

IBT Introduction, part 7: Classroom biography (video) - optional

Instructions

Use the steps and questions below [in conjunction with the power point slide template - see Vula IBT_2018 Resources -> Introduction week] to create a short video biography on the members of your IBT classroom (participants and staff).

We suggest that this video take a similar format to the 'meet the IBT core team' video which can be located on youtube: https://www.youtube.com/channel/UCMYQE_GYsOKY6-i8z9N6Adw?view_as=subscriber (please make sure to subscribe to the channel for easy access to all lecture recordings).

However, as there are many participants in each classroom and we would like to keep the video short (3 minutes), please elect a few participants to speak on the classroom's behalf. Important: *participants* should be encouraged to speak. We encourage you to give everyone the opportunity to be seen and to wave to the camera at the beginning or end of the video; for example, by enlarging the webcam (see recording guidelines below for more details).

Once complete, the head TA of the classroom should inform the course convenors (Verena Ras and Paballo Chauke). The course convenors will then add your video to the IBT_2018 Youtube channel.

Steps:

1. Open the power point template for the IBT_2018 classroom biography, which can be found in IBT_2018 Vula site -> Resources -> Introduction week
2. Add your classroom specific information as prompted by the template (e.g. add your classroom's name, add your institution's logo in the top right hand corner of each slide etc.).
3. Prepare answers to the questions below.
4. Select volunteers to answer the questions during the recording.
5. Record as per guidelines below.

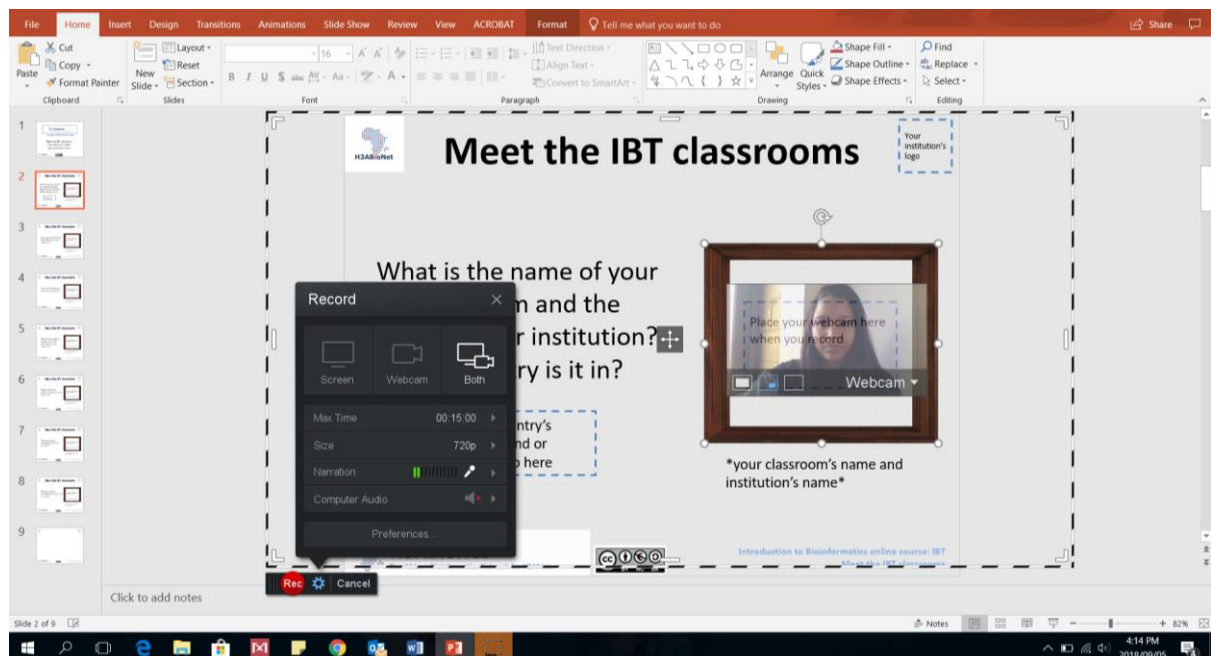
To create the recording:

1. We suggest using the screencast tool, screencast-o-matic: <https://screencast-o-matic.com/>
2. [Screencast-o-matic](https://screencast-o-matic.com/) is a great online tool to record your screen and webcam. Once you hit 'record', whatever you do on your screen (switching windows/ applications etc.) will be recorded. Your voice will also be recorded as long as you have enabled your microphone. It has good support and lots of tutorials to assist you with using the program. An alternative program for Linux machines is [Vokoscreen](https://vokoscreen.org/)
3. To activate the recording with screencast-o-matic:

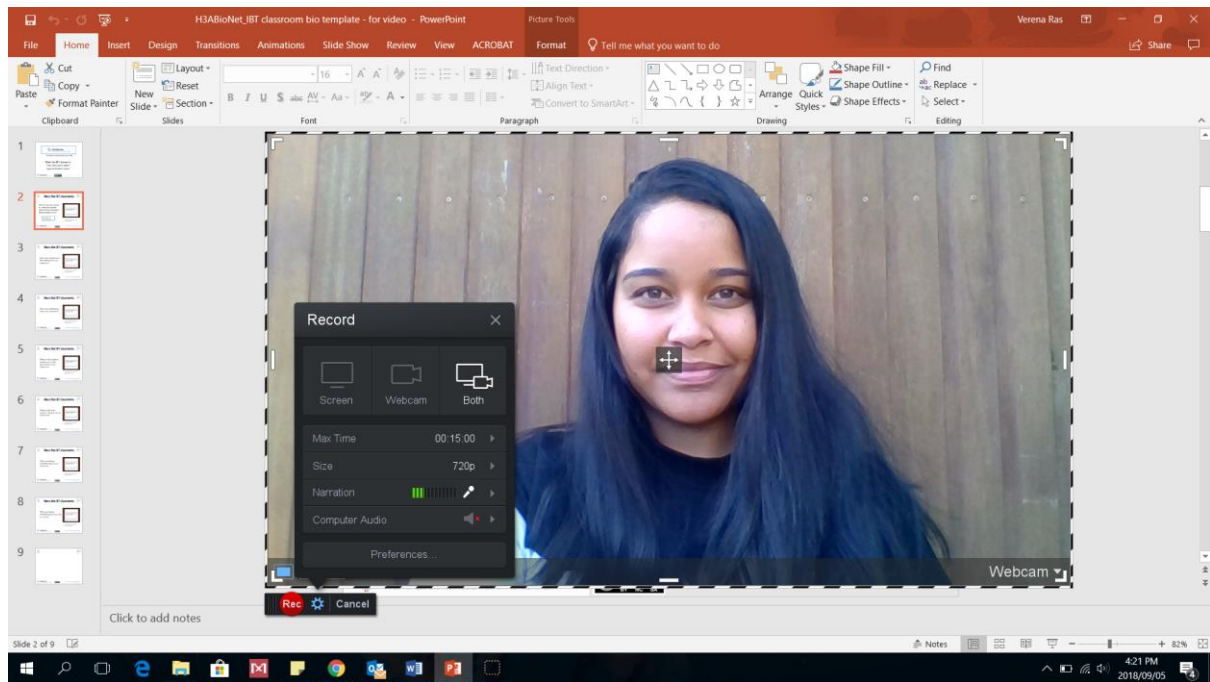
4. navigate to <https://screencast-o-matic.com/>
5. click on the 'start recording' button
6. click on 'launch recorder button' and 'allow' if prompted
7. **repeat** the above instructions **each time that you would like to create a recording.**

Please note:

- Some free recording tools, such as screencast-o-matic, only allow short videos of 15 minutes each. However, this should not be a problem as the 'meet the classroom' videos should not be longer than 3 minutes anyway!
- The free version of screencast-o-matic does not allow editing of the videos so you will need to redo the recording if there is a mistake.
- When recording, please do so with **webcam activated**. Move the webcam (by clicking on it and dragging) so that it is placed within the 'photo frame' on the template slides:



- Perhaps at the end of the recording you can make the webcam larger so that everyone in your classroom can wave hello. To enlarge your webcam from within the screencast-o-matic application, click on the full screen webcam icon (indicated by 'red' square on the screenshot above). Once the webcam has been enlarged, the screen should look like this:



- **Additional important notes:**
- Record your videos in a **quiet room** - background noise can be distracting.
- Ensure that you sit in front of a blank wall/ **no clutter in the background** - this can be distracting to the eye and make it difficult to concentrate on what you are saying.
- Ensure that you **speak clearly and slowly**.
- Save your videos as **mp4** files.
- **VERY IMPROTANT:** We advise that you do a **test video** to check the audio levels, that there is no background noise, and check the image quality
- the creative [commons logo](#) on the template slides indicates that others are free to use this idea of a 'meet the classroom' presentation, as well as the content in the presentation, as long as they attribute it to H3ABioNet, the IBT course, and the implicated classroom.

-----Questions for the IBT classroom video-----

1. What is the name of your IBT classroom and the name of your institution?
Which country is it in?
2. How many people are in the staff team for your classroom?
3. How many participants are in your classroom?
4. What are the academic backgrounds of the participants in your classroom? e.g. molecular biology, computer science, medicine, mathematics, statistics

5. What are the main research interests of your institution?

6. Tell us something interesting about your institution.

7. Tell us something interesting about your city or country.

-----Questions end-----