

Uploading and Viewing Virtual Presentation on Flip

Preparing Materials for your Presentation:

- 1) Prepare your 5-10 minute “elevator pitch” for your project. When you record on Flipgrid, your presentation will stop recording after 10 minutes.
- 2) Flipgrid will screen cast whatever is on your screen, so have your slide(s) open and ready for the presentation before you begin.
- 3) Note that all presentations are being automatically closed-captioned for our attendees from the deaf and hard-of-hearing community. Please speak slowly and clearly to ensure accuracy of the captioning. After your video is approved, please review your closed captions.

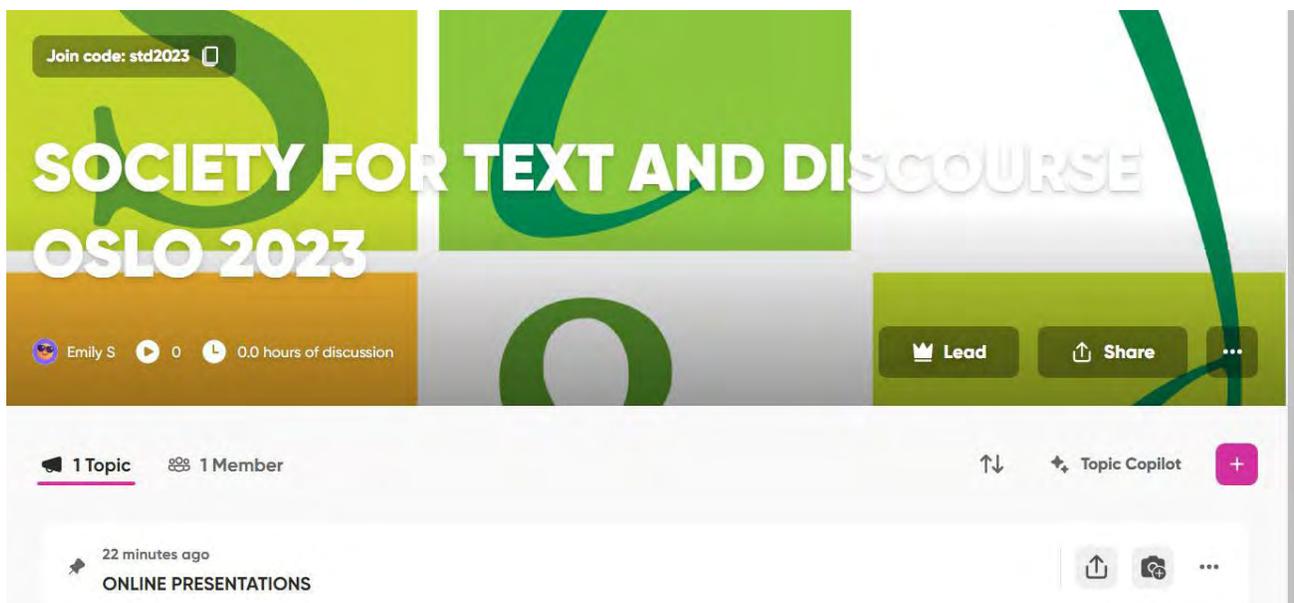
Recording your Flipgrid Presentation

- 1) Go to the ST&D 2023 Flip site:
<https://flip.com/std2023>

Anyone with this link can join!

For security reasons, it will ask you to log in using your Google or Microsoft account. (If you do not have a Google or a Microsoft account, it is free to create one via [Google](#) or [Microsoft](#).)

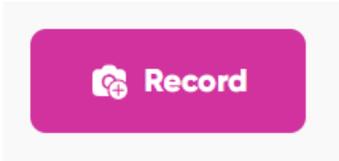
- 2) You will see the Main Flip Page “Society for Text and Discourse OSLO 2023”.



3) Select “ONLINE PRESENTATIONS” Topic.

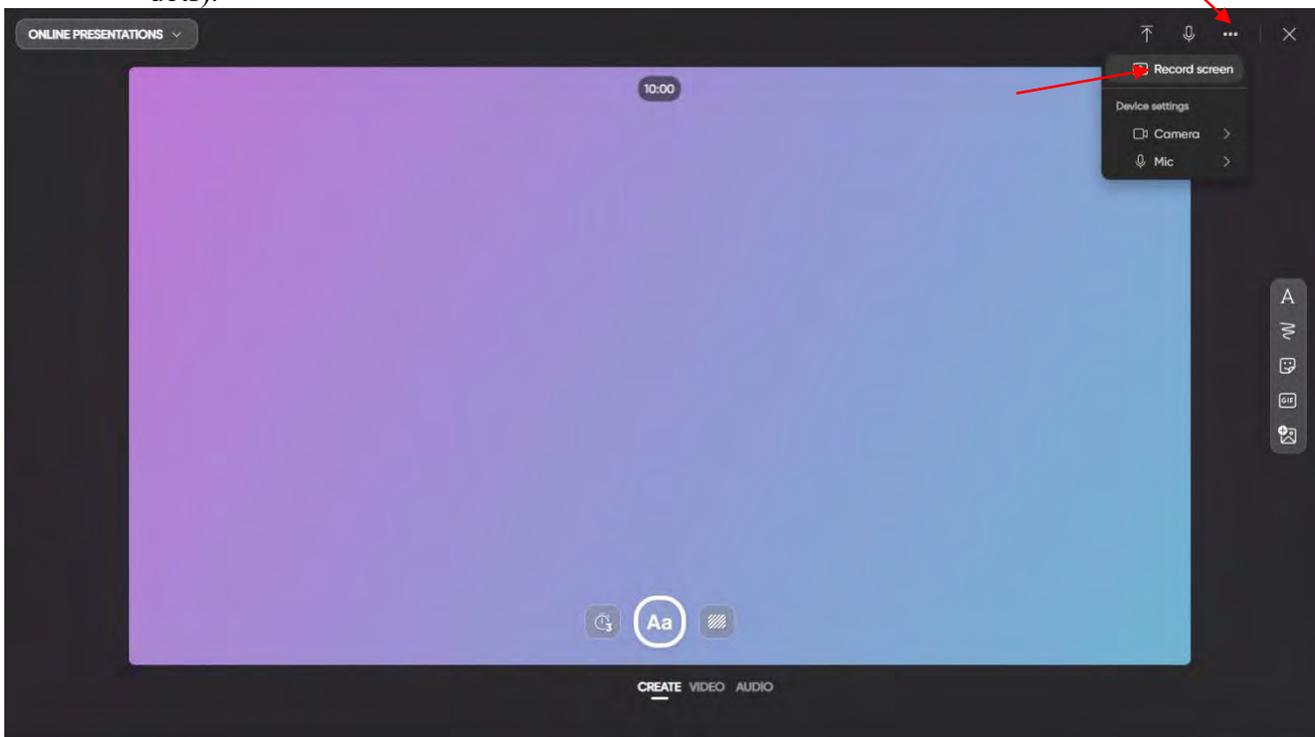
<https://flip.com/0922dbfe>

4) Click “Record” at the bottom of the screen to upload your presentation

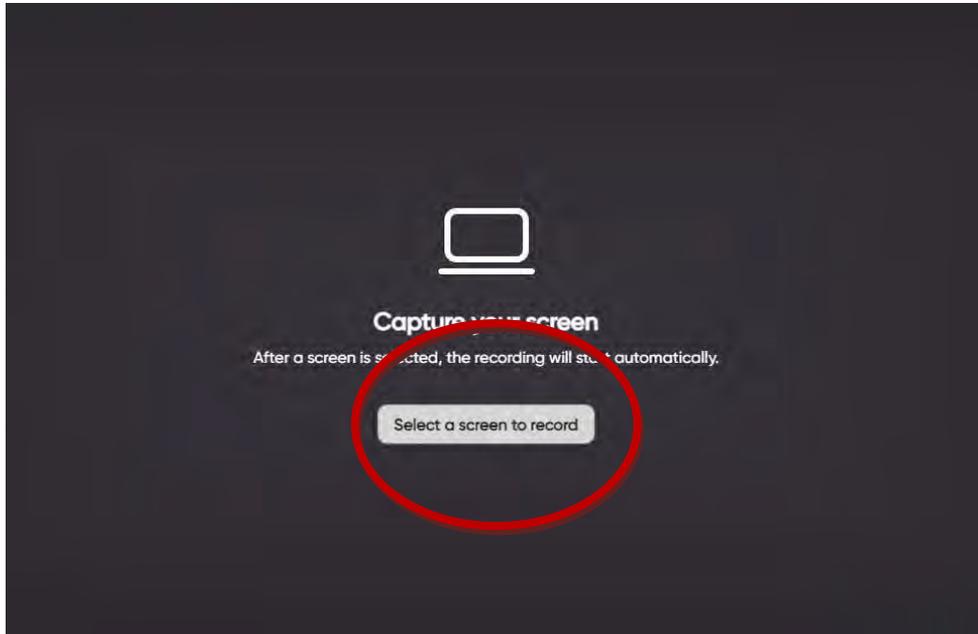


To Record your video:

5) Now you will come to the recording screen. Before you begin recording, ensure your presentation is open on your computer. Then, enable screen sharing by clicking on the “More Options” Icon at the top right corner of the screen. (It looks like three dots).



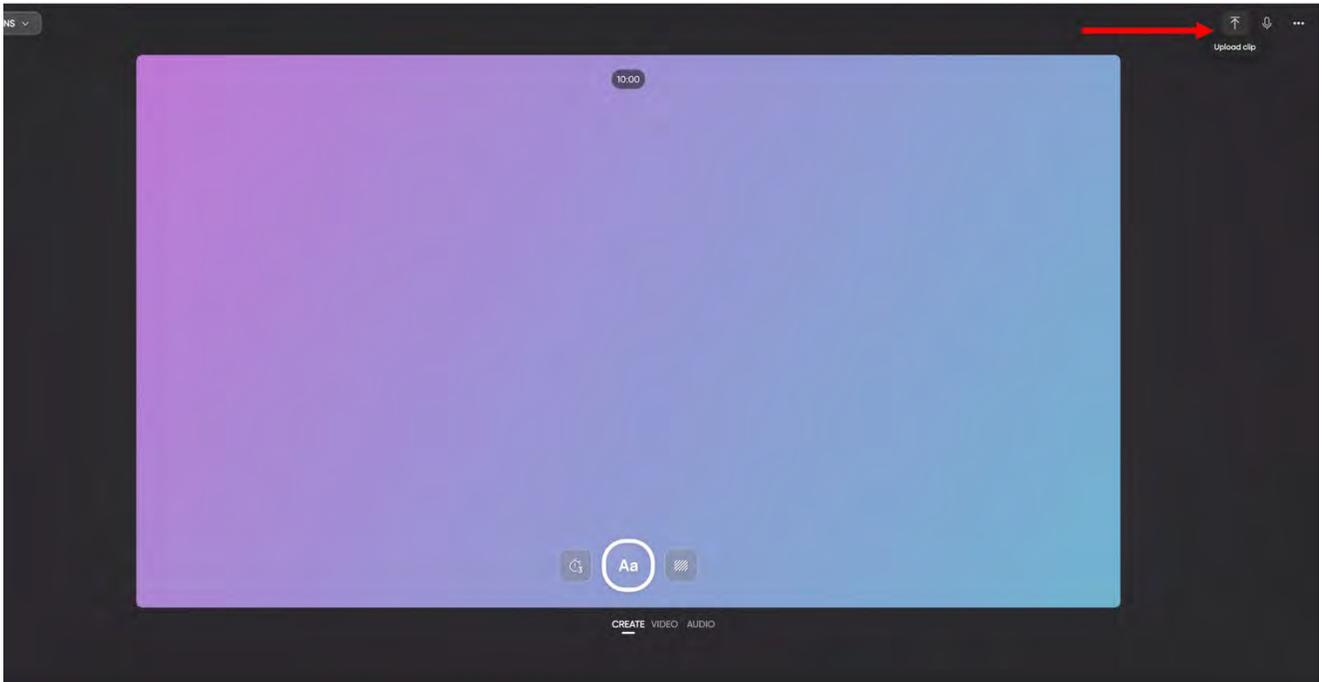
- 6) Next Click “Select a screen to record”



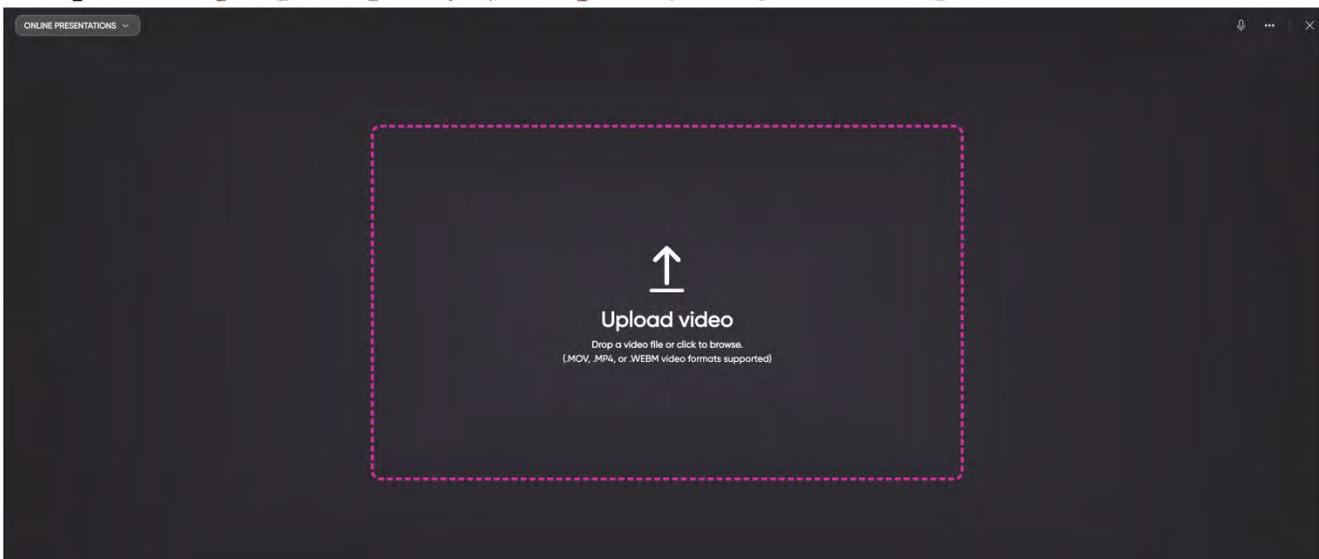
- 7) Decide if you want to record your entire screen, a specific application window (recommended), or a specific internet tab. Once you select the desired screen to share, click “Share” to begin recording your presentation
- 8) You are now recording your presentation. Switch to PowerPoint (or whichever presentation software you are using), put your presentation into slideshow mode, and begin your presentation.
- 9) When you finish your presentation, click “Stop Sharing” at the bottom of your screen. You will then be able to view your video.

To Upload a Video

- 1) You may instead record your presentation using any screen capture method you prefer, saving the file as a .MOV, .MP4, or .WEBM file.
- 2) Following the follow the same procedures as above, you may select the option to Upload Clip, instead of Record Screen (see below)



3) From here, upload the video in one of the approved formats (see below)



4) You will have the option to view and trim your video prior to approving it. Note that the video length is still limited to 10 minutes, so if your video is longer than this, it will need to be trimmed to 10 minutes.

When it is time to submit your video, fill in your name and presentation title to be displayed on the Flip page

You can now go through and view and comment on other presentations. Under every video presentation you will see the option to leave a comment. Public or Private