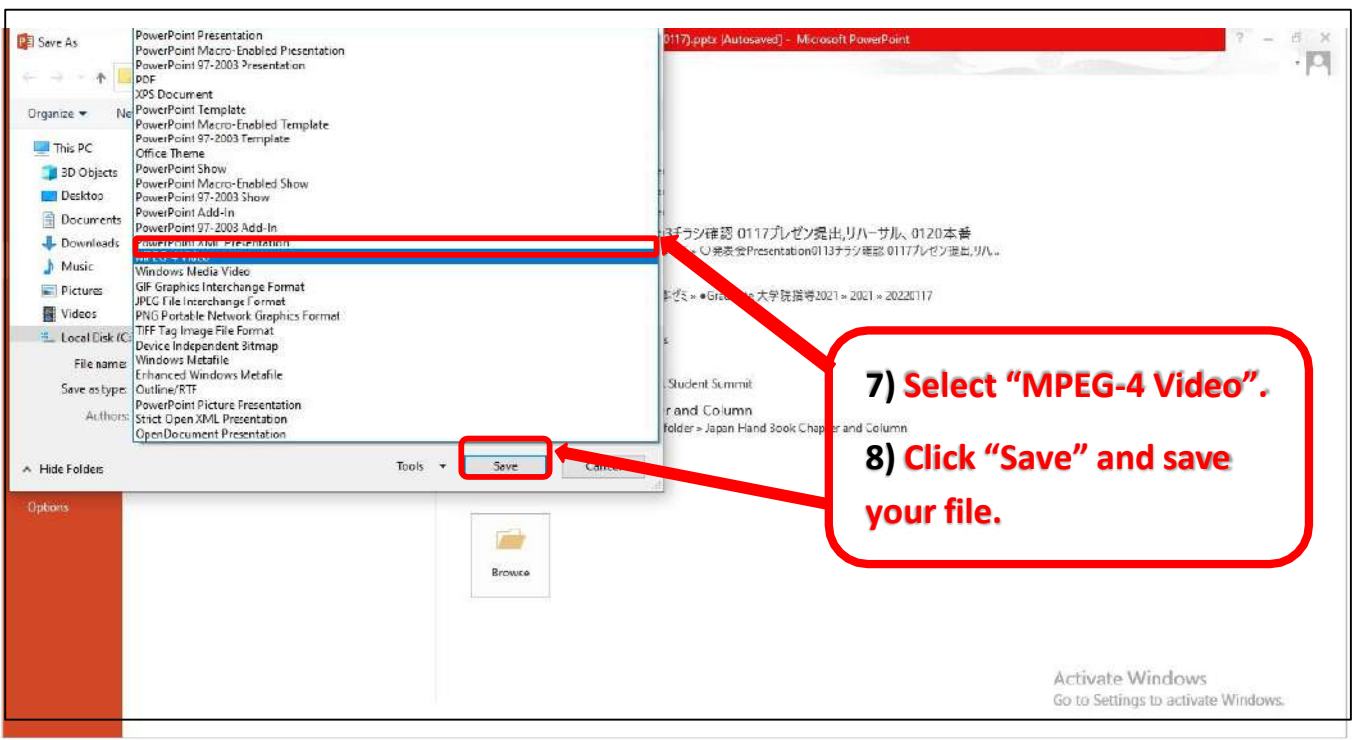
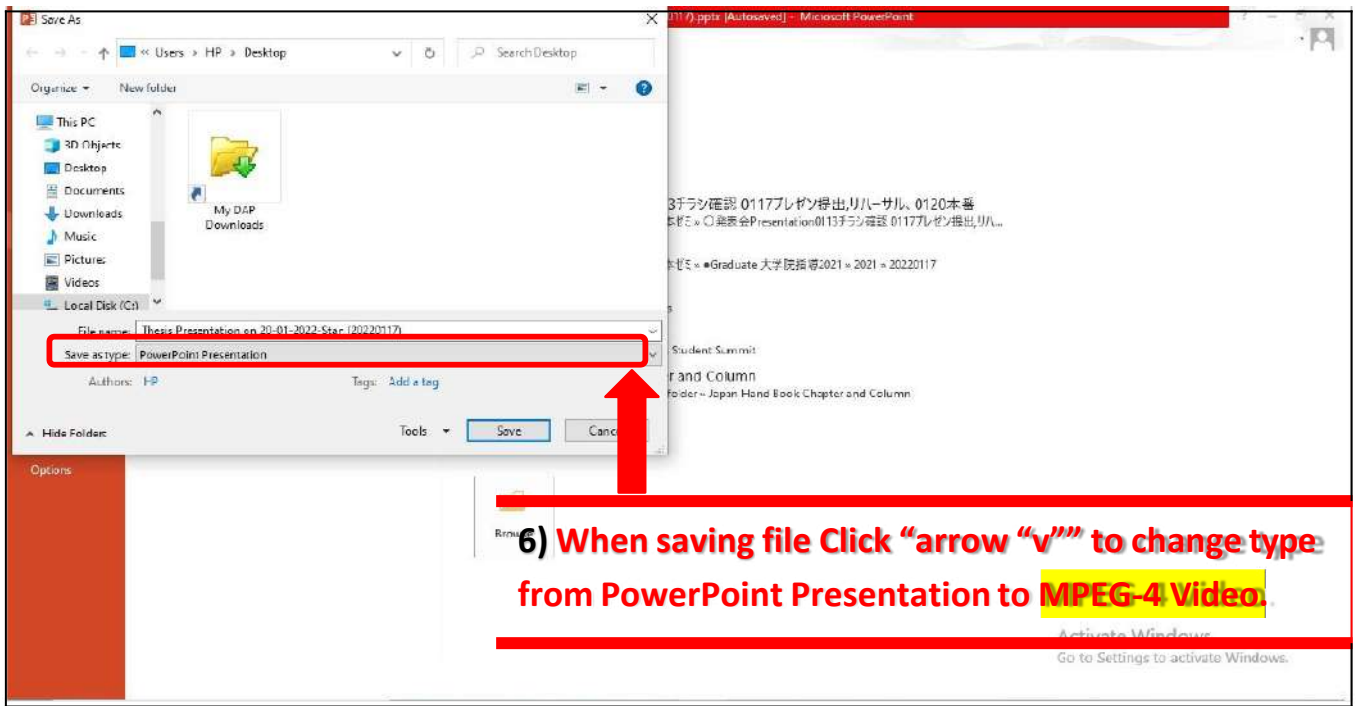
II) Recording Presentation by PowerPoint (Follow steps 1-8)

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.



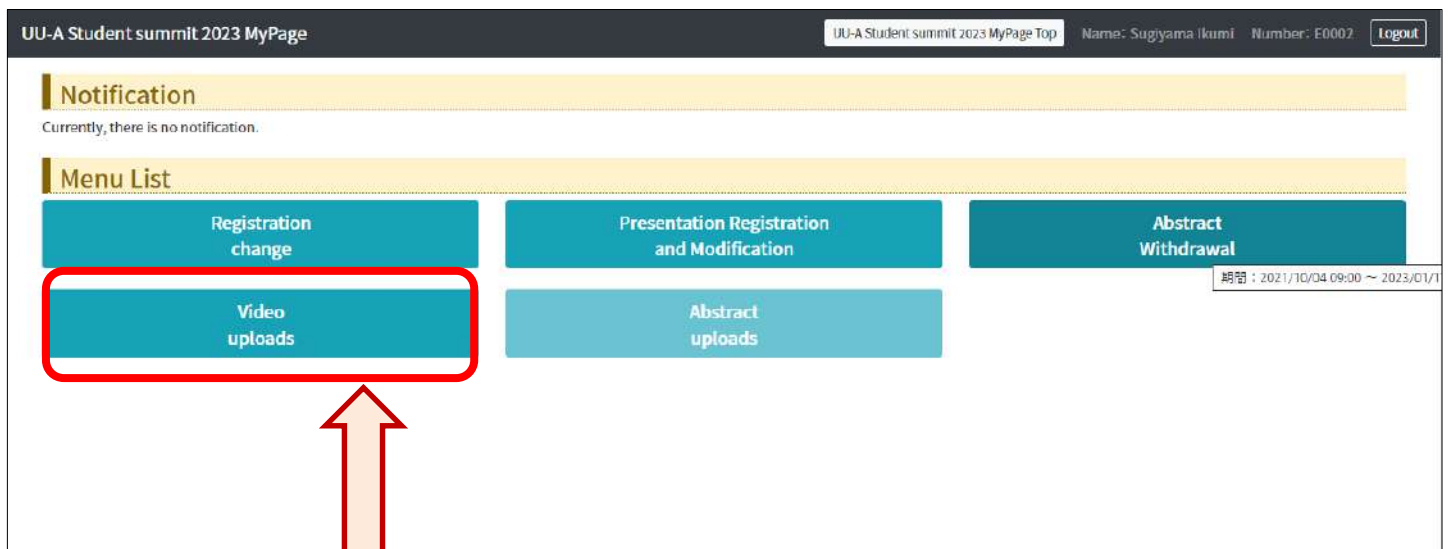




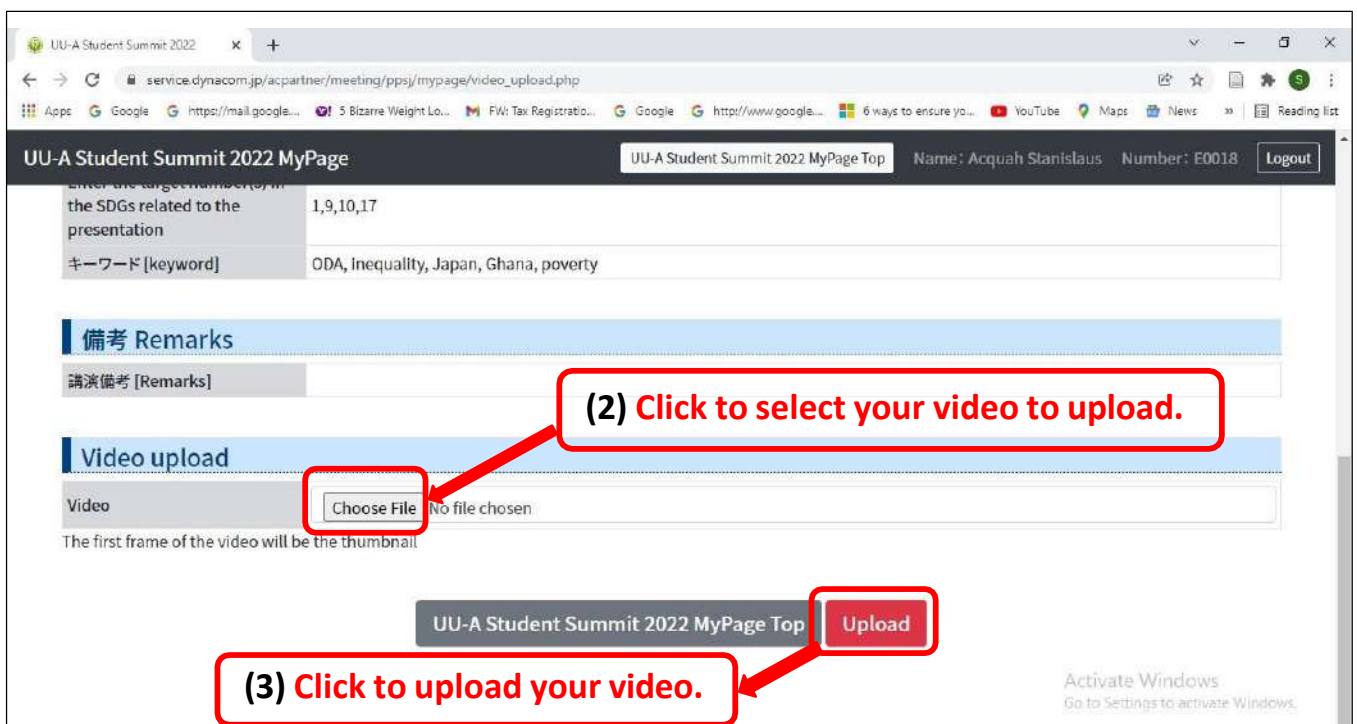
NOTE:

- 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 3rd February, 2025**
Deadlines are strictly enforced!!