

# ACS Video Presentation Recording Checklist



## Quality Pre-Check

- Camera:** Check to ensure camera gives good visual clarity
- Audio:** Check to ensure microphone gives good audio clarity, no ambient room noise; **if needed, get a USB mic**
- Lighting check:** Confirm good lighting of speaker faces, no backlighting; natural/window light is best, fill with lamps
- Positioning:** Speaker's head and shoulders should be framed in the screen
- Timer or stopwatch:** Ensure that the final recording is **equal to or less than allotted time**
- Eyes:** Remind presenters to look occasionally into camera lens; adjust brightness/angle to reduce eyeglasses glare
- Background:** Minimize distractions; if using a virtual background, shoot against solid color/blank wall

## Recording Steps

- Review Zoom recording instructions**
- Set up Zoom account:** Either free or licensed will work; download and install desktop app
- Open Zoom app:** Open and sign into the Zoom desktop app
- Start a new meeting**
- Select audio source: Choose either **Join with Computer Audio** or **Phone Call** to select your microphone input
- Choose **Share Screen** and select a window to show your slide presentation
- Position and resize **speaker video in lower right-hand corner** so it is not obscuring slide content
- Record to the Cloud**
- Record your presentation, keeping an eye on your time; **rerecord** if too long
- Choose **Stop Recording** from the More... dropdown in the Zoom controls at the top of the screen
- Choose **Stop Sharing** from the Zoom controls at the top of the screen
- Choose **End, End Meeting for All** in the lower right-hand corner
- Zoom will convert the meeting recording into an MP4 video file named **zoom\_0.mp4**.