# STUDENT PROJECT SHOWCASE 2020

# Virtual Presentation Guide

Due to the circumstances around the COVID-19 pandemic, we’re packing up the Showcase and moving online in Blackboard! The Student Project Showcase will be hosted in a Blackboard organization and your recorded presentations will be posted to a blog for review by the judges and viewing by you and your fellow students. Follow these guides to help you join the organization, record your presentation, and upload it for judging.

## How do I join the Blackboard Organization? What is that?

1. Log into Blackboard with your SITNet ID and password: <https://sunypoly.open.suny.edu>
2. Click on the Organizations tab at the top of the screen.



1. On the Organizations screen, you’ll see a search bar. Type in “showcase” and click Go. 
2. You’ll arrive at a results page with one result: the Student Project Showcase organization. Click on the link under Organization ID.



1. Now you’re on the Student Project Showcase organization homepage. Look to the left and you’ll see a bright green plus sign that says Enroll. Click on this to be enrolled in the organization!



1. You can now find the Student Project Showcase on your Organizations tab when you log into Blackboard, and you can submit projects to the Submission Blog. Welcome!
2. Need help with this process? Please reach out to library@sunypoly.edu for assistance.

## Okay, I’m part of the organization. How do I present my work?

In this virtual Showcase, your presentation will be *asynchronous –* that is, you won’t present your project live to an audience. Instead, you will record your presentation and upload it to a blog post, where judges can comment on your work and ask questions that you can respond to in text. Your comments and responses will be taken into account during judging.

***Presentations must be submitted by Friday, April 24, at 5pm.***

Presentations MUST be **no longer than 10 minutes** and **no larger than 100MB.** We require **multiplatform files** for your presentation materials, so that your work can be viewed on any device.

## What should I use to record my presentation, then?

You have three general options to record your presentation, no matter your format:

You can record your presentation in **Blackboard Collaborate,** and have the Showcase Team upload your recording to your blog

You can use **VoiceThread** to narrate your presentation, or

You can use an **external tool** like **Google Drive, Prezi, or YouTube** to host your presentation.
We’ll go through these in detail and explain what method is best for what type of presentation.

* You can use **Blackboard Collaborate** to record your presentation and have the Showcase organizers upload the video file for you. Blackboard Collaborate allows you to share files, like your poster, or share your computer screen to give a slideshow presentation. Many of you are familiar with Collaborate from your online classes. A Showcase organizer will facilitate this for you and help you set up, initiate the recording, and upload it to your blog post.
	+ **Pros:** Using Blackboard Collaborate is most similar to presenting live at the Showcase. **This method is ideal for lightning talks but also works for posters or demonstrations.**
	+ **Cons:** You must make an appointment with a Showcase organizer to record your presentation over Collaborate. If you have a lot of group members, it might be difficult for everyone to meet at the same time to present.
	+ **To use this method of presentation:** send an email to helpdesk@sunypoly.edu with the subject line *Showcase Presentation Recording in Collaborate* and your availability.
* You can create your visual materials in **Microsoft Office** or **LaTeX** and upload an exported file to **VoiceThread**, which allows you to easily add narration to slideshows or posters. VoiceThread presentations can be created directly in the Showcase Blackboard Organization.
	+ **Pros:** VoiceThread allows you to add narration slide by slide, so if you have a large group or a busy schedule, it’s flexible. **This method works for both lightning talks and posters.**
	+ **Cons:** VoiceThread might be new to you. [Here’s a short guide on creating a Voicethread.](https://voicethread.com/howto/creating-a-new-voicethread-2/)
	+ **To use this method:** navigate to the Submission Help section of the Showcase organization in Blackboard and click on “Registering for VoiceThread.” Once you’ve registered, log in and click “Create” in the upper left to start uploading your slides or poster. You and your teammates can add narration using voice comments, and when all is finished, you can [generate a shareable link](https://voicethread.com/howto/getting-a-share-link-2/) and link to the presentation in your blog post. (If you need help, please feel free to reach out to us at library@sunypoly.edu )
* You can use **a remotely hosted service** to create your visual and audio materials and upload or embed them into your blog post. Any reliable site that will host your presentation and make it easily viewable is acceptable.
	+ **Pros:** This is the most flexible option for any type of presentation. Here’s a few options.
		- You can use **Google Slides** to create and narrate your poster or presentation and link out to it from your blog post. You need a free Google account to use this service. Google Slides would be best for **posters or lightning talks.**
		- You are welcome to link out to a **YouTube video** demonstrating the flight of a drone, recording a playthrough of your game, or explaining your project. You’ll need a free YouTube account, run by Google, to upload videos that you’ve recorded. **YouTube is great for demonstrations or lightning talks.**
		- You can use **Prezi,** [a presentation website](https://prezi.com/),to create your poster or add visuals to your lightning talk – [you’ll need a free Basic account to get started](https://prezi.com/signup/basic/). **Prezi is best for posters but can be used for talks or demonstrations.**
	+ **Cons:** This is an open ended option, and we know it may be hard to find the best way to present your work – please reach out to us at library@sunypoly.edu for assistance if needed.
	+ **To use this method:** create your presentation using your chosen service, and upload a shareable link so that anyone can view your presentation.

## Okay, I’ve recorded my presentation.

Great! You’ve done the hard part – now it’s time to make a blog post to share your work.

## How do I make a blog post?

1. Log into Blackboard and open up the Showcase homepage. Look for the Presentation Blog on the left hand menu, and click to open the blog landing page, which will look like this.



1. On the landing page, you’ll see a link to the Student Submissions blog – go ahead and open it, and click Create Blog Entry in the top left corner to start your blog post.



1. Your blog post needs just a few things:
	1. **Title** your blog post with the title of your project, and add it again as the first line.
	2. Include the **names of each presenter.**
	3. Also include the **name of your faculty advisor or professor for the related class.**
	4. Finally, include your full **abstract,** which should be at least three sentences describing your project in brief.
	5. Then, attach your **presentation materials** – include both visuals (like slides, demos, or your poster) and audio (a narration).
	6. Your finished blog post should look like this:



1. Before you submit, check your post for errors. How big is the file you’ve uploaded? Is it less than 100MB? Is your presentation less than 10min long? What type of file did you upload? Can anyone view it?

**What kinds of files are okay to upload?**

* PDFs
* Microsoft Office or compatible files (.docx, .pptx, .xlsx, etc)
* MP4 video files
* Image files (.png or .jpg)
* Links to content hosted on known sites such as:
	+ Youtube
	+ Prezi
	+ Github
	+ Google Drive

**What kinds of files aren’t acceptable?**

* LaTeX raw files (.tex) **–** please export your work into a PDF if you are using LaTeX
* Any proprietary or program specific files, like .psd (Photoshop files) or .wmv (Windows movie files) – please use MP4s instead, or link to a Youtube video
* Links to Tiktoks, Snapchats, Twitch.tv, or Instagram stories -- although you’re welcome to post your project on social media in addition to submitting a friendlier format!
1. All good? Click “Post Entry” to publish your post. You’re done!



## What happens after I submit my presentation to the blog? What’s the schedule for the Showcase?

Here’s our virtual Showcase timeline:

**Friday, April 17, 11:59pm:** Registration for the Student Project Showcase closes.

**Friday, April 24, 5:00 pm:** Projects must be submitted to the Showcase blog by this time to be eligible for judging.

**Monday, April 27, 12:00 pm:** Projects will receive feedback from judges.

**Tuesday, April 28, 12:00 pm:** Students respond to judges’ comments.

**Wednesday April 29:** Completed judging rubrics are due.

We’re still planning for how to announce winners, so please check back on the Student Project Showcase homepage for more information: [sunypoly.edu/student-showcase](https://sunypoly.edu/student-showcase)

## I registered before all this pandemic stuff happened -- can I change my presentation format now that we’re presenting online?

Absolutely – just send us a quick email at library@sunypoly.edu and let us know how you want to proceed with your presentation. You should let us know by April 17 if you want to change your presentation format, so we can help you prepare.

If your project is required for class, you might want to check with your professor before changing your presentation format. We’re happy to accommodate if you need to change.

## I need help with VoiceThread/Collaborate.

There’s some great student tutorials on both Collaborate and VoiceThread under the Student Resources tab in the [Blackboard SUNY Poly Community Hub](https://sunypoly.open.suny.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_117_1)!

For further questions, you’re welcome to reach out to us directly at library@sunypoly.edu. Let us know what system you need help with, and a Showcase organizer can give you more specific assistance or walk you through the process.

## This document didn’t answer my questions!

Please feel free to reach out to us at library@sunypoly.edu with any additional questions.

We’re looking forward to seeing your hard work and celebrating your accomplishments!