Contents

HOW TO: Record your presentation on Zoom

Note: You are free to use a different tool for recording. Please stick to the general guidelines when recording with a different program.

General Guidelines:
- The video should show the **presenter** and your **presentation material** (generally PowerPoint)
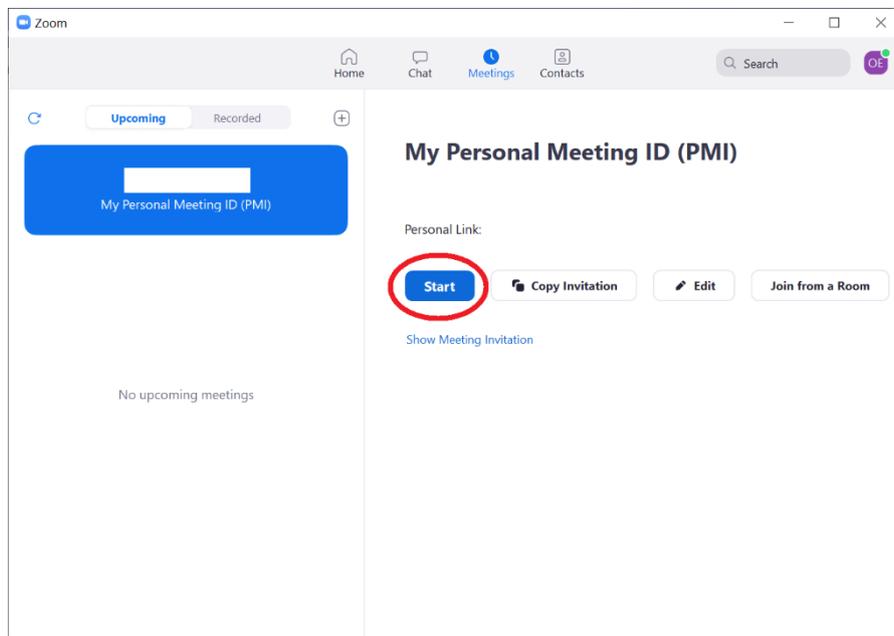- Please do **not use copyrighted** audio or video in your presentation.

Step 1
Install the Zoom software on your device (https://zoom.us/) and create a user account. A free account will work for recording your presentation.
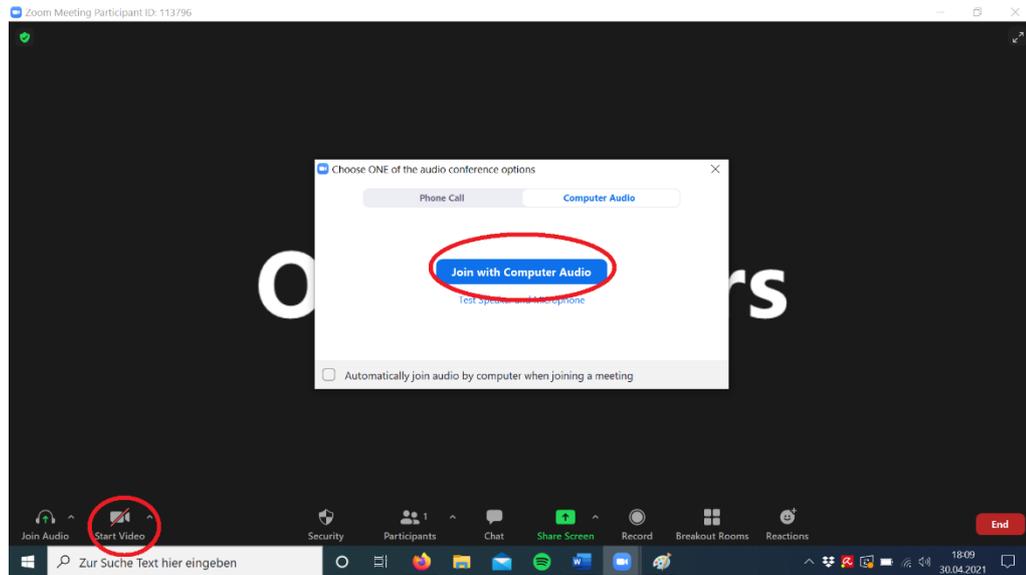
Step 2
Open your Zoom App.

Step 3
Start a Meeting.
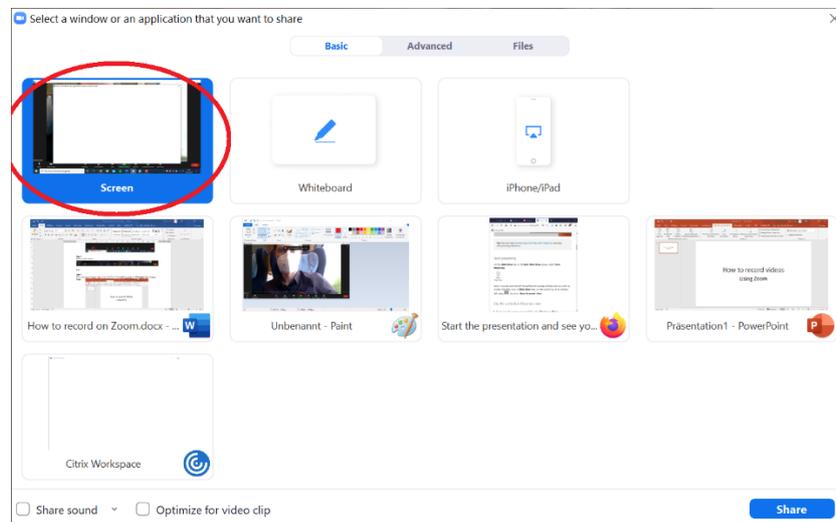
Step 4
Join with computer audio and start your video.

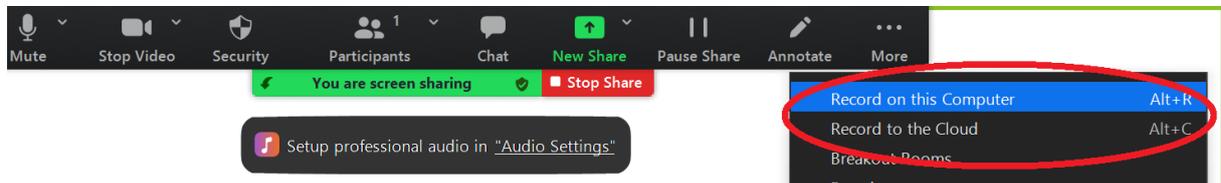**Step 5**
Select **Share Screen**

and select **Screen**.

Step 6

Start your presentation in full screen. For Power Point hit **F5** or go to the **Slide show** tab and select **From beginning**.
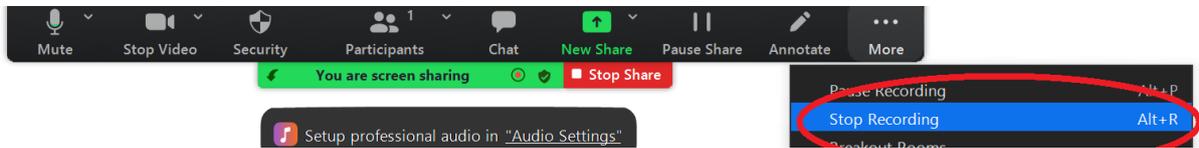

Step 7

Move your arrow to the **top bar**. Select **more** and select (A) **Record to the cloud** OR (B) **Record on this computer.**
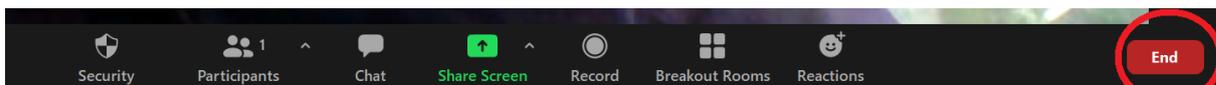

Step 8

Hold your presentation. When you are done select **Stop Recording.**

Step 9

End the meeting.

HOW TO: Send your video to SPR

General information

You can either send your prerecording as

- **backup:**
  - o If you are planning to present **live** (in person) and
  - o you want this file to be shown as a backup in case you have technical difficulties.

OR

- **on demand:**
  - o if you are **not** planning to present **live** and
  - o want this recording to be shown as a substitute because you **cannot attend** your panel.
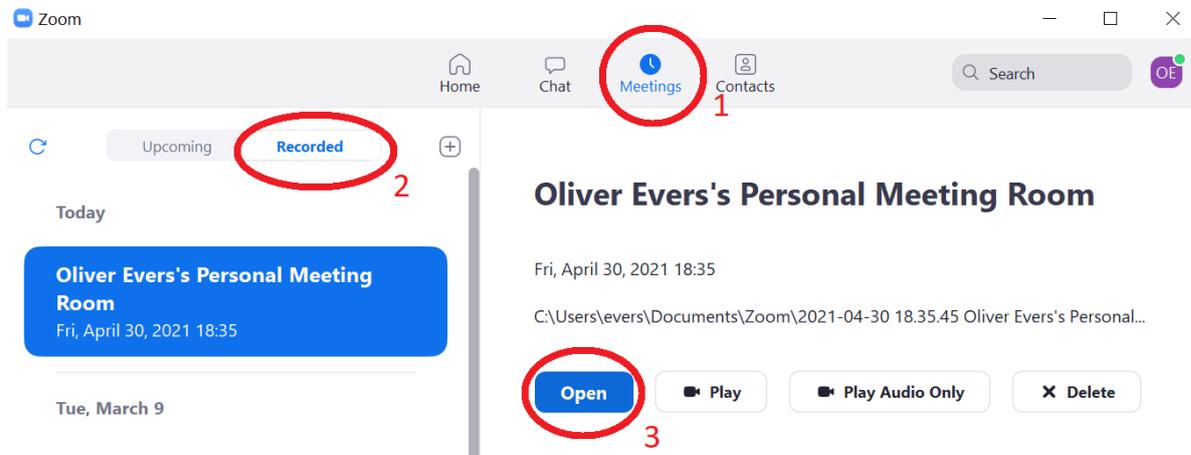
Option A: Cloud Recording (Zoom)

Step 1

You received an **email from Zoom** with a link to your recording. **Forward** this mail to
sprtech2021@gmail.com

Please note in the email whether you want the recording to be used as a **backup** or **on demand**.
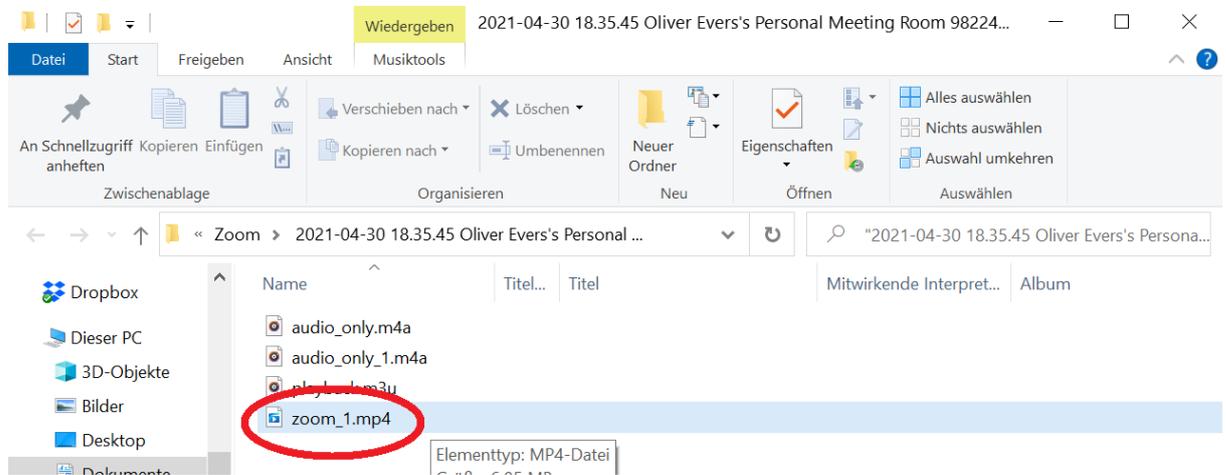
Option B: Local Recording (Zoom)

Step 1

In your Zoom App: Select **Meetings**, go to **Recorded** and select **Open.**

Step 2
Find the **mp4 file** and **RENAME** it in to „last name_first words of your presentation title_**backup**" OR „last name_first words of your presentation title_**ondemand**".

Step 3
Go to
https://heibox.uni-heidelberg.de/u/d/8076d755b073473697fe/

Drag and drop your video file to the upload page. Once the file was uploaded, you can close the window.

Option C: Recording with different program

Step 1
NAME your video file to „last name_first words of your presentation title_**backup**" OR „last name_first words of your presentation title_**ondemand**".

Step 2
Go to
https://heibox.uni-heidelberg.de/u/d/8076d755b073473697fe/

Drag and drop your video file to the upload page. Once the file was uploaded, you can close the window.