

University of London Worldwide Education, Innovation and Development

Home recording guide How to record presentations at home

Contents

Introduction	2
Slide templates	3
What are the benefits?	3
How does that help video production?	3
How should the templates be used?	3
Recording a PowerPoint presentation with a PC	4
Instructions	4
Recording a PowerPoint presentation with a Mac	9
Let's get started	9
File delivery	12
File names	12
File upload to Frame.io	13
File upload alternatives	19
Post-production	20
Links	20

Introduction

Welcome to the University of London Worldwide guide to recording presentations from home.

This guide is one of a [series of guides](#) designed to make it easy to record audio, presentations, video and screencasts at your home.

Presentations with slideshows are most-commonly delivered in physical meeting or conference-type scenarios. In a similar way, we can capture a series of slides, combined with spoken commentary and present these to students as videos.

This can be an effective way to engage learners with your module's content. The possibilities are wide-ranging: For example, you can use on-screen text and imagery to reinforce what you're talking about, clearly demonstrate a complicated bit of computer code, or talk through a detailed, annotated diagram, step-by-step.

This guide aims to help you format and capture your presentations professionally. We'll offer some tips, tricks and advice on getting the most out of the hardware and software that you might already have access to. It will also help to identify where extra kit might be required - In that case, we can provide the necessary equipment.

Ultimately, we want to get you to the point where you can record good presentations at home, sidestepping as many of the potential technical issues and pitfalls as we can.

Here's what this guide covers:

1. **Slide templates** – Links to download the template slides for your module and how these can be useful.
2. **Recording a PowerPoint** presentation with a PC
3. **Recording a PowerPoint** presentation with a Mac
4. **File delivery** – find out the best way of getting the files to us.
5. **Post-production** – A brief summary of what happens after you've shared your recordings with us.
6. **Links** – some useful information from the web.

Slide templates

In most cases, we encourage module authors to utilise a [PowerPoint template](#) that's been designed specifically for that programme.

(NB. Mac users: If you don't have the Microsoft Office applications, we can provide a Keynote file as an alternative on request.)

What are the benefits?

We hope that using slide templates like this will help to visualise how your material will end-up looking in the finished videos.

The templates set out a number of possible arrangements for images, diagrams and text, providing guidelines for image placement and text formatting.

How does that help video production?

Placing your content within these templated guidelines will help to fit the material neatly with the backgrounds and framing elements that we create with motion graphics and add in post-production.

Keeping text formatting within a template's guidelines will help ensure that it appears on screen large enough and with a sufficient level of contrast against the background to avoid issues with accessibility.

How should the templates be used?

These templates should be looked at as a guide – they don't necessarily need to be adhered to rigidly. If content doesn't suit an existing template, it's better to put that into a blank slide than to try to squeeze it into an unsuitable template, and it will still be useful to us to have other elements, like the text in the correct font at an appropriate text size.

Some of the slides in the template files are formatted so that space is reserved for the module author to appear on screen alongside the graphic / text information. While we're not able to film you in the studio, in most circumstances there won't be video footage of you that we can incorporate. These will therefore not be the appropriate slides to use – Please use the full-screen options instead.

When using images sourced online, always filter the image search to exclude results other than those that are **free for commercial use**. Please provide images in the highest resolution available.

Where images have been supplied, please keep an exact record of where you located them and supply this when you submit your work. UoL will need to check for any potential copyright issues **prior** to any recording taking place.

Recording a PowerPoint presentation with a PC

PowerPoint is part of the Microsoft Office suite of applications. It's the most-commonly used presentation software and you may already be familiar with it. If so, recording your presentation inside this application could well be the best option.

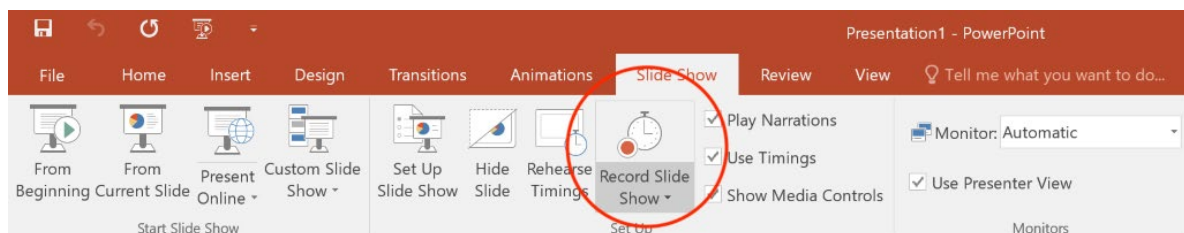
You can record a presentation with a voice over in PowerPoint using the Record Slide Show feature. The recorded presentation can then be made into a video for students to view at their convenience.

(NB. Please refer to section 1. Background checks in our [How to record audio at home guide](#) or some advice on choosing the right space for your 'studio', getting your microphone set-up and preparing to record.)

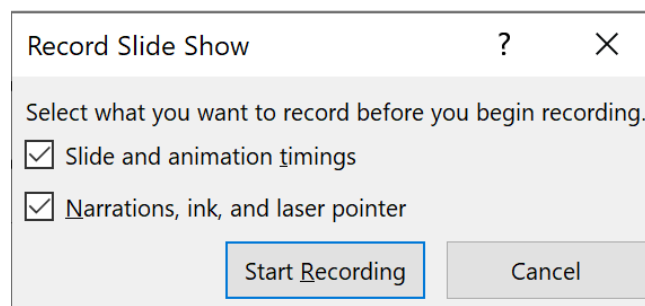
Instructions

(NB. this guide is for PowerPoint version 2013 and the steps shown may differ slightly)

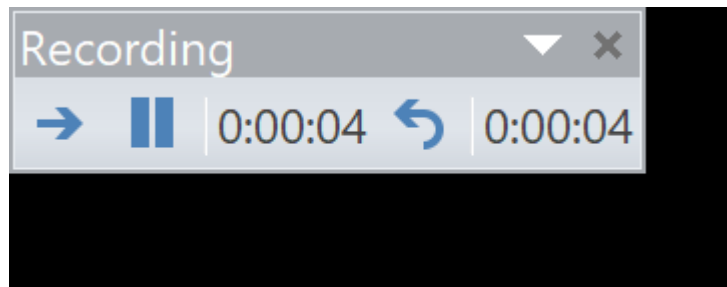
1. In your PowerPoint presentation select the **Slide Show** tab and **Record Slide Show**.



2. Choose whether to record the slide and animation timings and/or narrations, ink and laser pointer then select **Start Recording**. When you start recording, your audio automatically records if you have a microphone attached.



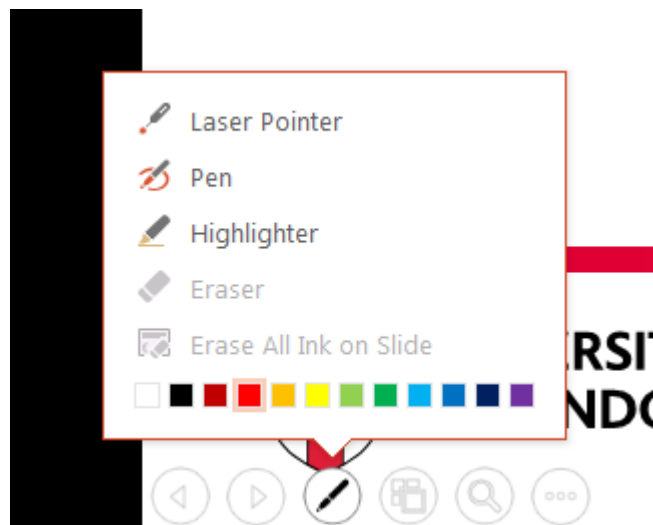
3. When recording of the slideshow starts you will see some buttons in a pop-up box which allow you to pause and select the next slide.



4. Using the hover icons at the bottom-left of the slide you can navigate left or right using the arrows. The pencil allows you to use the virtual laser pointer, highlight pen or draw on your presentation.



5. If you select the button with the pencil you can highlight, draw or use the pointer on your slides.

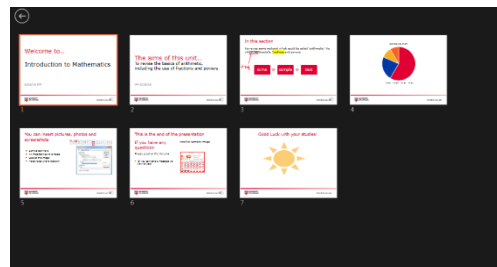


In this section

We revise some material which could be called 'arithmetic'. We will revise brackets, fractions and powers.



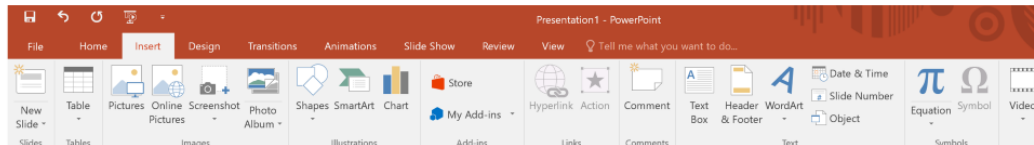
6. The fourth button (highlighted in the image below) allows you to see an overview of your presentation slides, so you can jump between quickly during the presentation.



7. You can zoom in using the magnifying glass button.



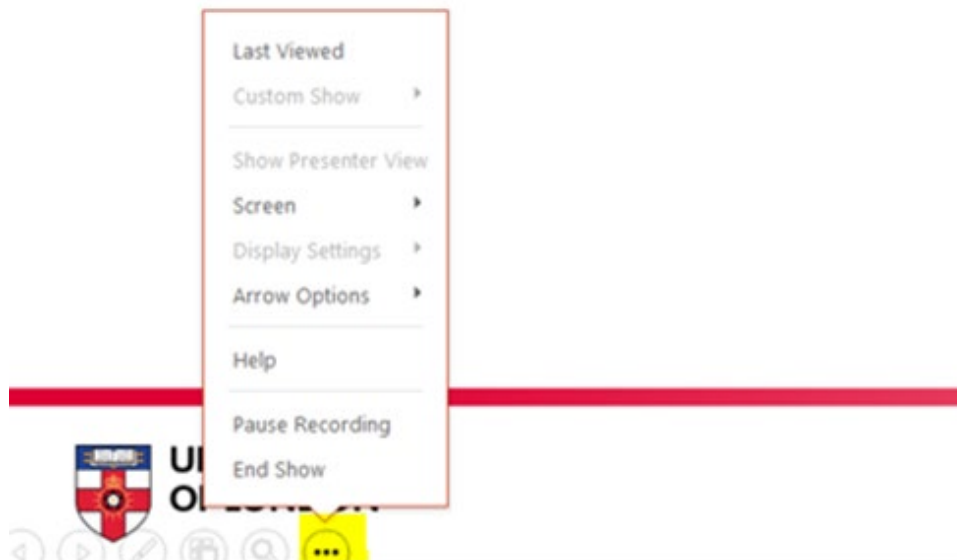
You can insert pictures,
photos and screenshots



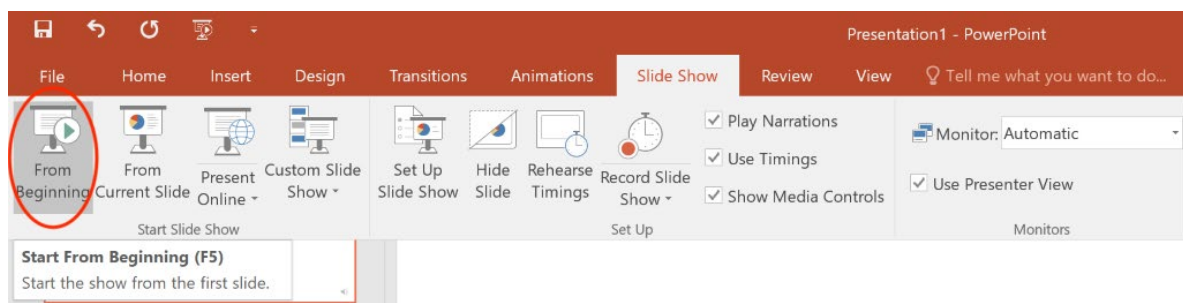
- Sample text here
- An important point is made
- Look at the image
- Make notes where relevant



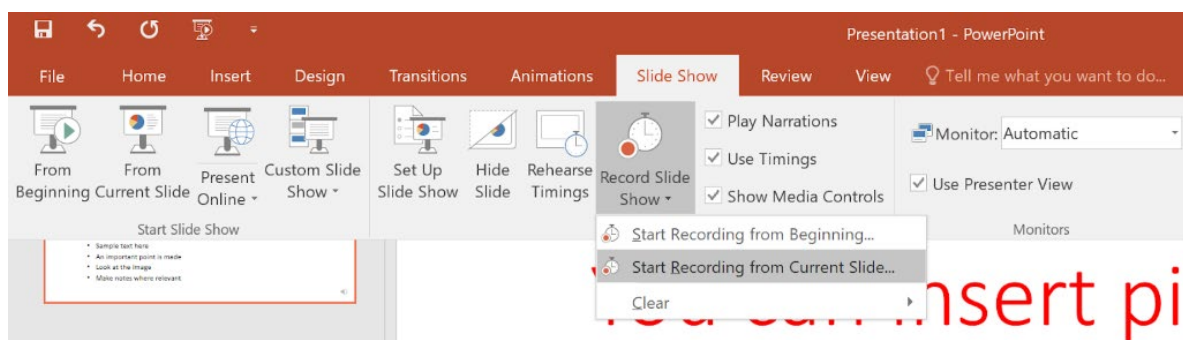
8. And you can click on the dots for a menu, including an option to **End Show**.

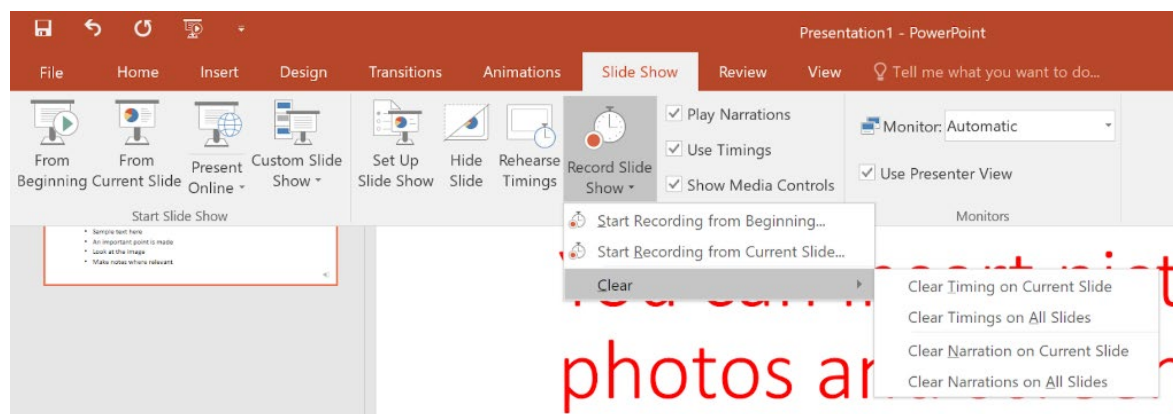


9. To play your recording, with the recorded narration and any annotations using the pen or pointer, select **From Beginning** in the slideshow tab.



10. After you have reviewed your slide show, you can clear any recordings from specific slides by selecting **Record Slide Show menu > Clear >** then select clear timings or narrations from all or specific slides. You can also re-record starting at any specific slides using **Record Slide Show > Start from current slide**.





11. When you have finished you can send us the presentation recording together with the slide set and scripts and we can convert this into a video with your narration and include a transcript. This video can then be included as part of your course.

Recording a PowerPoint presentation with a Mac

PowerPoint is part of the Microsoft Office suite of applications. It's the most-commonly used presentation software and you may already be familiar with it. If so, recording your presentation inside this application could well be the best option.

You can record a presentation with a voice over in PowerPoint using the **Record Slide Show** feature. The recorded presentation can then be made into a video for students to view at their convenience. If you are using scripts, please ensure that they have been edited by UoL in advance of any recording.

(NB. Please refer to section **1. Background checks** in our [How to record audio at home guide](#) for some advice on choosing the right space for your 'studio', getting your microphone set-up and preparing to record.)

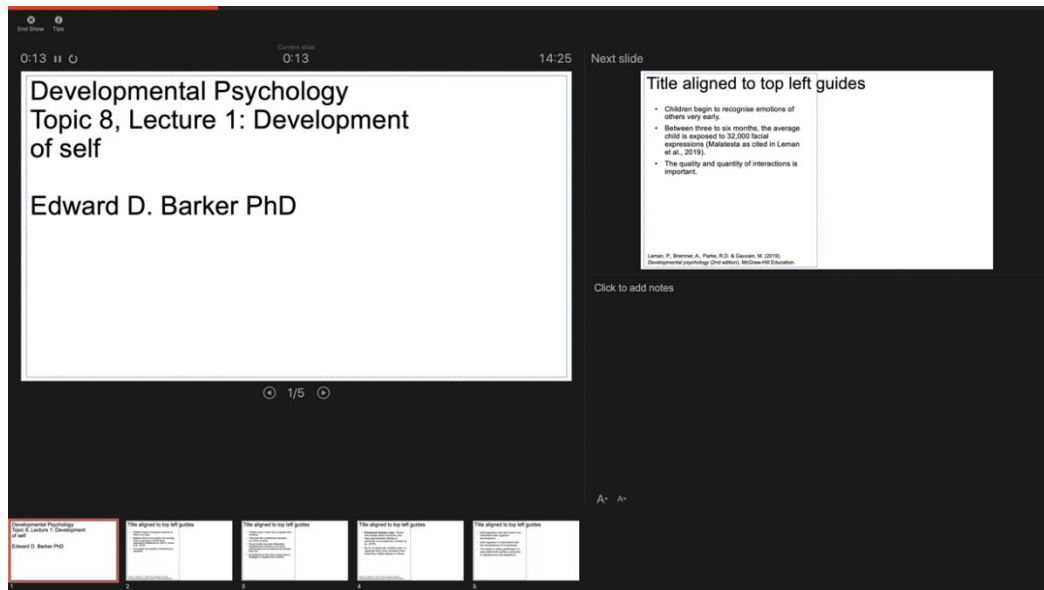
Let's get started...

1. In your PowerPoint presentation select the **Slide Show** tab and **Record Slide Show**.

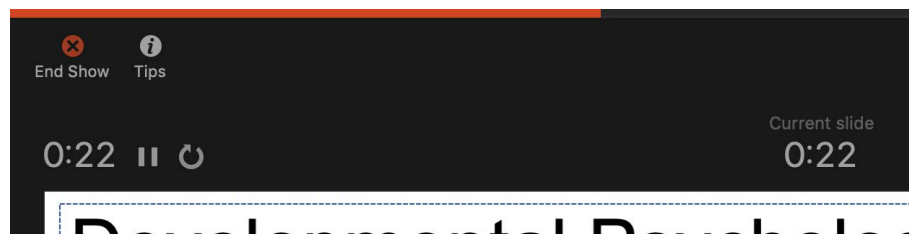


2. When you press the 'Record Slide Show' button, it automatically starts recording. You will see something like this. You can navigate from one slide to the next using

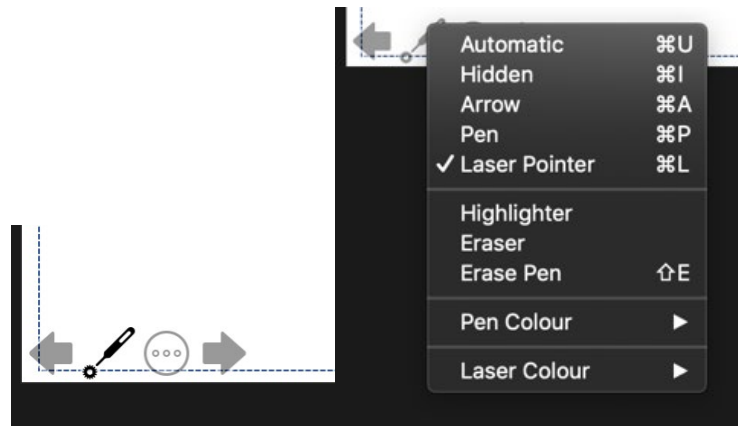
your arrow keys on the keyboard. Or jump from one slide to another by clicking on it.



3. In the top left-hand corner, you will see the main recording controls. You can stop the recording by clicking on 'End Show'. You can also see the duration of the recording per slide and you can also pause it and start again. The 'i' information button to the right of it gives a list of useful Keyboard shortcuts.



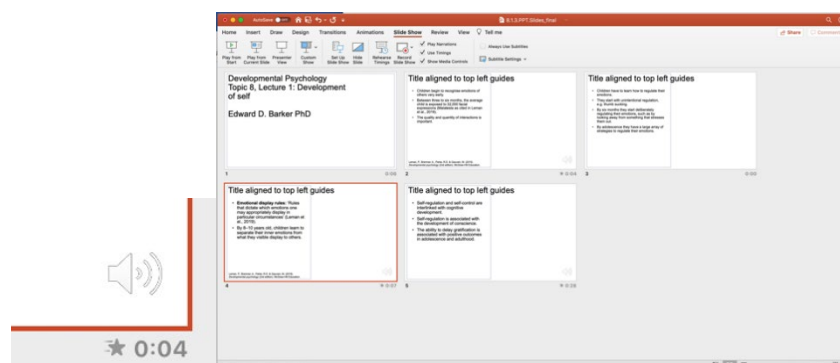
4. When you are recording there's several actions that you can take to bring your slides to life, e.g. you can use a highlighter, a pointer or a pen to annotate the slides. You can find the controls for these in the bottom left hand corner of the main slide. You can also change the pen and laser colour.



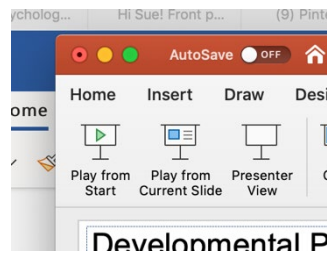
Title aligned to top left guide

- Children begin to recognise emotions of others very early.
- Between three to six months, the average child is exposed to 32,000 facial expressions (Malatesta as cited in Leman et al., 2019).
- The quality and quantity of interactions is important.

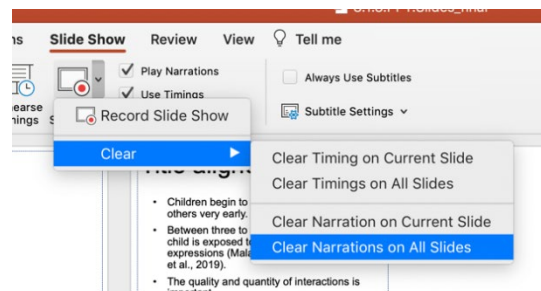
- When you've finished your recording, it will ask if you want to save your timings. If you agree to this then PowerPoint shows you your slide layouts as thumbnails. If you're eagle-eyed you will notice that there's a small microphone on the slides with your voice over.



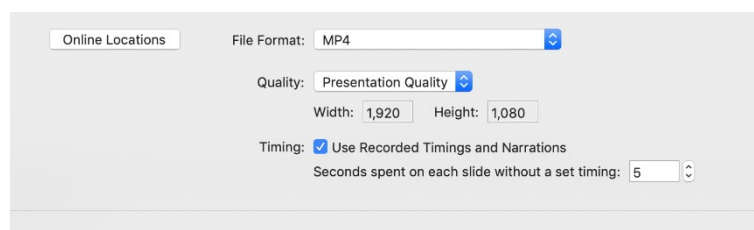
- To play your recording, with the recorded narration and any annotations using the pen or pointer, select **From Beginning** in the slideshow tab.



7. After you have reviewed your slide show, you can clear any recordings from specific slides by selecting **Record Slide Show menu > Clear >** then select clear timings or narrations from all or specific slides.



8. Now for the clever part. To convert your presentation with its narrations into a video you need to go to go to file and select export. This allows you to then rename the presentation, choose somewhere to save it and to select the file format. Select MP4 from the drop-down menu and make sure the 'Timing' box is checked.



Your work here is done!

File delivery

You've recorded your presentations and have ended-up with some files that you're ready to share with us, so that the post-production work can begin.

File names

If you haven't already done so, the next step will be to rename the files. It needs to be clear to us where they'll fit into the module, so we'd appreciate it if you could follow a convention that gives us some useful information at a glance.

File naming conventions can vary between programmes, so please liaise with your Learning Designer here - They'll provide you with the correct file name information to match your module's production plan.

File upload to Frame.io

There are many ways to deliver your files to us, some of these are listed in section 4.3. While we're happy enough to use any way that works, we do have a preference for using a web app called Frame.io.

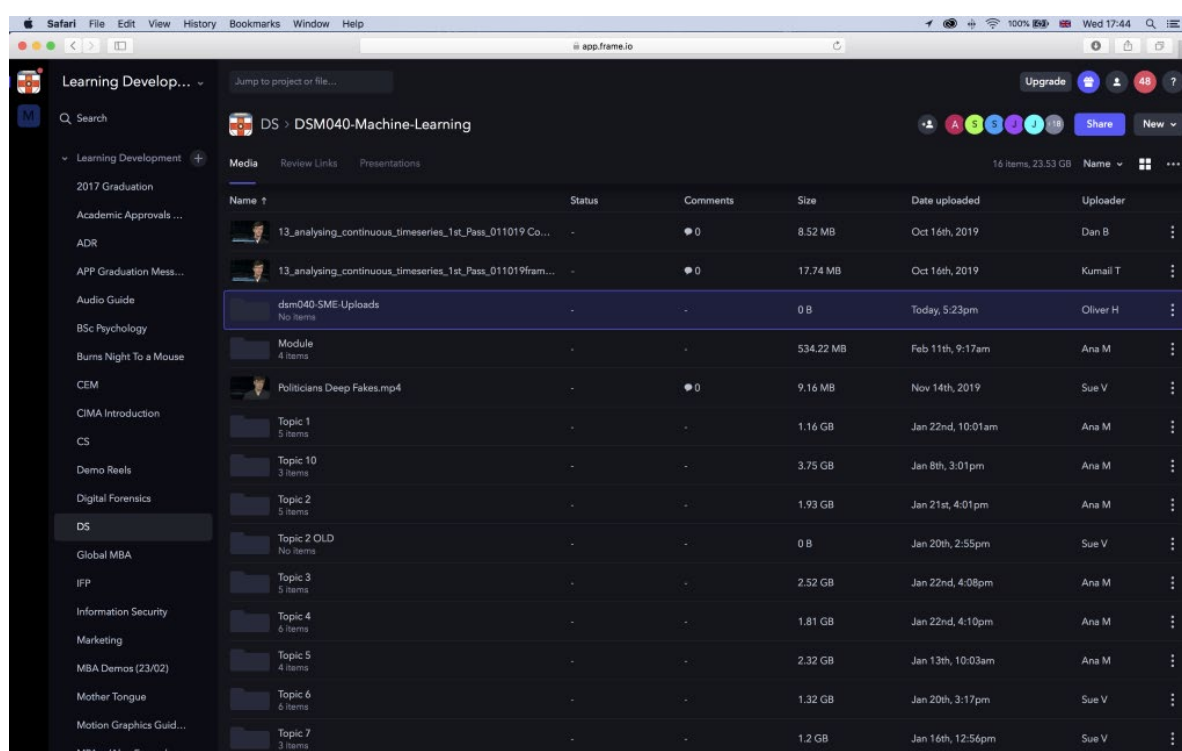
<https://frame.io>

Frame.io is a web application that works in an internet browser. It is the platform that we use for reviewing and collaborating on media content across our online programmes.

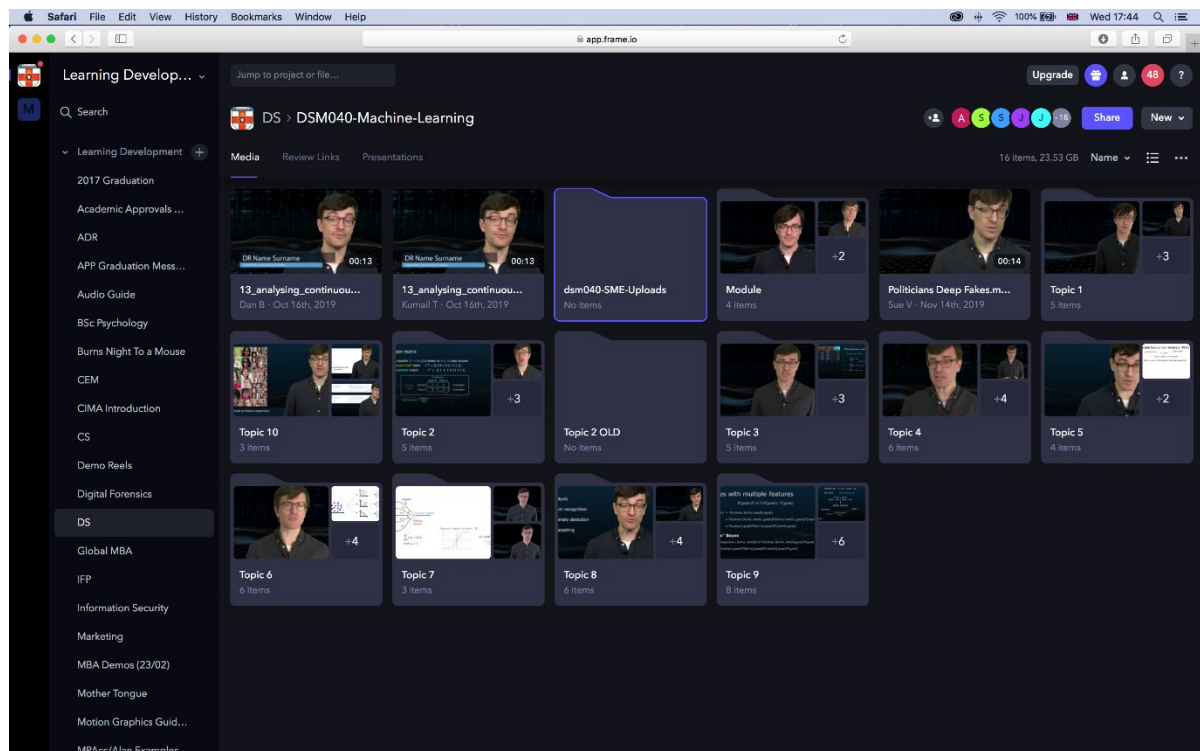
You'll receive a link via email inviting you to collaborate on the Frame.io project space for your module. In that project space there'll be a folder for your file uploads. In this example, that folder is called **dsm040-SME-Uploads**.

(NB. The images below show the process using a Mac, but using a PC shouldn't look significantly different.)

Here's that folder, highlighted in list view.

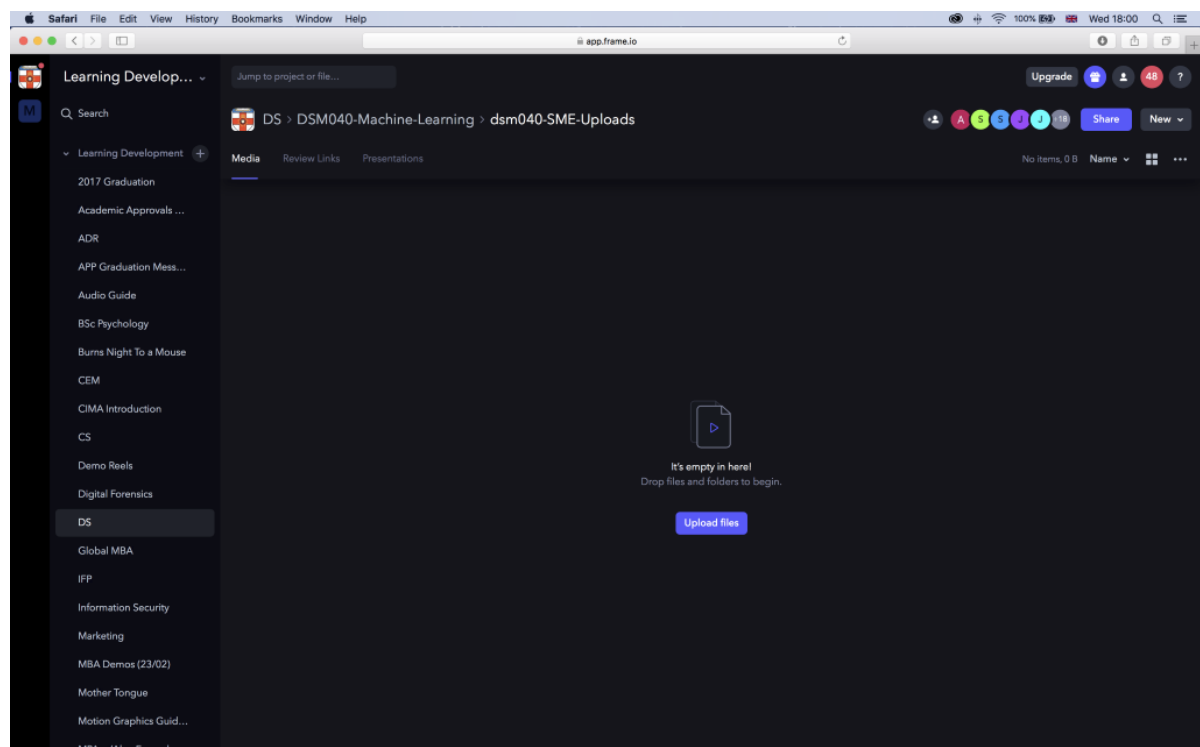


Here it is again, this time highlighted in thumbnail view:



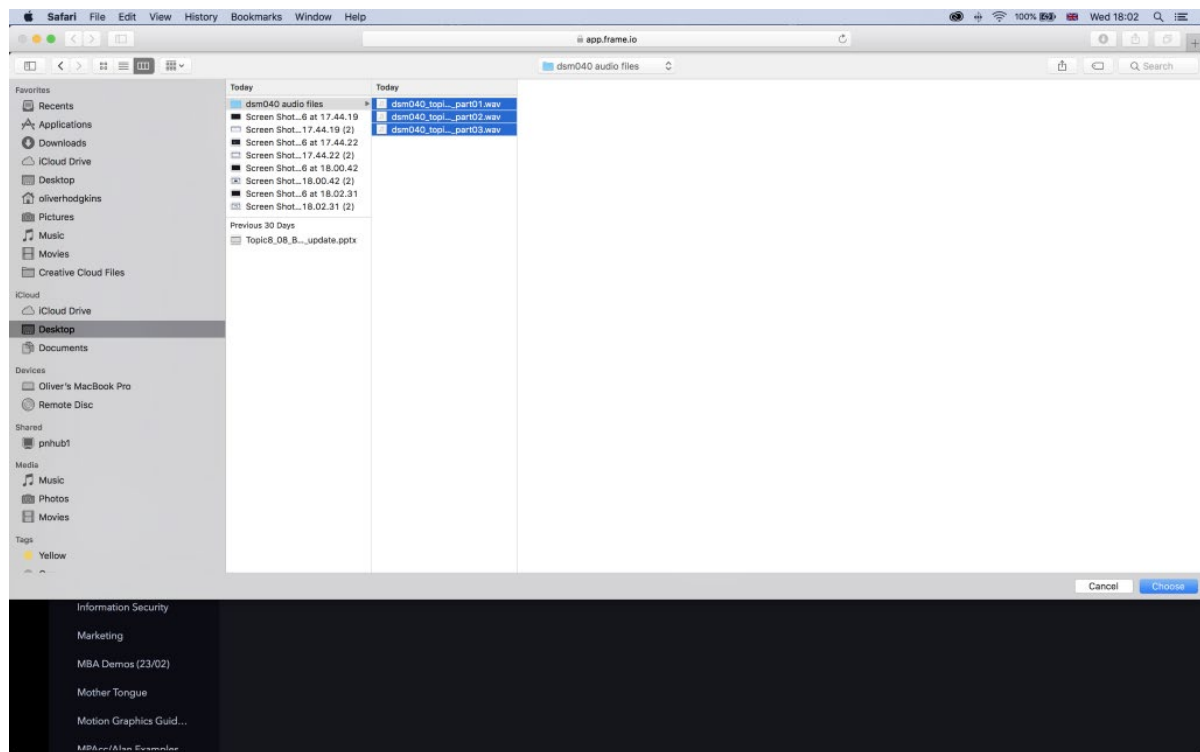
There's a button on the right side, near the top of the window to toggle between the two views.

Double-click the SME-uploads folder and it will open:

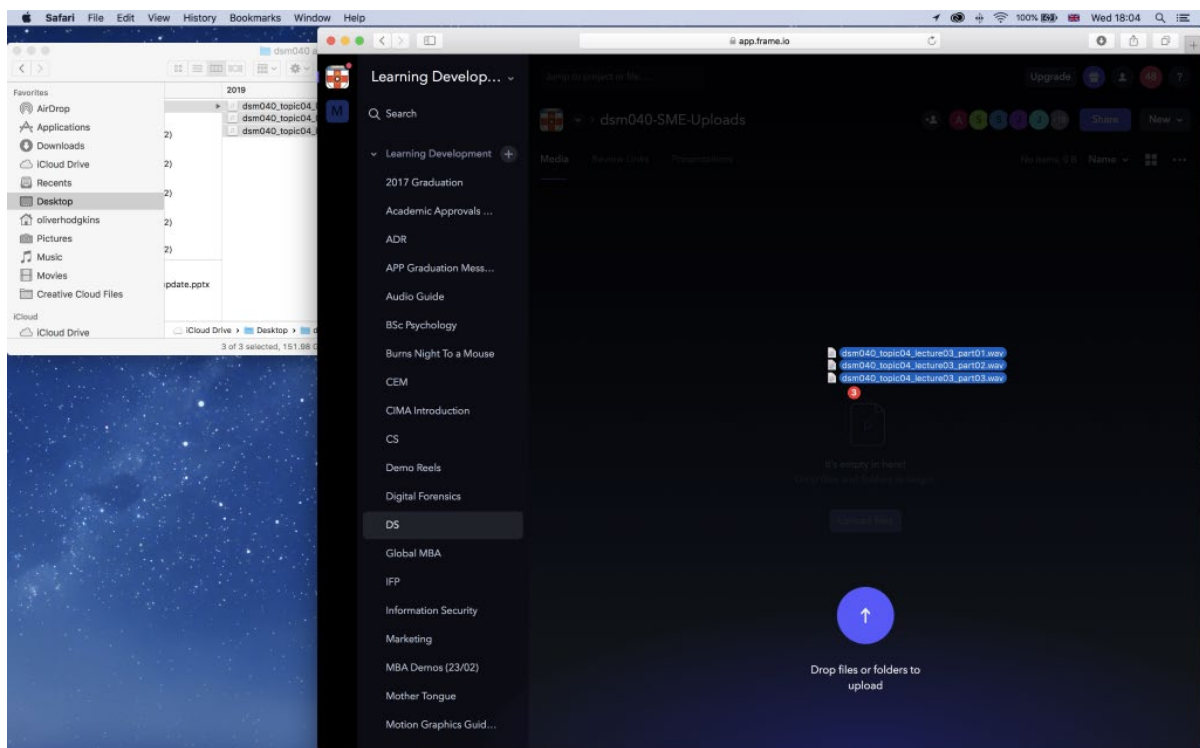


Let's say that in this example, these will be the first files to upload and that folder is empty.

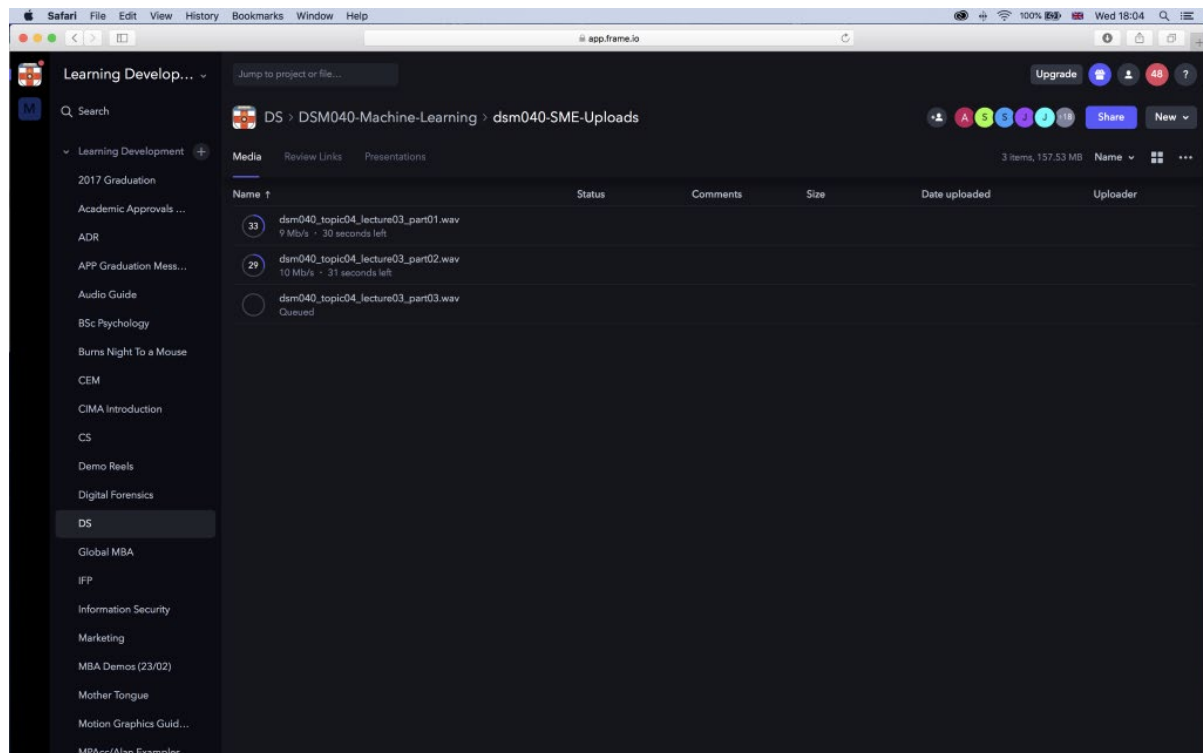
From here, there are two options to upload your files: One is to click on the Upload Files button, which allows you to browse and select the files to upload.



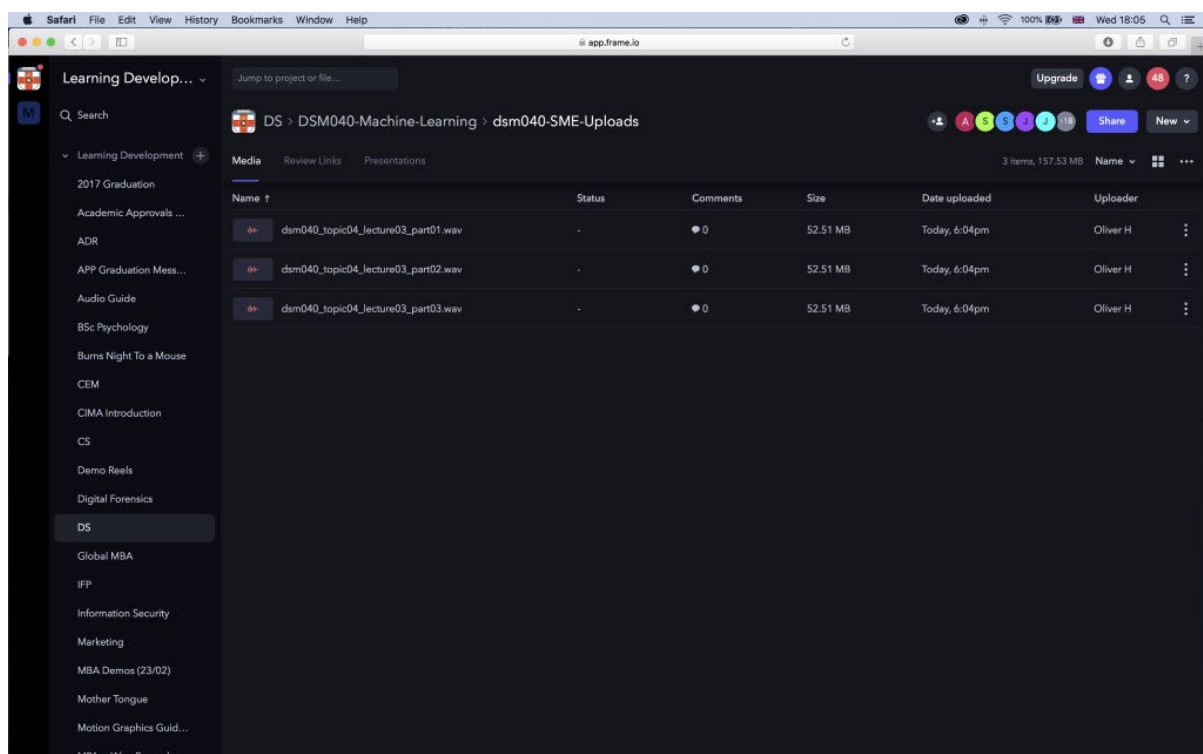
The other way to upload files is to simply drag and drop them from their location on your computer, onto the folder space.



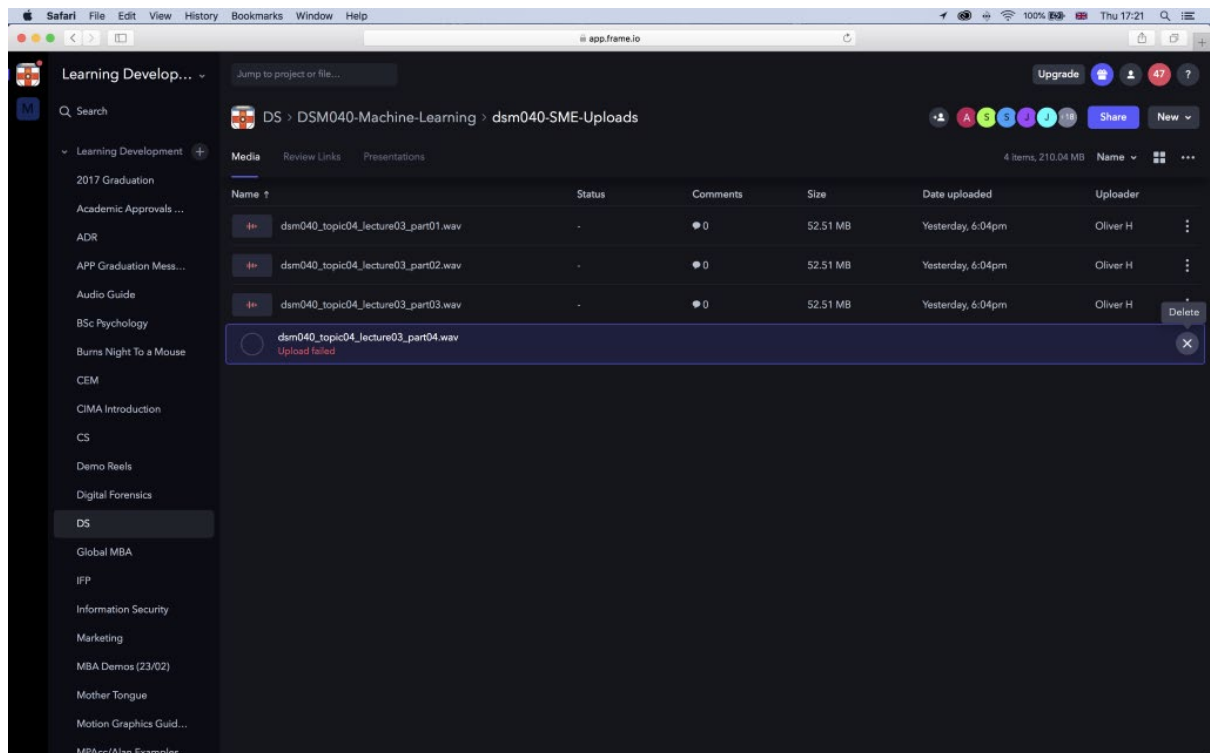
You'll be able to see a percentage of progress with each file, while they upload:



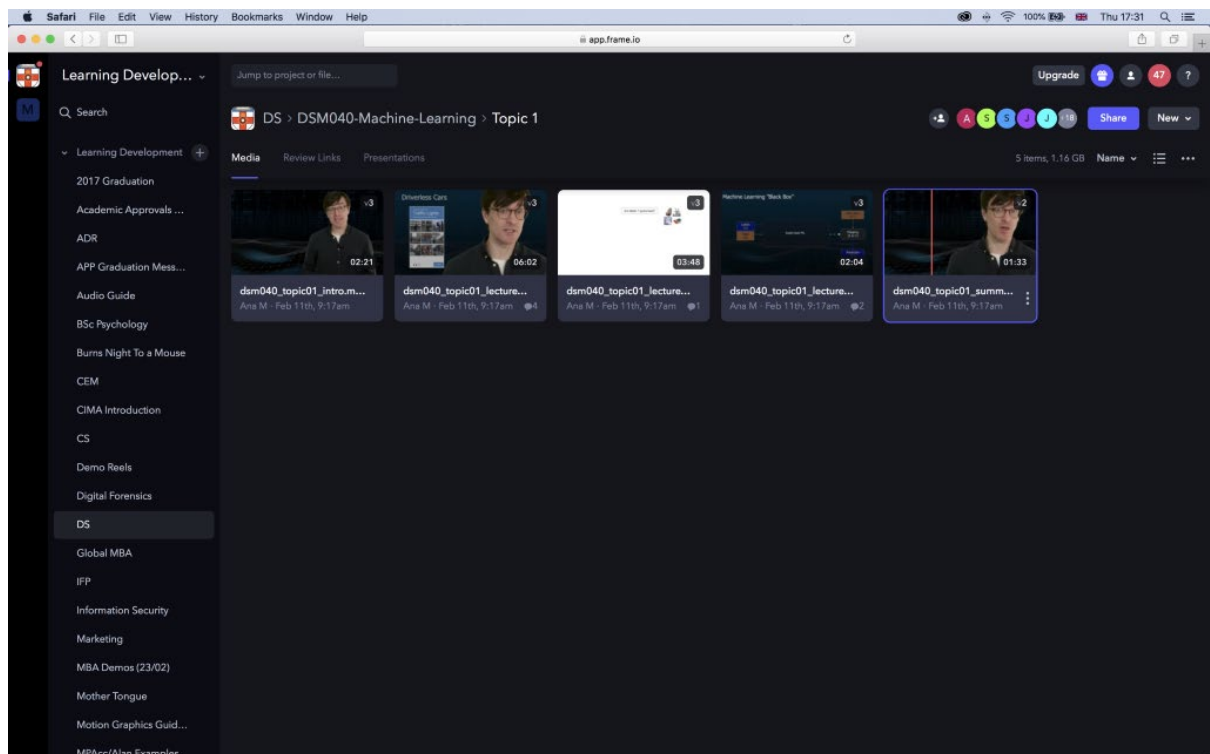
Successfully uploaded audio files will look like this in List view:



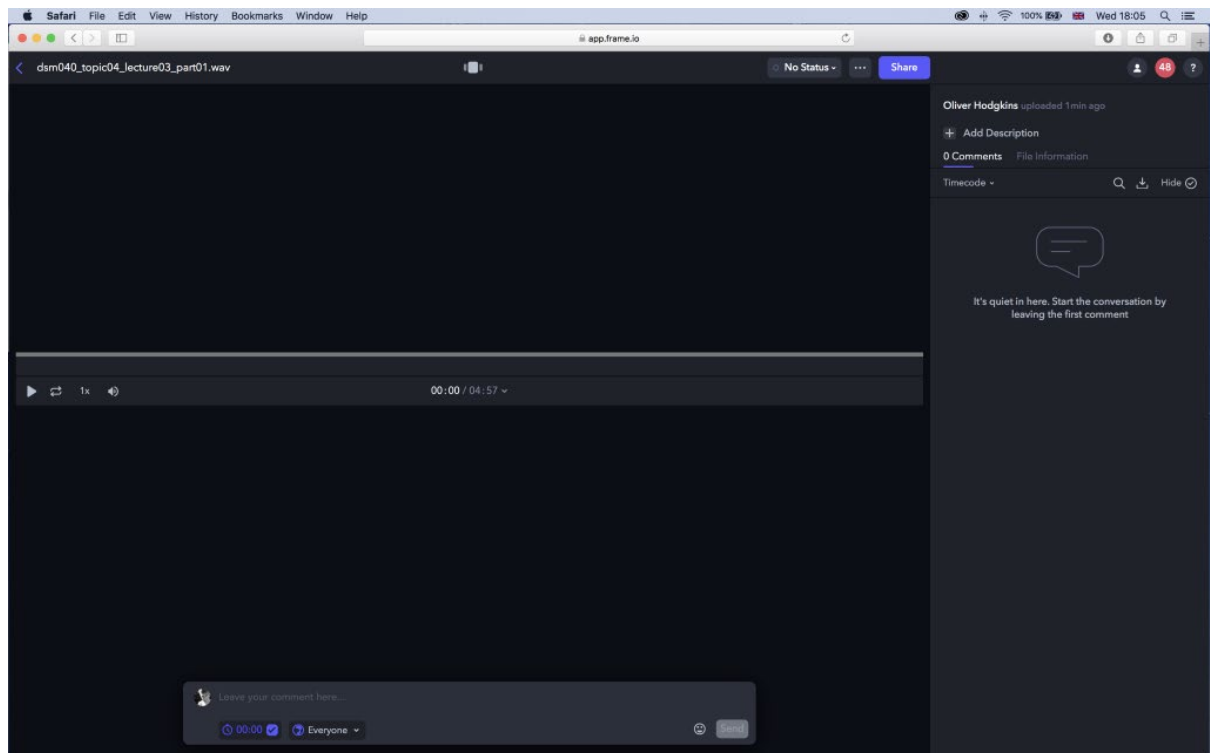
If there's a problem, a failed upload notification will appear under the file name. You can delete this failure with the cross button on the right and try again:



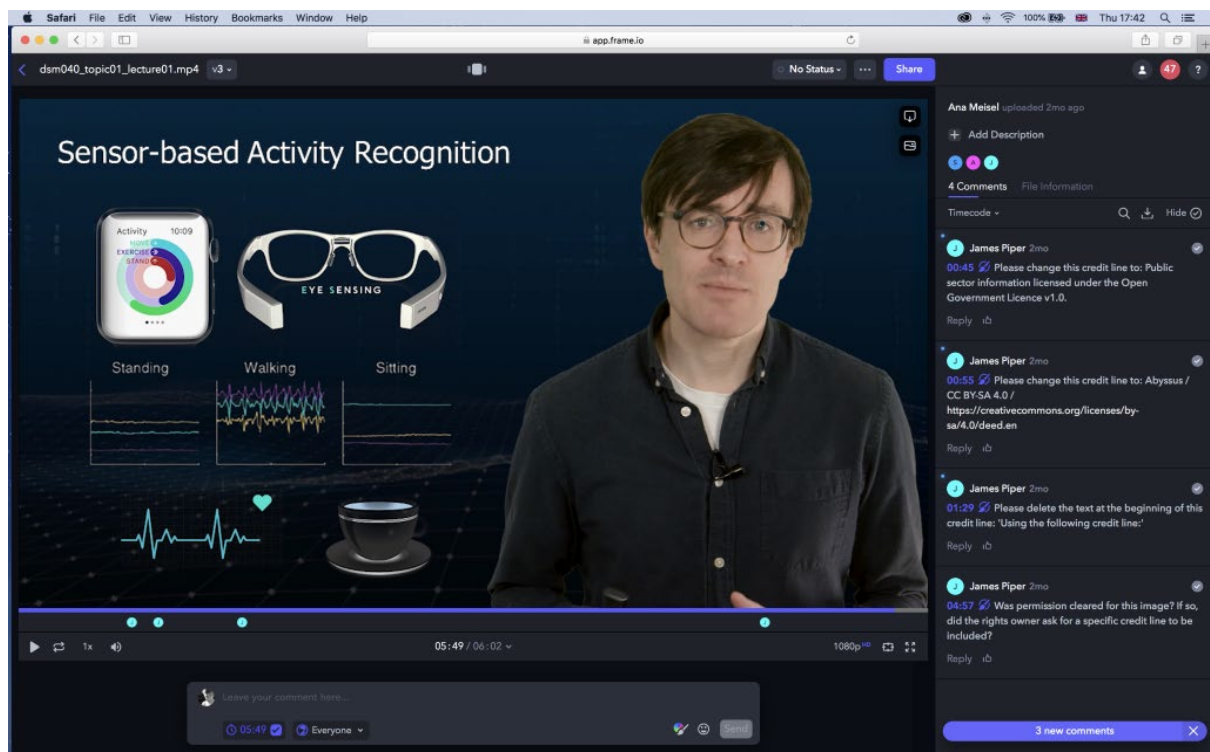
Thumbnail view is the more appropriate option for videos. Each file is displayed with a larger thumbnail preview of its contents. If you hover the mouse pointer over this thumbnail image, a red line will appear which you can scroll left and right to preview different sections of the video, without having to open it:



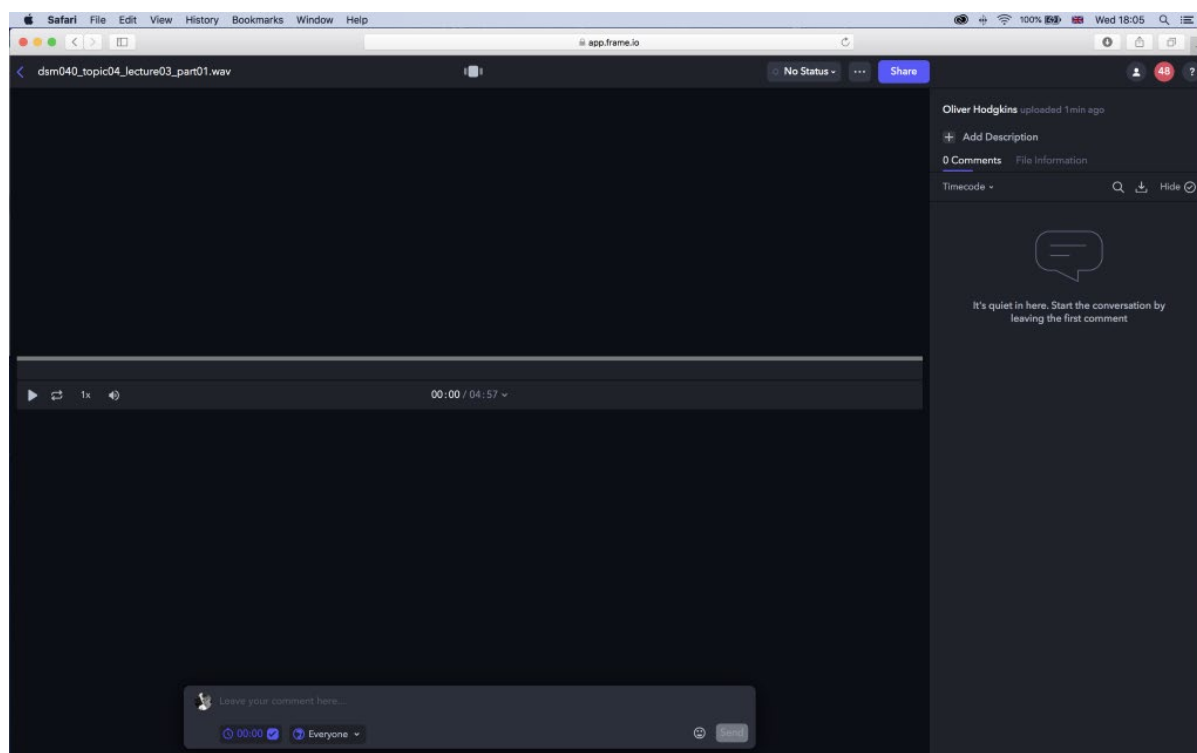
Double-click on the file to open it in the Frame.io player. Audio playback looks like this:



Video playback looks like this:



Audio playback looks like this:



File upload alternatives

Dropbox – This is a well-known, cloud-based storage system. You can sign-up for a free dropbox account and up to 2GB of free storage. It uses a system of folders and sub folders similar to your computer. So, you can simply create a folder upload your contents to it and share the folder with us. There is also a dropbox app which allows you to upload and share it from your mobile device. www.dropbox.com

SharePoint – This is the Microsoft cloud-based storage system that UoLW uses. If you are part of the SharePoint ecosystem, then you can upload files and share them using this platform.

WeTransfer - This is a bit like an email service, but you don't need to open an account. You simply upload your files (up to 2GB) and put in your recipient's email address and hit send. The recipient then clicks on a link and can download them. You can get a free WeTransfer app to make the transfer of files from your mobile device even easier. The WeTransfer link expires within 5 days so it may be worth alerting the recipient to the fact that you're sending them files.

Google Drive – If you are already part of the Google eco system then this might be a good way of sharing files. Google allows you 15GB of free storage and it also has it's own apps so you can transfer from any device.

Post-production

Now it's over to us - The Production Team will add some polish to your presentation recording and get it ready for the platform.

They'll edit-out mistakes and make some tweaks to the recorded audio, improving clarity, enhancing speech and adjusting the volume.

Edited versions will then be uploaded to Frame.io so that you and the publications team can review them. You will be able to share your feedback with us directly so that any relevant actions can be taken.

Links

Recording a screencast inside PowerPoint <https://www.microsoft.com/en-gb/videoplayer/embed/RWfvXC?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-gb>