



Loom User Guide and Presenter Guidelines

Undergraduate Symposium

A solid teal-colored horizontal bar spanning the entire width of the page at the bottom.

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Loom Installation Guidelines

How to Install Loom

1. Open your browser and go to loom.com.
2. Create a free Loom Pro account using your Simmons email address.
3. Select your installation preference: Chrome Extension or Desktop App (or both).
4. Follow the instructions on the screen to complete installation.

Note: iPhone and iPad users may also download and install the Loom app from the Apple store.



Desktop App

Premier recorder

Crystal clear recordings

Welcome, Jaime!

Loom for Chrome
Has access to this site

- **FYI: If you installed the Google Chrome Extension, the Loom icon should appear in your Chrome toolbar upon completion of the installation.**
- **Click on the Loom icon to access your account and the video recording platform.**

Loom Recording Functions

Loom Recording Tools (Text Version)

- **Reposition Webcam Window:** click and drag the webcam circle to the desired position on the screen.
- **Adjust Webcam Size:** Hover the toolbar (three dots) at the bottom of the webcam circle, and selecting the desired size.
- **Adjust Viewer Options:** Shift between viewing modalities (camera + screen view, cam only, or screen only) while recording your video.
- **Pause Recording:** Once in recording mode, select the PAUSE button (II) from the toolbar at the left side of the screen to interrupt recording. (Your video can be trimmed later on in post-processing!)
- **Annotate presentation:** Select the DRAWING icon from the toolbar at the left side of the screen to make notes on a shared screen during your presentation. **(Desktop App only)**

6

Stop recording ■

Pause recording II

Delete recording 🗑

Point and click ✎

Toggle between different video modalities (Screen + Cam, Screen Only, Cam Only) while recording!

Adjust camera display size, or click + drag circle to move the cam to a different location on the screen.

Click 👤 to switch between your camera and avatar

Got It

► Play/edit recorded videos
... Adjust video preferences



Screen+Cam

Screen Only

Cam Only



Integrated Webcam (0bda:5... ▼



Microphone Array (Realtek A... ▼

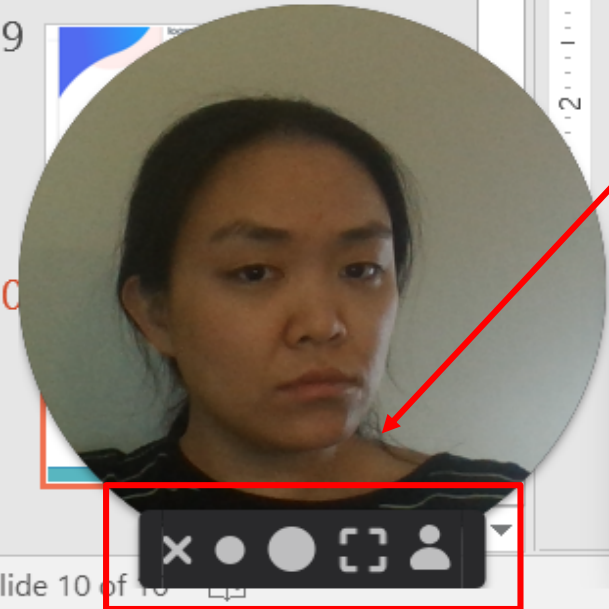


Internet speed is fast.

Auto (720p) ▶

Start Recording

When you are ready to record, click "Start Recording"



Other Resources

Visit the Loom Support pages for step-by-step instructions on how to use specific recording functions:

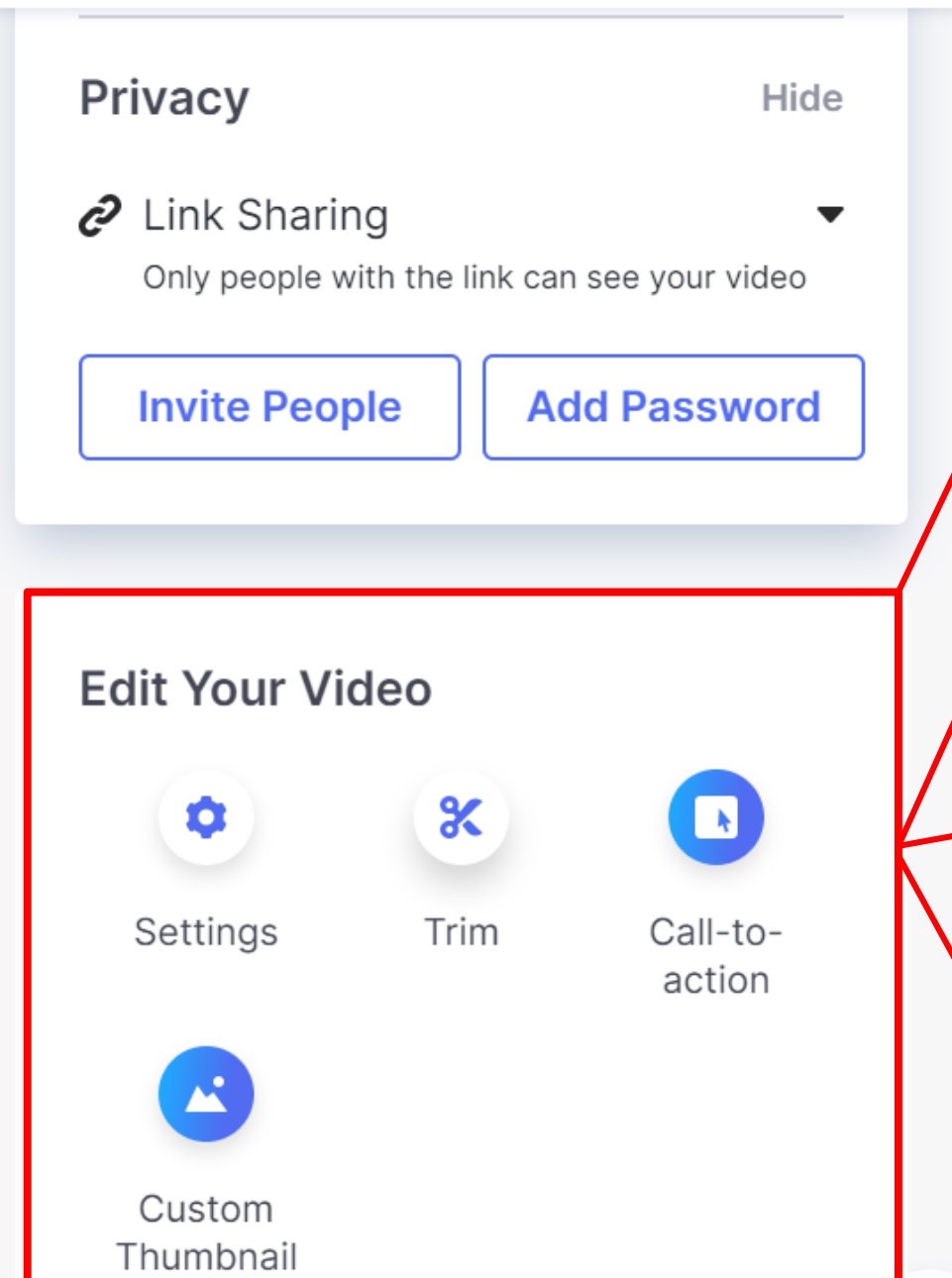
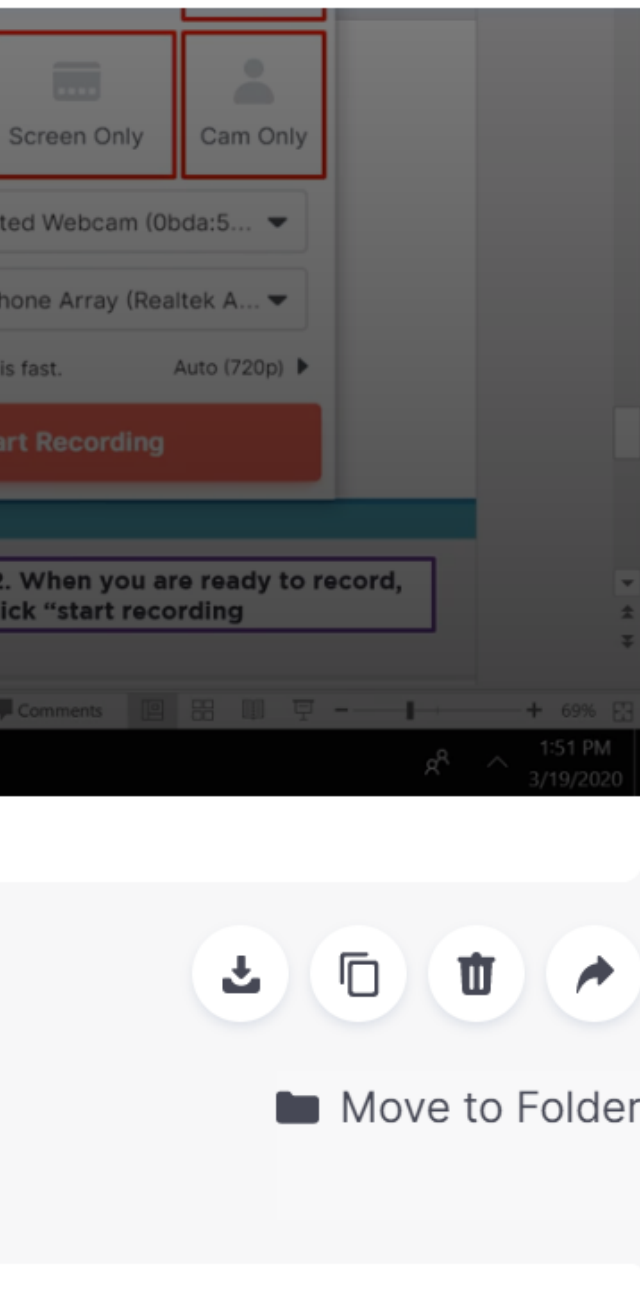
- [How to manage your video recording quality](#)
- [How to capture internal audio / system audio](#)
- [How to hide recording controls](#)
- [How to highlight your mouse clicks](#)
- [How to use the drawing tool](#)
- [How to record a presentation with Loom](#)
- [How to use Loom's keyboard shortcuts](#)
- [How to take a screenshot](#)
- [How to pause and resume while recording](#)

In addition, Loom's Support page includes guides on how to use editing functions, create a "call-to-action" button, configure your video settings, and more!

Loom Editing Functions

Loom Editing Tools (Text Version)

- **Access Recordings:** From your desktop app, click the PLAY (▶) button at the top of the menu with the screen display options. From an internet browser, log into your [Loom.com](https://loom.com) account.
- **Delete Scenes:** Click the TRIM (✂) icon at the bottom-right corner. Click any section of the video and drag the bracket to cover the area you'd like to delete. Select "Remove," and then "Publish."
- **Revert to Original Recording:** Don't worry – if you change your mind or make a mistake after publishing, you can always revert the video back to its original state. Simply go back to the TRIM function, and select the "Revert to Original" option.
- **Other features:** Call-to-Action, Custom Thumbnail, Viewing Settings (see pg. 12 for screenshot)



➤ Use the “Settings” icon to adjust your video viewing preferences.

➤ Use the “Call-to-Action” icon to link to a landing page.

➤ Select the “Trim” icon to delete areas from your recording.

➤ Use the “Custom Thumbnail” icon to insert a custom video preview image.

How to Delete Sections (Screenshot)

After selecting the “Trim” button, you will be directed to the editing page, where a “Start Trimming” button appears.

Click “Start Trimming” to initiate editing.

Start Trimming

0:01 / 0:04

Notes

Comments



How to Delete Sections (Screenshot)

Move the brackets, or adjust the start and stop time, to identify the area to trim.

Select “Remove” to trim the area. If you make a mistake or change your mind, you can “Revert to Original” at any time.

The screenshot shows a video player interface with a blue progress bar at the top. A red segment on the progress bar indicates the selected area for deletion, spanning from 0:01.6 to 0:02.5. Two red vertical markers with yellow circular highlights are positioned at the start and end of this segment. Below the progress bar, the current time is 0:03 / 0:04. The interface includes a toolbar with icons for Notes, Comments, and other controls. At the bottom, there are three main buttons: "Revert to Original" (with a circular arrow icon), "Cancel" (with a close icon), and "Remove" (with a scissors icon). The "Remove" button is highlighted with a yellow box. A yellow line connects the "Remove" button to the red segment on the progress bar. The date and time "3/19/2020 1:12 PM" are visible in the bottom right corner.

0:03 / 0:04

Notes Comments

0:01.6 0:02.5

Cancel Remove

Revert to Original

Help Center

Loom Video Tutorial

For a more in-depth look at Loom recording and editing techniques, check out the YouTube tutorial ("[How to Use Loom](#)") by Flipped Classroom Presentations!



Video Presentation Tips

Check out our [video highlights](#) from the 2021 Virtual Symposium for examples of student presentations!

Video Transcript for Accessibility

For accessibility purposes, presenters are asked to submit a transcript with their video. There are two ways to write your transcript:

1. Write out a script ahead of time and then record your presentation.
2. Record your presentation, *then* write out a transcript of what you said.

There are no formatting rules for the video transcript. Your transcript will be directly uploaded to YouTube for video captioning; be sure to check for spelling errors!

Video Presentation Tips | Visual Aids

When preparing a video presentation, visual aids such as slideshows can aid the viewer in understanding your presentation. Here are some guidelines for visual aids:

- Make sure your font size is large enough to be read from a back room
- Limit the number of bullet points or descriptions per slide (sometimes one or two bullets is fine!). Avoid text-heavy descriptions.
- Alternate text with images, charts, or infographics to make slides visually appealing and easy to digest (limiting to one or two images per slide)
- Use high-quality graphics only (no blurry images!)
- Feel free to incorporate video or audio when appropriate. (Check out the Loom guide to [adjust your internal audio volume](#) while recording.)

Video Presentation Tips | Script

While writing a script isn't a requirement, it can help you to organize your thoughts and communicate effectively with your audience. Here are some tips for preparing your notes or script:

- Keep your presentation limited to **five to ten minutes**.
- Introduce yourself and outline your program or agenda at the beginning of your presentation.
- Use short, simple, direct sentences with words that are easy to understand. Keep it conversational, write the way *you* speak, and practice your script out loud.
- Avoid alliteration, clichés, tongue twisters, flowery language, and overuse of industry lingo. If you're going to use industry jargon, be sure to explain those concepts in simple terms at the beginning of your presentation.

Video Presentation Tips | Script

- Attribution (crediting sources) is at the beginning of a sentence, not at the end.
(Example: *"According to a recent study conducted by . . . "*)
- Refer to timing (morning, afternoon, yesterday, Tuesday, etc.) at the beginning of the sentence (i.e., *"Six months ago, at the start of my project. . ."*)
- Repeat key facts that are important.
- Use only one number (i.e. statistic) per sentence.
- Avoid prepositions, especially at the beginning of the sentence (of, on, since, after, under, to, etc.)

Video Presentation Tips: Presenting in Front of a Camera

- Test your camera lighting and microphone ahead of time.
- Silence your phone, and make sure vibrate is off as well.
- Dress appropriately, as if you were delivering an important in-person presentation at a job or a conference.
- It's OK to glance at your notes, but don't look down too often while you are on screen. Look into the camera now and then to "make eye contact" with your audience.
- **Speak clearly** and at a natural pace (don't mumble or rush your speech).
- Practice! Your video is not being streamed live, and it won't be published until you are ready.

Downloading and Submitting Your Video

Downloading and saving your video

1. Download your video as an .mp4 file. To do this, click the DOWNLOAD (↓) icon under the video.
2. Save your video file with your full name, i.e. "SARA_SMITH."
3. Upload your video and transcript through the [video submission portal](#) by the end of the day on April 8, 2022.
4. That's it! We may contact you with clarifying questions. The video exhibit will be shared with the Simmons community on Thursday, April 21, 2022.

Contact Information

The virtual team is available to provide technical support and offer feedback on videos! Email us at ugprogram@simmons.edu.

- Dr. Nakeisha Cody, Director of Undergraduate Research and Fellowships
- Jaime Libowitz, Manager of Operations, Undergraduate Programs
- Rachel Oshinsky, Administrative Assistant, Undergraduate Programs

Visit the Undergraduate Symposium event page:
simmons.edu/undergraduatesymposium