

**IEEE Aerospace and Electronic Systems
Society (AESS)
Video Tutorial Program
Submission and Instructor Guidelines**

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For submissions or assistance, contact or send to:

Robert O'Donnell

IEEE AESS VP Education

16 Stonewall Way

Newmarket, New Hampshire 03857

Email RMOD@LL.MIT.EDU

Phone: 603-292-5524

Table of Contents

Submission Guidelines	1
Basic Instructor Guidelines	4

Submission Guidelines

A. Initial Submission for Initial Tutorial Approval

1. Authors wishing to present tutorials are strongly encouraged to read:
 - a. these submission guidelines
 - b. a copy of the tutorial agreement (see IEEE AESS Education website)
 - c. view the video describing how to record the tutorial (see IEEE AESS Education website)
 - d. View one or two of the free introductions specific tutorials that are presently online, to get a feel for the nature of this IEEE AESS video tutorial initiative
2. Authors wishing to proceed should then submit electronically the following information in Word document format:
 - a. Tutorial Title
 - b. Author (s) and Affiliation (s)
 - c. Part Number and Titles of Parts (if tutorial is divided into several parts)
 - d. Total Presentation Time
 - e. Total Number of Slides
 - f. Tutorial Summary (100-200 words); and
3. One electronic copy, of all PowerPoint slides in PDF format. It is assumed that the authors may make relatively minor changes to tutorial between this review and recording of the tutorial.

B. The above material will be reviewed by the AESS Video education committee. Upon approval a laptop computer, containing the necessary recording software and associated equipment, shall be sent to the instructor. The instructor should:

- a. Obtain a copy of the tutorial agreement from the IEEE AESS Education website and submit a signed copy of the agreement (after filling in the appropriate spaces)
- b. Set up the laptop computer and a web cam as per the instructions presented in either the video entitled “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials” or the one entitled “How to Develop and Produce Camtasia Studio 5 Lectures and Tutorials” Video” , depending upon which version of Camtasia studio has been loaded onto your laptop. These videos are available on the IEEE AESS website (click on “video education”, and then “instructor information”. These videos are pre loaded on many of the AESS Laptops. We hope to have them installed on all of them shortly. The website should always have the latest version of these tutorials. It is recommended that, after viewing the tutorial, the instructor make two or three test videos, developing confidence with the Camtasia Studio recording

process and with making videos with acceptable video and audio quality. When the instructor feels comfortable with the process, he/she will move on to step c.

- c. When the instructor feels comfortable with the process, record and produce a two-minute test video which will be reviewed by the AESS for video and audio quality. Acceptable quality is that equivalent to that in the Camtasia Studio instructional video entitled “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials” which is available on the IEEE AESS Education website. The AESS shall notify the instructor in a timely manner (most often in a within a few days of receiving the test video) whether his two-minute test video meets acceptability quality criteria, or not. The AESS shall be the sole judge of acceptable video and audio quality. If the two minute test video is not acceptable, the AESS will work with the instructor to solve any video/audio quality problems. After this video audio /quality criterion is passed, the appropriate AESS representative will sign the agreement between the parties and a copy will be sent by the AESS to the instructor.

Basic Instructor Guidelines

1. If your presentation is longer than 30 minutes, cut your lecture into smaller pieces in order to avoid long download times. For example, if your tutorial is 60 minutes, cut it into 30 minute parts and record each part individually. Please note, as is discussed in the video instructions, that each chunk should be a separate PowerPoint file, as the PowerPoint file name is used to name the resulting edit and production files. Failure to observe this process can result in your writing over already recorded material.
2. For tutorials with co-authors, please make sure that each author uses the exact same title of the tutorial. Also make sure that each author indicates the correct PowerPoint lecture title for his/her lectures and distinct titles for lectures that are in multiple parts (i.e. Lecture1a, Lectere1b, Lecture2 , Lecture3a, Lecture3b.....).
3. Speak slowly and clearly.
4. Lighting Issues a discussed in detail in the video tutorials “How to Develop and Produce Camtasia Studio 4 (and 5) Lectures and Tutorials”. Both are available to view (free) on this website.
5. If, in your test production video, black bars appear on either side of the screen captured video, look at the backup viewgraphs at the end of the “How to Develop and Produce Camtasia Studio 4 (and 5) Lectures and Tutorials” Power Point presentations. They can be

viewed on this website. (They are not part of the “How toVideo Tutorials”).

6. Make a practice run with your slides and dialogue practicing timing your slide transitions with points made and subject matter. View the results to check the audio and video
7. Test ahead of time fancy transitions and animations since these effects potentially may not convert well for the Web. I have not had any problems myself, and I have successfully recorded animated avi files embedded in Power Point using Camtasia.
8. Close any programs that may interrupt your slide show with pop-up windows or sounds especially instant messaging programs or e-mail programs. If an email or instant message is received during your presentation any of any audio associated with incoming messages will be recorded. The laptops that we provide have a wireless connection capability. On the bottom right hand side of the desktop is an icon for the wireless connection. It is advisable to click on that icon and temporarily close down the wireless connection during a recording session, or make sure that the laptop is disconnected physically from the internet during a recording session.
9. Audio issues: Be sure to preview your test runs to make sure that the audio is not too noisy, too soft or generally poor quality or even nonexistent. Make sure that you activate the audio by clicking on the microphone button on the audio toolbar. If the audio is too low, you may be too far from the microphone, located in the Web cam. Turn off cell phones and eliminate possible interruptions. In addition, disconnect the computer’s wireless connection. These actions will avoid nuisance pop ups during the recording.
10. A common problem: too much external noise. Some audio noise is caused by environmental elements. Background sounds you may not have noticed before beginning your recording may suddenly show up in your audio. You can eliminate most problems by relocating your recording “studio” to a quieter location. Also don't forget that most computers generate background noise that your microphone might pick up. (This probably won't be a problem with the laptops.)
11. Do not mount the web cam on top of the laptop’s monitor. This is not a stable configuration. The Web cam will wiggle back and forth causing recorded video to wiggle back and forth. As stated in the instructional video, mount the web cam just to the right of the monitor at eye level on a stable platform (a pile of textbooks is what I use). See video of a more detailed instruction and rationale.

12. After saving the last file, please burn all files and folders associated with the tutorial on to a CD. This includes the following for each part (i.e. Lecture1a, Lecture1b, Lecture2, Lecture3a, Lecture3b.....)
 1. One Camtasia folder for each part, which includes 11 files.
 2. One .camrec edit file for each part, and
 3. The entire set of PowerPoint slides for the tutorial
 4. a 100 to 200 word biography for each instructor
 5. a JPEG photographs of each instructor
 6. Give a list of 10 keywords that a potential viewer of your lecture would find useful in searching for your lectures (i.e. radar, signal processing, GPS, adaptive antennas, missile guidance, digital avionics, simple transportation systems space systems, systems engineering, etc.

13. It can be helpful to print out the PowerPoint presentation “How to Develop and Produce Camtasia Studio 5 Lectures and Tutorials Video”, 4 view graphs to a page, to assist you in your first or second recording of a lecture. Also don't forget to print out the associated “cheat sheet” for your version of Camtasia studio 4 or 5 as a helpful adjunct to your recording and production.

12. Relative to the five-minute promotional video, (see instructional video) (This is not the 2 minutes quality assurance video.) that you are required to record and produce; think of it as a preview of your lecture. Give the listener and overview of your entire tutorial, presenting an outline material covered in the tutorial might be a very good idea. You could talk a minute or so about each element of the tutorial. You want to give the perspective you are a good idea of what they're going to learn if they purchase your tutorial.

14. Lastly, if you see any mistakes in these instructions or have any suggestions for information to add, please contact the person on the cover sheet, and we will gladly consider your suggestions, and probably incorporate them immediately in a revised version of this document on the website.

15. **AESS will review the submitted material and will require revisions if the submitted files do not pass quality assurance.** Please review all files before said it's submitting them and check for the following:
 - a. Make sure that audio is in sync with your presentation

- b. Make sure that all audio parts and slides for these parts are titled correctly
- c. Audio should be clear, not too soft or too loud
- d. Check the background noise (i.e. phones ringing, humming, air conditioners, pets, kids, etc.)
- e. submit your files to:

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16. After the tutorial passes quality assurance, a check will be mailed to the instructor (s) and the tutorial will be posted on the web promptly.

Good luck!! And thanks for your contribution to this IEEE AESS Video Education Initiative.