

## Resources for Recording a Presentation

There are two primary ways to record – one can include an audio only recording, or include audio/video. In general, professional consensus is that audio/video is best, however, we leave that decision entirely up to each presenter.

Below are some links that provide guidance in preparing a recorded presentation. There are also various software tools available online that will allow you to record from your computer outside of a meeting platform. Whichever option you choose, the end product should be saved as a video file and uploaded via the Presenter Information page on the NARWC website.

**\*\*Please use the following format when naming your file:**

For presentations at the Ropeless Consortium Meeting: lastname2022Ropeless

For presentations at the NARWC Consortium Meeting: lastname2022NARWC

### **Adding audio narration and markup to presentation:**

Video instructions:

<https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Step by step instructions:

<https://smhs.gwu.edu/impact/sites/impact/files/How-to-Create-a-Narrated-Powerpoint-Presentation.pdf>

How to save audio recorded ppt as video

<https://www.youtube.com/watch?v=uKgfVZ4aCEO>

### **Recording a presentation and video in Zoom**

Video instructions:

<https://www.youtube.com/watch?v=WmMSXOQVQs4>

This is long, but really good for those who have no experience with zoom. You can ignore the 4<sup>th</sup> point in the presentation.

<https://otl.du.edu/knowledgebase/using-zoom-to-record-a-video-presentation/>

### **Recording a presentation and video in MS Teams**

<https://howto.hyms.ac.uk/knowledge-base/recording-a-narrated-presentation-via-microsoft-teams/>

## **Recording a presentation and video in Google Hangouts**

\*note – this will provide a youtube link and that is what we will share via the meeting website

<https://canvas.harvard.edu/courses/1180/files/488078/download?wrap=1>

Hangouts Meet

<https://www.kimbley.com/blog/18/3/2020/how-to-record-a-presentation-in-hangouts-meet>