

# Digital Skills Week Challenge

## Three things I learned....

**Create a short video of between 90-120 seconds to share three things you learned during Digital Skills Week.**

You do not need to edit the video, and it can simply be a one take piece to camera explaining what you learned from activities during the Digital Skills Week events.

There are different ways of approaching the video recording. You could record yourself speaking for the full 90-120 seconds in one take, or you could edit shorter video or image content together using video editing software.

Your video should be informal, the most important thing is to clearly share your reflections, thoughts and ideas with the audience of students and staff at Herts.

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## How can I prepare to create my video during Digital Skills Week?

- Take notes, images, and screenshots during Digital Skills Week learning activities.
  - Use tools such as OneNote, Padlet, or Mural for compiling notes and ideas. More details on how to access and use these tools are on the [Digital Skills: Ideas and researching mapping page on the Library SkillUP module](#).
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## What equipment should I use to record my video?

You don't need specialist equipment to record your video. You can use the video function in your mobile phone or tablet camera.

If you prefer, and you have a laptop with a webcam, you could use the Windows Camera app on a PC laptop or Photo Booth on a mac device.

[How to use the Camera app from Microsoft support](#)

[Photo Booth user guide from Apple support](#)

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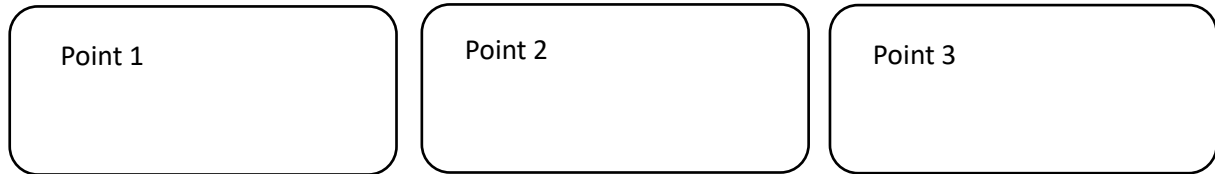
## What are the steps to create my video and how long will it take?

If you do not edit your video, it should take around 40-60 minutes in total to plan, record and save your video ready to submit to the competition.

## 1. Planning

This is the most important step and will take longer than recording and saving the video.

You can plan this with a simple table summarising what viewers will see and hear at each stage of your video. This will help you to organise what three things you are going to share and explain them logically to the viewer.



## 2. The script and other content

To start with, you may like to write down exactly what you'd like to say, or at least a list of points. Say this out loud. Does it sound like natural speech? Are there pauses to allow the viewer to process what you're saying? Does it take between 90-120 seconds?

Keep refining what you'd like to say until you feel comfortable with it. You don't need to know it off by heart, and you won't read from a script in the video. This process helps you to be familiar with what you'd like to say and how you'd like to say it.

If you intend to edit your video, this is when you can plan where you need to pause to give you extra footage before and after your voice, to be able to cut or trim the video and edit scenes together.

If you intend to use any props this is when you need to gather them together.

## 3. Tips for a great video

All videos should be in **landscape** not portrait.

For narration or speaking to camera, remember to **smile when you speak**, this makes you sound enthusiastic and engages the viewer.

Make sure that you can be **clearly heard**. Make sure that you are close enough to the device microphone and there is no background noise.

Make sure you can be **clearly seen** (if you are speaking to camera) and that natural or indoor lighting lights your face and there are no shadows. Having the light source in front of you, helps with this.

If speaking to camera, think about the **background**, choose something that isn't distracting and provides a solid background, but that is a bit more interesting than a plain white wall, for example a brick wall, textured background, graffiti wall or art/poster.

If you're using graphics, **do not use more than four colours** to prevent your video from becoming too busy and cluttered. Use **black text on a white background** to ensure it is accessible to as many people as possible.

**Don't use music in your video.** This can be distracting and make it difficult for some people to hear the speech. It may also mean we cannot use your video due to copyright reasons.

**Don't include your name** or any personal information in the video.

#### **4. Practice**

You won't capture your video on the first take! Use practices as an opportunity to review your recording to make sure the sound is clear, the pace of your speech is not too fast and any text is on screen long enough for the audience to read it. Ask someone else to watch your video to check these things.

#### **5. Save the final file**

Once you are happy with your practices, record the final video.

If you use your camera on your mobile phone, the video should be stored in your camera roll and there will be an option to share it. You may need to email the video to yourself first and then download it when you have access to a laptop or desktop device. You may be able to share the video directly from your camera roll into your OneDrive, if you have enabled this on your device.

Save the video as an mp4 or mov file. Save the file to a folder that is easy to access, such as your OneDrive on Office 365.

Everyone has access to Office 365 at Herts. It is accessed at [office.herts.ac.uk](http://office.herts.ac.uk). [Full details are on this Ask Herts page.](#)

If you are using the Windows Camera app, the video is save as mp4 in your Pictures folder.

If you are using Photo Booth on a mac, the video is saved as a mov file in Pictures.

#### **6. Edit (optional)**

Once you have saved your mp4 or mov file, you can import it into a video editor, if you wish. However, this is not required for this challenge.

You may already have an editing tool in mind. All students at Herts have access to Adobe Premiere Pro on the LRC PCs. We would also recommend Canva and Microsoft Clipchamp for editing video. Please consider if you are happy to share your data and sign-up for a free account with either of these providers.

[Getting started with Premiere Pro for the non-video pro course on LinkedIn Learning](#)

Everyone at Herts has access to LinkedIn Learning go to [go.herts.ac.uk/LiL](http://go.herts.ac.uk/LiL) to activate your account. [Full details are on this Ask Herts page.](#)

[Creating and editing videos guidance from Canva help](#)

[Microsoft Clipchamp help and learning](#)

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## How do I submit my video?

The deadline to submit your video is **23:59 on Sunday 7<sup>th</sup> April**.

Send the video to [digital@herts.ac.uk](mailto:digital@herts.ac.uk). Please title your email -Three things I learned and include your Herts username in the body of the message, for example sd22bbg.

If your video features your image and/or your voice, please also submit a completed copy of the [Image Release Form](#).

Send the video as an attachment or via a share link from OneDrive. If sharing from OneDrive, ensure the share options allow Anyone at University of Hertfordshire to access the file and enable the option to download.

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## What next?

Two lucky entrants, selected at random, will win a pair of Bluetooth headphones with mic.

You may also choose to submit your video as evidence of extra-curricular skills development as part of the Go Herts Award.

Videos may be used on the Digital Skills Week Canvas site, university website and social media.