

GENERAL REMARKS

Presenters are free to choose how to record their presentation. The options described in the following (recording with Powerpoint, WebEx or Zoom) are suggestions only. Recorded presentations can be uploaded to ConfTool as .mp4 (preferred) or .avi files. The maximum file size is 200 MB.

Please make sure that your recording is of good quality (e.g. by using a headset or external microphone; please double-check the recording quality when using the integrated microphone of your laptop or desktop computer).

RECORDING WITH POWERPOINT

PowerPoint 2010 or newer versions offer the feature to export a "narrated presentation" as a video. Please use the following link for instructions of how to record a slide show with narration (Microsoft's official guide):

ENGLISH:

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>

GERMAN:

<https://support.microsoft.com/de-de/office/aufzeichnen-einer-bildschirmpr%C3%A4sentation-mit-kommentaren-und-folienanzeigedauern-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Please follow the link below for further information on how to export your presentation as an .mp4 video (which you can subsequently upload in ConfTool):

ENGLISH:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=en-us&rs=en-us&ad=us#OfficeVersion=2010>

GERMAN:

<https://support.microsoft.com/de-de/office/konvertieren-einer-pr%C3%A4sentation-in-ein-video-c140551f-cb37-4818-b5d4-3e30815c3e83>



RECORDING WITH WEBEX

You can also use WebEx to record your presentation. If you do not have a WebEx account, you can create one free of charge:

<https://cart.webex.com/sign-up>

Follow the steps below to record your presentation:

(1) Start WebEx meeting

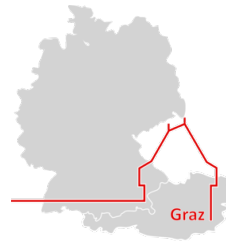
- Log in to WebEx (<https://globalpage-prod.webex.com/signin?surl=https%3A%2F%2Fsignin.webex.com%2Fcollabs%2Fauth%3Fservice%3Dit%26from%3Dhostmeeting%26TrackID%3D%26hbxref%3D%26goid%3Dhost-meeting>).
- Click on the green button "Start a Meeting".
- When you start a meeting for the first time, the browser will ask you to download and install WebEx.
- If a popup dialogue box appears, continue by clicking "Open Cisco WebEx Meeting".

(2) Enter meeting

- You will now see a window in which you can make basic settings and start the meeting.
- Before starting the meeting, make sure that you select "Using computer for audio" in the menu below the green "Start meeting" button. You can select the microphone and the speakers by moving the cursor to the field "Communication Settings" on the right hand side.
- If you also want to record yourself with a webcam while presenting, click the round "Start video" button with the camera symbol.
- You can mute the microphone by clicking the round button with the microphone symbol. Make sure that the microphone is not muted when you enter the meeting.
- Click on the green "Start meeting" button to start and enter the WebEx meeting.

(3) Share screen

- Click on "Share Content", which is the third round button in the toolbar at the bottom of the window. You may have to move the cursor that the buttons appear.
- Choose whether you want to share the entire screen (on which you are going to run your presentation) or a specific window.
From now on, the WebEx toolbar is hidden until you move the cursor over the orange field at the top of the screen.



(4) Open presentation

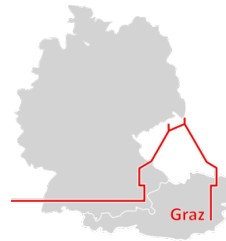
- Open your presentation in PowerPoint or any other presentation program.
- Enter the presentation mode.

(5) Record presentation

- Open the WebEx toolbar by moving the cursor over the orange field at the top of the screen.
- Click on the "Recorder" button and choose "Record on my computer" instead of "Record in cloud". Press the record button and select the folder where you would like to save the recorded file.
- Do your presentation.
- Click on "Pause" if you want to pause recording and on "Resume" to continue. Choose "Stop" to finish your recording.
- You can now exit the meeting. WebEx will then process your recording and save it in the selected folder.

(6) Upload file

- Upload the .mp4 file with the recorded presentation in ConfTool.



RECORDING WITH ZOOM

You can also use ZOOM to record your presentation. If you do not have a ZOOM account, you can create one free of charge:

<https://zoom.us/signin>

ZOOM also offers you the option to login with a Gmail or Facebook account without setting up a ZOOM account.

Follow the steps below to record your presentation:

(1) Start ZOOM meeting

- Log in to ZOOM (<https://zoom.us/signin>).
- Click on the "Meetings" button on the left hand side.
- Choose "Schedule a New Meeting".
- Click on "Start this Meeting" on the top right.

At this point your browser might ask you to download and install ZOOM. If ZOOM it is already installed on your computer, the browser might ask you to "open this meeting with ZOOM".

(2) Enter meeting

- Choose "Join with computer audio".
- If you also want to record yourself with a webcam while presenting, click the "Video" button on the lower left side of the screen.

(3) Share screen

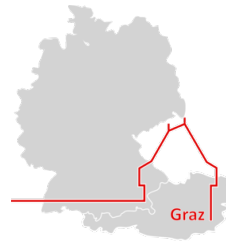
- Click on the green "Share Screen" button on the lower side of your screen.
- Choose whether you want to share the entire screen (on which you are going to run your presentation) or a specific window.
From now on, the ZOOM toolbar is hidden until you move the cursor over the green meeting ID at the top of your screen.

(4) Open presentation

- Open your presentation in PowerPoint or any other presentation program.
- Enter the presentation mode.

(5) Record presentation

- Open the ZOOM toolbar by moving the cursor over the green meeting ID on the top of your screen.
- Click on the "..." button on the right and choose "Record on this Computer".
- Do your presentation.



- When you are finished with the presentation, click again on the “...” button and choose “Stop recording”.
- You can now exit the meeting.
- ZOOM will ask you where you want to store the recorded file. Choose a folder on your computer. If ZOOM finished processing your video, it will open the folder which contains the produced video.

(6) Upload file

Upload the .mp4 file with the recorded presentation in ConfTool.