* **Upload Pre Recorded Presentation**

Guidelines

* + Accepted Video Formats: MP4, FBR, MOV
	+ Due **22 Sept 2021 11:59 PM PDT**
	+ Please adhere to a presentation time slot of 12 minutes for presentation. It will be followed by a 3-minute Q&A

**Prerecorded Presentations: Instructions For Presenters**

Please record your presentation and upload it below no later than 22 Sept 2021, 11:59 PM PDT. Do not use the recording capability built into Powerpoint unless you are certain that will yield an excellent mp4 video.

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. Here is how to change computer resolution [**in Win 10**](https://support.microsoft.com/en-us/help/4026956/windows-10-change-screen-resolution) or [**on Mac**](https://support.apple.com/guide/mac-help/change-your-displays-resolution-mchl86d72b76/mac)

**We recommend:**

* + For Mac -- use the screen recording feature built into [QuickTime Player](https://support.apple.com/en-us/HT208721), and send us the recording as a Quicktime (.mov) file
	+ For Mac -- use the screen recording feature built into [Keynote](https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac#apde4b07d6789494), included with most Apple devices), and send us the recording as a QuickTime (.mov) file.
	+ For Windows -- use [Flashback Express](http://files.bbsoftware.co.uk/bbfbex5.exe) very easy to use, free forever), and send us the Flashback (.fbr) file.
	+ For Windows or Mac -- [TechSmith Snagit](https://www.techsmith.com/screen-capture.html) for a free 15 day trial), and send us the MP4 recording.

The screen recorders suggested above will do an excellent job of recording your slide presentation. If you would like to record your webcam along with your recording we only suggest doing so using either the TechSmith Snagit application or the Zoom Meeting Application and following the instructions provided below.

When recording with QuickTime or Flashback Express we instead suggest that you simply include a good photo or video of yourself as part of the first and last slides in your presentation. Your physical presence will be missed at the meeting. But if the audience can see your face at the beginning and at the end of your talk, and if the audio quality of the recording is good, then it will almost feel to them as if you were there for a short while.

**Recording with Flashback Express:**

**Setting Flashback Options
IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

Instructions for changing computer resolution in [Win 10](https://support.microsoft.com/en-us/help/4026956/windows-10-change-screen-resolution)

When you start to record your presentation, FlashBack Express will show a popup window with options on how you would like to record:

1. Click the Settings button.
2. Then select Record Mode / Performance from the menu on the left side of the program.
3. If your presentation does NOT include video (ex. embedded video file or YouTube link), select "I want to record normal applications with lossless quality. (GDI mode)"
4. If your presentation DOES include videos (ex. embedded video file or YouTube link), select "I want to record moving video or games (MPEG mode)"
5. Press OK button.
6. Ensure the correct microphone is selected to record your voice, and that the "Record Microphone" checkbox is checked.
7. Optionally, if you have audio in your presentation (perhaps from an embedded video or YouTube link), check the box labeled "Record PC Sounds" to record your presentation audio.
8. Ensure that under the "Record" Drop down menu that Full Screen is selected.

**To Record your Video with Flashback:**

* 1. To ensure a smooth beginning to your recording start by having your presentation already launched. Press the Record button to begin recording.
	2. Press the Record button to begin recording.
	3. To ensure a smooth end to your recording press and hold down the Ctrl + Shift + S buttons simultaneously to stop the recording.

**Video Tutorials for Flashback Recorder: Recording Your Presentation on Windows**

1. Tutorial 1- [Downloading](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/446) Flashback Recorder
2. Tutorial 2- [Setting up](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/447) Flashback Recorder to Record Your Presentation
3. Tutorial 3- [Editing](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/448) your Recorded Presentation using Flashback Player
4. Tutorial 4- [Advanced Editing Options](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/449) using Flashback Player

**Recording with Techsmith Snagit:**

**Setting Snagit Options**

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

* Instructions for changing computer resolution in [Win 10](https://support.microsoft.com/en-us/help/4026956/windows-10-change-screen-resolution)
* Instructions for changing computer resolution in [Mac](https://support.apple.com/guide/mac-help/change-your-displays-resolution-mchl86d72b76/mac)

When you start the Snagit Application you will see options on how you would like to record:

1. Click the Video button on the bottom left corner.
2. Selection setting should be "Region"
3. Share setting should be "None"
4. Webcam should be turned off. You can turn it during your presentation at any time if you like.
5. Preview in Editor should be ticked in the on position.
6. Capture Cursor should be ticked in the on position.
7. Record Microphone should be turned on, click the arrow to ensure the correct microphone is selected.
8. Optionally, if you have audio in your presentation (perhaps from an embedded video or YouTube link), Restore System Audio should be ticked on.

**Capturing your video in Snagit**

1. Press the red circular capture button.
2. Press the "F" key on your keyboard to record the fullscreen.
3. Press the record button on the toolbar.
4. Optionally, while recording you can click on the videoIcon on the small grey Snagit toolbar to record your webcam video.

**Video Tutorials for TechSmith Snagit: Recording Your Presentation on a Mac or Windows**

1. Tutorial 1- [Downloading and installing](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/450) TechSmith Snagit
2. Tutorial 2- [Setting up](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/451) Snagit Recorder to Record Your Presentation
3. Tutorial 3- [Editing](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/452) your Recorded Presentation using Snagit Editor

**Recording with QuickTime X:**

[Use the screen recording feature](https://support.apple.com/en-us/HT208721) built into Quicktime X and send us the recording as a Quicktime (.mov) file

**Recording with QuickTime Player in Mac OS Catalina**

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

* Instructions for changing computer resolution in [Mac](https://support.apple.com/guide/mac-help/change-your-displays-resolution-mchl86d72b76/mac)
* Press Shift/Command/5. This will open a QuickTime control panel with icons to illustrate your recording functions.
* Clicking the Options button here will allow you to choose Microphone, Show Mouse Clicks, etc. Choosing Show Mouse clicks is useful when illustrating a point on your slide as each click will show a black circle around your pointer to indicate where you are directing attention.
* Record Entire Screen: Choose this option in control panel. Your pointer changes to a camera symbol. Click anywhere on your screen to start recording that screen or click Record in the control panel.
* Record Selected Portion of your screen: Choose this option in the control panel and then drag your mouse to select an area of the screen to record. To move the entire selection, drag from within the selection. Click Record in the control panel.
* To stop recording press Shift/Command/5 to return the recording control panel to the screen and press the Stop button. Alternatively, you can also press Command-Control-Esc.
* The recording will default to the desktop unless you choose another location in the Options menu in the recording control panel.
* If you need to edit such as [trimming the beginning and ending,](https://support.apple.com/en-us/HT201066#edit.)see these instructions.

**Prior to Mac OS Catalina: Recording with QuickTime Player**

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

Instructions for changing computer resolution in [Mac](https://support.apple.com/guide/mac-help/change-your-displays-resolution-mchl86d72b76/mac)

1. Begin by opening your presentation (not slideshow mode yet).
2. Open QuickTime Player and click New Screen Recording under File in the menu bar at the top of your screen.
3. A small, black Screen Recording control panel will open. Click the down arrow next to the red record button to view your microphone options as well as the ability to Show Mouse Clicks in Recording. Choosing Show Mouse clicks will show a black circle around your pointer when you click.
4. To begin recording, click the red record button. A pop-up window will appear with the following options/instructions:
5. Click to record the full screen.
6. Drag to record part of the screen.
7. End recording by clicking the stop button in the menu bar. (This option is only available if QuickTime is displaying in your menu bar).
8. Once you have made your selection, a black record button will appear at the top of your screen indicating that recording is in progress.
9. Now you can enter slideshow mode in your presentation.
10. The recording will default to the desktop unless you choose another location in the Options menu in the recording control panel.
11. If you need to edit such as [trimming the beginning and ending](https://support.apple.com/en-us/HT201066#edit), these are the instructions.

**Recording with Keynote:**

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

Instructions for changing computer resolution in [Mac](https://support.apple.com/guide/mac-help/change-your-displays-resolution-mchl86d72b76/mac)

1. Open your Keynote Presentation.
2. Select Play in the Keynote Menu bar.
3. Select Record Slideshow. note: Rehearse Slideshow gives you all the visual elements you have while recording without actually recording.
4. Click the red record button at the bottom of your screen to begin recording.
5. Once you click the record button Keynote will give a countdown of 3,2,1 before it starts recording
6. To stop recording click the record button again.
7. After stopping the recording the Rewind button, the Play button, the Slider Bar and the Trash Can will appear.
8. The slider bar allows you to rewind or fast forward to a specific point in your recording.
9. If you want to rerecord a section you can use the slider bar to find that point in your recording.
10. When you click record again a pop-up window will appear and ask if you want to rerecord from the current location.
11. Once you've made a recording if you press record button again, and youâ™ve made no adjustments, it will add to the existing recording.
12. To delete a recording and start a new one you can click on the trash can symbol in the recording toolbar after stopping the recording. You can also delete the recording by returning to the Keynote Menu Bar, selecting Play, and then choosing, Clear Recording.
13. When you are satisfied with your recording, click Export To Movie under File in the Keynote menu bar and then choose Movie.
14. Once the Export Your Presentation window pops up make sure Slideshow Recording is selected in the Playback drop down menu and then click Next.
15. Choose the name and location to save your recorded presentation and then click Export.
16. If you need to edit, such as [trimming the beginning and ending](https://support.apple.com/en-us/HT201066#edit), these are the instructions.

**Video Tutorial for QuickTime Player: Recording Your Presentation on a Mac**

1. Tutorial 1: [Recording your presentation](https://expert.confex.com/expert/2020/recordingredirect.cgi/id/458) with the QuickTime Player