

VIDEO RECORDING INSTRUCTIONS

Zoom

1. Start a Zoom meeting as a Host
2. Select the record icon (at the bottom of the screen) to begin recording your video
3. Choose from 2 options:
 - a. Record to your computer (saved as an MP4 file on your device)
 - b. Record to the Cloud (saved to the Zoom website) **Note: you can pause or stop the recording at any point in the Zoom meeting*
4. After the meeting has ended, Zoom will convert the recording so you can access the files
5. Once the conversion process is complete, the folder containing the recording files will open

For more information, please visit:

https://support.zoom.us/hc/en-us/articles/201362473-Local-recording_

Microsoft Teams

1. To start recording, go to the meeting controls and select More options > Start recording and transcription.
2. To stop recording, go to the meeting controls and select More options > Stop recording and transcription.
 - a. The recording is then processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting.
 - b. The meeting recording shows up in the meeting chat—or in the channel conversation, if you're meeting in a channel. The recording doesn't expire.

For more information, please visit:

<https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

Microsoft PowerPoint

1. From your PowerPoint presentation, select Slide Show > Record Slide Show
2. Choose from two options:
 - a. Record from Current Slide
 - b. Record from Beginning
3. When you are ready, select Record and start speaking
4. When you are finished recoding, press the Stop button
5. To save your recording, select File>Export>Create a video. We recommend a resolution of 1080p HD or 720p HD

Note: The latest updated versions of PowerPoint for Mac and PC now include video recording, as well as the audio-only option.

For more information, please visit:

- <https://www.youtube.com/watch?v=D8JV3w4TOVw>
- <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>
- <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=en-us&rs=en-us&ad=us>

Apple Keynote

1. From your presentation, select Play > Record Slideshow
2. Click the Record button – the timer will count down from 3 before recording begins
3. When you are finished recording, click the Record button again to stop recording
4. To view your recorded slideshow, click Play > Play Slideshow
5. To save your recording, select File > Export

For more information, please visit:

<https://www.youtube.com/watch?v=fe280TjbAXw>

Video file format

The presentation video must be in MP4 (recommended), MOV, WMV or AVI format, ideally with a resolution of 1080p HD or 720p HD.

Tips for Recording

- Use a quiet room and avoid areas that have an echo.
 - Sound dampening can be done with carpeting, curtains and furniture.
- Use an area with bright lighting.
- Hardline internet connection is recommended, but if unavailable, use a strong Wi-Fi connection.
- Use a good working headset with a microphone.
 - If possible, avoid using the default built-in microphone on your computer.
- Do a test recording of a couple of minutes and review the sound and picture quality, video format, and resolution before recording the entire presentation so that you can make adjustments if needed. Please be aware that the microphone may pick up sounds created by jewelry or watches - or from touching paper if you printed out your presentation and read from it.
- You can download free software for re-encoding your video from <https://handbrake.fr> to adjust bit rate, resolution and format. Lowering the values will reduce the file size.
- You can trim and edit your video using the Photos app on Windows or by using iMovie on your Mac.

Sharing with Conference Services

If you have access to a file sharing program (OneDrive, Dropbox, Google Drive, etc.) please upload your recording to that service and share a download link with Zach Henderson, Conference Manager at the University of Guelph (zhende01@uoguelph.ca).

If you do not have access to one of these programs, please contact Zach and he will set up a shared OneDrive folder where you can upload your video.