

# CONVERTING AND UPLOADING VIDEOS IN SPEECH STUDIO WITH SPEECH STUDIO STUDENT GUIDE

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## Contents

|   |    |
|---|----|
| Selecting Settings on your Video Camera .....               | 2  |
| Saving Files to your Computer – Instructions for a PC.....  | 2  |
| Saving Files to your Computer – Instructions for a Mac..... | 4  |
| Converting from Common File Formats .....                   | 5  |
| Camera produces a MPEG .....                                | 5  |
| Camera produces a WMV .....                                 | 5  |
| Camera produces an AVI.....                                 | 5  |
| Converting Files in order to Upload in Speech Studio .....  | 6  |
| Installing Prism Video File Converter .....                 | 6  |
| Converting files using Prism.....                           | 10 |
| Uploading a Video to Speech Studio.....                     | 12 |
| Troubleshooting and Technical Support.....                  | 15 |
| Welcome To Speech Studio! .....                             | 16 |
| Enrolling In Sections and Tutorial Videos .....             | 16 |
| Sections and Assignments.....                               | 17 |
| Select a Section and View Assignments.....                  | 18 |
| Uploading a Video.....                                      | 20 |
| Reviewing Peer Videos.....                                  | 22 |
| Extended Section Dashboard.....                             | 23 |
| Additional Support.....                                     | 23 |
| Supplemental Video Activities .....                         | 24 |
| Potential Speech Topics .....                               | 25 |
| Quick Critique and Evaluation Checklist .....               | 26 |

## FILE FORMAT FOR VIDEO UPLOADS IN SPEECH STUDIO

Supported files are .mpeg4, .avi, and .mov. Videos must be under 300 MB. For best results, try to keep under 50MB. If your file doesn't upload correctly, ensure the format is correct and/or try again later. Some instructions for formatting your files are below.

## Selecting Settings on your Video Camera

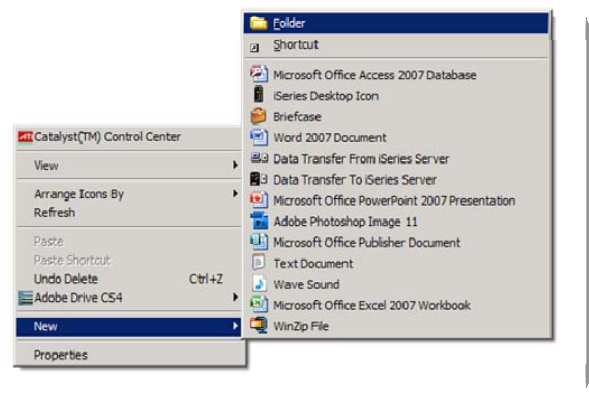
Choose the smallest (lowest resolution) setting your camera provides. Settings that are good for mobile devices or online delivery are a good choice. Choose Standard Definition (SD) over High Definition (HD) where available. If your camera allows you to select a codec, try to find "H.264" for video and "AAC" for audio (they usually go together).

If your camera produces a video that is larger than 300 MB (or 50MB for ideal upload time) or in a format other than those accepted by Speech Studio (see above) you will need to convert the file. Please be sure to create some sample videos with your camera before you start recording for class to determine the best settings as well as how long each file can be, and thus how long you can record for a single file.

## Saving Files to your Computer – Instructions for a PC

Video files can be uploaded to your computer and saved in any file location (on your hard drive or a public drive) that is useful to you. However, it is easy to save files to a location, and then forget what that location is. So we recommend creating a class specific folder in the "My Videos" folder in "My documents" where you can organize videos by assignment, and based on conversion status (Out of Camera or Ready for Speech Studio). Here's how!

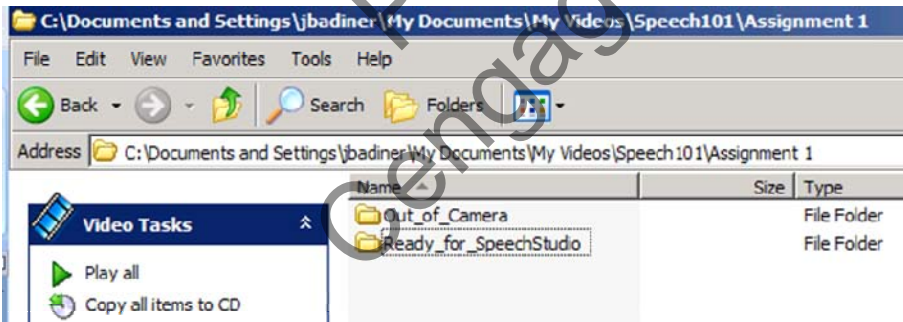
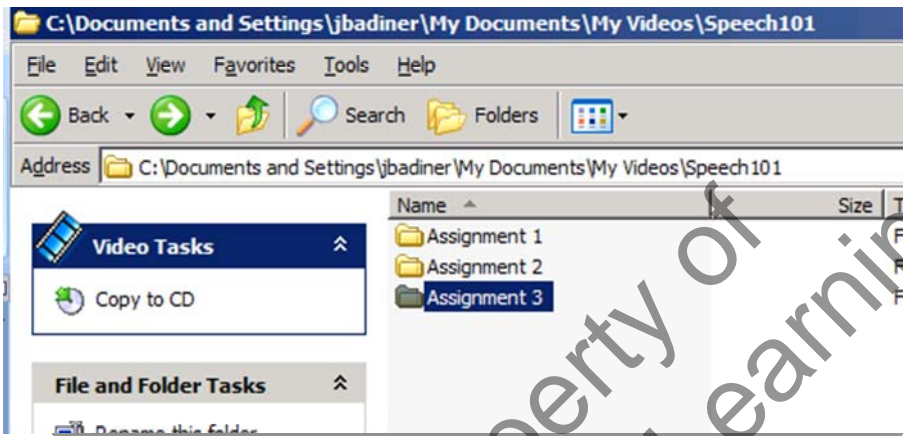
1. Open the "My Documents" folder (from the Start menu or the Desktop)
2. Locate the "My Videos" folder distinguished with a modified folder icon, and open it.
3. Create a new folder. This can be accomplished by right-clicking in an open area of the window, and selecting New, and then Folder, from the menu that appears. Or by making the same selections from the File drop down at the top of the window.



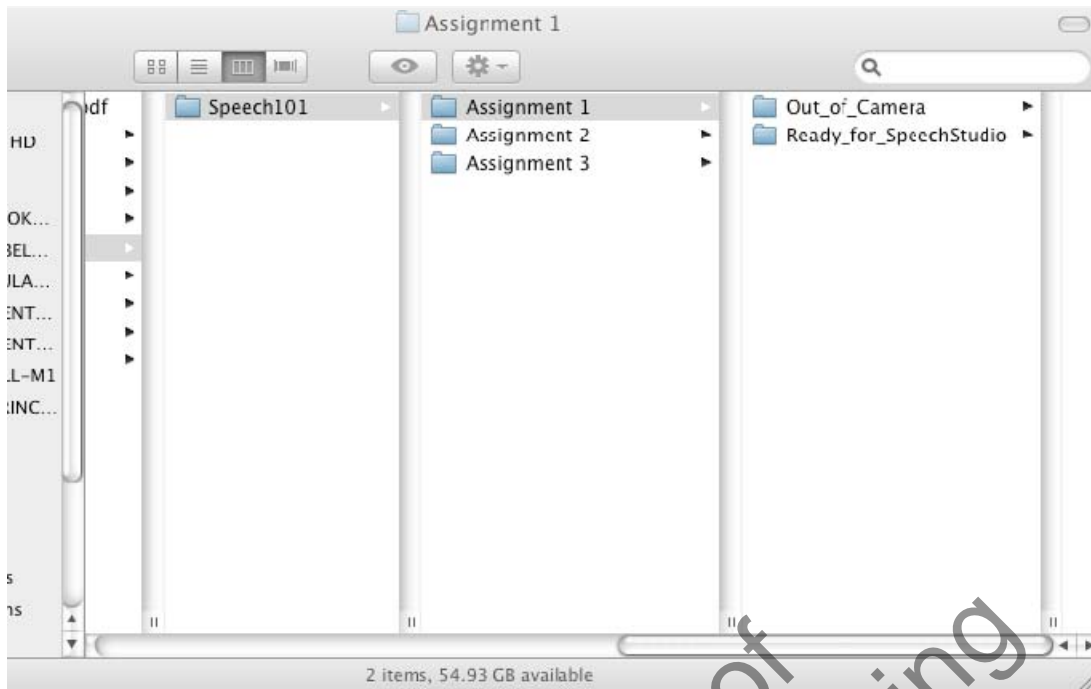
4. A new folder item with the text highlighted will appear. Enter the name of your class. Avoid spaces. Folder names can be renamed using the File drop down menu or the right-click menu.



5. You can use this same process to create additional folders within this class folder for each assignment (consider using the same titles you use for the section in Speech Studio for easy navigating later) and then a folder for files “Out\_of\_Camera” (these will be the files you use Prism or another tool to convert) and a folder for files “Ready\_for\_SpeechStudio” (these will be the files you upload to Speech Studio).







## Converting from Common File Formats

The following are suggestions for converting files in some common formats. Please remember that cameras vary widely, and these suggestions will not work in all cases. If your starting file resolution size is different than what is listed, the instructions are still valid, but your file size, and minutes of recording, will vary. Instructions for converting follow below.

### Camera produces a MPEG

If your camera produces a .mpeg file (720X524 resolution size), **convert** to a .mov at resolution size 320x240. (See below for instructions.) Ideally this file should not be more than 100MB (out of the camera) which is approximately 7 minutes of recording.

### Camera produces a WMV

If your camera produces a .wmv file (640X480 resolution size), **convert** to a .mov at resolution size 320x240. (See below for instructions.) Ideally this file should not be more than 80MB (out of the camera) which is approximately 7 minutes of recording.

### Camera produces an AVI

If your camera produces an .avi file (720X544 resolution size), **convert** to an .avi at resolution size 320x240. (See below for instructions.) Ideally this file should not be more than 150MB (out of the camera) which is approximately 15 minutes of recording.

To reduce the file size further, consider reducing the frame rate to 15fps (frames per second). Most video is 30fps, so by bringing it down to 15fps you are essentially removing every second frame. This may affect the overall quality of the video.

## Converting Files in order to Upload in Speech Studio

There are a lot of good free conversion tools available online. We are recommending Prism from NCH Software because it is very user friendly and reliable. A free 14-day trial can be obtained for PCs or MACs at <http://www.nchsoftware.com/prism/index.html>. Please note that you will be asked to purchase the software after the trial period.

Prism installation instructions and optimal conversion settings are provided below. FAQs for Prism can be found at <http://www.nchsoftware.com/prism/faq.html>.

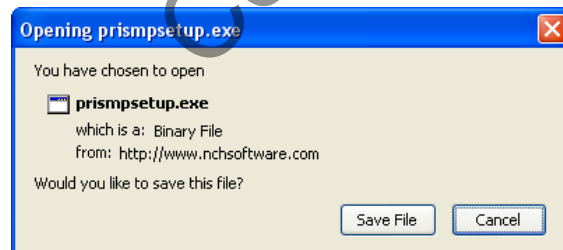
### Installing Prism Video File Converter

#### Download Instructions for PC:

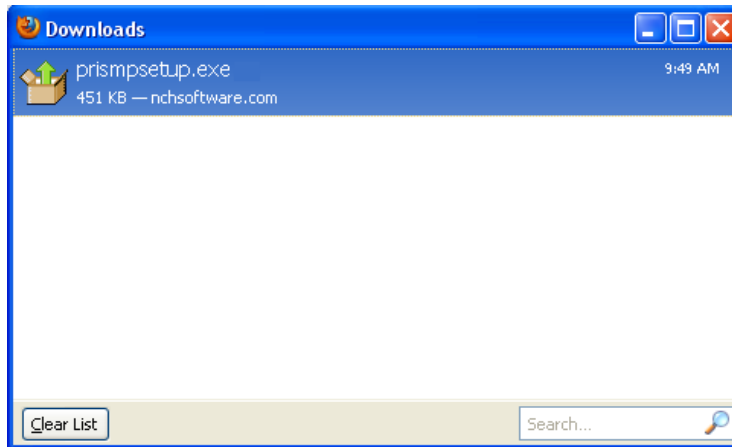
1. From the home screen, click the red "Get it Now" graphic.



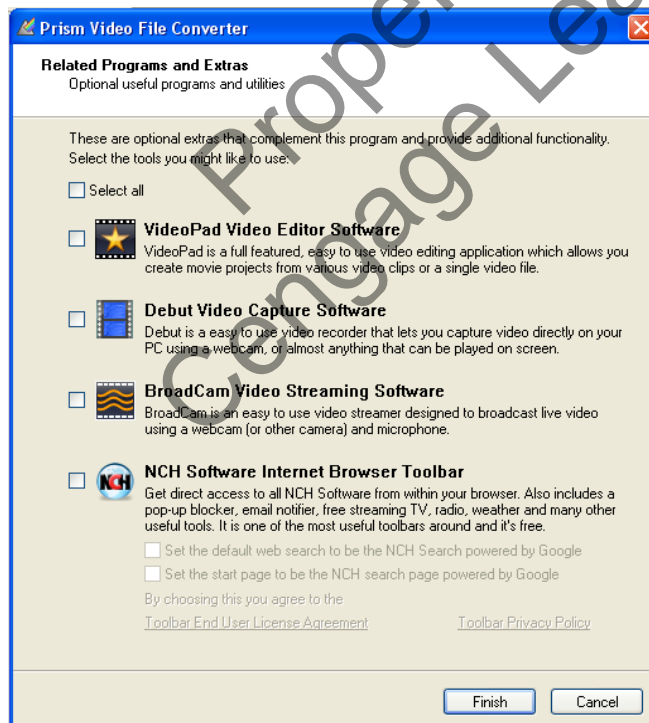
2. Clicking this graphic will launch a window to open the file prismsetup.exe. Select "Save File".



3. Open the downloaded file prismsetup.exe in the Downloads window to launch. If you are unable to find prismsetup.exe, use the Search feature to locate the file.



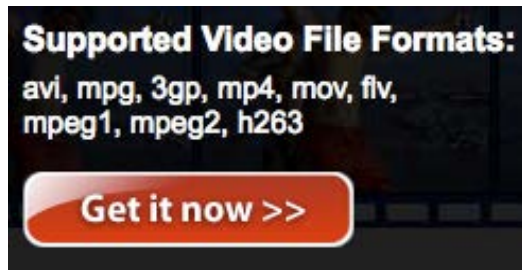
4. Read the License Agreement, select "I agree with these terms" and click "Next".
5. Do not select any of the optional extras (VideoPad Video Editor Software, Debut Video Capture Software, BroadCam Video Streaming Software, NCH Software Internet Browser Toolbar). They are unnecessary for converting files. Leave these boxes unchecked and click "Finish".



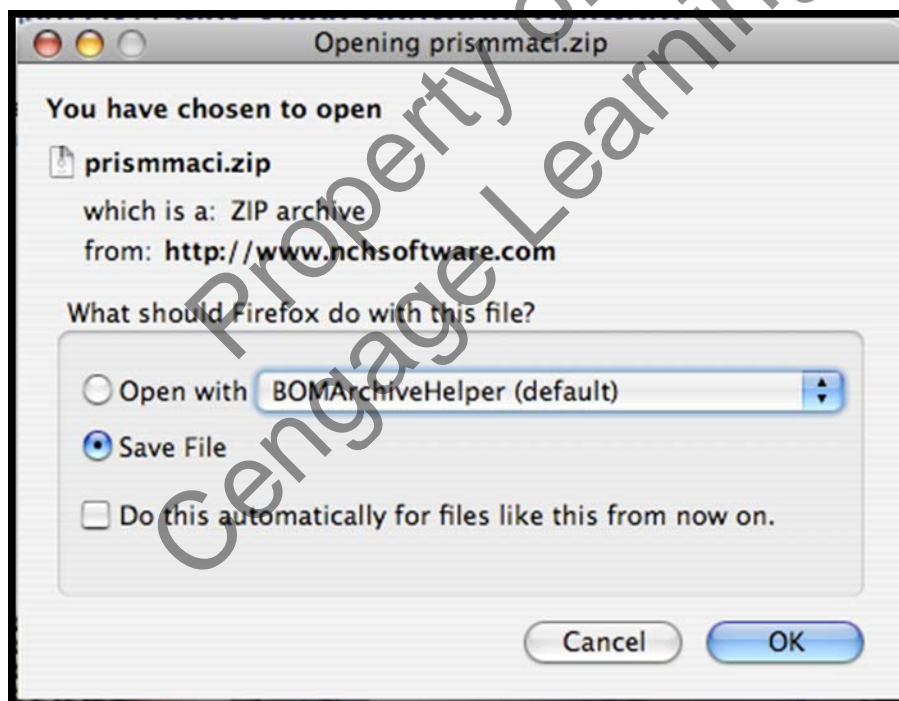
6. Prism Video File Converter should launch automatically.

**Download Instructions for Mac:**

1. From the home screen, click the red “Get it Now” graphic. Please note the Supported Video File Formats differ from the Mac to PC.



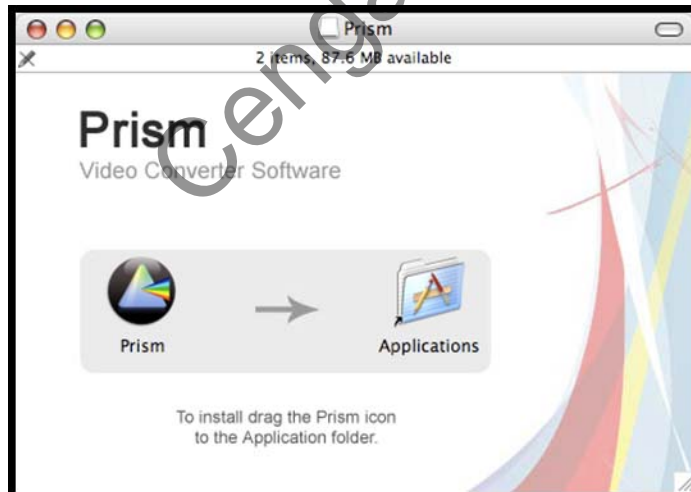
2. Clicking this graphic will launch a window to open the file prismatic.zip. Select “Save File” and then click OK.



3. Open the downloaded file prismatic.zip in the Downloads window to launch. This will save a file called Prism\_i.dmg to your desktop. If you are unable to locate Prism\_i.dmg, use the Find feature to search your computer.

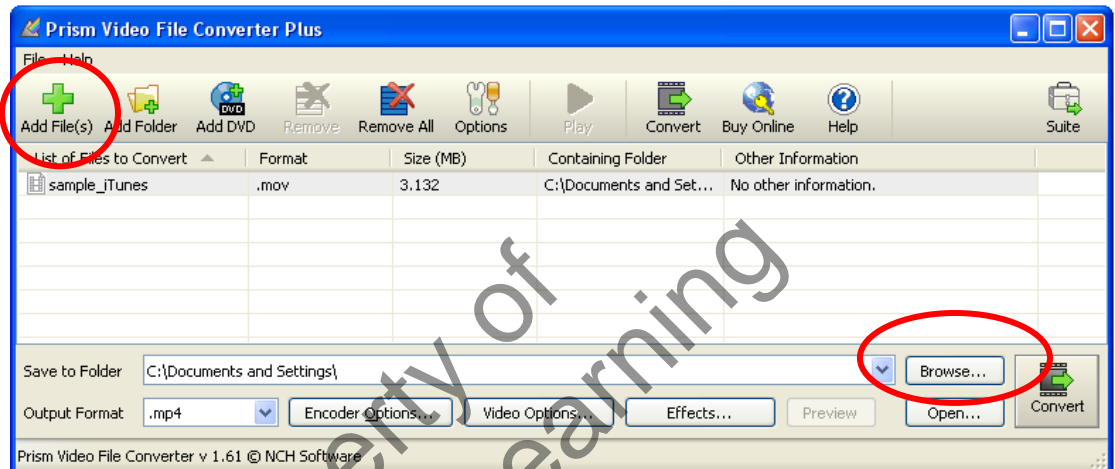


4. Open the Prism\_i.dmg file to start the installation process. Read the License and click "Agree".
5. Follow the instructions and drag the Prism icon into your Applications folder. (If needed, click on the Finder icon on your toolbar to locate the Applications folder.)

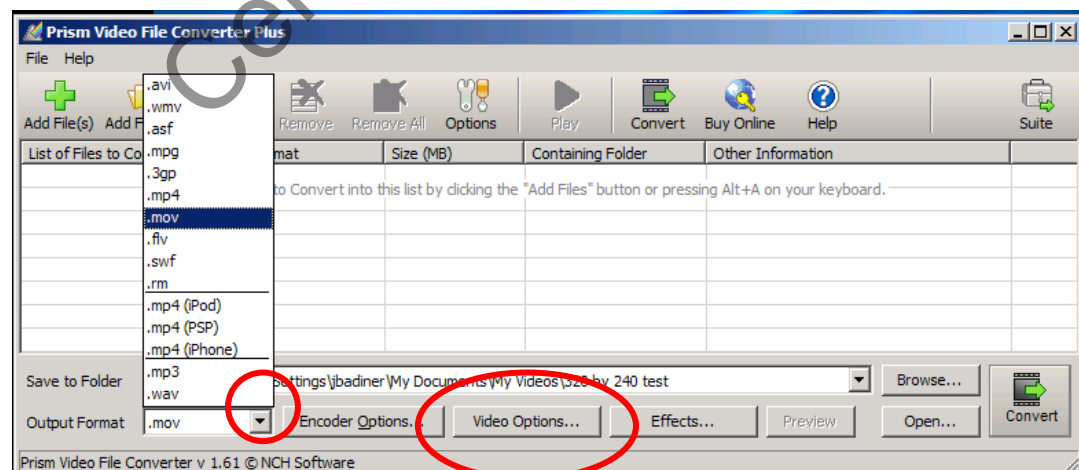


## Converting files using Prism

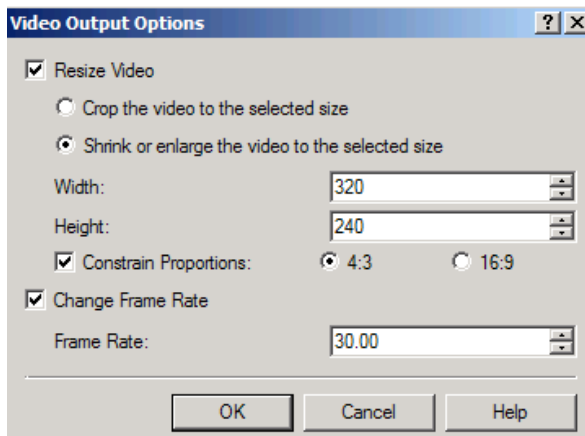
1. To launch Prism, click on the Prism icon located in your Applications folder (Mac) or go to Start Menu > All Programs > Prism Video File Converter (PC).
2. To upload the video file, click “Add File(s)”. This will allow you to locate the video on your computer. You can also drag and drop the file into the open area. If you used the Saving Files to your Computer instructions above, these files will be in the section folder, then assignment folder then “Out of Camera” folder.



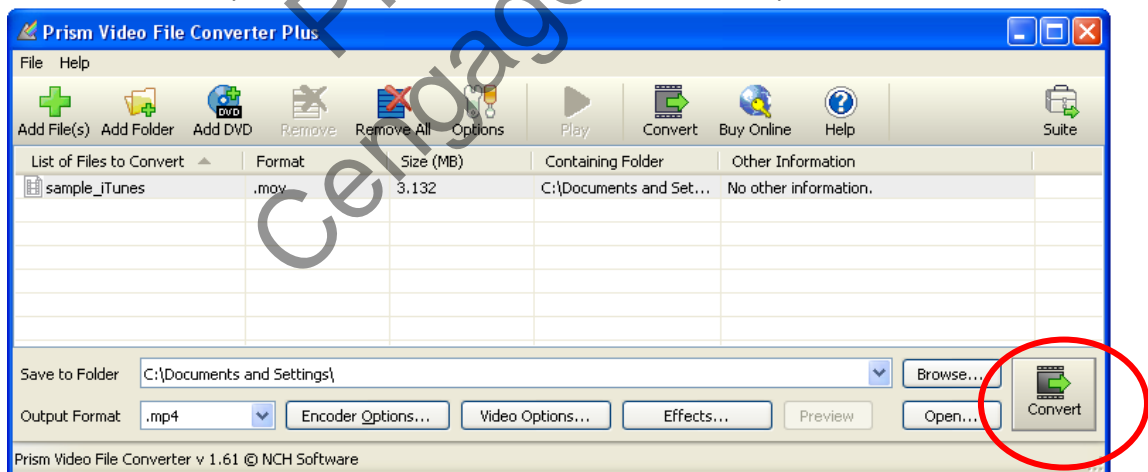
3. To change the Save to Folder for the converted file, click “Browse” to select the desired file output location. If you followed the instructions above for Saving Files to Your Computer then your output location should be in the section, and then assignment folder, then “Ready\_for\_SpeechStudio”
4. Select the Output Format by clicking on the drop-down menu. Speech Studio supports file formats .avi, .mov, and .mp4 (also known as .mpeg4). See Converting from Common File Formats above for more details.



5. Click on the “Video Options” button to launch the Video Output Options window.



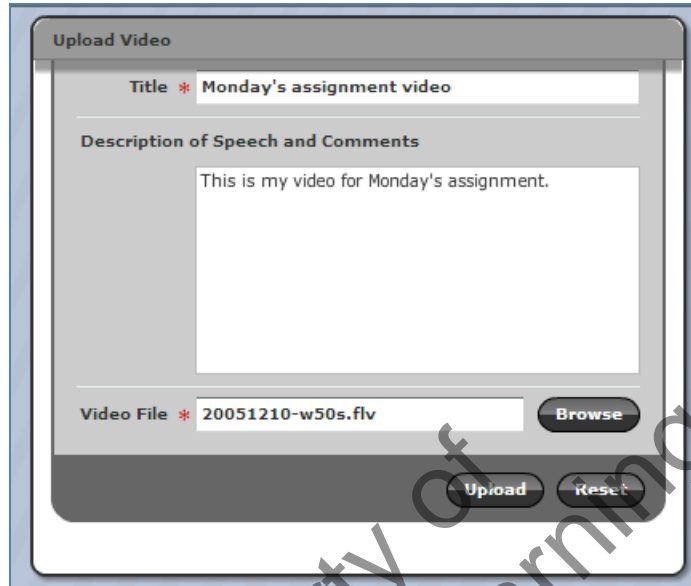
6. Select the “Resize Video” checkbox. Confirm the “Shrink or enlarge the video to the selected size” button is selected. This will ensure the entire video will be resized rather than cropped. Change the Width to 320, Height to 240. Select the “Constrain Proportions” checkbox and select 4:3 ratio.
7. Keep the Frame Rate at 30.00 (which is standard). Click “OK” when finished. (If the file size is very large, you can try to set the Frame Rate to 15.00, but this may affect the quality of video. )
8. Click the “Convert” button. When the conversion process is complete, check the folder you selected as the Save the Folder to review your converted video file.



Please note that making these changes may affect the quality of the video, but it should allow for a faster upload to Speech Studio.

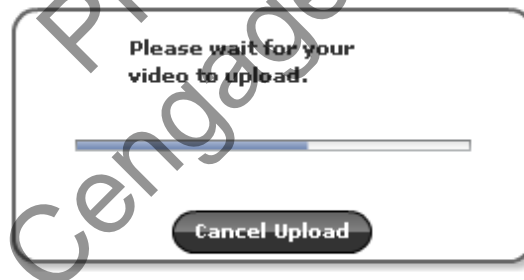
## Uploading a Video to Speech Studio

1. In the Upload Video form to the left, enter a name for your video submission, a description about your video (optional) and click the Browse button to navigate to the video on your computer you wish to upload.

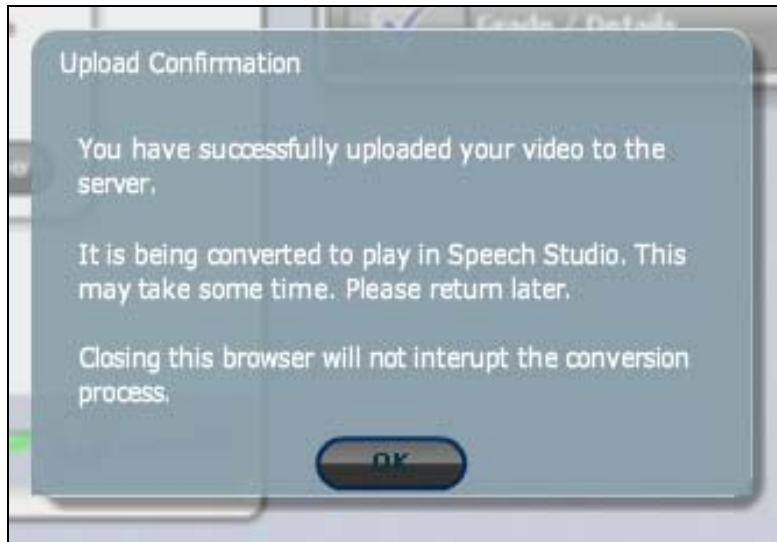


The screenshot shows a web form titled "Upload Video". It contains three main sections: a "Title" field with the text "Monday's assignment video", a "Description of Speech and Comments" text area with the text "This is my video for Monday's assignment.", and a "Video File" field with the text "20051210-w50s.flv". To the right of the "Video File" field is a "Browse" button. At the bottom of the form are two buttons: "Upload" and "Reset".

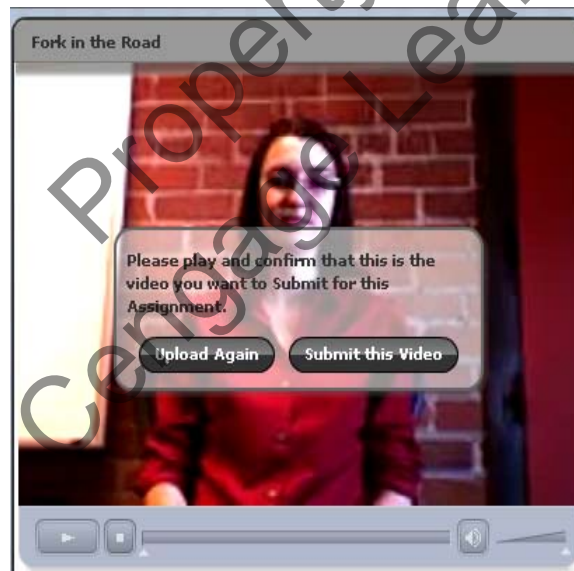
2. After you have entered in the title and description and selected your video, click "Upload." Speech Studio will **upload** your video (this should take only a minute or two at the most). During this time you must not navigate away from the page.



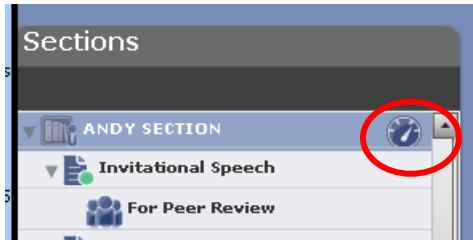
3. When the "Upload Confirmation" pop-up appears, the file is being **converted** to the appropriate format for display in Speech Studio. This second step may take longer, especially at peak times. For example, a 45MB file may take 90 minutes to convert and appear. During the conversion process you can safely navigate away, or close out of the program, and return later.




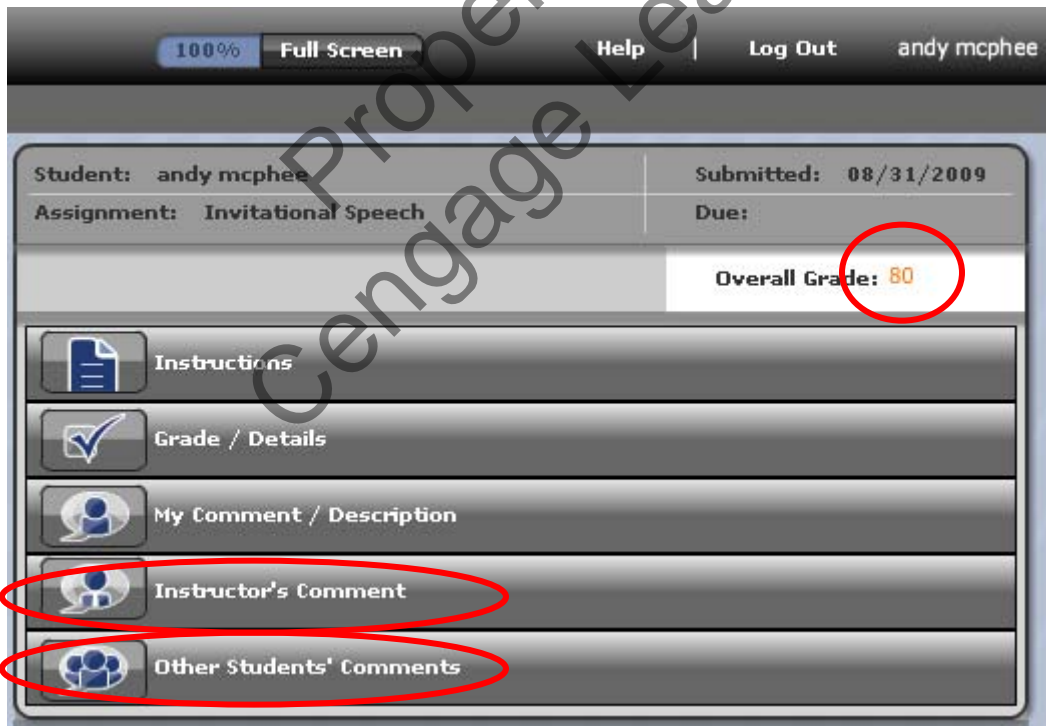
4. When the video appears in the video player, confirm it is the correct video, and select "Submit this Video". If you do not want to submit this video, select "Upload Again" to return to the Video Upload Form. Once you choose to Submit a Video, you will not be able to replace it later.



- After you have submitted your video, the program will automatically show your instructor that this assignment is ready to grade. And it will appear with a “submitted” icon on your Section Navigation Menu.



- After your submission has been evaluated, you will be able to view your grade for this assignment, the icon will change to:  and you will be able to view the grade you received in the upper right hand corner of the grading tool, and your instructor’s comments in the Instructor’s Comments Area. If your instructor has enabled peer-review, and other students have made peer-review comments, those comments will also be viewable in “**Other Students’ Comments.**”



## Troubleshooting and Technical Support

For technical questions and support for SpeechStudio, visit <http://www.cengage.com/support/> and select Speech Studio, or call 800-354-9706 Option 5, then Option 2

Prism Video Converter Software is not supported by Cengage Technical Support. If you run into technical issues while using Prism, visit <http://www.nchsoftware.com/prism/support.html>

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## Welcome To Speech Studio!

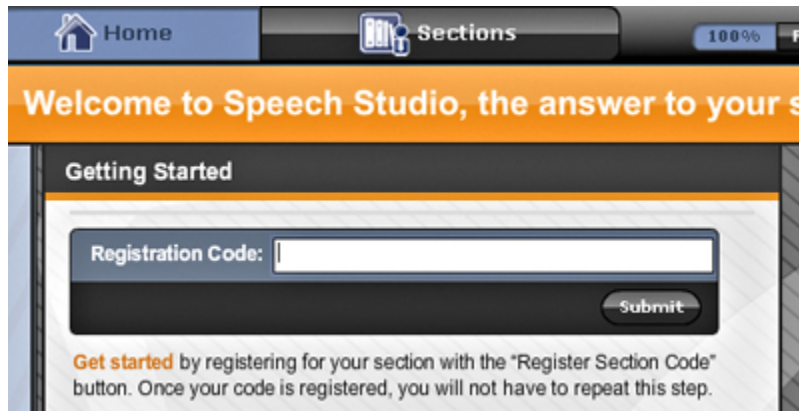
Whether you're a seasoned public speaker or just beginning to learn the ropes, Speech Studio will help you develop and refine your public speaking skills. With Speech Studio, you can upload videos of speeches for your instructors and peers to review and assess. Featuring an intuitive and easy-to-use interface, icons that help you stay on top of assignments and due dates, and the ability to upload videos from a variety of formats, Speech Studio is a breakthrough web-based tool that combines video technology with the benefits of an online learning community.

This guide will help you navigate and fully utilize Speech Studio.

### Enrolling In Sections and Tutorial Videos

To access Speech Studio for the first time, you must have a **Student Account** set up at <http://cengage.com/login>. To create a new account, select **Create My Account**. Select the **Student** option on the registration screen. Enter your **Access Code**, which is a 14-digit code that starts with "PP". You should have received this with your Printed Access Card or the electronic Instant Access Code that came bundled with your textbook. You now have a **Student Account**.

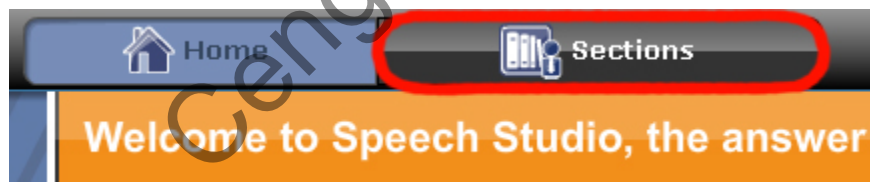
With your **Student Account**, you can access Speech Studio from your SSO page. Login to SSO at <http://login.cengage.com/sso/> using the account you just created, select your textbook, and then select **Speech Studio** from the list of **Additional Resources**. The first time you use Speech Studio with a course, you will need to enter a registration code, provided by your instructor, into the **Registration Code** box.



On the home screen there are also links to **Tutorial Videos**. These videos will guide you through **Uploading a Video**, **Reviewing Peer Videos**, and the meanings of the **Speech Studio Icons**. These subjects are also covered in this guide.

## Sections and Assignments

Once you have registered your section, you can access it by selecting the **Sections** tab at the top of the screen.



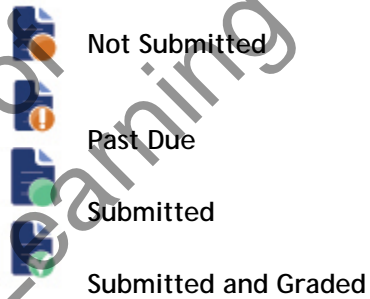
In the **Section Creation Area**, you will find a list of all the sections you have registered for in the **Section Navigation Menu** on the left.

## Select a Section and View Assignments



If you are using Speech Studio for multiple courses, you will see a number of sections listed in the **Section Navigation Menu** on the left. To work with a section, click on its name or the arrow to its left.

Note the colored dots on the assignment icons to the left. They indicate the status of the assignment:



Once you have opened a section, you will see a list of **Assignments**. Select the name of the assignment with which you wish to work. This will open the **Assignment Review** area.



Here, in the "Assignment Review" area, you may Upload a Video (1), or view Instructions for the Assignment or your Grade / Details (2).

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## Uploading a Video

Before uploading a video, carefully review the assignment's **Instructions**. Once you have uploaded and submitted your video, there is no turning back!

To **Upload a Video**, navigate to the **Assignment Review Area**. Enter a title for your video, a description of what it is (or any comments that you wish to include about it), and then select **Browse** to select your video file.

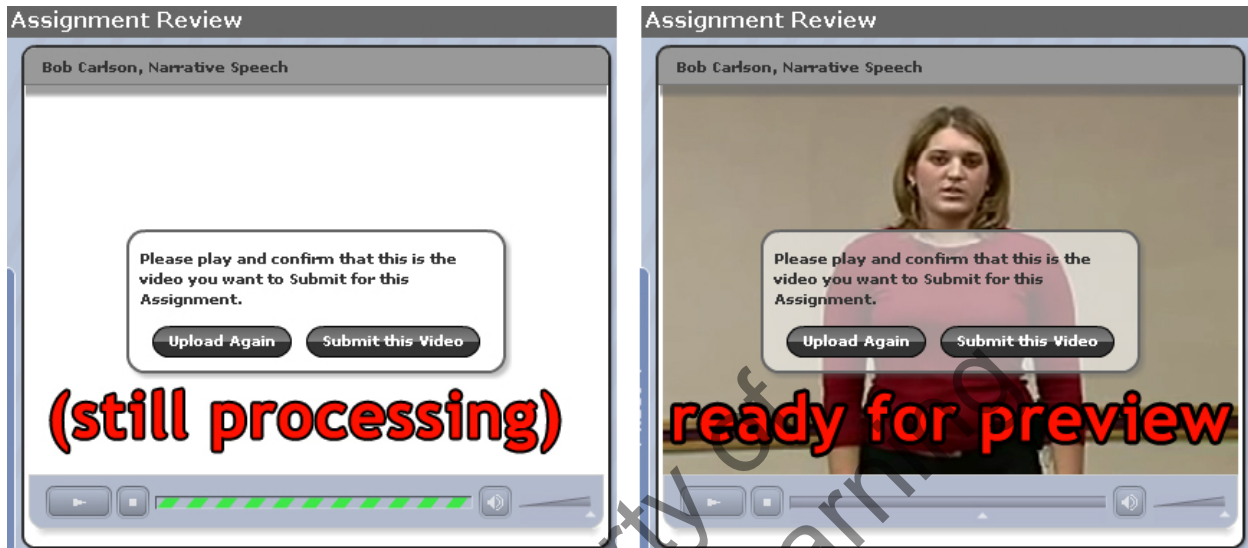


The screenshot shows a web interface titled "Assignment Review" with a sub-section "Upload Video". The form contains the following fields and controls:

- Title**: A text input field containing "Bob Carlson, Narrative Speech".
- Description of Speech and Comments**: A text area containing the text: "This is my narrative speech. I chose the topic of horseback riding. I am telling a story from my own life, and tried to focus both on creating a solid narrative arc for maximum narrative impact and connecting to my audience through language use and delivery."
- Video File**: A text input field containing "bcarlson.narrativespeech.avi" and a "Browse" button.
- Buttons**: "Upload" and "Reset" buttons at the bottom of the form.

Once you have selected your video file, click on **Upload**. Note that you will not be able to modify your **Title** or **Description** once the video is uploaded.

While the video is being uploaded, you will see the progress bar advance. Once it has been uploaded, Speech Studio will process the video, during which time you will see a striped green band below the **Upload Again/Submit Video** dialogue box. At this point you may close your browser or navigate away from Speech Studio without interrupting the process.

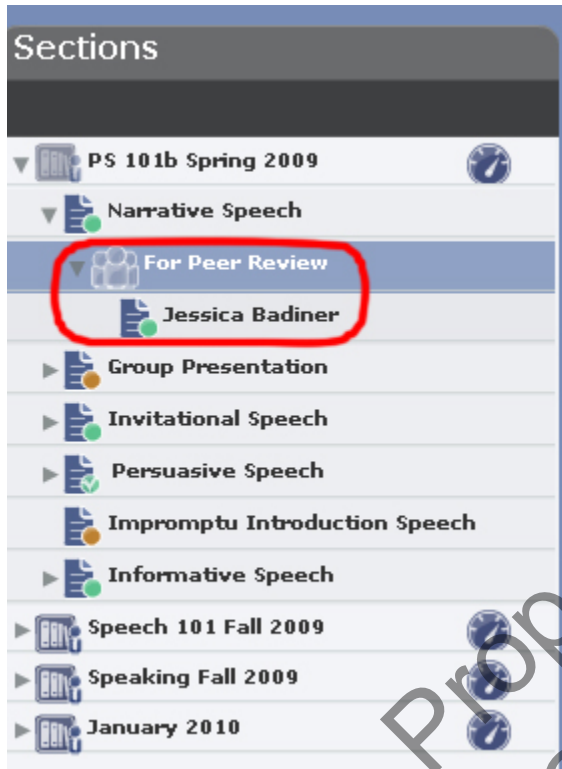


To check on the status of your video and preview before submitting it, log back in to Speech Studio and return to the **Assignment Review Area** of the assignment in question. If Speech Studio has completed processing your video, you will be able to see a still image from it behind the **Upload Again/Submit Video** dialogue box, and use the play/pause and stop controls to preview your video. If it is indeed the video that you wish to submit, click **Submit this Video**. If you wish to choose a different video, select **Upload Again** and repeat the process.

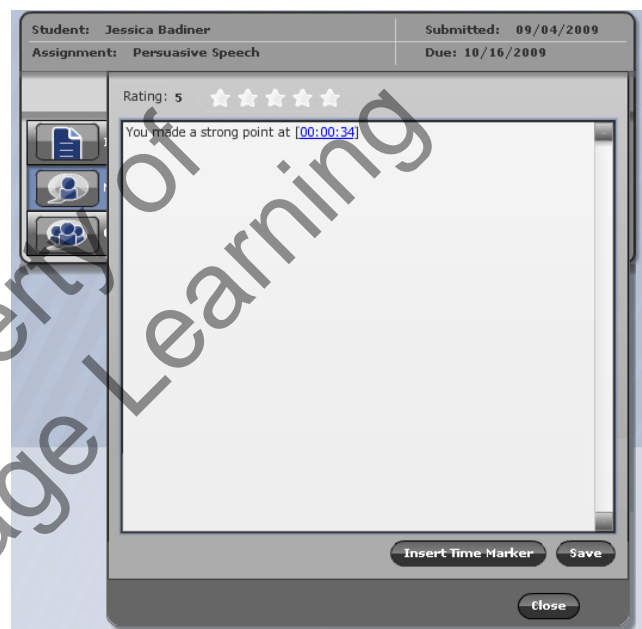
Once your video has been submitted, you will be able to view **My Comment / Description** (which you submitted when you uploaded your video), your **Instructor's Comment**, and **Other Students' Comments**, if available. You will also be able to see the date that you submitted your video in the upper right hand corner of the **Assignment Review Area**.

## Reviewing Peer Videos

If an assignment has videos available **For Peer Review**, there will be an arrow to the left of the assignment name in the **Section Navigation Menu**. Click on the arrow and select **For Peer Review** to see a list of the videos available.



Select the video you wish you to review. The video will load to the left, and on the right, you can select **My Comment** to leave a comment or a rating of one to five stars.



While leaving a comment, if you wish to draw attention to a particular moment in the video, you can insert a time marker. While the video is playing (or paused) click on **Insert Time Marker** at the moment you wish to note, and a link to that moment will be inserted into your comment. Anyone viewing your comment will be able to click the time marker link and jump to that point in the video.

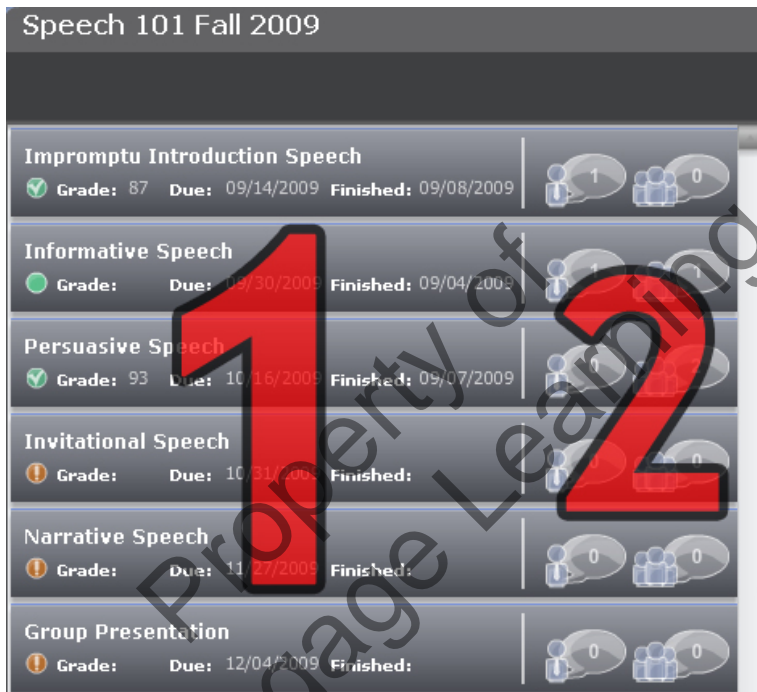
Note that similarly to uploaded videos, comments cannot be deleted or modified. Choose your words wisely before saving!

You can also view comments that other students have left by selecting **Other Students Comments**.

## Extended Section Dashboard

For an overview of your grades, due dates, and comments received for any given section, click on the **Dashboard Icon** to the right of the section name.

This will open the Extended Section Dashboard.



The screenshot shows the 'Speech 101 Fall 2009' dashboard with a list of assignments. Each row includes the assignment name, a status icon (checkmark or warning), the grade, due date, finished date, and comment counts for instructor and students. A large red watermark '1' and '2' is overlaid on the image, with '1' pointing to the 'Date Submitted' field and '2' pointing to the comment count icons.

| Assignment                    | Status | Grade | Due        | Finished   | Instructor Comments | Student Comments |
|-------------------------------|--------|-------|------------|------------|---------------------|------------------|
| Impromptu Introduction Speech | ✓      | 87    | 09/14/2009 | 09/08/2009 | 1                   | 0                |
| Informative Speech            | ●      |       | 09/30/2009 | 09/04/2009 | 1                   | 0                |
| Persuasive Speech             | ✓      | 93    | 10/16/2009 | 09/07/2009 | 1                   | 0                |
| Invitational Speech           | ⚠      |       | 10/31/2009 |            | 1                   | 0                |
| Narrative Speech              | ⚠      |       | 11/27/2009 |            | 0                   | 0                |
| Group Presentation            | ⚠      |       | 12/04/2009 |            | 0                   | 0                |

For each assignment in the section, you will be able to see its submission status, grade, due date, and date submitted (1), and the number of comments you have received from both the instructor and other students (2).

To close the Extended Section Dashboard, select the Close button in the upper right-hand corner.

## Additional Support

For additional support, please visit <http://www.cengage.com/support/> or call 1-800-354-9706. You may also refer to the document on the student help menu of Speech Studio called "Guidelines for Videotaping your Speech."

## Supplemental Video Activities

While you can only upload videos to Speech Studio if they are in response to an assignment, we have included the following video activities to help you get more comfortable recording yourself. You can do them alone or trade feedback with a partner or group. (Activities adapted from *Essentials of Public Speaking*, Fourth Edition, by Cheryl Hamilton, and *Invitation to Public Speaking*, Second Edition, by Cindy L. Griffin.)

- 1.) Outlines are useful at several stages of preparing a speech. Try recording yourself first presenting a speech without an outline, and then with one. Compare the two videos. How do the speeches differ in terms of content and speaking style?
- 2.) Record yourself delivering a short speech and pay close attention to your voice. Do you project authority? Energy? Warmth? Rerecord the speech a few times and focus on mastering your vocal tone and emotion.
- 3.) Ask a friend to give you a topic for an impromptu speech. Record yourself and note what kind of speech you chose to give, and how you delivered it. Was it persuasive or informative? Were you descriptive? Expressive? Then give your friend a topic for an impromptu speech, and analyze it together.
- 4.) Gather the source materials from an upcoming or past speech. Sort them into categories (are they narratives? Definitions? Statistics? Examples? Testimonials?), and record yourself citing each type of source aloud. Are your citations convincing and fluid? Practice each type until you are comfortable with all of them.
- 5.) There are a number of different ways to organize a speech: chronologically, spatially, topically, casual speeches, and speeches addressed toward problem-solving, to name a few. Select a speech topic and write it using two different organizational methods. Record yourself doing both. Which was more effective? Which one convincingly conveyed the information you had to present?
- 6.) Choose a topic about which you would like to give a speech to your classmates. Write a draft of your speech that includes information about this topic that would be too complex, too casual, or too technical for your audience, and record it. What information could you provide instead that would be clearer and more appropriate? Repeat this exercise filling your speech with verbal clutter. How does the verbal clutter affect your delivery and clarity of expression? Record yourself a third time, without the verbal clutter. Were you able to eliminate all of it? What else can you do as a public speaker to engage your audience and make your speech clear and listenable?

## Potential Speech Topics

Having trouble figuring out a topic to write about? Here are a few topics to help you brainstorm:

|                        |                             |
|------------------------|-----------------------------|
| Accessibility          | Political corruption        |
| Affirmative action     | Religious<br>fundamentalism |
| Animal rights          | Renewable energy            |
| Athletes               | Right of privacy            |
| Bioethics              | Stem cells                  |
| Censorship             | Teenage sexual behavior     |
| Child abuse            | Terrorism                   |
| Cloning                | Undocumented<br>immigrants  |
| Drug use and athletes  | Women's rights              |
| Eating disorders       |                             |
| Education              |                             |
| Family                 |                             |
| Global climate change  |                             |
| Globalization          |                             |
| Hate crimes            |                             |
| Health care reform     |                             |
| Human trafficking      |                             |
| Internet               |                             |
| Medical ethics         |                             |
| Narcotics legalization |                             |
| Oceans                 |                             |
| Outsourcing            |                             |

## Quick Critique and Evaluation Checklist

Keep this checklist in mind as you practice your speech:

- Is your topic appropriate for assignment and audience?
- Are the specific goal and the thesis statement clear?
- Is your full-sentence outline ordered effectively and formatted correctly?
- Does the speech use an effective pattern of organization?
- Does the speech incorporate effective, credible, and varied supporting materials?
- Are the main points organized effectively?
- Does the conclusion review main points, reinforce purpose, and provide closure?
- Are transitions used effectively?
- Are you adapting your speech to the audience?
- Is the speech free from logical fallacies?
- Is your language clear, concise, inclusive, in spoken form, and audience-centered?
- Is your delivery method appropriate?
- Are the speech's claims, evidence, and reasoning appropriate and effective?
- Do you cite your sources correctly?
- Are you managing voice, body, and audience effectively during the speech?
- Is your usage of presentation media effective?