

***We have limited time in our programme,
please do not exceed your allotted time slot.***

You may use one of the 2 different programmes to record your presentation, choose one listed below:

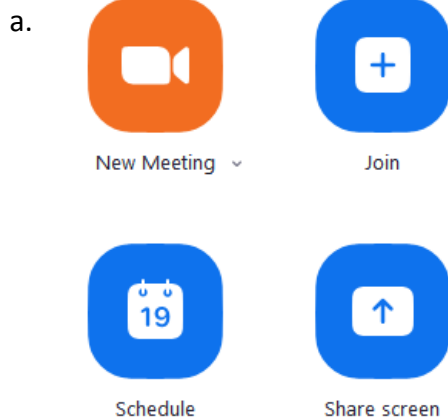
1. Zoom
2. Powerpoint



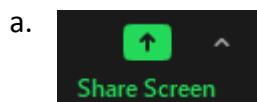
Recording Presentation in Zoom

Step-by-Step instructions

1. Open Zoom
2. Hit "New Meeting" to start a meeting for just yourself



3. Have your Powerpoint presentation open and ready to be shared
4. Hit "Share Screen" at the bottom of the Zoom screen

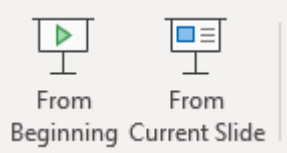


- b. Select the screen with your powerpoint presentation and share it

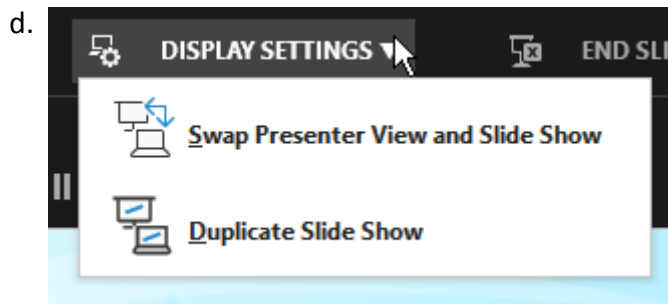
5. Ensure that the camera is focused on a clear head and shoulder shot of you



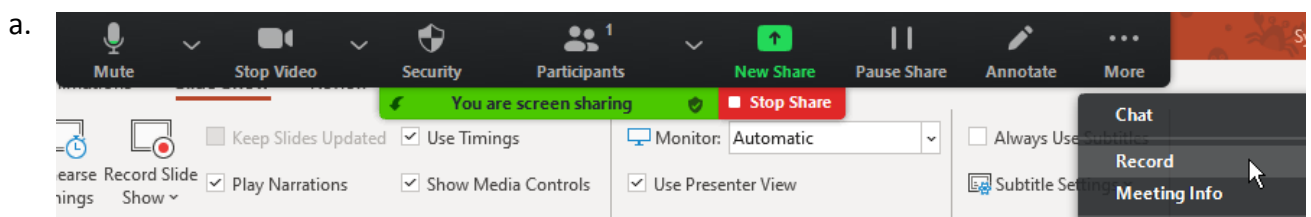
6. Hit the presentation button on Powerpoint to present from beginning
 - a. "Slide Show" >> "From Beginning" or the "Slide Show" button at the bottom of the screen

- b.  or  (at bottom)

- c. NOTE: If you use multiple monitors, ensure that the screen with the Slide Show, not the Presenter View, is the same one that has “You are Screen Sharing” at the top of it. To swap the screens, hit “Display Settings” >> “Swap Presenter View and Slide Show”



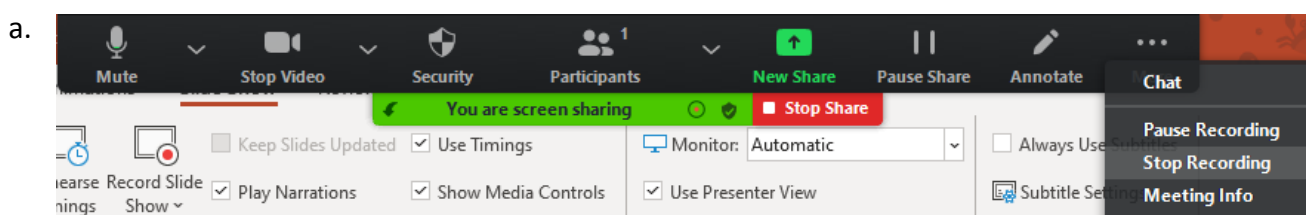
7. Once your presentation is in Slide Show mode, hover over “You are screen sharing” to bring down the top menu. Go to “More” and then hit “Record”



- b. You should see a red light appear next to “You are screen sharing” to signify you are recording

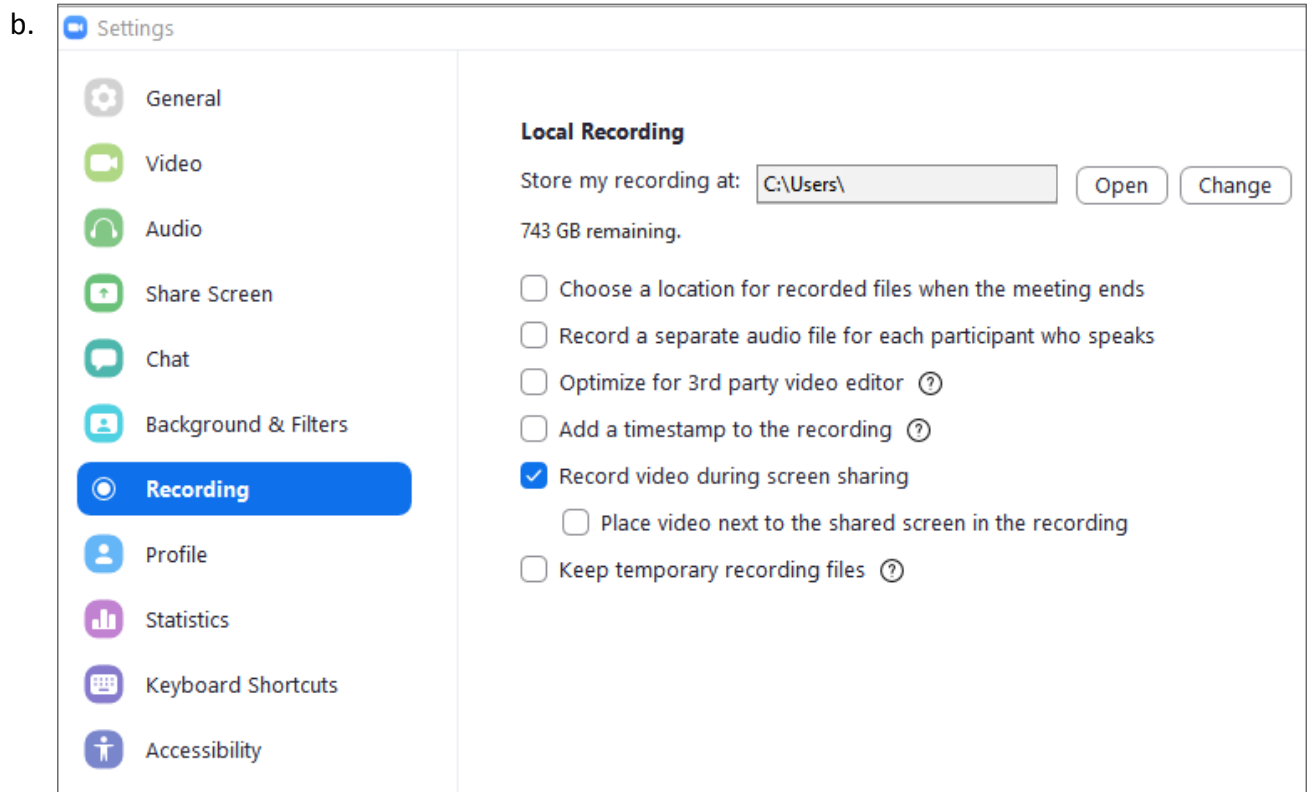


8. Record your presentation
9. When you are done, hover over “You are screen sharing” to pull down the menu again. Go to “More”, and hit “Stop Recording”

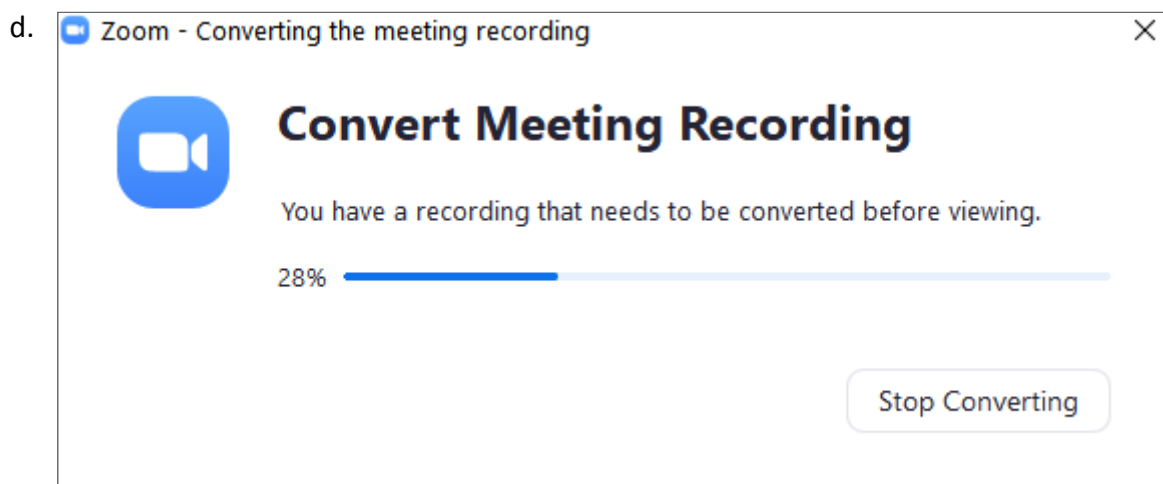


10. End the Meeting

11. To find and view your recordings, go to the Zoom's opening menu where you first started the meeting, and hit the cog wheel on the top right to open "Settings" 
- a. Go to "Recording" and hit "Open" next to the file path for "Store my recording at:"



- c. This will open the location the recording was stored. The recording will need to be converted to be viewed, which you can do by double clicking on it. Zoom may also automatically convert it once the meeting ends, depending on your settings

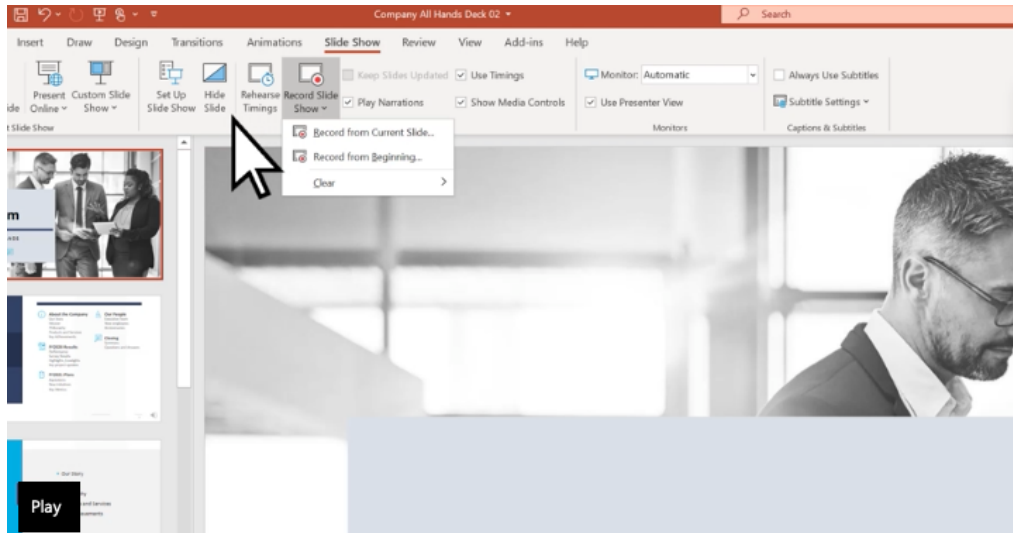


12. View and edit the recording to your liking, or re-record it if necessary

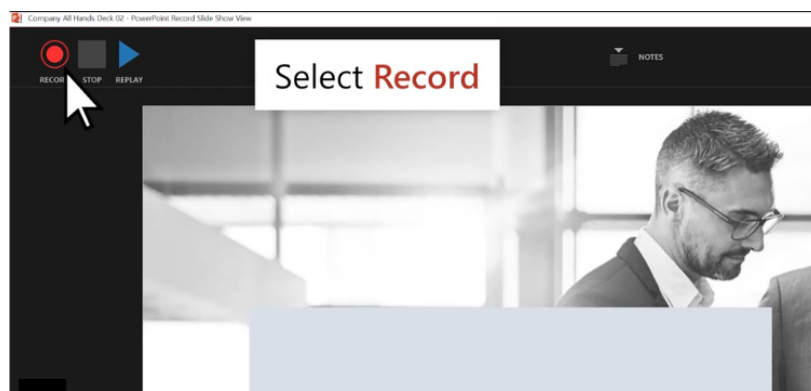
Recording a PowerPoint Presentation

Step-by-Step instructions

1. Open PowerPoint
2. Select **Slide Show > Record Slide Show**



3. Choose from two options:
 - a. **Record from Current Slide** - to record from a specific slide
 - b. **Record from Beginning** - to record from the beginning of a presentation
4. When you're ready, select **Record** and start speaking. To record from a specific slide, go to it, and then select **Record**.



Note: Narration won't record when slide transitions happen so let these play first before you start speaking.

Manage narration and timings

1. There are different ways to manage recordings in your presentation:

- a. **Pause** - to pause a recording
- b. **Stop** - to end a recording
- c. **Replay** - to replay a recording

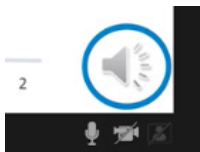


d. **Pen, Highlighter, or Eraser** - use the pen, highlighter, or eraser tools to mark up your recording



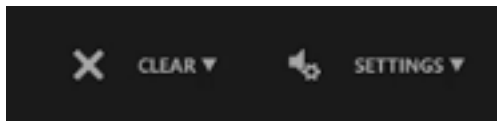
Remove narration or timings

1. An audio icon appears on a slide when narration's available. .



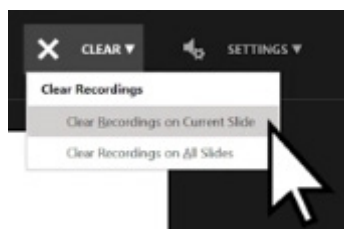
2. You can also remove narration or timings from your slide

- a. If you're in record mode, select **Clear**



- b. Choose from two options

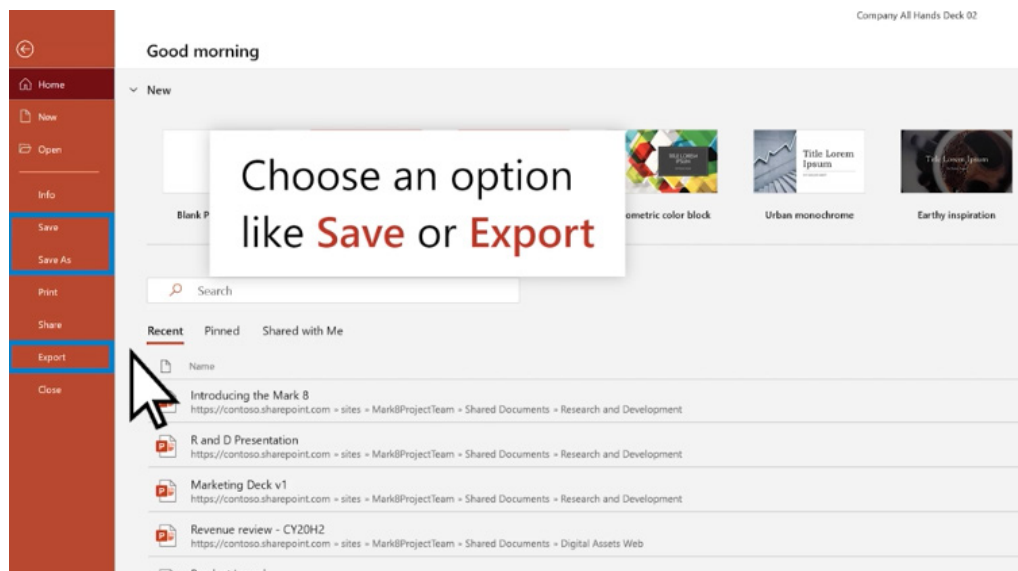
- **Clear Recording on Current Slide** - to delete narration and timings on the current slide
- **Clear Recording on All Slides** - to delete narration and timings from all slides at once



Save a recording

When you're done recording, save and share your presentation as a PowerPoint file or video.

1. **Select File.**
2. Choose an option like **Save** or **Export**.



Your recording will automatically play when someone opens the presentation.