

## **ONLINE THESIS SEMINAR INSTRUCTIONS**

The online thesis seminar is the last thing that you must complete in order to get your MSc degree from the University of Eastern Finland. After completion of your thesis work, you have to prepare a seminar presentation, record it and send it to the MSc EF Secretariat (Marjoriitta). Within about two working days after the submission of your presentation, it will be available online at <http://www.uef.fi/web/mdp-europeanforestry/thesis-seminar> whereas the discussions will take place in Moodle for two weeks at <http://moodle.uef.fi/course/view.php?id=3580>).

The online thesis seminar is divided into the following two parts:

### **1. Give online presentation of your own thesis**

- The presentation must last from 10 to 15 minutes and have about 7 (PowerPoint) slides. Bear in mind those **15 minutes is the maximum time** for your presentation.
- Record the presentation using Screencast-o-matic and send the file to Marjoriitta.
- Answer the comments and questions made by your colleagues, professors and others during the discussion in MOODLE.

*This presentation should be done once the Master thesis has been submitted for evaluation.*

### **2. Participate actively in the thesis seminars of the other students**

- Listen to the presentations made by your colleagues;
- Participate in a minimum of 4 seminars that take place before your own graduation (the seminars can be from the previous courses or from your own course). Every time there is a new thesis presentation posted online and the discussion forum in MOODLE is opened (for each seminar the time for discussion is two weeks), you will be notified by email. Those participating in the seminar will have to comment on the presentation and make 1-2 questions on it and the student who has given the presentation need to answer to those.

*To participate in other student's seminars, you do not need to have your thesis completed.*

## INSTRUCTIONS FOR RECORDING AND SENDING YOUR THESIS PRESENTATION

### SCREENCAST-O-MATIC

- Go to <http://www.screencast-o-matic.com/>
- Press “Start recording”
- For few seconds, you will get the message “Downloading the latest version”. A small plug-in is being downloaded (only the first time you use the website).
- You will get a square with some menu options. Define there the screen size (as full screen), and activate the webcam. (Microphone should already be active, but if needed, simply choose the one.)
- Load your Power Point and maximise the view of the slide to the full screen. Please note that the presentation slides will be partly covered by the camera picture. The size and place can be adjusted after recording but enough space should be left in one of the corners of the slides.
- Press the red button (rec) and start talking after the countdown. The program will record your voice, image (if the webcam is on) and the different slides as you go through them.
- Esc (escape), Control+p or clicking in the box at the menu at the bottom of your screen are the three alternative ways to pause the recording. After that, you can either continue (“restart”) with the recording or simply finalize it (“done”).
- Once done with the recording, select the option “Publish to video file”. Choose the “Windows media” file as the video file, and “save video”, choosing a name and a place to save it.

### SENDING THE FILES

Once your video is ready, you may use any of the following alternatives to send it by email to Marjoriitta using any of the available free services, e.g.:

<https://filesender.funet.fi/> (works with your UEF username and password, choose “Haka-login” and then University of Eastern Finland (Itä-Suomen yliopisto) from the list)

<https://sendit.wur.nl/Public/> (possible only if you have @wur.nl -email)

<https://www.yousendit.com/>

<https://rapidshare.com/>