

## Creating Recorded Presentations

This guide provides some instructions and suggestions for creating a high-quality recorded presentation, for submission online. When creating an online presentation, you have an important choice: which tool will you use to create your presentation? You have two options at UBC (both free for students):

- **Microsoft PowerPoint 365:** you can create or upload presentation slides in PowerPoint, then record your presentation - including audio, video, and your slides (plus any animations or interactions).
  - *Pros:* very easy to use, no external tools necessary, good online support, no experience necessary
  - *Cons:* no ability to edit or adjust final video (post-production), more challenging to integrate multimedia, limited support for other file formats (e.g. PDFs).
- **Camtasia:** this screen capture tool allows you to record video from your computer, including video and audio, and also has a full-featured editing and post-production suite of tools.
  - *Pros:* powerful tools for editing and multimedia integration, post-production support, similar to other editing software (e.g. Adobe Premiere or iMovie)
  - *Cons:* requires some learning or experience, limited online support, more complicated and time-intensive
- You may also have access to other software (such as iMovie or Adobe Premiere): if you know how to use them, these can be a good alternative or accompaniment. However, your instructor will not be able to support you will them.

In general, for *most students* who do not need editing or post-production features, we **recommend PowerPoint 365** since it is the easiest and fastest to use.

## Overview

Once you've made your decision, a quick overview of the process is:

1. Create your presentation and prepare to record
2. Record your presentation
3. (Optional) Do post-production or editing work
4. Submit your presentation on Canvas

Some of these steps are slightly different

## Step 1: Create Your Presentation and Prepare to Record

1. Design your presentation visualizations, as outlined by the assignment. Different kinds of presentations have different requirements, so pay close attention to the instructions. Make a plan for what visualizations (e.g. slides, pictures, multimedia) you will need to include, and then create them.
  - If you are using PowerPoint, create your presentation within PowerPoint itself if possible; this will make your life easier.
2. Pay **close attention** to how your visualization looks on your screen when you display it; this will be what your audience sees!
  - Can you see all of the text clearly? Is it too big or too small?
  - Are the images clear and crisp? Are they pixelated or have other issues?
  - Have you attributed images you are used properly? (e.g. cited a figure)
  - Are graphs or tables easy to read?
3. Save your presentation on your computer with an appropriate name.

### Tips for Presentation Slides Online

- Use a standard font like Times, Arial, or Helvetica. If you need symbols, use Wingdings or Symbol.
- Use an appropriate font size: at least 50 pts for headings and 25 pts for body text. The PowerPoint defaults work well for this!
- Use a contrasting background and font: dark font on a light background is the most readable.
- Choose a palette of 3-4 colours, maximum (e.g. background, main font, accent, and emphasis).
- Use whitespace: don't crowd your content and avoid "busy" slides
- Use both text and visualizations in balance
- You can find some suggestions for design from [UBC IT Creative Services](#)

### Setting Up To Record

Before you begin recording, it's important to set up your "studio" carefully.

- Choose a quiet place where you will not be interrupted.
- If you can, use a microphone and/or headphones to limit noise.
  - Be aware that keystrokes or other movement is easy to pick up when using an built-in laptop microphone
  - Make sure your microphone doesn't brush against your clothing when you talk!
- Arrange your video camera so that it is at or near eye-level but with a little bit of head room left.
  - Propping your laptop on some books works well.
- Pay attention to what is in the background, and remove any visually busy or distracting objects.
  - A plain coloured shirt in a hue which contrasts with your background looks best.

- Test your set-up by making a short "test recording" and confirming everything sounds and looks good.
- **PRACTICE!** Make a trial run of your presentation to work out any hitches or transition problems.

## Step 2: Record Your Presentation

This step is slightly different depending on which software you are using:

### Using PowerPoint 365

- Follow the steps in [this guide from Microsoft](#) to record your presentation
- Make sure you have recorded audio, video, and your camera!
- In order to save your presentation for submission on Canvas, you need to turn your Presentation into a video. Follow [this guide from Microsoft](#) to do so.
  - Make sure you select a reasonable format (MP4 recommended) and size (Standard is suggested) and minimize the size of the file. Don't submit huge (300 mb plus) files!
  - Check over the video recording once to make sure it produced properly and looks good.
  - **DON'T** save your presentation as a PowerPoint Show!

### Using Camtasia

- Configure your presentation on your computer so that the slides display in a window or on a second screen. If you're using PowerPoint, this can be configured using the "slideshow options" button in the menu.
  - There is also a PowerPoint plugin for Camtasia which can streamline this process.
  - The objective is to have a window where your slides will be visible; if you have a second monitor, this works well.
- Next, open Camtasia and record the window (or screen); you can see [a guide here](#) or an alternative [guide here](#)
- Once you're done, follow the above guide to produce your video.
  - Make sure you select a reasonable format and size (MP4 recommended) and minimize the size of the file. Don't submit huge (300 mb plus) files!
  - Check over the video recording once to make sure it produced properly and looks good.

## Step 3: Post-Production and Editing (Optional)

If you are happy with your video presentation, you may not need to do this. If you're not happy, you may want to edit or adjust your video.

- In PowerPoint, your only option is to re-record, or import the video into Camtasia (or another program)
- At this point, you can follow the above guides to use Camtasia to edit your video and audio, insert multimedia elements, or add titles or other information.
  - This can be a useful way to edit out different "takes" of your recording, to avoid having to re-record things
- The **most important** part of a video is sound quality, following closely by video clarity; you can adjust this in Camtasia, but a high-quality initial recording is most important.

## Step 4: Submit Your Presentation

At this point, you're done! Find the appropriate venue on Canvas (e.g. your assignment) and submit your video.

- Double-check that it uploaded properly, and that you can view it properly.
- That's it! Good luck!