**FACULTY GRADUATION VIDEOS**

*Instructions*

We are putting together a compilation of videos for convocation this year. Feel free to be as sentimental, creative and/or funny as you like. Videos should be under 100MB which is typically under 1 minute if shot on a phone. The shorter the video the better.

**Deadline to submit: Monday, June 8.**

**Message:**

* Can say a congratulatory message, e.g. “I wish you the best!”, “I’m proud of you!”
* Feel free to wear your regalia and offer fun and other personalized messages
* **BUT MUST** say: “Congratulations class of 2020!” somewhere in the video (we will be adding these all at the end for a group chorus of “congratulations!”)

**Medium:**

***Option 1: Smartphone***

* You can film yourself using the camera app on your phone
* You can either hold it with front facing camera on, or prop it against another object/use a tripod

1. Whichever method you use, please make sure the video is shot **HORIZONTAL**.
2. Email this file to [comm.web@psych.ubc.ca](mailto:comm.web@psych.ubc.ca) ­
   1. [iphone](https://support.apple.com/en-ca/HT208481): open Photos app, tap on the A picture containing drawing

      Description automatically generated icon on the bottom left, tap mail icon, OR open Mail app, tap on the A picture containing object, clock, meter

      Description automatically generated icon to start a new email, tap on the body of the email, tap on the < icon, tap on the A picture containing drawing

      Description automatically generated icon to add the video file
   2. [android](https://www.dummies.com/consumer-electronics/smartphones/droid/how-to-work-with-e-mail-attachments-on-your-android-phone/): open Gallery app, click on the A picture containing drawing

      Description automatically generated share icon, choose email

***Option 2: Zoom***

1. Open Zoom.
2. Click “New Meeting”.

A screenshot of a cell phone

Description automatically generated

1. Join with your computer audio.

A screenshot of a cell phone

Description automatically generated

1. Make sure your virtual background is selected (learn how to set up virtual backgrounds at the end of the document).
2. Click “Record” on the bottom toolbox.



1. Say your message. Look into the camera or at the screen. You can make sure that the session is being recorded by seeing the following box on the top left of your screen.

A black sign with white text

Description automatically generated

1. Click on the stop button either at the bottom toolbox or the top left of your screen.
2. End the meeting. The file will automatically download in your downloads folder.
3. Email this file to [comm.web@psych.ubc.ca](mailto:comm.web@psych.ubc.ca)

**Setting up virtual backgrounds**

1. Download our custom [Zoom backgrounds](https://psyc.air.arts.ubc.ca/resources/templates/) to your desktop or a specific folder.
2. Click on the second up arrow on the left.



1. Click on “Choose Virtual Background…”

A picture containing black, monitor

Description automatically generated

1. Click on the “+” button on the right, underneath the screen. Double click on the image to upload it (or you can click once and click the “open” button on the bottom right).

A close up of a bus

Description automatically generated

1. Click on the red “x” on the top left of the screen and the background will be set.