

# Presenting through a Virtual Recording

*A guide with helpful hints, tips and instructions  
for a successful virtual presentation recording  
to use for your upcoming CME activity.*



**Penn Medicine**  
Continuing Medical and  
Interprofessional Education

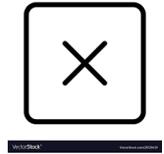
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# Office of Continuing Medical & Interprofessional Education

<b>First Steps</b>	<p><b>Presentation (slide decks) must be reviewed and approved by the Office of Continuing Medical &amp; Interprofessional Education at Penn Medicine Review Committee prior to recording.</b> The CMIE Review Committee may request edits to the presentation. If the recording is completed prior to CMIE Review, the presenter may be asked to record again.</p> <p>Allow the CMIE Office 2-3 business days to review and approve your slides. Once approved, you may record.</p> <p>Virtual recordings can be done from the comfort of your home or office.</p> <p>Final recordings can be shared by PennBox or by using your preferred file sharing software.</p>
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# HELPFUL HINTS FOR A SUCESSFUL RECORDING

Follow these tips & tricks to ensure a good quality presentation:



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## Close

all applications except your final PowerPoint Presentation. Close any email applications and other notifications to avoid “pings” sounding off as emails arrive and turn-off notifications temporarily.

## Avoid

using video conferencing apps through a VPN (remote connection) as it may affect sound and video quality. Connect directly through a desktop.

## Find

a quiet place in your home or office to record/participate. Be sure you have a strong Wi-Fi connection. Click [HERE](#) to view a guide on how to properly set your volume.

## Adjust

the webcam to eye level (set laptop on a stack of books, for example, so the picture is not mostly of the top of a head or ceiling).

## Check

room lighting. Side lighting is better than backlighting, which can cast a shadow making you difficult to see. Windows should be on the side or in front of you, not behind.

## Use

a good quality headset (if available) and angle the mic toward the jaw to eliminate excess “breathing” sounds. A separate mic is better than laptop audio.

# RECORD WITH PENN MEDICINE AV OR POWERPOINT

## Penn Medicine AV

### Schedule Your Recording with Penn AV:

- Penn Medicine AV requires a minimum of 48 hours for scheduling.
- Unless you have access to the PSOM EMS website, notify the CMIE team of the date and time of your preferred recording.
- The CMIE team will schedule your recording with Penn AV and send you the link to join virtually.
- Once you join the recording, open **PowerPoint** and click **Slide Show**, then click **From Beginning** to launch your presentation.
- Penn AV will coach you through your recording and share your edited recording via PennBox. The recording can then be used as planned, such as for an enduring material or a live activity.

## PowerPoint (without Zoom)

### Recording On Your Own with PowerPoint:

1. Audio-only using PowerPoint
  - a) Click **Insert**
  - b) Click **Audio** and then **Record Audio**
2. Add a “talking head” (*presenters head appears in window in the bottom-right corner*)
  - a) Click **Slide Show** button
  - b) Click **Record Slide Show**

**Note:** Review your PPT recording carefully. Using older versions of PowerPoint may result in audio only attached to one slide, rendering your recording unusable. Practice on a few slides first to be sure audio continues as slides advance. It is highly recommended you follow the steps to record with Zoom or Teams.

# RECORD USING ZOOM WITH POWERPOINT

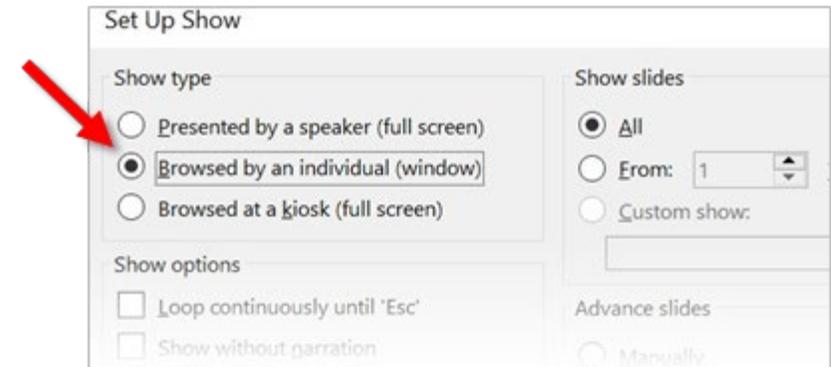
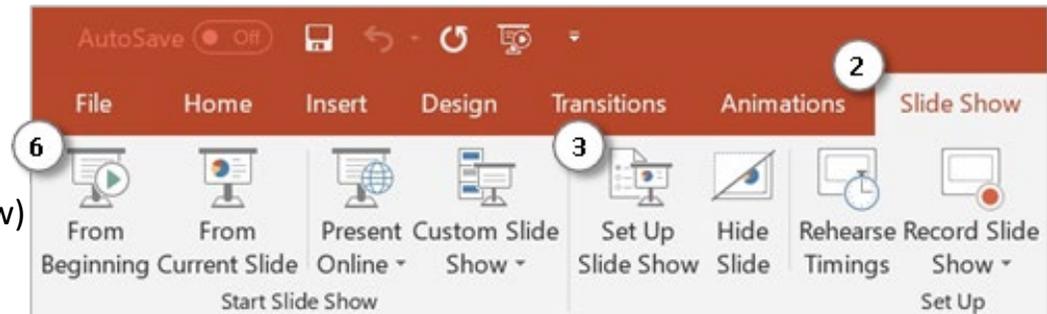
## Zoom with PPT

### Using Zoom with PowerPoint to Record a Presentation Video

- Click [HERE](#) to sign up for your free Penn Medicine Zoom Account
- Click [HERE](#) to download Zoom

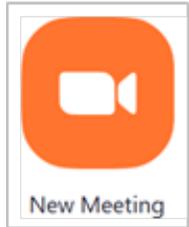
It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

1. Open the **PowerPoint** file
2. Click **Slide Show**
3. Click **Set Up Slide Show**
4. Under Show Type, click **Browsed by an individual (window)**
  - a) This will allow you to present in slideshow view without being in full screen mode. *Fullscreen mode can make recording with Zoom more difficult.*
5. Click **OK**
6. Click **Play** from **Start** or **From Beginning** to slideshow.



# RECORD USING ZOOM WITH POWERPOINT *Continued*

## GETTING READY IN ZOOM

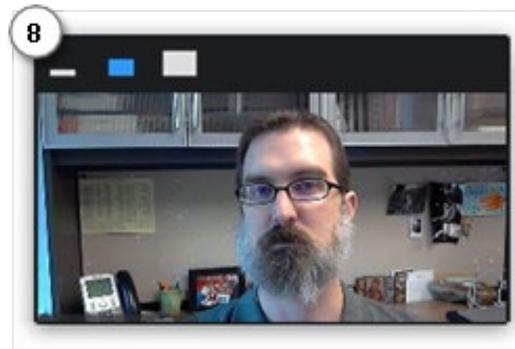
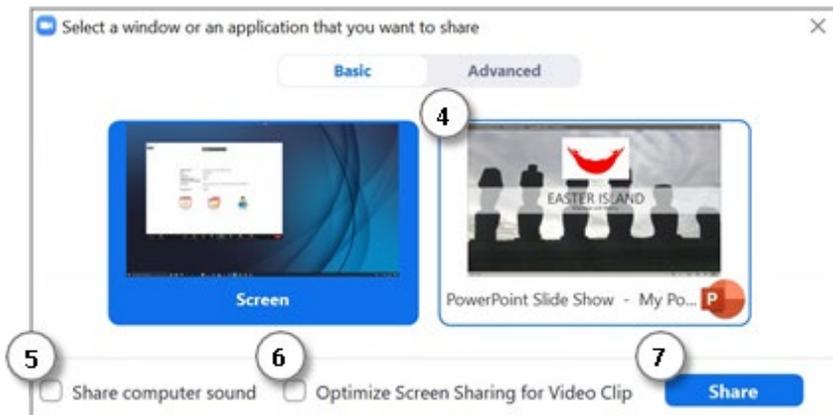


1. Open the **Zoom** app
2. Click **New Meeting**
  - a) Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**
3. At the bottom of the Zoom window, click **Share Screen**
4. In the Share window, click **the window you wish to use in the recording.**
5. If your presentation includes sound, check the box for **Share computer sound.**
6. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip.**
7. Click **Share**
  - a) The window that is being shared/recorded will have a green outline.
8. You can **reposition** and **resize** the webcam video window as needed.



The webcam feed will be recorded regardless of whether it is positioned within the green recording border.

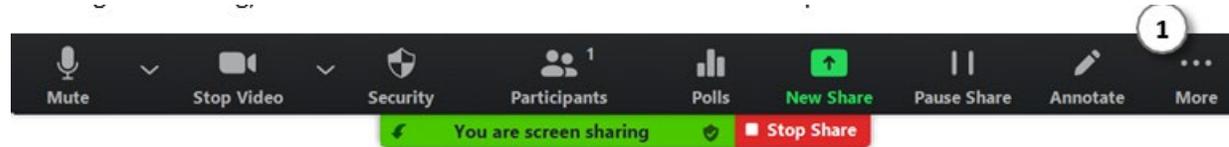
When a window is being “shared” in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls:



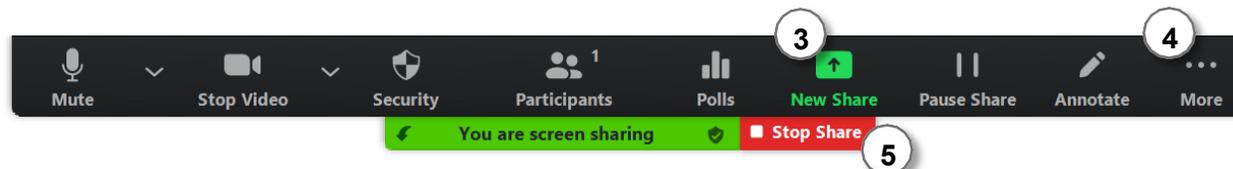
# RECORD USING ZOOM WITH POWERPOINT *Continued*

## RECORDING IN ZOOM

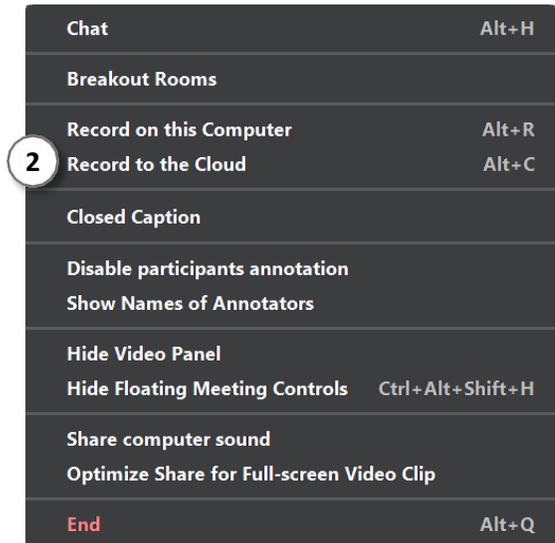
1. To begin recording, click **More** in the Zoom control bar at the top of the screen.



2. Click **Record to the Cloud** in the dropdown menu that appears. *If record to cloud is not an option you will record to your local harddrive automatically.* (or press **Alt+C** on Windows or **⌘+Shift+C** on Mac)
  - a) If you are muted, click **Unmute myself** in the window that appears.
  - b) You are now recording and ready to give your presentation.
  - c) You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording**. (or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)
  - d) *If you are unable to control Powerpoint or Zoom with your keyboard, first click the Powerpoint or Zoom window to focus your keyboard commands on that window.*
3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.



4. When you are finished, click **More** and click **Stop Recording** in the Zoom control bar at the top of the screen (or press **Alt+C** on Windows or **⌘+Shift+C** on Mac).
5. Click **Stop Share** in the Zoom bar at the top of the screen.
6. Click **End Meeting** then click **End Meeting for All**

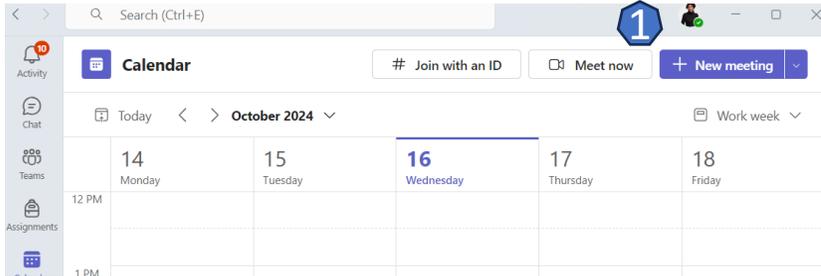


*Zoom will prepare your recording. You can save it to your local hard drive, or it will be saved on your accounts cloud. Choose the best option for you!*

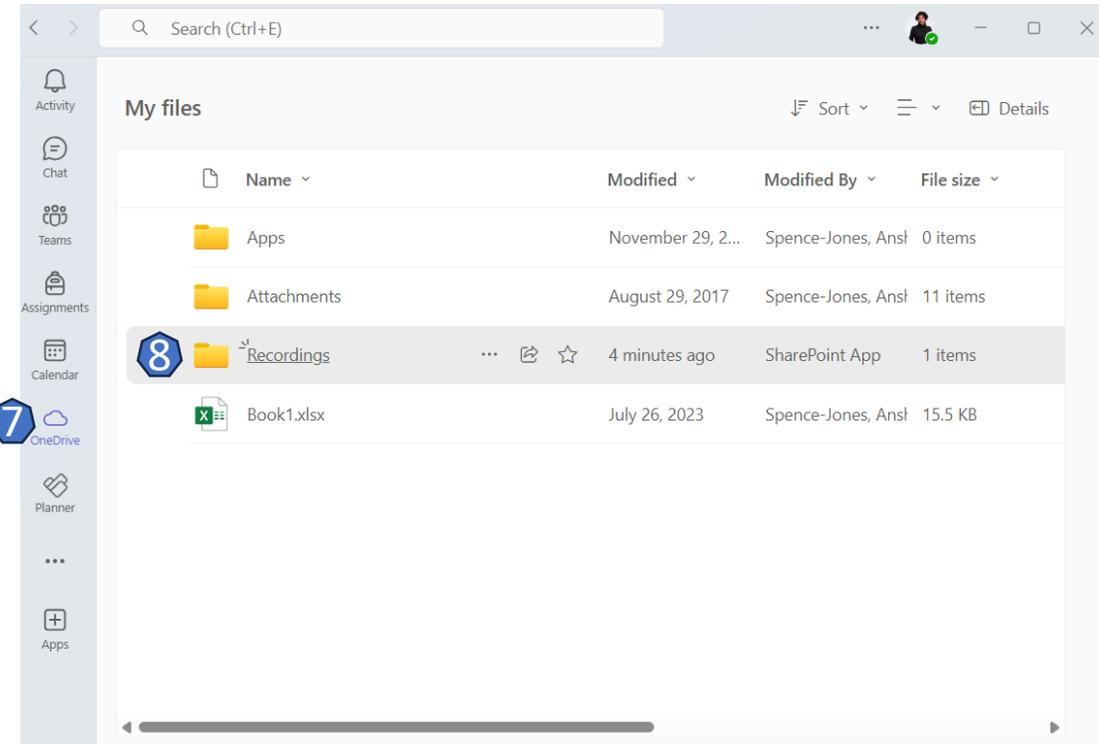
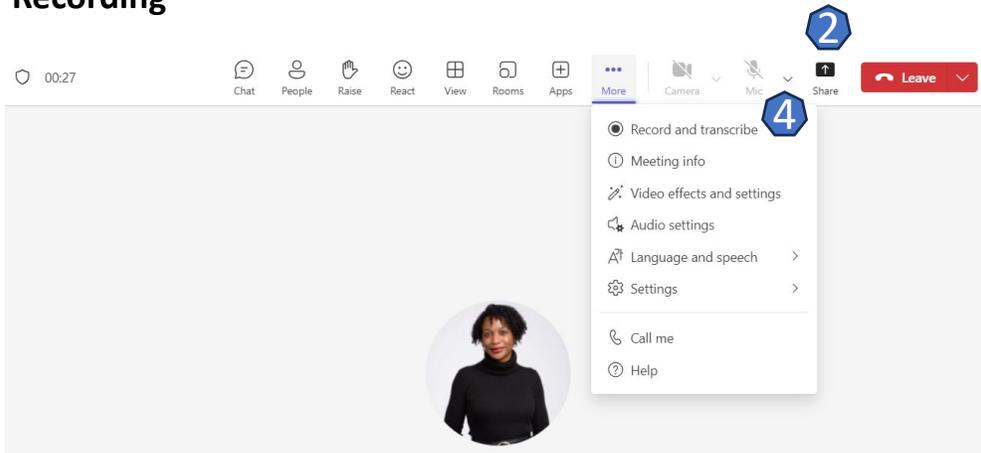
# RECORD USING MICROSOFT TEAMS

## GETTING READY IN TEAMS

### 1. Start or join a meeting



2. Click **Share** to share your screen
3. Select the **PowerPoint** you want to present
  - a) **Follow** the instructions on **slide #5** bullets **1-5** for instructions on opening and presenting your PPT file!
4. Back in Teams, click the **More Actions** button
5. Select **Start Recording**
6. To stop recording, click the **More Actions** button again and select **Stop Recording**



### Find your recording

Your recording will save once you click **Stop Recording** and **Stop Sharing**.

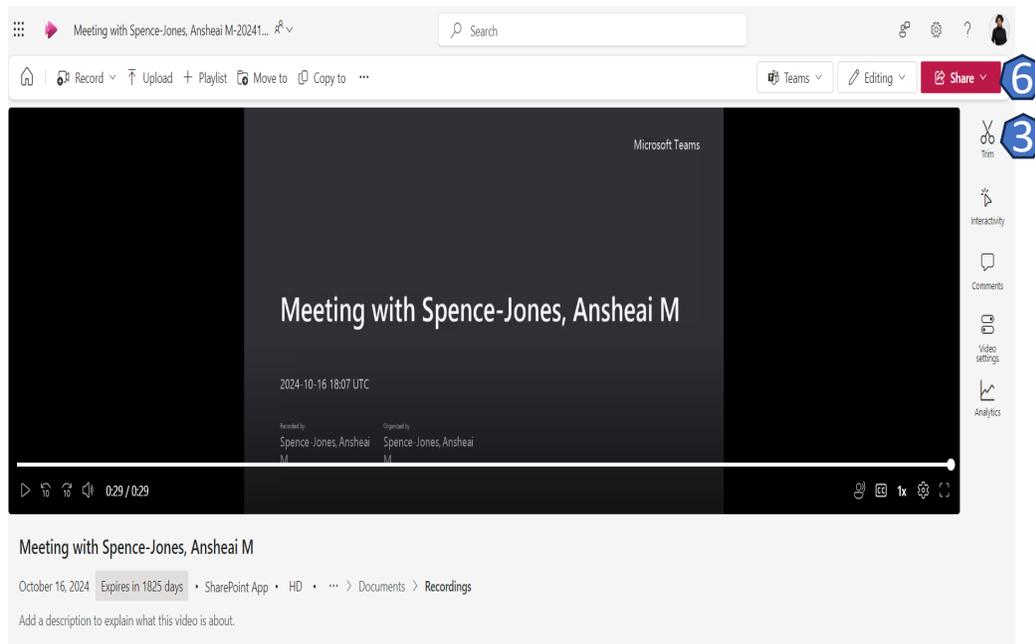
7. Click "**One Drive**" and select "**My Files**"
8. Click "**Recordings**"
9. Find the Teams recording you wish to review or share

# RECORD USING MICROSOFT TEAMS *Continued*

## TRIM THE RECORDING IN TEAMS

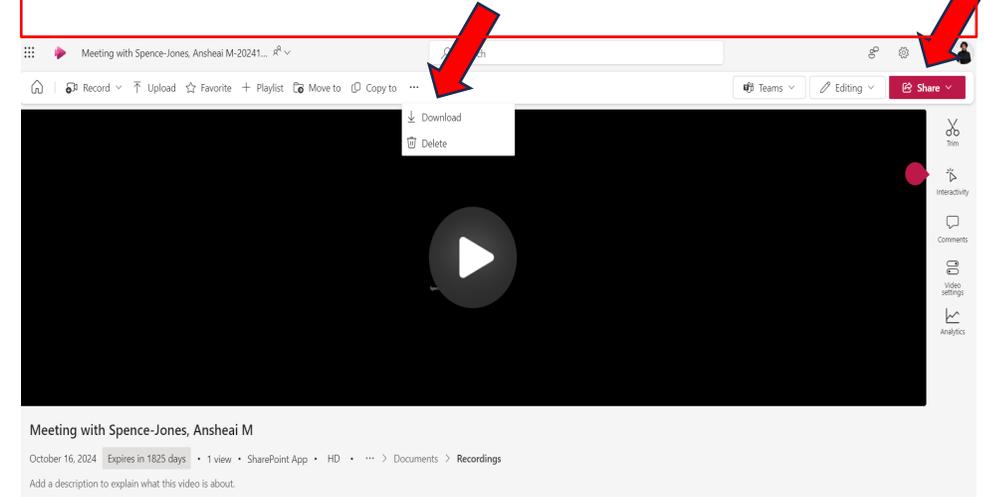
You can trim the start and end of the recording or cut out unwanted segments or slides.

1. Click **"One Drive"** and select **"My Files"**
2. Click **"Recordings"**
3. Find the Teams recording you want to trim, open it and click the **"Trim"** icon on the right side of the video.
4. Trim the beginning, end or middle of your video as needed.
5. Click **"Save"** to save your changes.
6. Share your video by entering the receiver's email address



### Tips for recording a presentation using Microsoft Teams:

- **Test your recording!** Make a test recording to check the sound quality and the view of your content.
- **Use the tools!** Edit your video by using tools from the toolbar on the right side of the video.
- **Saving your video!** After recording, your video will automatically save to OneDrive > My Files > Recordings (see slide 8). You may also download the video and save it to your preferred desktop location.
- **Share the video!** Open your video and then you can export it as a shareable video file.



Watch this [video](#) on how to record with Teams for more info!