

Guideline to Pre-recording your Presentation

The recording can be done using the Zoom application.

1. Open your presentation in PowerPoint and switch to presentation mode.
2. Start Zoom and start a new meeting.
3. If muted/turned off, unmute the audio and turn on the video in Zoom.
4. *Optional:* Put on your headset if you're going to use that microphone, then click the arrow next to **Mute** and select the headset's microphone.
5. Adjust the webcam to get your face in the viewport as you want.
6. Click **Share Screen**.
7. Choose the screen to share (i.e. the full screen of the PowerPoint presentation). This puts the video of your face into a thumbnail view at the top right of the viewport being recorded.
8. *Optional:* Resize the thumbnail to maximum size.
9. Ready to record? Click **More** (the three dots) in the Zoom controls and select **Record on this computer**.
10. Start speaking and introduce your presentation. Where possible, speak to the webcam lens not the screen to be more personal to your audience. (Tip: Some people suggest putting a cutout of a friend's picture next to the webcam and using that as your 'audience').
11. Go through your presentation by clicking the next button or click on your presentation. Synchronize your narration to the slides – maintain a good cadence.
12. Finalize what you have to say in the presentation, then click **End**.
13. Once you've clicked End, click End Meeting for All.
14. Zoom will automatically create an MP4 file of the recording.
15. Rename the file with your name and presentation number.

Tips to Enhance Your Recording:

Ensure you are connected via Laptop with a *stable Wi-Fi internet connection*

Plan the duration of your Presentation / Talk as per the scheduled presentation Duration.

Check that your Laptop's Camera and Microphone are functioning

To optimize your video, please sit with the light source in front of you (not behind you)
For clear audio, please record in a quiet room with minimal disturbances
Please do not forget to record your presentation using the record button in zoom.