ISEV MOOC 3 recording instructions

We recommend to follow the instructions below to record a lecture for ISEV's MOOC 3.

Narration

- Do not spend more than 2 minutes on a slide.
- Record your presentation in a quiet place, preferably without air conditioning and people coming in and out.
- Ensure that your distance from the microphone is the same throughout the talk.
- Preferably, do not read your slides verbatim (from written text). Use bullet point notes to help you remember the key talking point for each slide, and rehearse your presentation enough to feel comfortable in talking to the audience rather than reading to them.
- Keep enthusiasm in your vocal tone and in the words you use.
- Avoid a monotone delivery style. Consciously change the pitch of your voice and your speed of delivery. Every small change in your delivery style refocuses your audience's attention on your voice and your content.

Recording

- Download and install the latest version of Zoom.
- Sign up for a free Zoom account.
- In the start-up screen, after logging in, click on your avatar and next on "Settings".
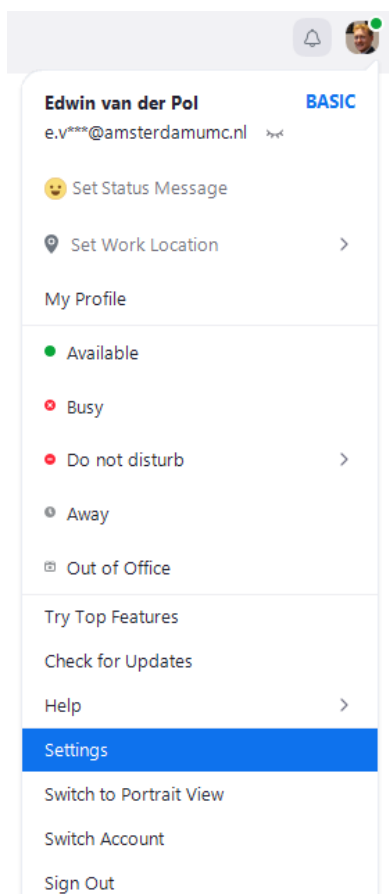
- Click "Recording" and change the default location of local recording files. On some computers, the default location is not readable and that precludes local recordings.
- In the same Recording menu, uncheck all boxes.
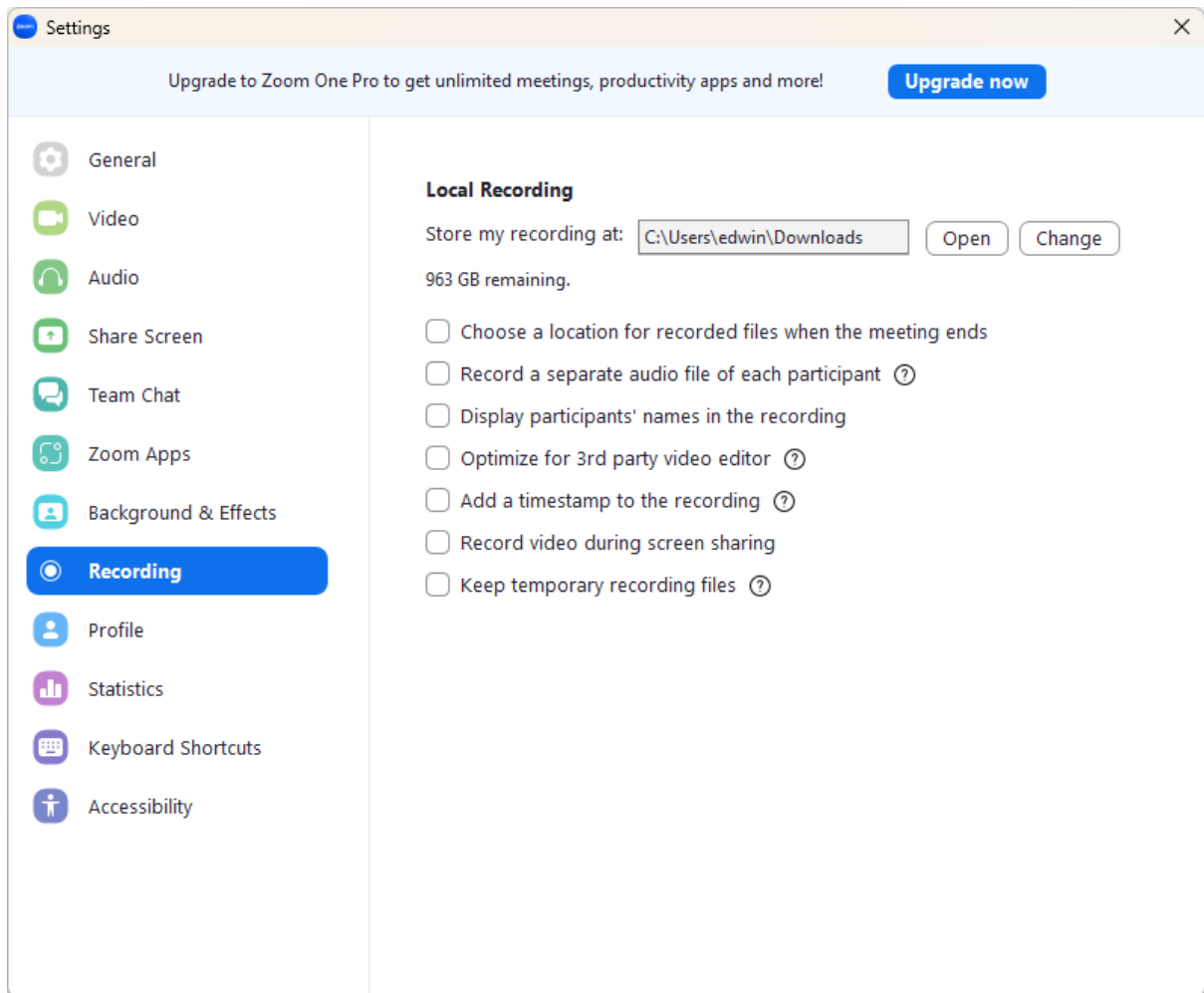
- Close the Settings menu.
- Open Zoom and click "New meeting"
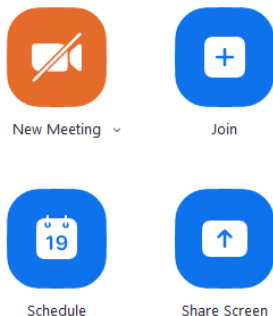
- Click "Share Screen", select "Screen" and "click "Share". The screen that you share should now be outlined with a green line.
- Click "Unmute" to unmute the microphone.
- Open your PowerPoint presentation.
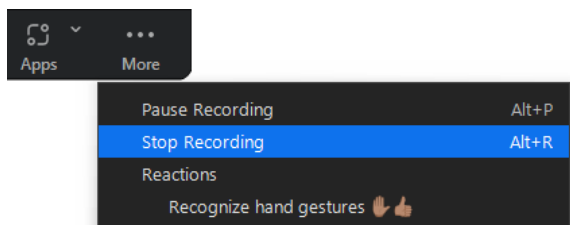- Start the slide show.

- In case you want to point out items on the slide, please select the laser pointer via the menu in the lower left corner.
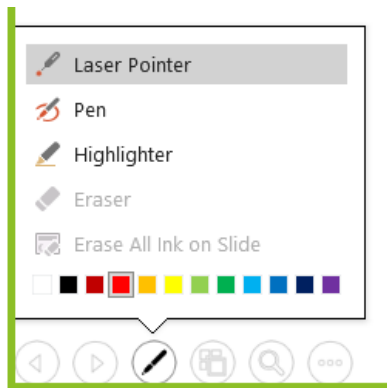
- When you are ready, click "More" and "Record" to start the recording by Zoom.
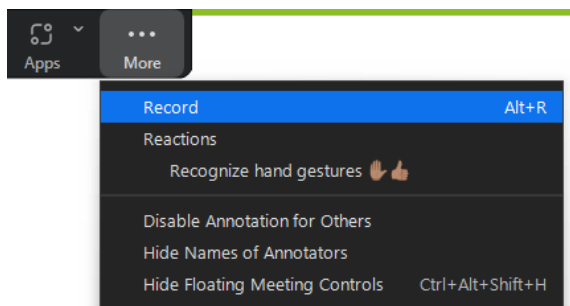
- When you finished your lecture, click "More" and "Stop Recording" to finish the recording by Zoom.

- Stop sharing and end the meeting for all. Zoom will prepare an .mp4 video file and open the location where the file is stored. Share the file with e.vanderpol@amsterdamumc.nl