The Recording Task
Overview from SfN
Once you log in, you will see your tasks. Scroll down until you see a task called “(Presentation Type) Recording.” In this example, the presentation type is a symposium. This task is assigned to minisymposia and posters as well.
Choose Your Method

The record task has two options to add video content: you can either record a new video or upload a prerecorded video.
Record a New Presentation
Begin Recording Process

Read the instructions and press RECORD NOW to begin the recording process.

Once you click the blue 'RECORD NOW' button below, the recorder will appear at the bottom of this page. You may see one or more popup messages asking you if you would like to allow access to your camera and microphone. Once you allow your camera and microphone, you can start recording your video.

On the right hand side of the recorder, you will see a number of settings including Camera, Add Video Source, and Microphone. Review these settings to confirm accuracy or select your desired source(s).

Once these settings have been configured and you’re ready to record your video, click on “Settings” in the top right corner of the recording tool to hide the Settings panel and then click on the blue 'Start Recording' button.

Once you have finished recording, please be sure you review and confirm your video in the recorder, then click ‘Save’ to finalize your recording. Once your video saved, you can then click on “Complete Task”.

Test 1

RECORD NOW
This is the main recording screen with the settings tab open.

Options in this view:

1. Select your camera and microphone. The task will default to your computer camera and microphone, but we recommend using an external mic for quality.

2. Here you can choose how many video sources to use (more on the next slide.)

3. You can adjust the video quality. In most cases, stick with the default ‘best.’
Add a Video Source

You may add up to 4 video sources to display in your presentation. This is like sharing multiple screens and recording them all at once. You can select a window to share or share your entire screen. Note: one of the four video sources must be your device’s camera.
When you have finished setting up your camera, microphone, and video sources, click “start recording” to begin the recording.
Now you are presenting! At this point, you will switch your screen to whichever video source you want to use. If using a PowerPoint, open your PowerPoint window and work from presenter mode for full control. Screen sharing in Zoom works similarly.
Stop and Save Recording

When you have finished presenting, click the “Stop Recording” button to end the recording. Once you have stopped the recording, you can review it before saving. Here, you will have the option to play the recording back, delete it, or re-record. You may also give your recording a title and a description. When you are finished, click “Save.”
Upload a Recorded Presentation
To upload a previously recorded video, simply drag the MP4 file into the gray field or click to open a File Explorer window and select your presentation from your files. Only MP4 files are accepted for this function. Note: do not upload multiple presentations in one task.
Be Patient

Your upload will take some time to process. Longer videos will require more processing time.
After the video has processed, you can review it from a viewer’s perspective. Viewers can toggle which shared screen they see, select audio only, and change the playback speed.
When you are ready, scroll back up to see the “Complete Task” button. Press it. You’re done!
Thank You!

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