



Using Google Meet to Record & Upload for CEC 2022 Virtual Convention

If you have a Google Workspace account (formerly G Suite) with your school or employer, great! Log in to your account on the web. If you do have access to a paid Google Workspace account, please let us know.

If you do not have a Google Workspace account and only have regular/free Google account but want to use Google Meet to record, you can do so but you will need to record your computer screen while you present in a Google Meet video meeting. See below for information on how to do this.

Below are the instructions for recording your presentation and uploading it for the 2022 CEC Virtual Convention. Thank you for being a part of this experience!

Before recording your video, let's review a few things...

Recording Your Shared Screen & Your Speaker Thumbnail

CEC prefers that you record your shared screen with active speaker thumbnail so the virtual convention attendees can see your face as well as your presentation. It makes for a better recorded session! Good news is, Google Meet automatically records the active speaker and anything that is presented.

To learn how to record a Google Meet video meeting click here:

- <https://support.google.com/meet/answer/9308681?hl=en>
- Or here for a how-to video: <https://www.youtube.com/watch?v=EelsCgjOoFI>

Closed Captions and Transcripts

*Note: Google Meet does not burn the captions of your recording into your video file that you will download so you will either need to record your screen while using Google Meet (see below for more information) or provide a closed caption or transcript file to CEC along with your video file.

There are two ways you can ensure your recording is accessible and provide captions/transcript for your presentation:

1. Recording Your Screen

If you choose to record your screen while you use Google Meet to record your presentation, you will have to turn on closed captions right when you begin recording. If you only have a free Google account, you will have to record your screen. To learn how to turn on closed captions in your Google Meet video meeting, click here: <https://www.youtube.com/watch?v=NXGJQ5UO2Bk>

You can record your screen if you use Google Meet in Google Chrome by downloading a free Chrome extension called Nimbus (or you can choose a different screen recorder technology).

- Download the Nimbus Chrome Extension - <https://chrome.google.com/webstore/detail/nimbus-screenshot-screen/bpconjcammllapcogcnnelfmaeghhagj?hl=en>
- How-to video of screen recording with Nimbus - https://www.google.com/search?q=record+screen+with+Nimbus&rlz=1C1CHZN_enUS946US946&oq=record+screen+with+Nimbus+&aqs=chrome..69i57j0i22i30j0i390l3.12762j0j7&sourceid=chrome&ie=UTF-8

If you use a MacBook to record, you can record your screen while you present in Google Meet using QuickTime Player. Learn more here: <https://support.apple.com/en-us/HT208721>

2. Only Providing the Transcript

If you choose not to record your screen while you present, you will need to use a free Chrome Extension called Meet Transcript in order to save a captions file. Learn more about this here:

<https://www.youtube.com/watch?v=akJG0PenMqE>

Uploading your files to Dropbox

Your files are due in Dropbox no later than **Thursday, November 18, 2021.**

Before uploading your file, be sure to change the file name(s) to match the following:

- Video File Label Format
 - CEC22_lead presenter's first initial & last name_Session ID# (found in the email sent from CEC)
 - Example: CEC22_RGlasby_A100
- Caption/Transcript File Label Format
 - CEC22_ lead presenter's first initial & last name_cc_Session ID#
 - Example: CEC22_RGlasby_cc_A100

Once your file(s) are properly named and ready to submit, locate the link below that matches the type of session you are presenting and upload it using that link. If you are a presenter on more than one accepted proposal, please ensure you use the appropriate link for each of your sessions. **These links are not for uploading handout/documents.**

- **Poster Presentation Recordings:**
<https://www.dropbox.com/request/MKgR1VaAPubFqpdK8gww>
- **Teacher Slam Recordings:**
<https://www.dropbox.com/request/Anmo2qS9uOSZ5kHW4IFL>
- **Multi-Presentation Recordings:**
<https://www.dropbox.com/request/XJQFuSqBjyio4dziUUD6>
- **Data Blitz Recordings:**
<https://www.dropbox.com/request/RCZDJuKIDgljMaLhZzlg>
- **Cross-Topic Collaborative Recordings:**
<https://www.dropbox.com/request/Ns3HUAAEjSOFsQRbPVSD>
- **Concurrent Session Recordings:**
<https://www.dropbox.com/request/xZZNRieyyCwbOZmTegmw>

If you are looking for other CEC 2022 Convention Speaker Resources, go back to that page [here](#). Please email convention@exceptionalchildren.org if you have any questions.