



Recommendations for Pre-Recorded Presentations

There are a variety of free and easy-to-use methods to pre-record your presentation.

NRHC primarily recommends either using Zoom or Microsoft PowerPoint.

If you would like to explore other options, please check out this article:

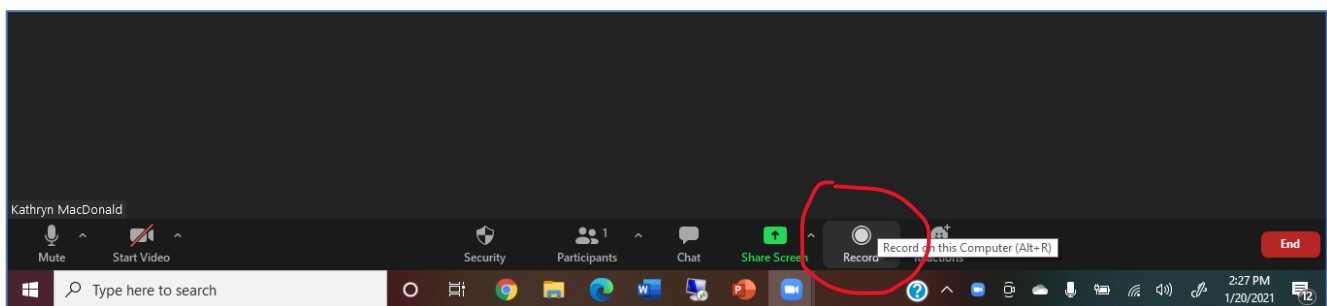
["13 Best Screen Recording Software for Windows – Free and Paid \(Updated 2021\)."](#)

Pre-Recording Via Zoom

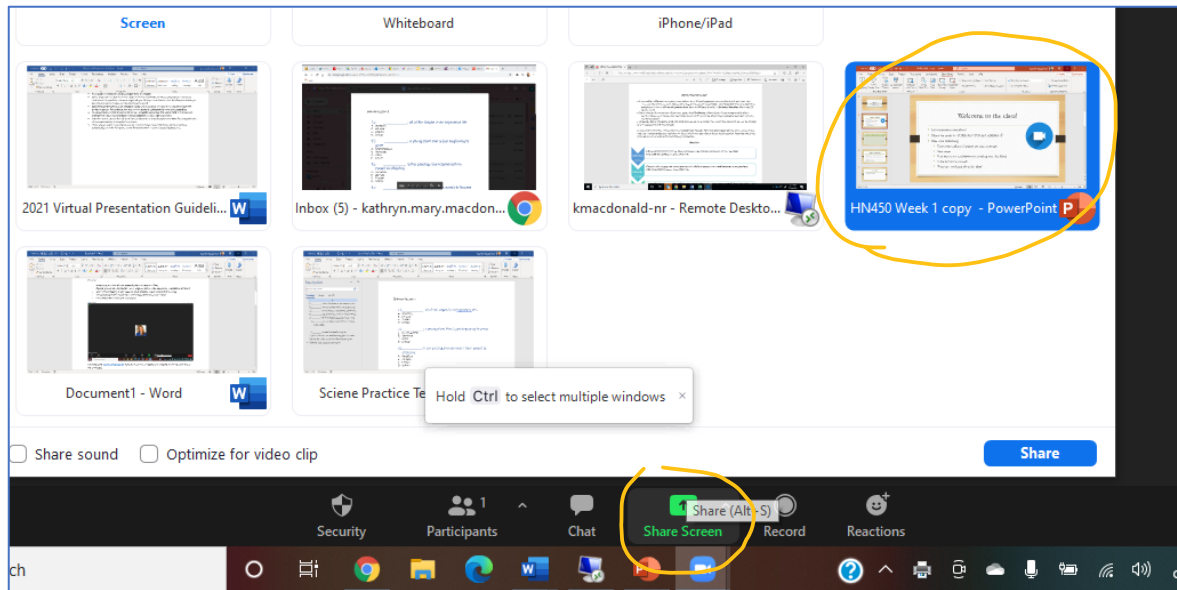
- Recommended when you are showing more slides and if there is more than one speaker/presenter
- Use an existing Zoom account, including the free version
- Record your screen, slides, and camera in a flow (as if you were presenting live)

How To:

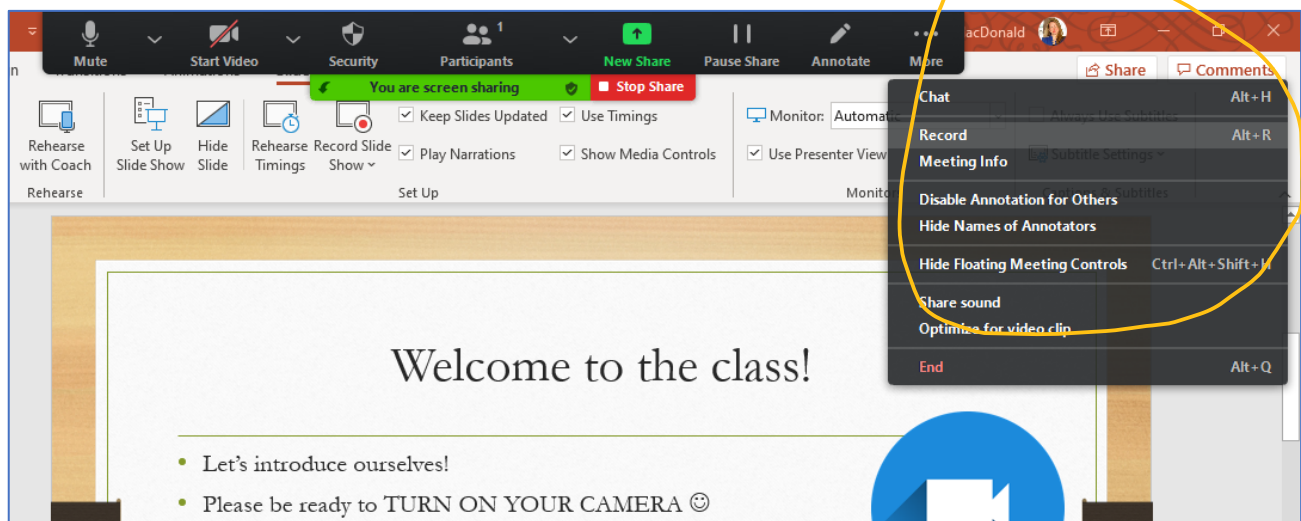
- Make sure you have a Zoom account (the free version is fine).
- Be sure you are on a computer – recordings are not possible using your smartphone or tablet.
- Start a Web Meeting. If you have any co-presenters, invite them to the meeting.
- The person who will control the screen should share his or her screen.
- Click Record (Record on this Computer).
- When you stop recording, Zoom will convert the file and then open up a folder in order for you to be able to retrieve your recording.



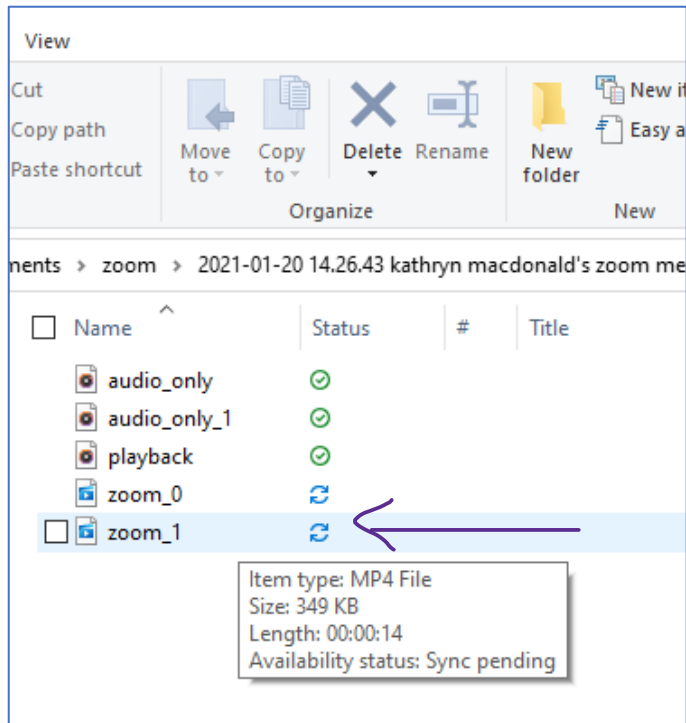
You can choose to record *before* you turn on your camera or screen share.



In order to share your slides, select “Share Screen” and choose what you would like to share.



If you choose to “Share Screen” before you record, you then click “More” and choose to “Record.”



After Zoom converts the file, you will get a folder option to download your video. If you record more than once, there will be multiple MP4 files (be sure to choose the right one)!

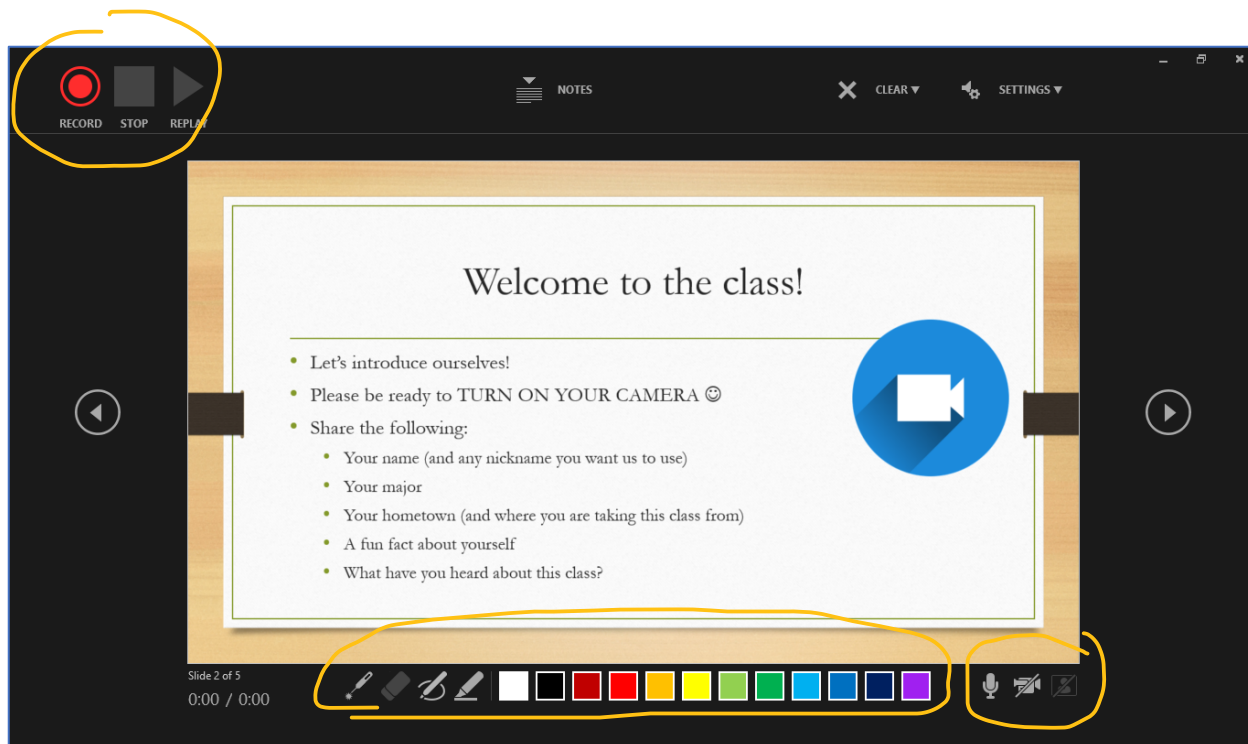
- Here are some [additional guidelines](#) from Zoom on how to record your meeting (even if it's just you in the meeting!).

Pre-Recording via PowerPoint

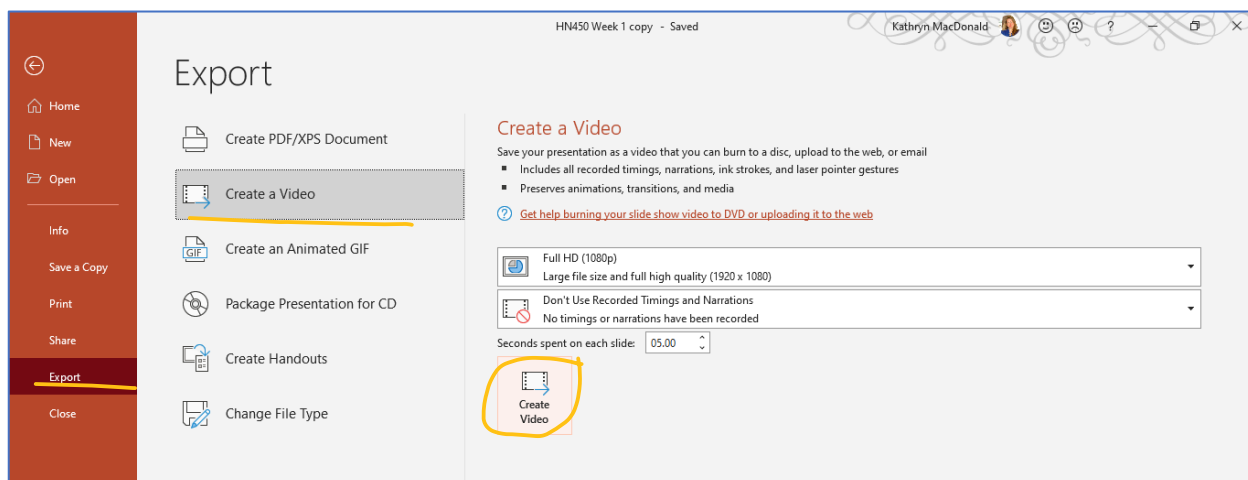
- Record one or more slides at a time
- PowerPoint makes it easy to edit the audio of one slide at time
- You may choose to turn your camera on (or simply narrate over your slides)
- PowerPoint recordings are less smooth than Zoom

How To:

- Load your slides in PowerPoint
- Choose Slide Show → Record Slide Show → Record from Beginning
- You will notice the Record, Stop, and Replay options as you record. You are also able to markup your slides as you record. There is also the option to open/close your camera.
- When you finish, you can export your recording. You will want to click File → Export → Create a Video → Create Video



The upper left-hand corner has the recording controls; the lower right-hand corner has the microphone and camera controls. The bottom middle has mark up options.



See above for the areas to create your MP4 file throughout PowerPoint.

- Here are some [additional guidelines](#) from Microsoft on how to record in PowerPoint!

If you have any questions or concerns, please email us at northeastregionalhonorscouncil@gmail.com.

All pre-recorded presentations must be uploaded to [this Google Form](#) by 11:59 p.m. on Wednesday, March 10th, 2021