

Creating a Video for the Virtual Global Learning Symposium

Try to keep your video between 3-5 minutes long.

Once the RIT Education Abroad office receives your video file, we will upload them to our YouTube channel (as part of our Global Learning Symposium playlist). We will do some basic editing if needed (i.e. trimming the start of your video if you were getting set up and didn't start talking right away). YouTube will generate automatic captions and we will clean those up to be more user friendly.

Recording a Voiceover for a Power Point presentation

Create your Power Point

Create an outline or script to follow for your voiceover

- 1) Open your Power Point and go to "Slideshow" at top menu.
- 2) Click on "Record Slideshow" (you can either start your recording from the beginning or from a specific slide). You can leave both boxes checked when it asks what you want to record.
- 3) Click "Start Recording". This will start your slideshow and you can talk over your slides. Advance your slides as usual.

- As you record each slide a speaker icon will be added to the bottom right of each slide.

- 4) If you messed up your recording on a particular slide, you can click on the speaker icon, delete it and re-record that slide (go back up to "Record Slideshow" and choose "Start Recording from Current Slide")
- 5) Once your recording is how you want it, save your Power Point. Share it to the Google Share Drive link that we emailed to you.

- The study abroad office will export your Power Point as a video file to be uploaded to YouTube.

Tip:

Do a sound test before you record your full presentation. If using a laptop, it may have a built in speaker that is good enough for recording. Or you may want to use headphones that have a built in microphone. See which method sounds best.

How to record yourself on Zoom for a presentation video

Raise your computer up to eye level.

Shoot the video with a light source behind the computer facing you. A window or light will work fine.

Prepare your Power Point or Google slideshow that you will use as your visual.

1. Open Zoom on your computer
2. Start a new Zoom meeting with just yourself
3. Push the record icon on the bottom of the screen (a menu will pop up – Save the video to your computer)

4. Share your screen, choosing your presentation (adjust the thumbnail of your talking head so it is visible while also not covering too much of your presentation)
5. Zoom is now recording. Give yourself a little start time before you start speaking and after you are finished.
6. When you are finished leave the meeting. This will end the recording.
7. Your video will be saved as an mp4 on your computer. (A download window should pop up with your recorded file showing. Choose the mp4 file and save it somewhere on your computer)
8. Share it to the Google Share Drive link that we emailed to you.

Note: you can start and stop your zoom recording, however you cannot easily re-record just a section of your presentation if you make a mistake. If you want to have the flexibility to re-record, you may want to do a Power Point voice over instead.