

Boston University Initiative on Cities



Hello,

Thank you for participating in the **2020-2021 Virtual MetroBridge Showcase**. We'll be sharing one student presentation from each of the experiential learning projects completed this semester. Below you'll find instructions on how to record your videos as well as the suggested framing and content.

Purpose:

To share more widely how BU students are working with local governments and community-based organizations to advance important public service projects. MetroBridge will share these videos on the program's website and social media platforms.

Format:

The format for the videos is a PowerPoint slide deck recorded with your narration. Instructions are accessible at this link - [How to Record a Slideshow with Narration](#) – and helpful screenshots are provided on the next page.

Length:

Each video should be only one to two minutes long and no more than five slides.

Suggested Content:

Introduce Yourself

1. Tell us your name, your degree program, the course you were in and the professor's name

Overview of the Project Goals

2. Who was the MetroBridge partner?
3. What research question did the partner need help with?

Describe Your Research

4. What activities/research did you conduct? (e.g., survey, interviews, data analysis)

Key Findings

5. What are 1-2 highlights you found through your research?

Recommendation/Conclusion

6. What was the most important recommendation you made to the partner (if applicable)?
7. What do you hope the partner will do with this information?

How to Record a Slideshow with Narration:

Step One

Click the **Slide Show** tab, select the slide where you want the recording to begin, and then click **Record Slide Show**.



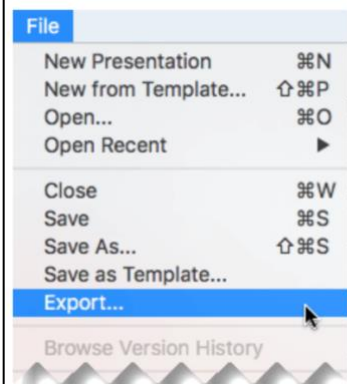
Step Two

Click **End Show** to stop recording.

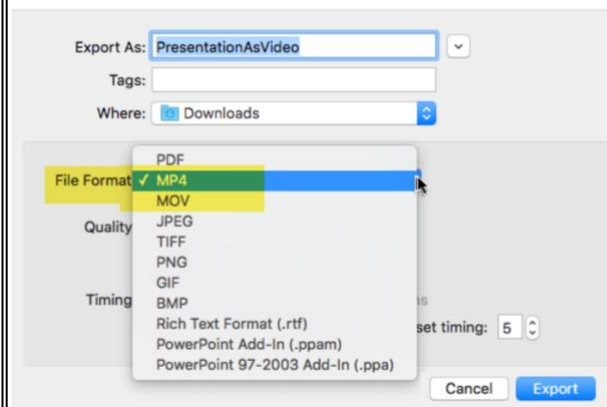
A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again.

Step Three (Save as a Video File)

Select **File > Export**.



Open the **File Format** list and select the video format that you want (**MP4** or **MOV**).



Step Four

Email the file (or a link to download it) to MetroBridge.