

## Virtual Capstone Competition Contest Directions

### **Before Creating Your Video**

- 1) One PowerPoint slide must be used as the “background” of your video. This slide must be static such that it does not have any animation.
- 2) Plan what you will say. Your video cannot be longer than 3 minutes of length. Below are the criteria for which your presentation will be critiqued:
  - a. Provide an explanation about the motivations for pursuing your research
  - b. Clearly describe the key results of the research
  - c. Convey enthusiasm for your research
  - d. Capture and maintain your audience’s attention
  - e. The slide enhances your presentation – was it clear, legible, concise
  - f. Remember your audience may not be familiar with your field. Be sure to use language and terminology that explains your research in non-specialist terms.
- 3) You will need to have access to a web-camera. If you do not have access, please contact the Graduate Studies Office at [gradoffc@buffalostate.edu](mailto:gradoffc@buffalostate.edu).

### **To create your video using Zoom** (A tutorial is also available on the [Zoom website](#).):

- 1) Open your PowerPoint slide if it is available
- 2) Open the Zoom application on your computer. For a free version, visit <https://zoom.us/>.
- 3) Press “New Meeting”. This should take you to a meeting entirely by yourself.
- 4) Your camera needs to be turned on so that we can see you as a presenter.
- 5) Press “Share Screen” and open your PowerPoint slide. You should see yourself in the upper right-hand corner.
- 6) Press “Record” at the bottom of the screen
- 7) Give your presentation, remembering that the total video cannot exceed 3 minutes.
- 8) When you are finished with your presentation, click “Stop Recording”
- 9) End the Meeting
- 10) Your file will automatically download to your computer in the proper .mp4 format.
- 11) Be sure the download is saved to your computer
- 12) Rename the file name of the video download to begin with your name as follows - lastname.firstname (example: Miller.KevinCapstoneCompetition2023).

### **To submit your video to Digital Commons – Submission deadline is April 26:**

Before uploading your video, be sure you have the following:

- Title of your project/thesis
- Abstract (Description): Your abstract must be limited to 250 words.
- Project/Thesis Advisor
- Video file in .mp4 format with correct name structure (lastname.firstname) and no longer than 3 minutes
- A .jpg version of your PowerPoint slide to upload as the “cover image”

### **To submit your presentation:**

- 1) Visit the GSA Research Page on Digital Commons  
([https://digitalcommons.buffalostate.edu/graduate\\_student\\_research/](https://digitalcommons.buffalostate.edu/graduate_student_research/))

- 2) At the bottom of the page, click on specific school (Multidisciplinary Studies students should go to the discipline of their project)
  - 3) On the bottom of the column on the left, click “Submit Your Work”
  - 4) Read and indicate your agreement with the terms. Click “Continue”
- You will now need to enter the following information about your project or thesis. Be sure all information is accurate and follows examples (if shown). Theses not uploaded in the correct format may be returned for revisions.
    - Title of your project/thesis
    - Presenter information – if entering information for a new presenter, enter:
      - Buffalo State email address
      - First Name
      - Middle Initial
      - Last Name
      - Suffix (Jr., Sr., II)
      - Institution: SUNY Buffalo State College
    - Description: Only plain text is supported for the abstract (fonts and text style changes are not preserved). If you would like to include bold or italic text in your abstract, HTML tags may be used. Your abstract must be limited to 250 words. Do **not** type any heading.
    - Project/thesis advisor
    - Publication Date: Month of Graduation; Year: 2022 or 2023
    - Type of Submission (project or thesis)
    - Upload file (.mp4)
    - Cover image – PowerPoint slide – convert 1 slide to .jpg

### **Revising your submission**

If you need to revise your submission for any reason, click on “revise submission” and make the necessary changes on the submission form. **This can only be done prior to the publishing.**