



How to create a video recording of your digital oral presentation

Open Broadcast Software, Opencast Studio, Power Point, Zoom or dfn

Some platforms/tools for recording a presentation



Opencast Studio



OBS



POWERPOINT



ZOOM



*for staff of research
institutions in
Germany*



Steps with Opencast Studio

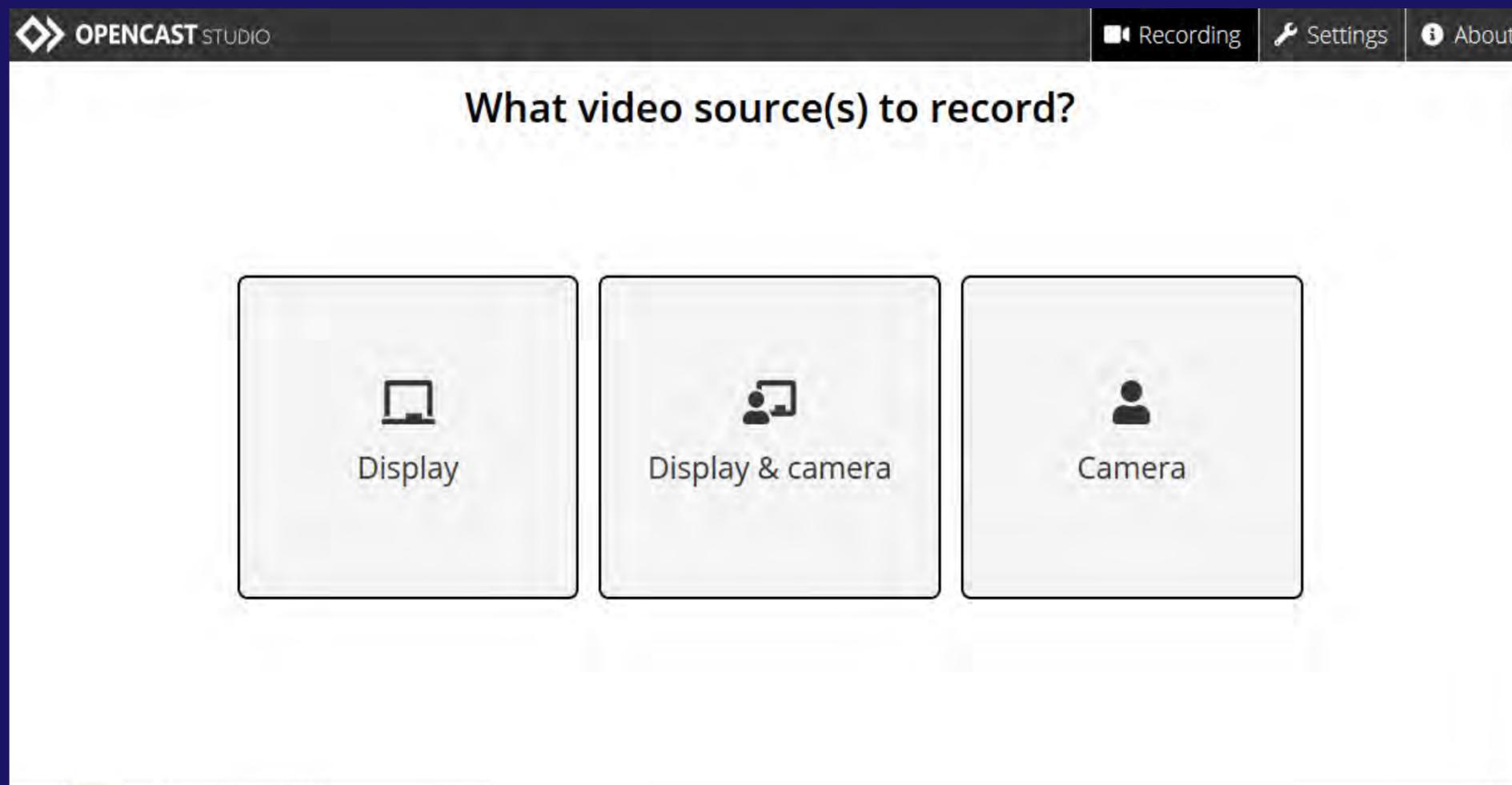
How to create a video recording of your digital oral presentation



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Opencast Studio Is a web-based recording studio for Opencast: <https://studio.opencast.org/>



- Opencast Studio allows to record your camera, your display and your microphone's audio.
- You can then download your recording.
- No files are stored online.

- This is free software under the terms of the [MIT License](#) developed by the [ELAN e.V.](#) in cooperation with the ETH Zürich



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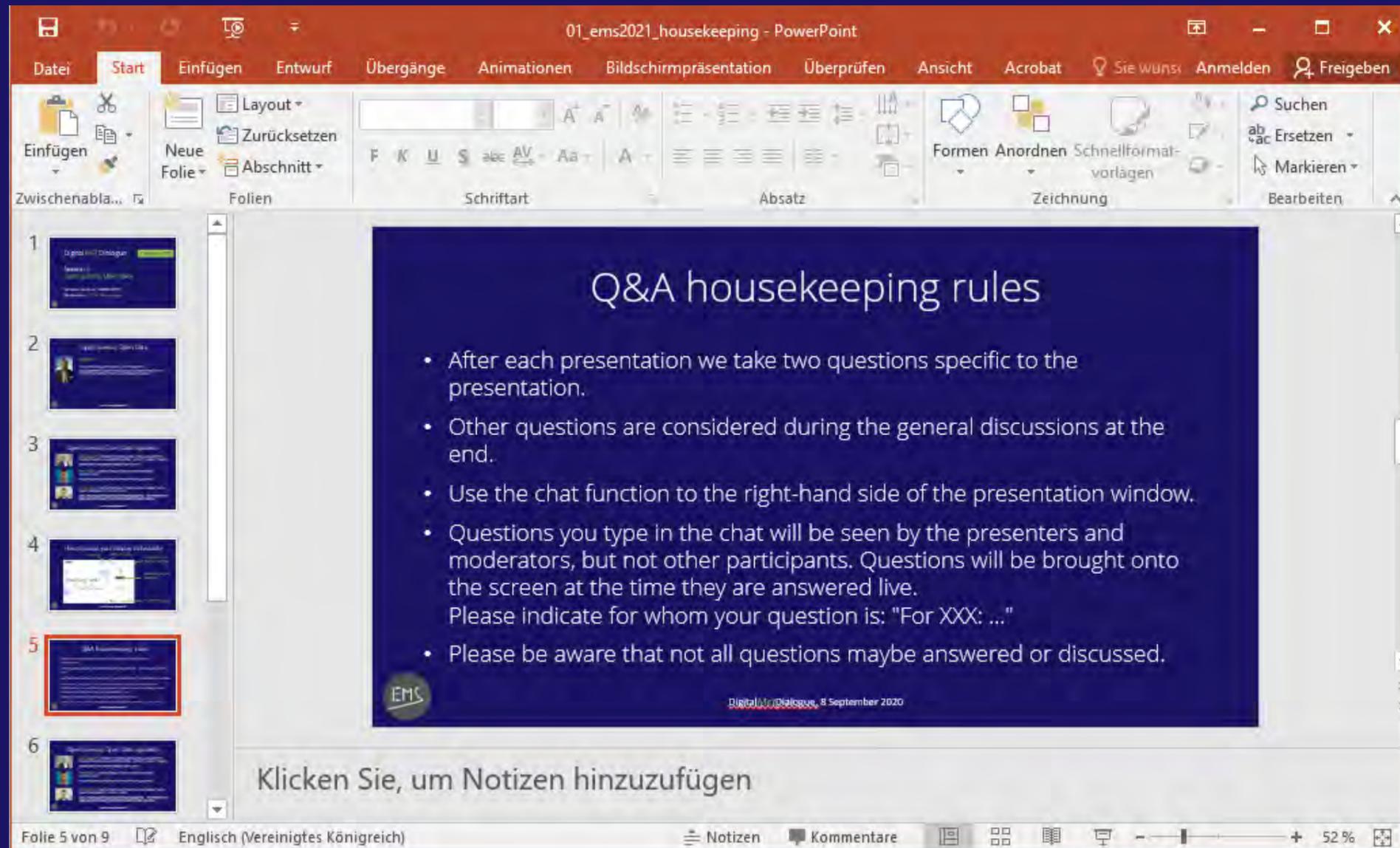


Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation

01

- Open the presentation in Powerpoint or another presentation programme



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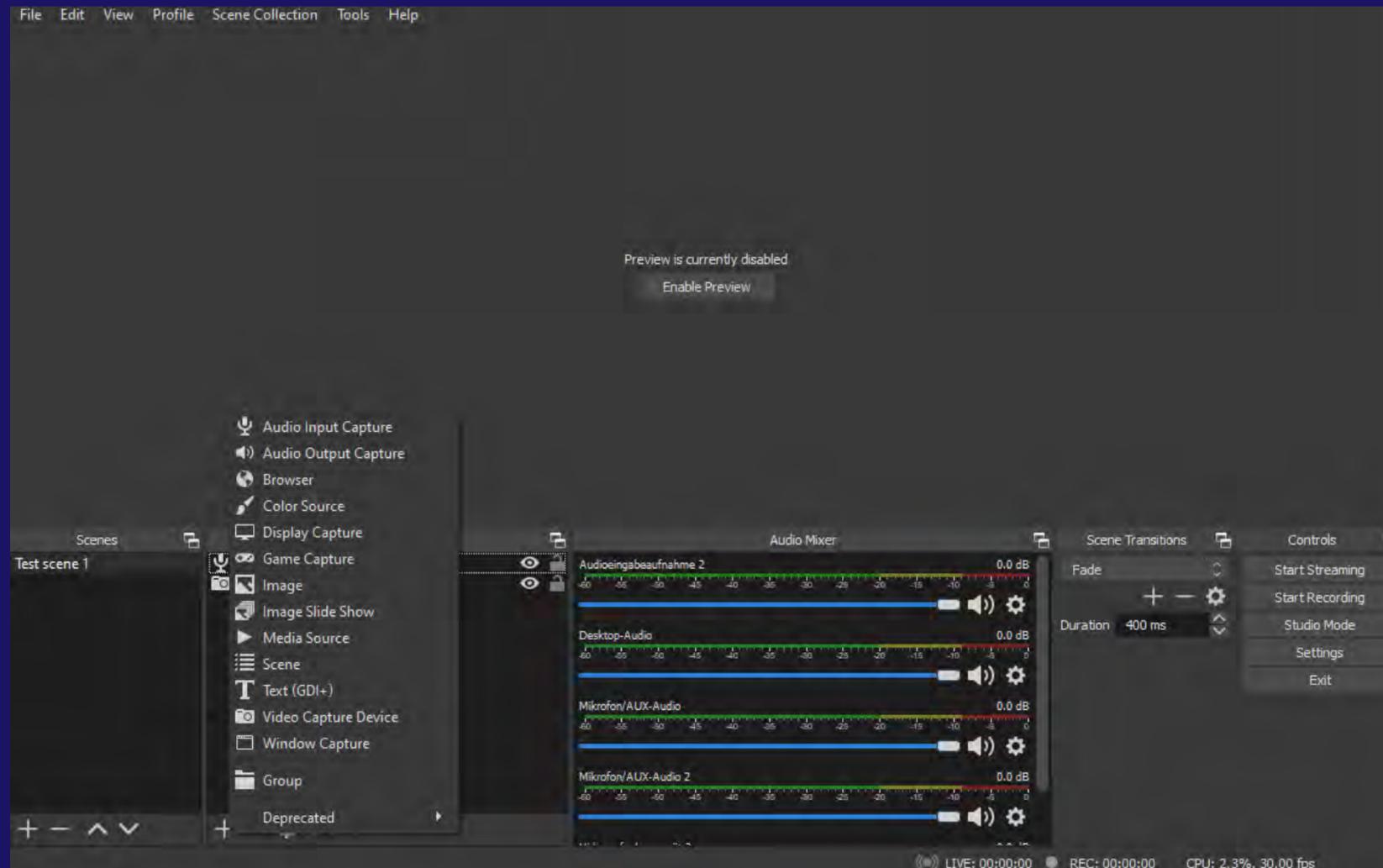


Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation

02

- Open OBS
- Click on the “+” at the bottom of the Sources window: add *Audio Input Capture* and - in case you want to capture the webcam of you - also *Video Capture Device*



OBS is available for Windows, MacOS and Linux

<https://obsproject.com>

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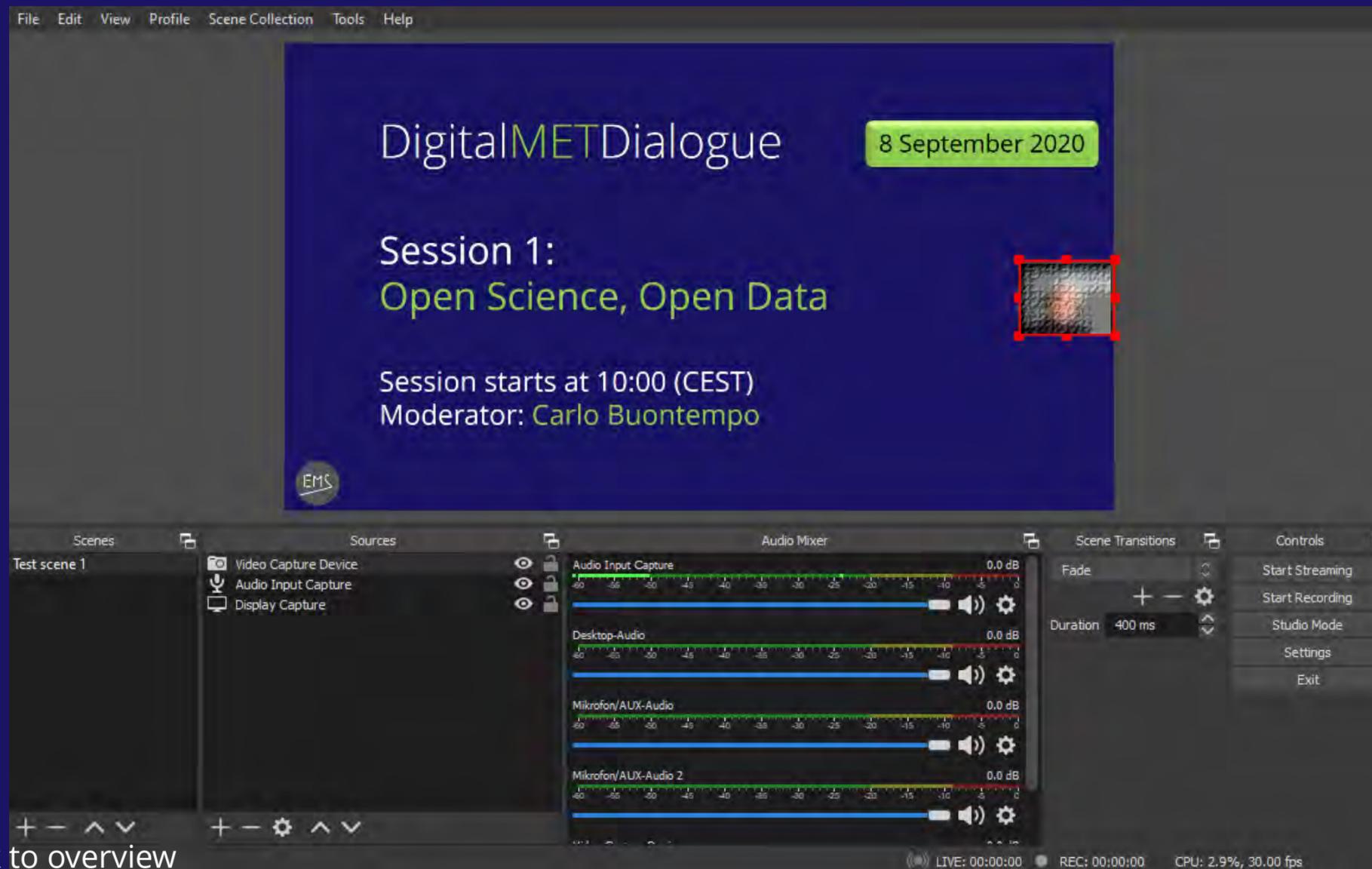


Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation

03

- Add *Display Capture* and select your presentation: place it below the *Video Capture Device* in *Sources*
- Select the size and position of the Display and Video boxes



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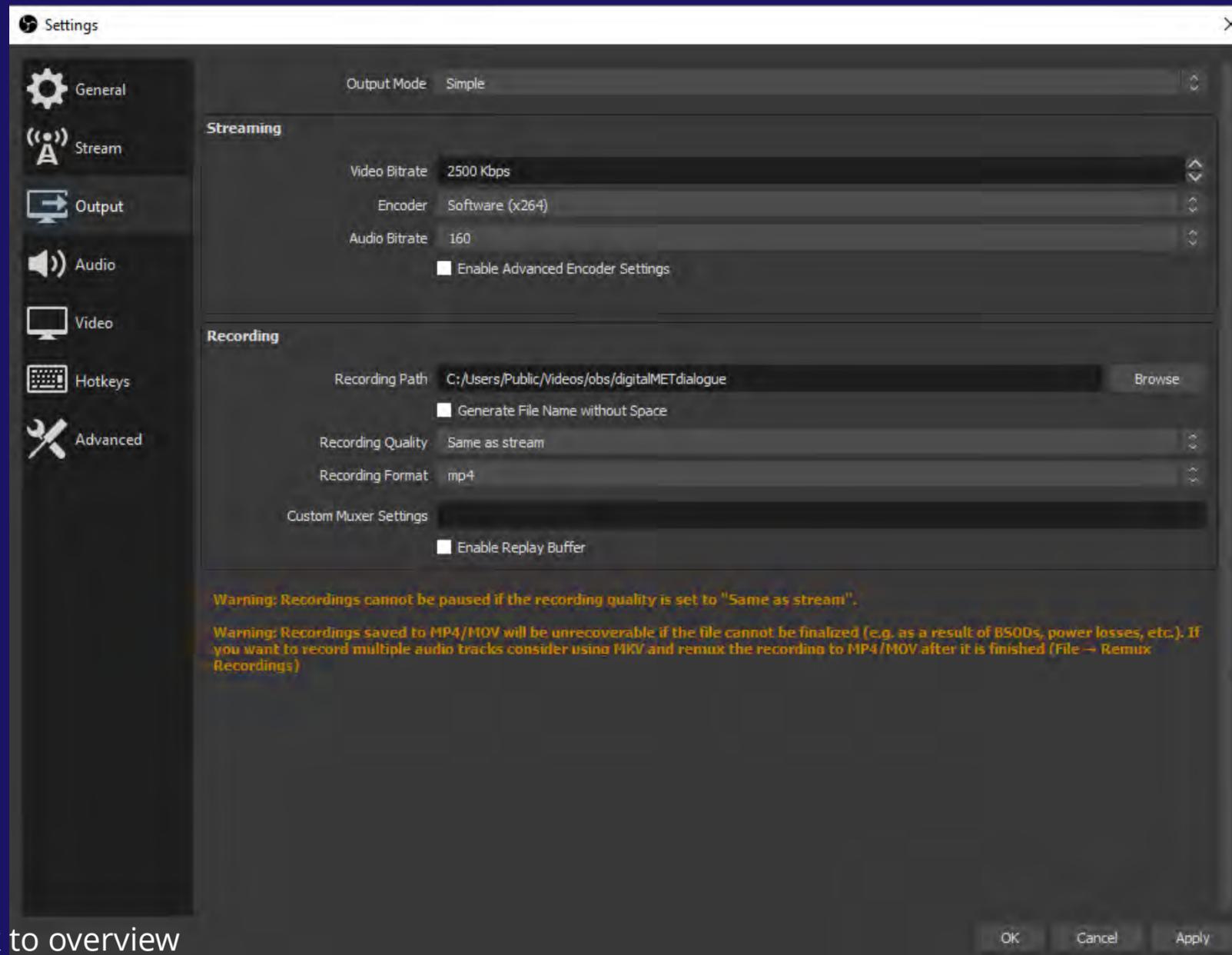


Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation

04

- Select from the Menu: *File -> Settings -> Output*
- Choose the *Recording Format* (mp4 recommended) and *Apply*



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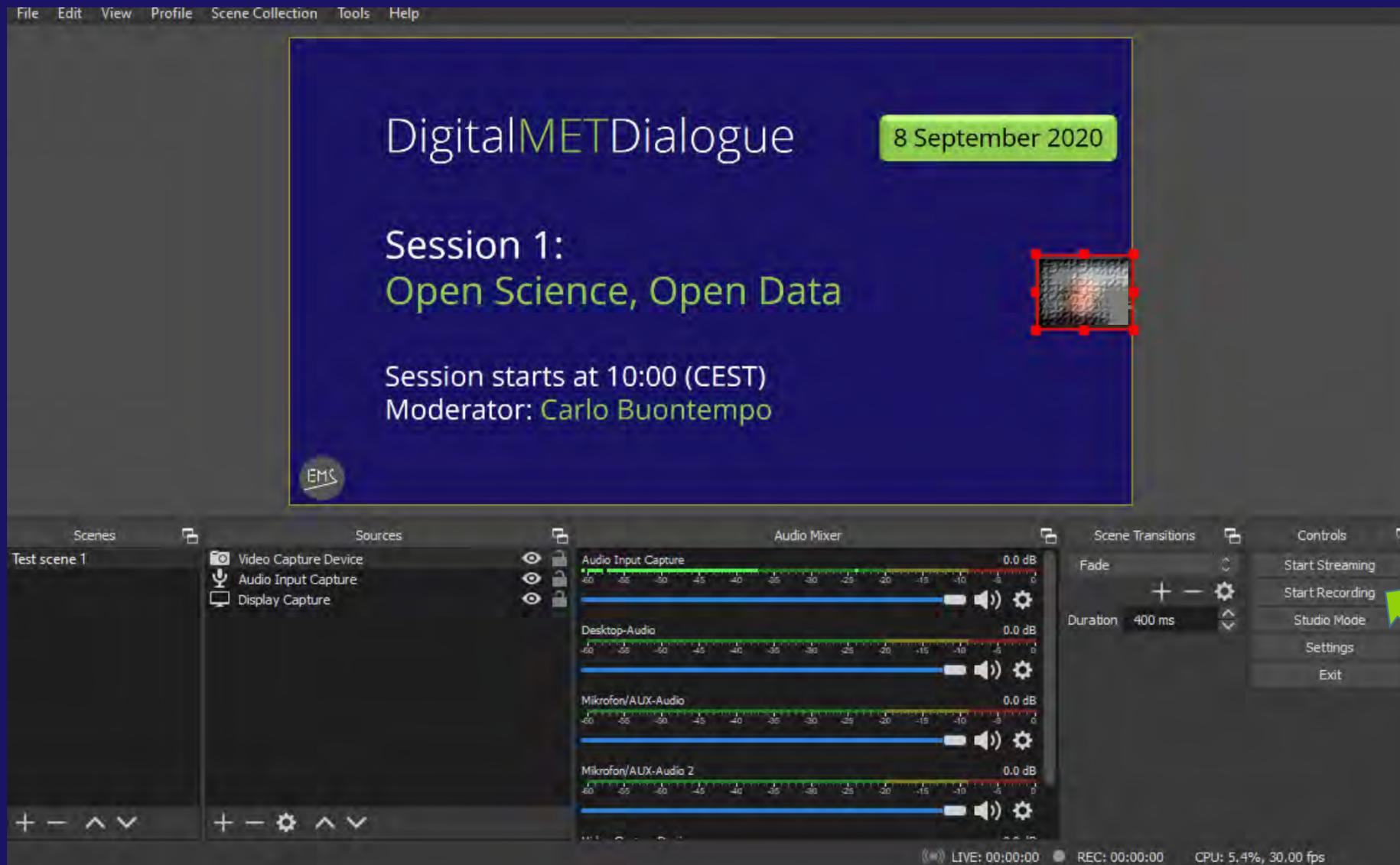
Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation



05

- *Start Recording*



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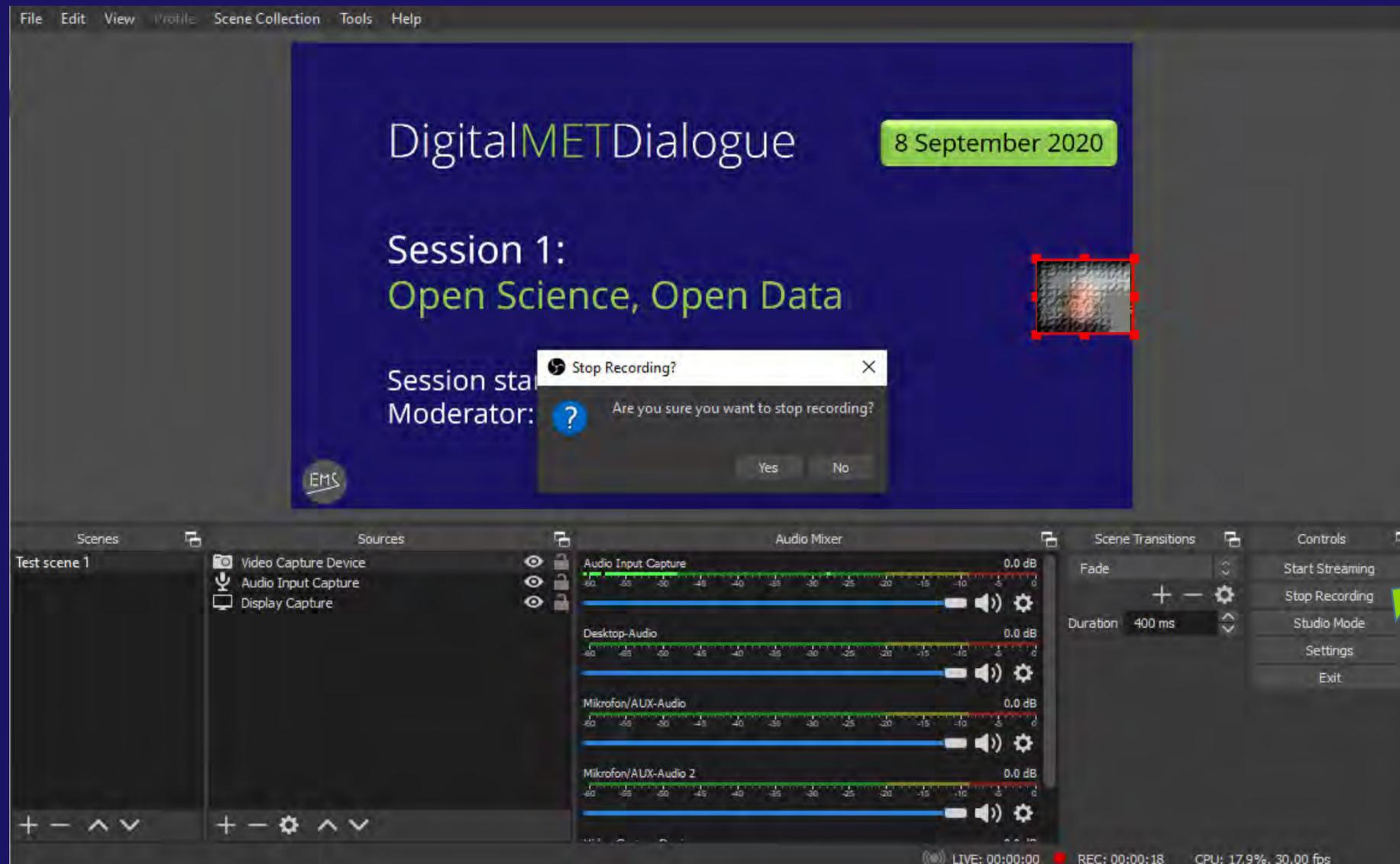


Steps with Open Broadcaster software (OBS)

How to create a video recording of your digital oral presentation

06

- To end the recording: *Stop Recording*



To access the mp4 recording:
-> File
-> Show Recordings

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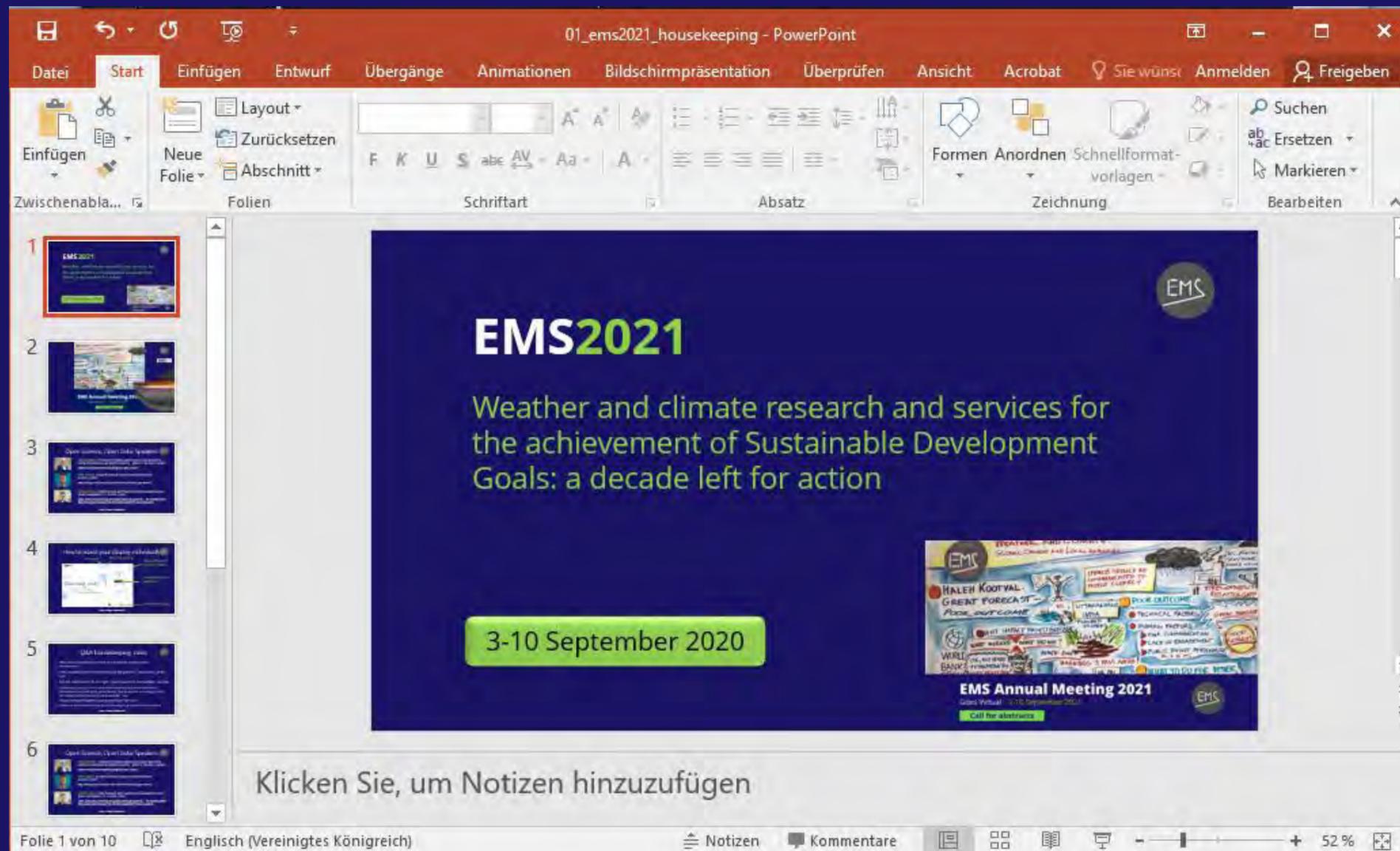


Steps with Powerpoint

How to create a video recording of your digital oral presentation

01

- Open the presentation in Powerpoint or another presentation programme



!

Note that only audio recording is possible using MacOS and Windows versions 2016 and older.



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Steps with Powerpoint

How to create a video recording of your digital oral presentation



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02

- Select Slide Show in the Menu

>> *Record from Beginning /Current Slide ...*



- Select Slide Show in the Menu

>> *Record from Beginning /Current Slide ...*



Steps with Powerpoint

How to create a video recording of your digital oral presentation

03

- Activate your microphone and camera **before ...** you
- Select *Record* in the popup window

!

Note that audio is not recorded during slide transitions: make sure to finish talking before changing over to the next slide.

Activate/deactivate:

- Microphone
- Webcam
- Webcam preview

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Steps with Powerpoint

How to create a video recording of your digital oral presentation

04

- Stop to end recording as a video by selecting *File > Export*
- Select *File -> Export* to save the video

01_ems2021_housekeeping - Ansicht "PowerPoint-Bildschirmpräsentation aufzeichnen"

PAUSE BEENDEN WIEDERGEHEN

NOTIZEN

Aufzeichnung läuft.

EMS

EMS2021

Weather and climate research and services for the achievement of Sustainable Development Goals: a decade left for action

3-10 September 2020

Folie 1 von 10

0:09 / 0:09

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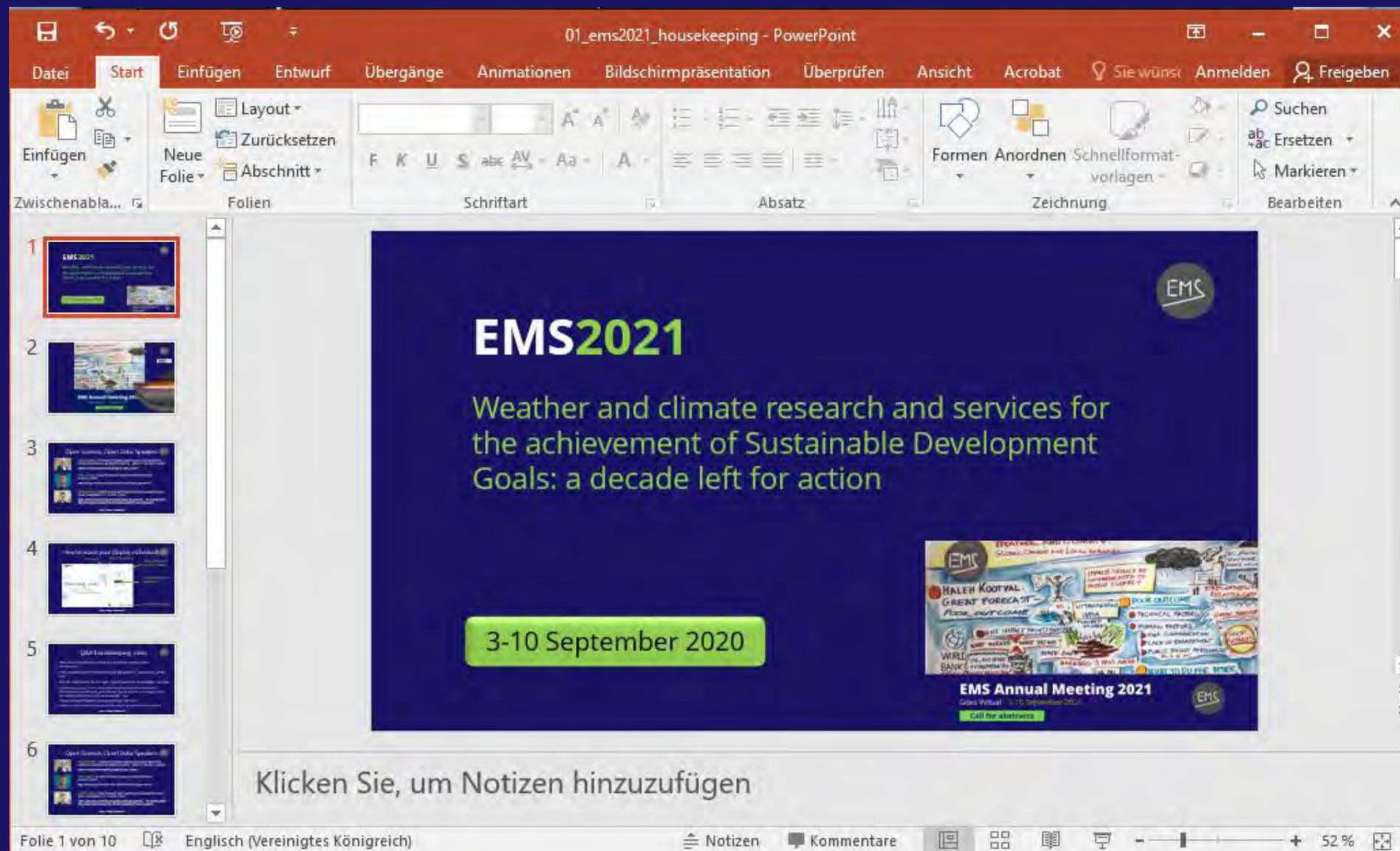


Steps with zoom

How to create a video recording of your digital oral presentation

01

- Open the presentation in Powerpoint or another presentation programme



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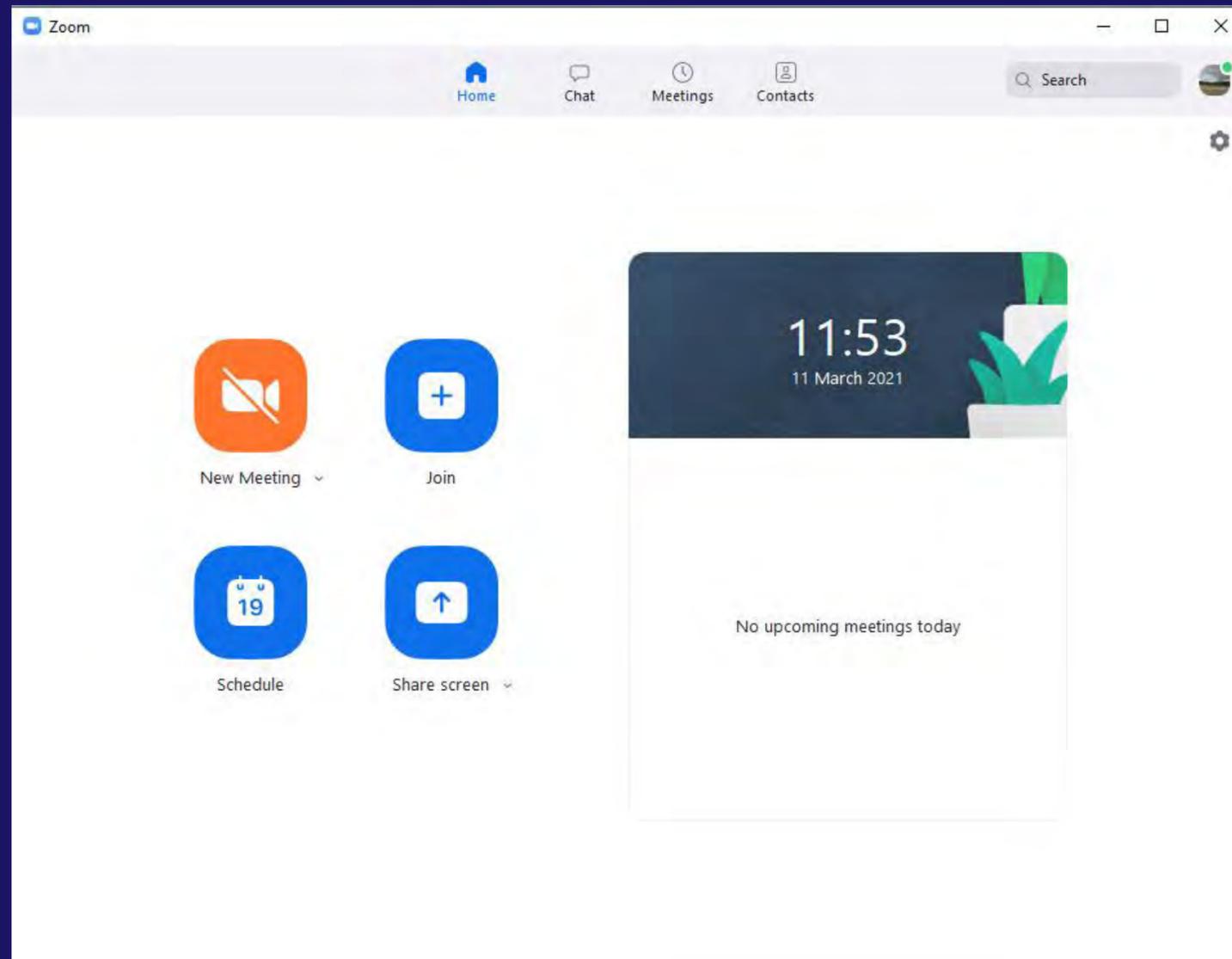
Steps with zoom

How to create a video recording of your digital oral presentation

02

Open Zoom, and create a New Meeting

- Open Zoom, create a New Meeting



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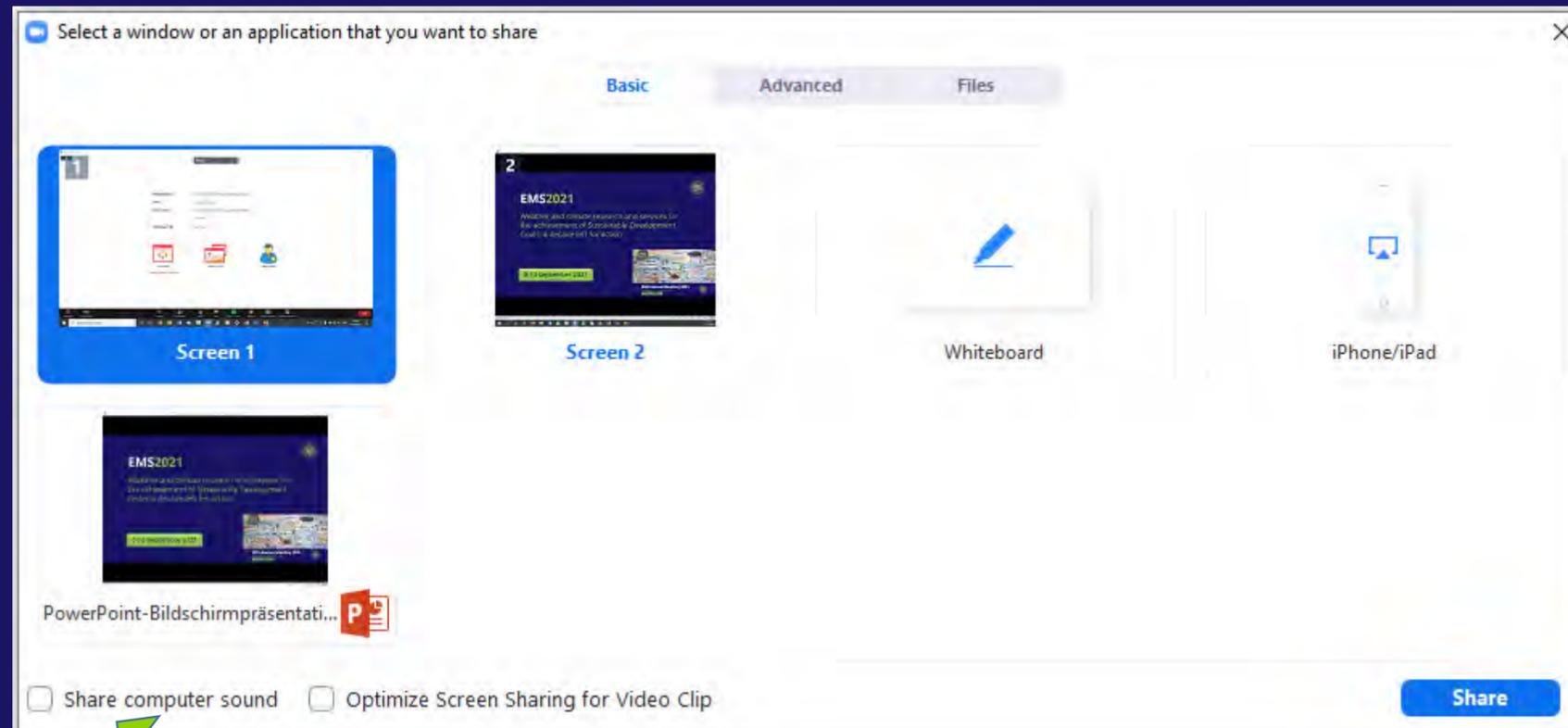


Steps with zoom

How to create a video recording of your digital oral presentation

03

- *Share Screen* and select the screen or window to be recorded



*Make sure to Share
computer sound.*

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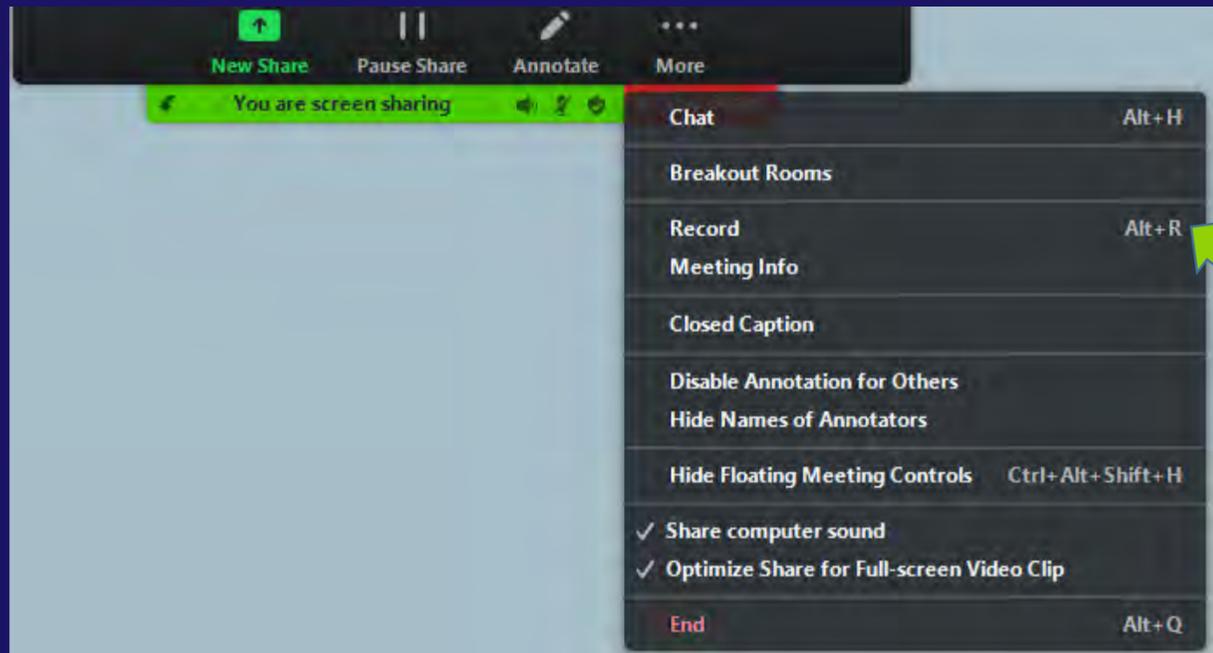


Steps with zoom

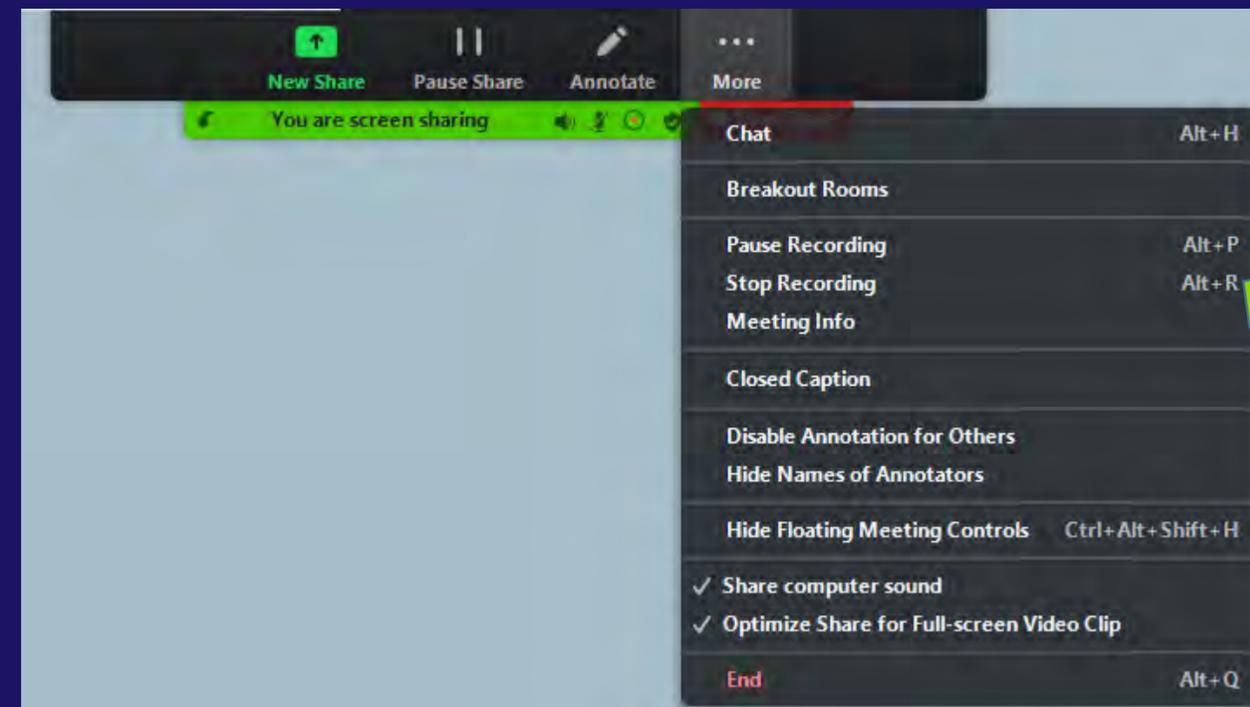
How to create a video recording of your digital oral presentation

04

- To start recording the presentation: *More -> Record*



- To stop recording: *More -> Stop Recording*
- To close Zoom and save video: *More -> End*
- A window will appear showing *Convert Meeting Recording*
- The folder where the recording is stored opens automatically



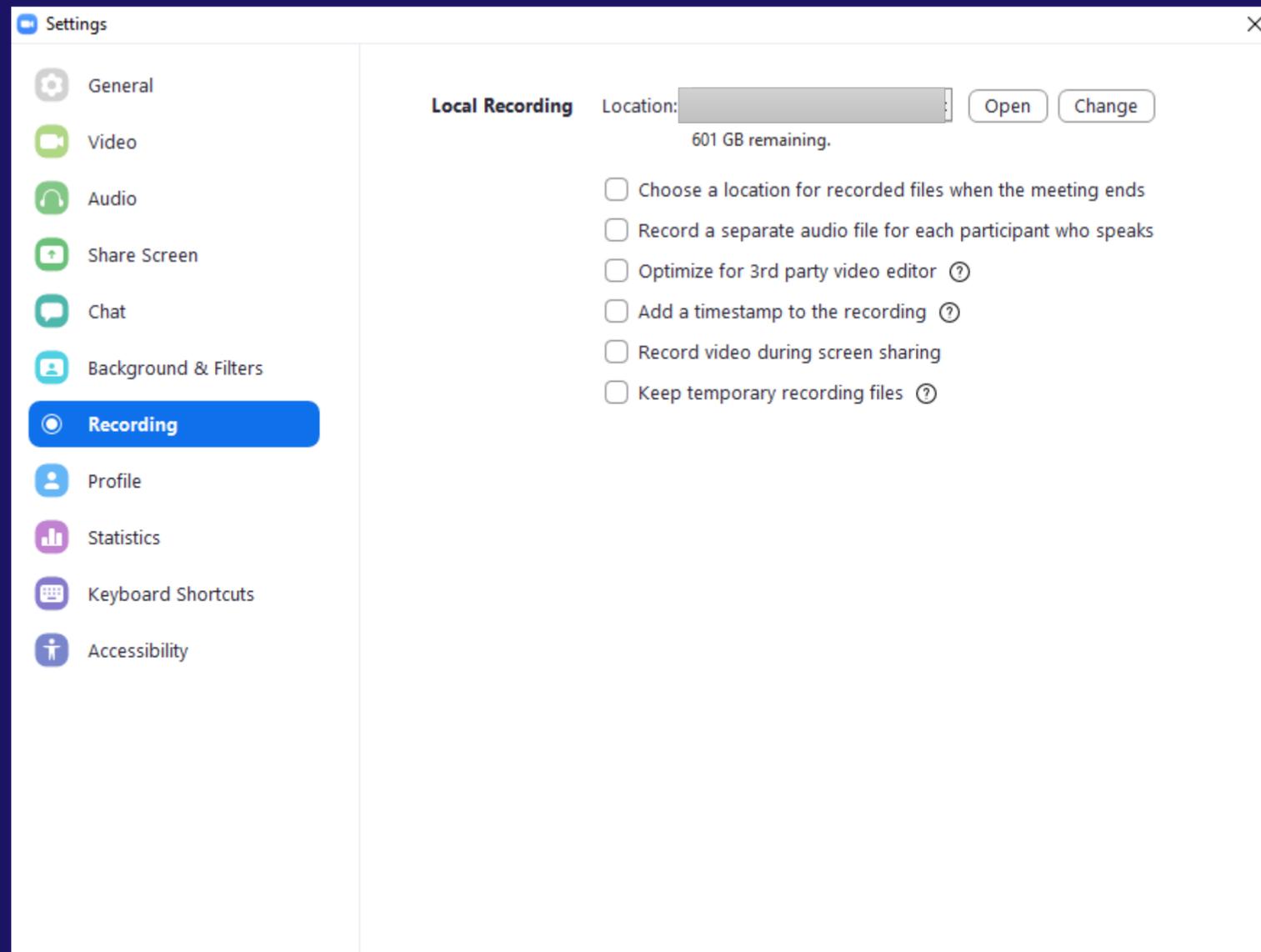


Steps with zoom

How to create a video recording of your digital oral presentation

05

- To modify the location where recordings are stored: *Settings* -> *Recording*



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dfn

Steps with Conference tool Deutsches Forschungsnetz (dfn)

How to create a video recording of your digital oral presentation

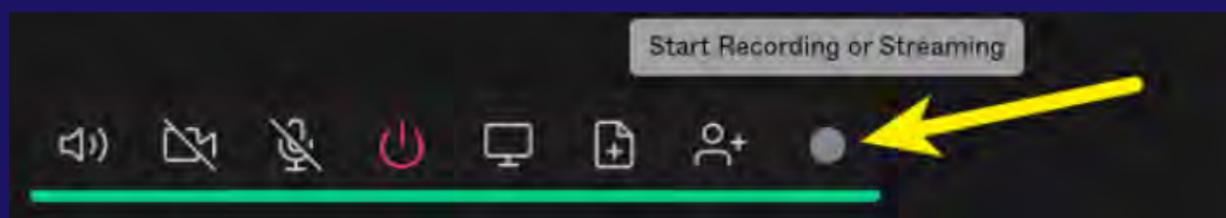


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01

- Open a DFNconf conference in browser:
<https://conf.dfn.de/webapp/conference/<conference room number>>
- Present and hit the rightmost button at the bottom panel to start and stop recording



- * *easy to use, also with Linux*
- * *some minor gaps in sound may be due to internet connection*
- * *video inset of speaker cannot be repositioned, always top right corner (even when recording from another PC where the speaker inset can be moved, the speaker image in the recording is always at the top right)*
- * *remains to be tested if the "You are the only participant in the conference" would disturb if no other (dummy) computer is participating in the conference*



-> **precondition:** *DFN-account by the institution is required – universities and research institutions in Germany, incl. DWD*
 -> *recording can only be retrieved by the **DFNconf-account owner** who created the DFNconf room*

acknowledgement:
 H. Riede, DWD
 for providing the guidelines
 and advice

dfn

Steps with Conference tool Deutsches Forschungsnetz (dfn)

How to create a video recording of your digital oral presentation

02

Technical Advice

- room has to have maximum video quality enabled via <https://my.conf.dfn.de>
- Have another computer in the conference to be sure that no "You are the only participant in the conference" interferes

Lock presenter as main speaker: No
If enabled, a Host sending a presentation stream will always hold the main video position, instead of being voice-switched.

Conference capabilities: Main video + presentation
Maximum media content of the conference. Participants will not be able to escalate beyond the selected capability. For more information see Controlling media capability

Maximum call quality: HD (720p) 
Sets the maximum video call quality for each participant.

Participant limit:
This optional field allows you to limit the number of participants allowed to join this Virtual Meeting Room. Range: 1 to 23.

- !**
- → *any **host** in a DFNconf conference can start a recording, **but** recording is saved in the account of the room owner*
 - *cannot be saved by other participants*
 - *thus the option is only possible at institutions where many people manage DFNconf accounts*

acknowledgement:
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dfn

Steps with Conference tool Deutsches Forschungsnetz (dfn)
How to create a video recording of your digital oral presentation

03

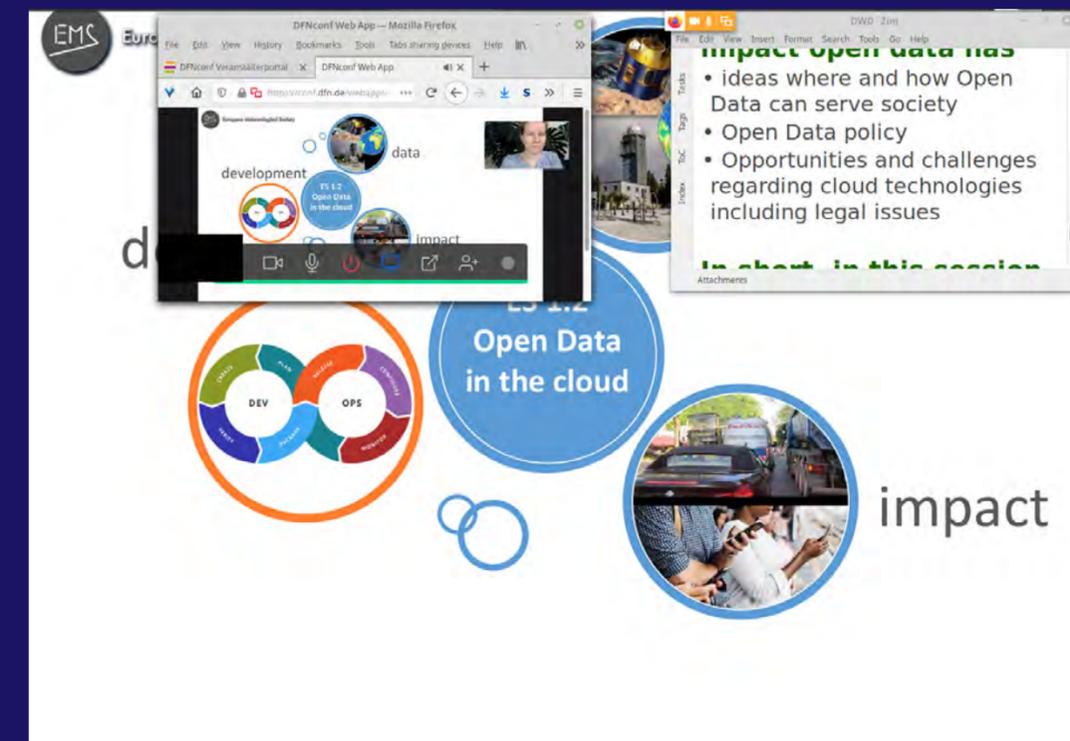
Personal set-up for recording (H. Riede)

- Laptop running Linux Mint OS with external webcam (incl. mic) for better video quality and sound
- enter a DFNconf room as host, activate / allow mic and camera
- open a PDF (or PowerPoint or Libreoffice Impress) and start presentation mode; bring DFNconf to the front and press share screen symbol → select presentation window
- use window manager option to make sure DFNconf stays in front of all other windows regardless of pointer focus
- optional: open notes in small text window close to the camera
- start recording with rightmost button in bottom DFNconf panel
- give focus to presentation (DFNconf stays on top due to window manager config)



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dfn

Steps with Conference tool Deutsches Forschungsnetz (dfn)

How to create a video recording of your digital oral presentation

04**Remarks**

- * *easy to use*
- * *some minor gaps in sound may be due to internet connection*
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