

WORKING WITH THE NEW MEDIA CENTER REMOTE RECORDING INSTRUCTIONS



July 8, 2020

Options are:

1. You can self-record, sending us your camera recording along with any screen capture demonstrations / power point deck. Follow Step 1: items 8-10 then move onto steps 3-5.
2. You can schedule a recording session with direction from one of our media staff members via web ex to assist you. Review steps 1-5.

Step 1. Getting Started:

1. Have your slides or notes opened on your computer before we start the meeting.
 - a. During the meeting you can switch between your slides/notes and Webex by hitting Alt+Tab on PC or Cmd+Tab on Mac.
 2. Find a quiet space where you can participate in the WebEx without lots of background noise or interruptions. Ask others/family not to interrupt you during the presentation. If you can, close the door.
3. Make sure the power cable for your laptop is plugged in for the duration of this meeting.
 4. Locate the camera and audio settings on your computer so that you can find them easily if you need to make adjustments during the WebEx session.
 5. Verify your internet connectivity.
 6. To avoid some technical issues please make sure to install a recent version of [Chrome](#) or [Firefox](#) browser. WebEx does not work well with Safari.



7. Please contact your session technician to answer any questions you may have with the initial setup process.

**<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>



8. Here is a video that goes over basics on [how to look good on video calls](#).



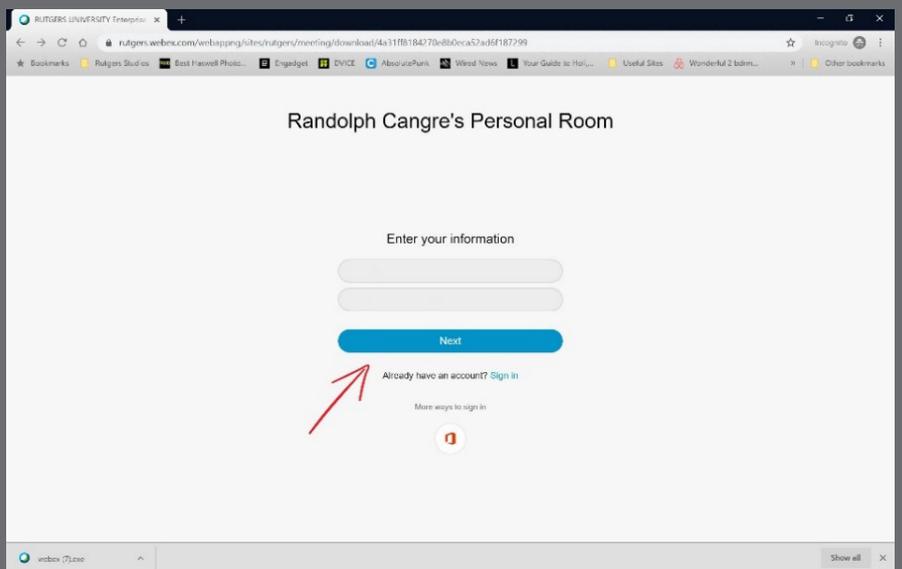
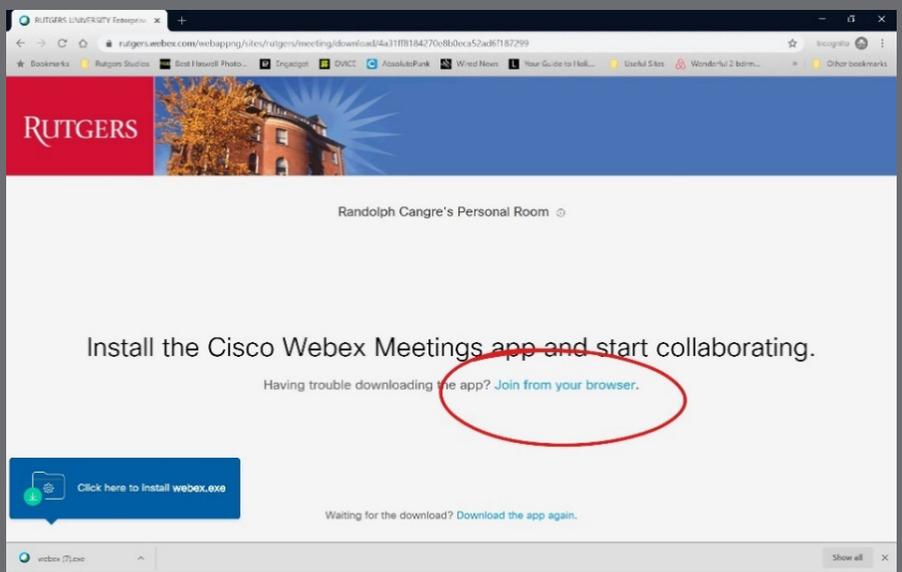
9. We have also created a best practices document located [here](#).
10. If you would like some additional information about [Visit](#)**



Step 2. Connecting to WebEx:

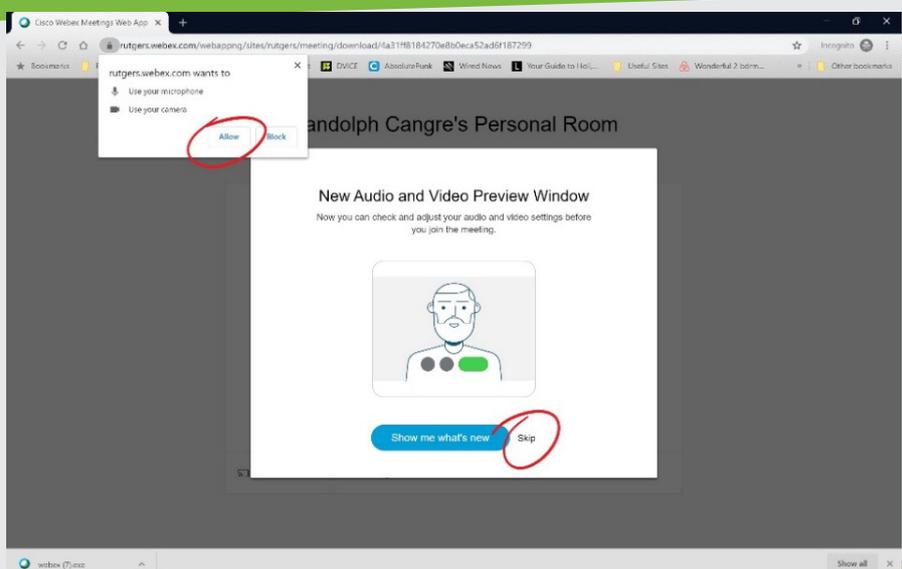
1. Click on this link in your email, or the calendar invite to start the connection.
2. This website will ask you to install WebEx but if you wait a few seconds (approximately 10 seconds) it will give you an option to **'Join from your browser'**. Choose this option
3. On the following page you will enter your **NAME** and **EMAIL** and then click on, **NEXT**
4. The next screen will ask you to give permission to use the camera and microphone.

Please click on **Allow** and then click on **Skip** near the bottom of the page.



Connecting to WebEX

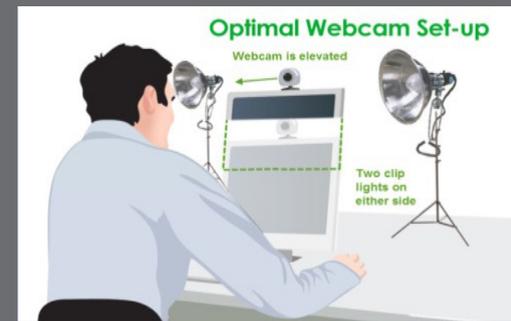
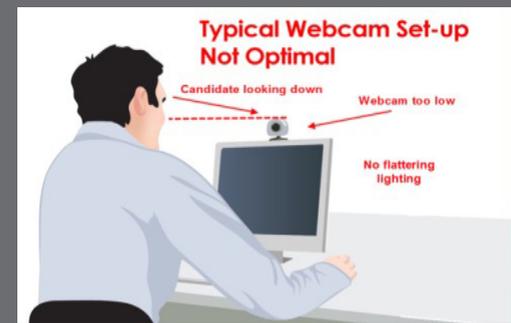
5. Finally click on the green, **'Join Meeting'** button.



Step 3. Audio/Visual Tips:

1. Have a pair of earbuds nearby in case you want to wear headphones to help with audio/hearing.
 - a. If your earbuds have a microphone and you want to use it, make sure to test its connection to your computer BEFORE the WebEx session.
2. Put phone and notifications on silent during the WebEx meeting.
3. Try to avoid interrupting or talking over other participants during the WebEx session as it can confuse the system as it tries to determine who is speaking. If you would like to speak, please wait a moment for the system to readjust.
4. When selecting your space, find somewhere that has a neutral background and avoids distracting/cluttered backgrounds. For example, a solid color wall or bookshelves. Avoid areas where other people may walk by in the background.
5. Make sure your space is bright and well lit. More light is usually better than less. If you sit near a window, do not sit with the window directly behind you.
6. Dress appropriately. In case you need to stand up or move during the session, be mindful of what you are wearing on both top and bottom.
7. If possible, try raising your laptop closer to eye level. Stacking the laptop on a few books would help improve the angle of the recording.
8. Tilt monitor or move your camera so that your full face is visible. Place yourself in the center of the frame so you are the main focus of the image.
9. Try to avoid interrupting or talking over other participants during the WebEx session as it can confuse the system as it tries to determine who is speaking. If you would like to speak, please wait a moment for the system to readjust.

“Make sure your space is well lit”



Step 4. Recording

1. Record yourself via webcam and QuickTime (MAC) or Camera app (PC)
2. You can record using other apps if you have access and are familiar with their use, Camtasia is a good example, make sure the app records your video full screen and can export a digital high quality mp4 file before using.
3. Here is a video that shows you how to use "quicktime" on your MAC.

<https://www.youtube.com/watch?v=c7pbqmoJa7E&feature=youtu.be>

4. Here is a video that shows how to use "Camera" app on your PC.

<https://www.youtube.com/watch?v=QdYMK8G-3hA&feature=youtu.be>

Step 5. Upload assets to Rutgers Box and afterwards

1. The New Media Center will provide you with an upload link to Rutgers box
2. Once recording is completed, upload your video files, power points and any other related materials to Rutgers box, via the web link provided. We will confirm that we have received the files.
3. The New Media Center will schedule editing for your video and complete the post production process. [tools-remote-teaching for some ideas.](https://www.youtube.com/watch?v=QdYMK8G-3hA&feature=youtu.be)



5. We only need you on camera, we will edit the power point presentation along with your video, it will look something like this when completed.

https://www.youtube.com/watch?v=JQYc1p_nhKE

<https://www.youtube.com/watch?v=BMpGohijWFY&feature=youtu.be>

<https://www.youtube.com/watch?v=td4co-PQErk>

6. If you need to demonstrate an app, website or some software, just screen record that as a separate video file and we will edit that in where appropriate.
7. If you need some screen recording options, please

visit <https://tlt.rutgers.edu/media-tools-remote-teaching-for-some-ideas>.

