The Recording Task

Overview from SfN

NEUROSCIENCE
2021
50TH ANNUAL MEETING
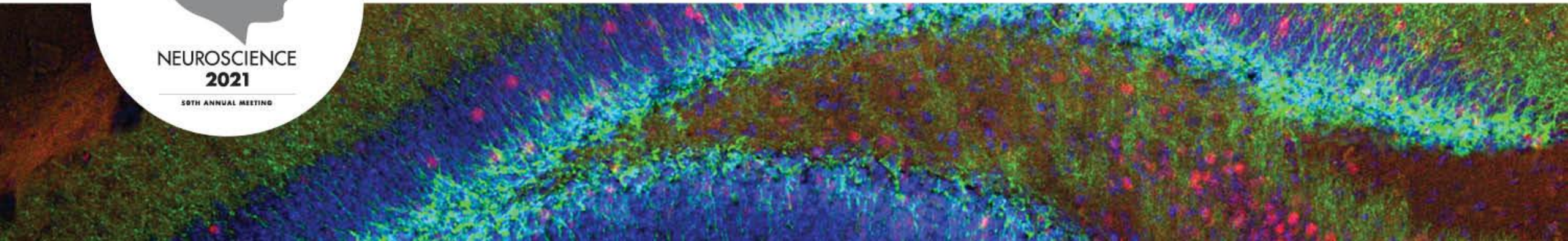
Access the Task

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.

❌ Schedule Your Session Recording (task is due Wednesday, October 20, 2021)

✅ Photography & Recording Icons (completed 9/8/2021 at 5:11 PM)

❌ Choose Your Participation (task is due Friday, September 24, 2021)

❌ Add Presentation Keywords (task is due Friday, October 8, 2021)

✅ Audience Response System (ARS) Training Video Download (completed 9/20/2021 at 10:58 AM)

❌ Upload Your Poster (task is due Friday, October 22, 2021)

❌ Symposia Closed Captioning (task is due Thursday, September 23, 2021)

❌ Symposia Recording (task is due Friday, September 24, 2021)

❌ Download Participation Certificate(s) (task is due Friday, November 26, 2021)

❌ Minisymposia Recording (task is due Friday, September 24, 2021)

❌ Minisymposia Closed Captioning (task is due Thursday, September 23, 2021)

✅ Upload Additional Resources (completed 9/20/2021 at 10:59 AM) -- PREVIEW UPLOADS

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".
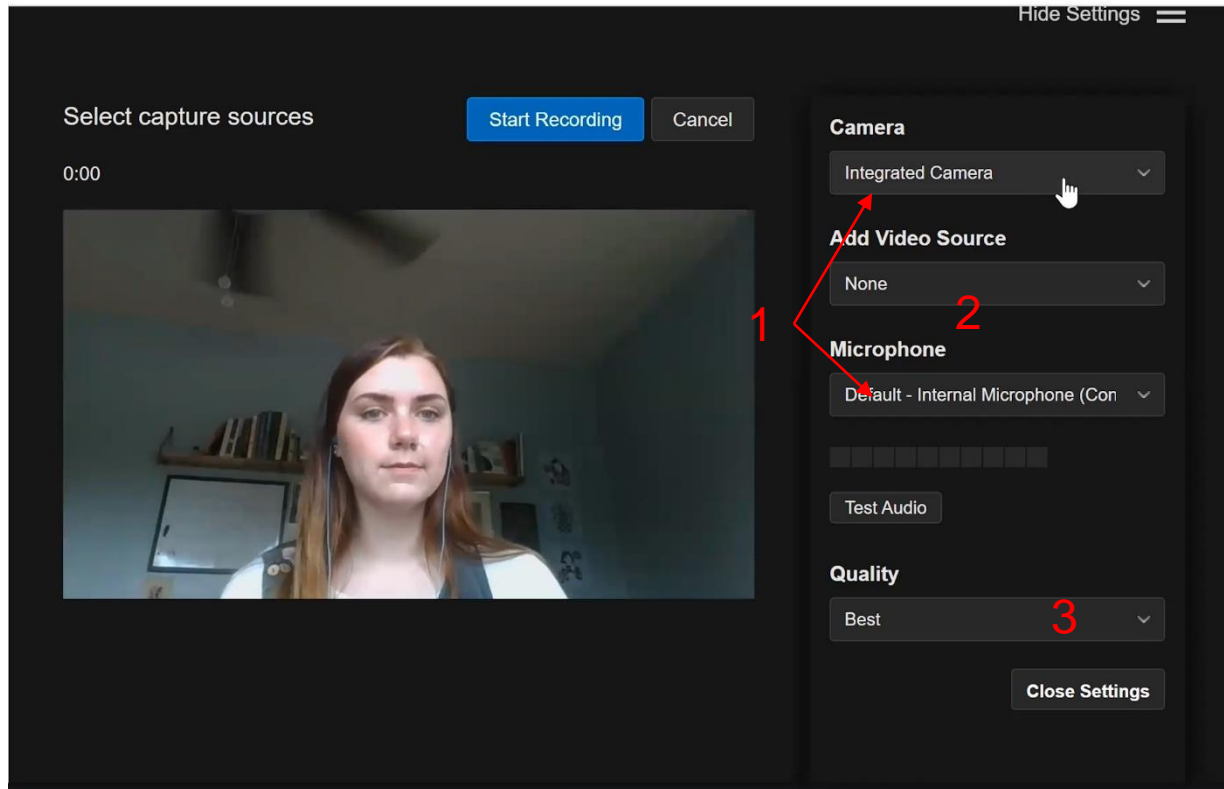
Test 1

RECORD NOW

Recording Tool Main Screen

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
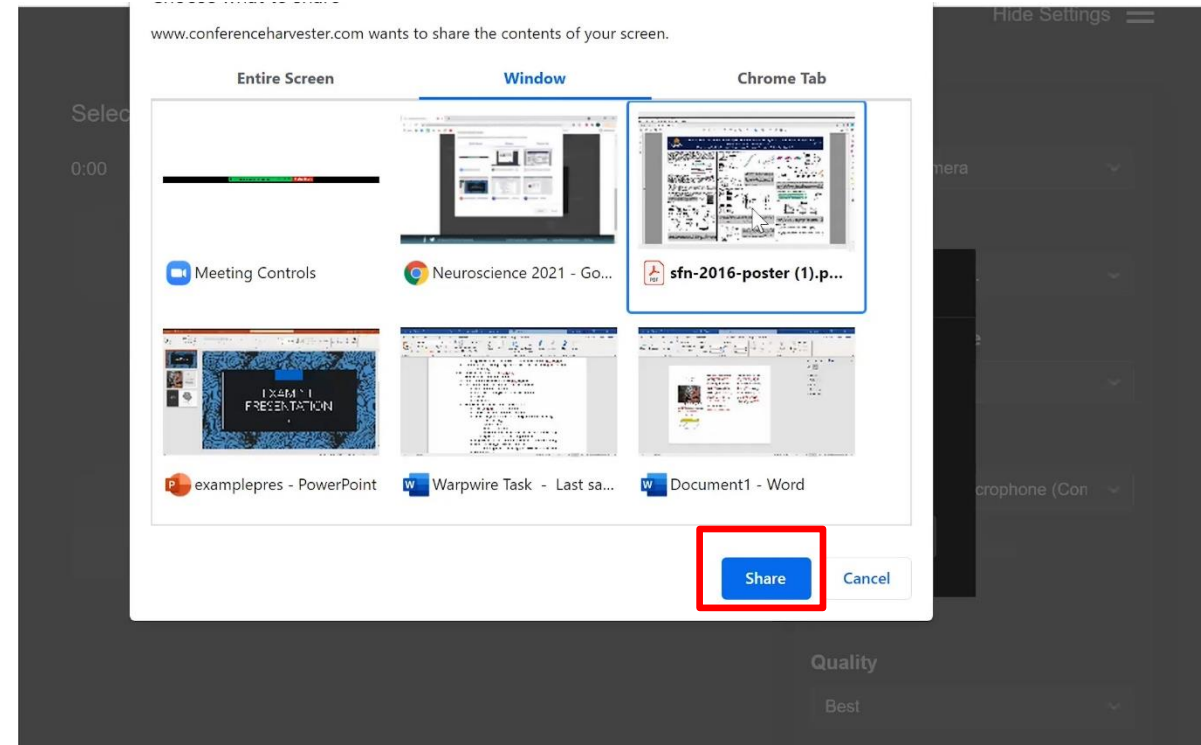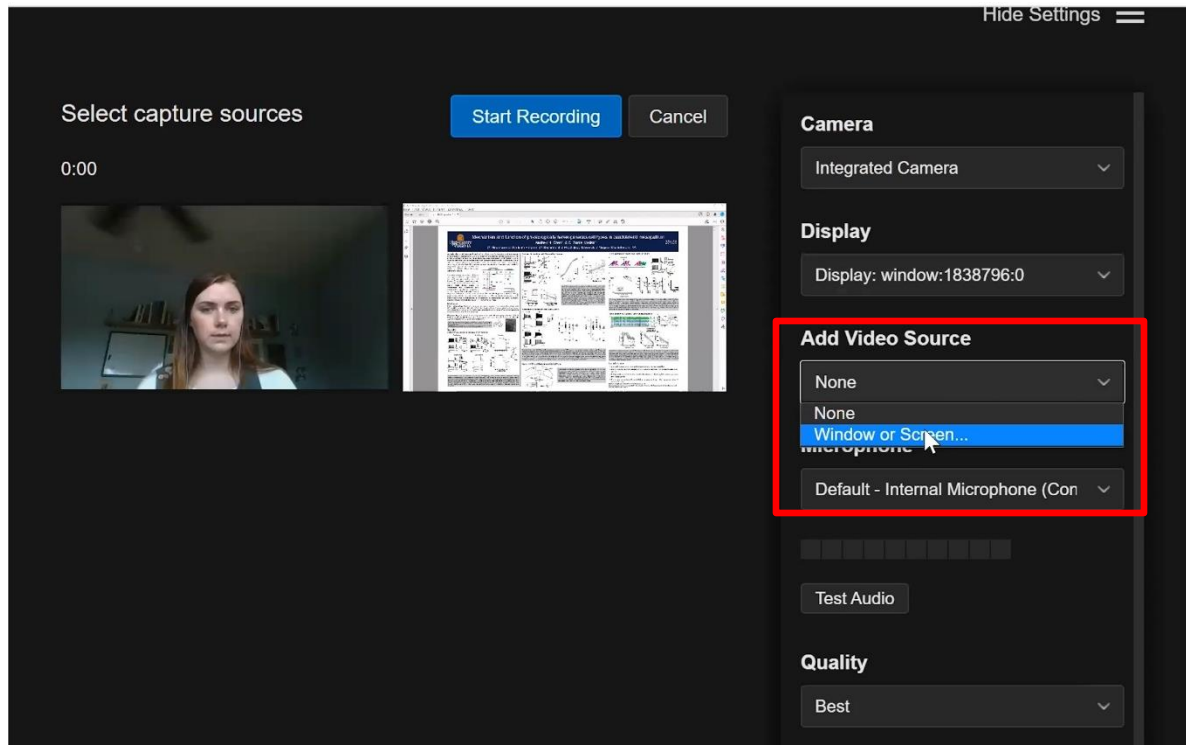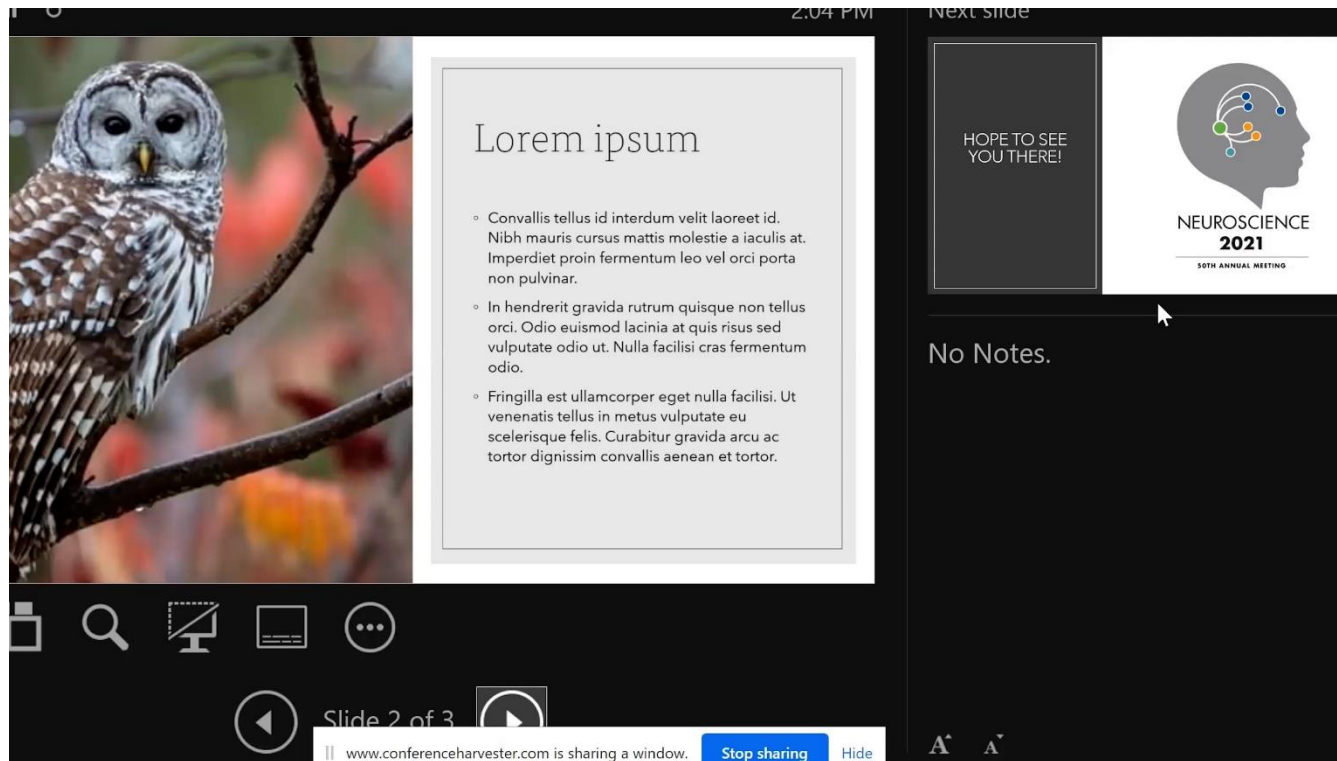
Start Recording
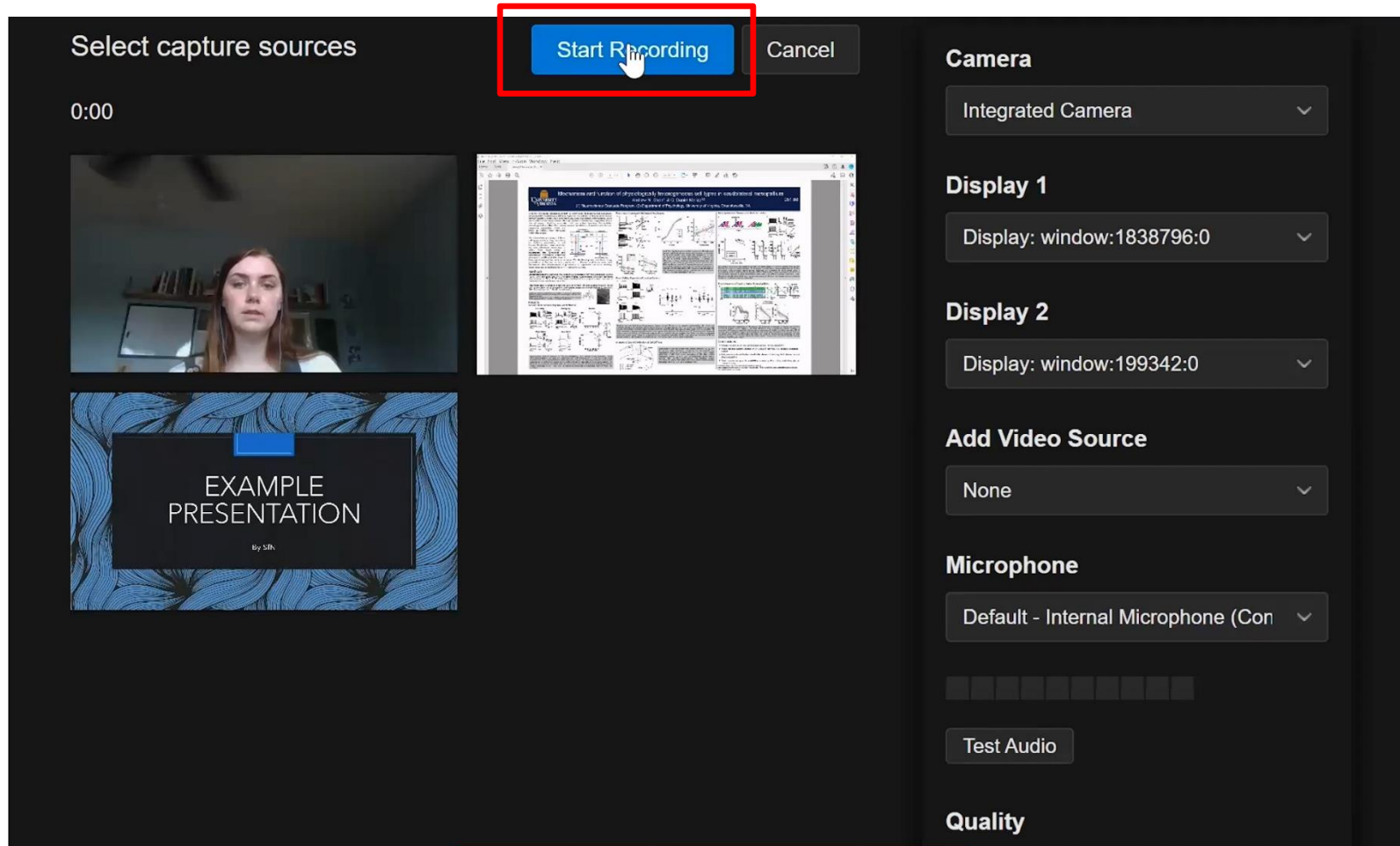
When you have finished setting up your camera, microphone, and video sources, click "start recording" to begin the recording.

Present

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."
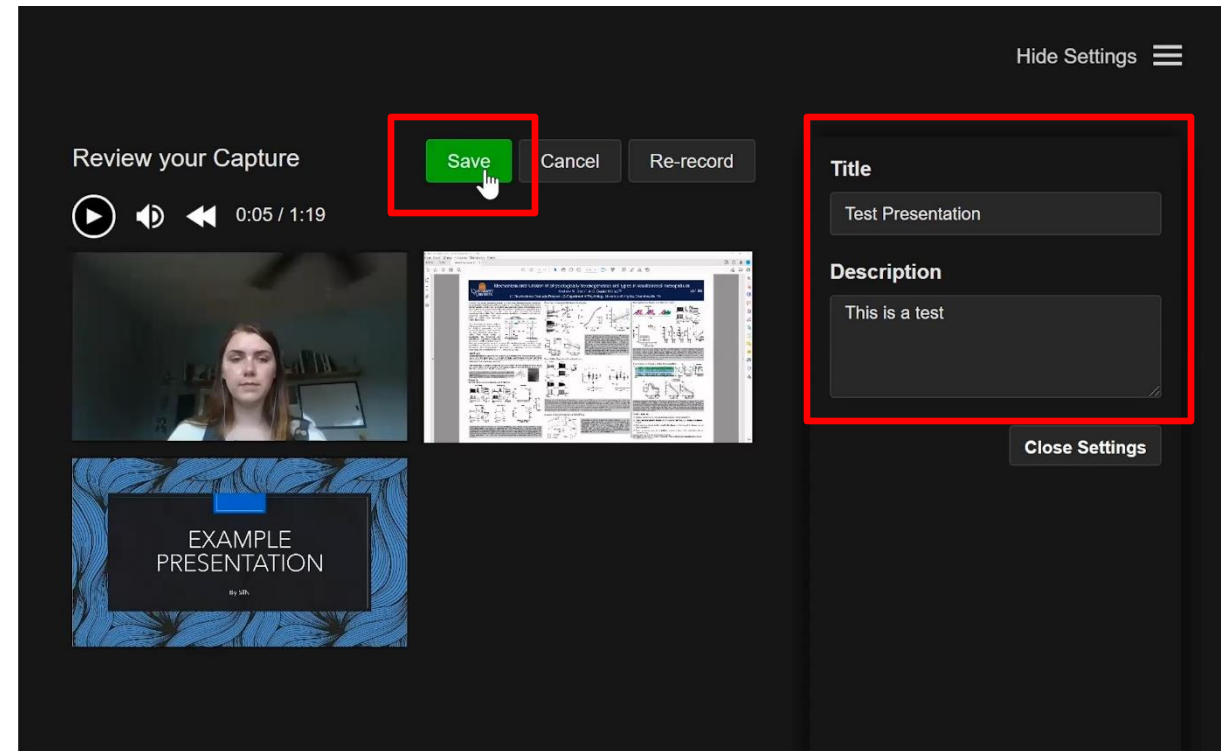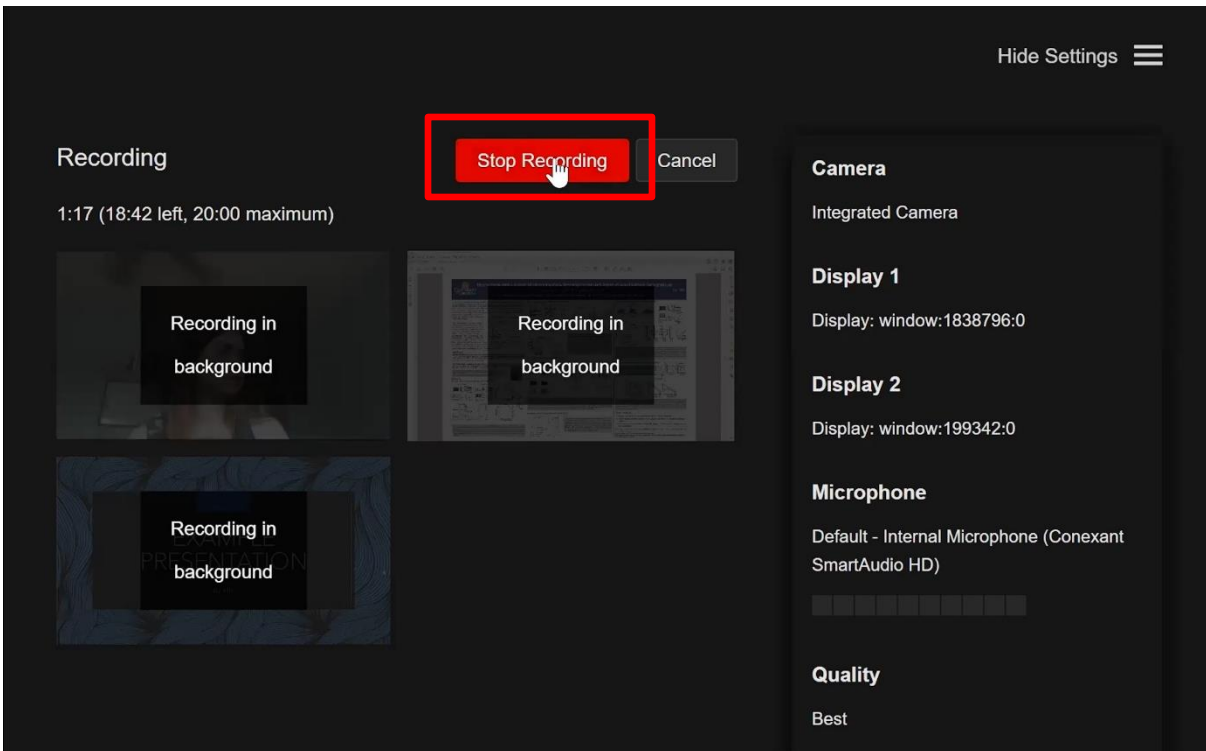
Upload a Recorded Presentation

Upload File

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
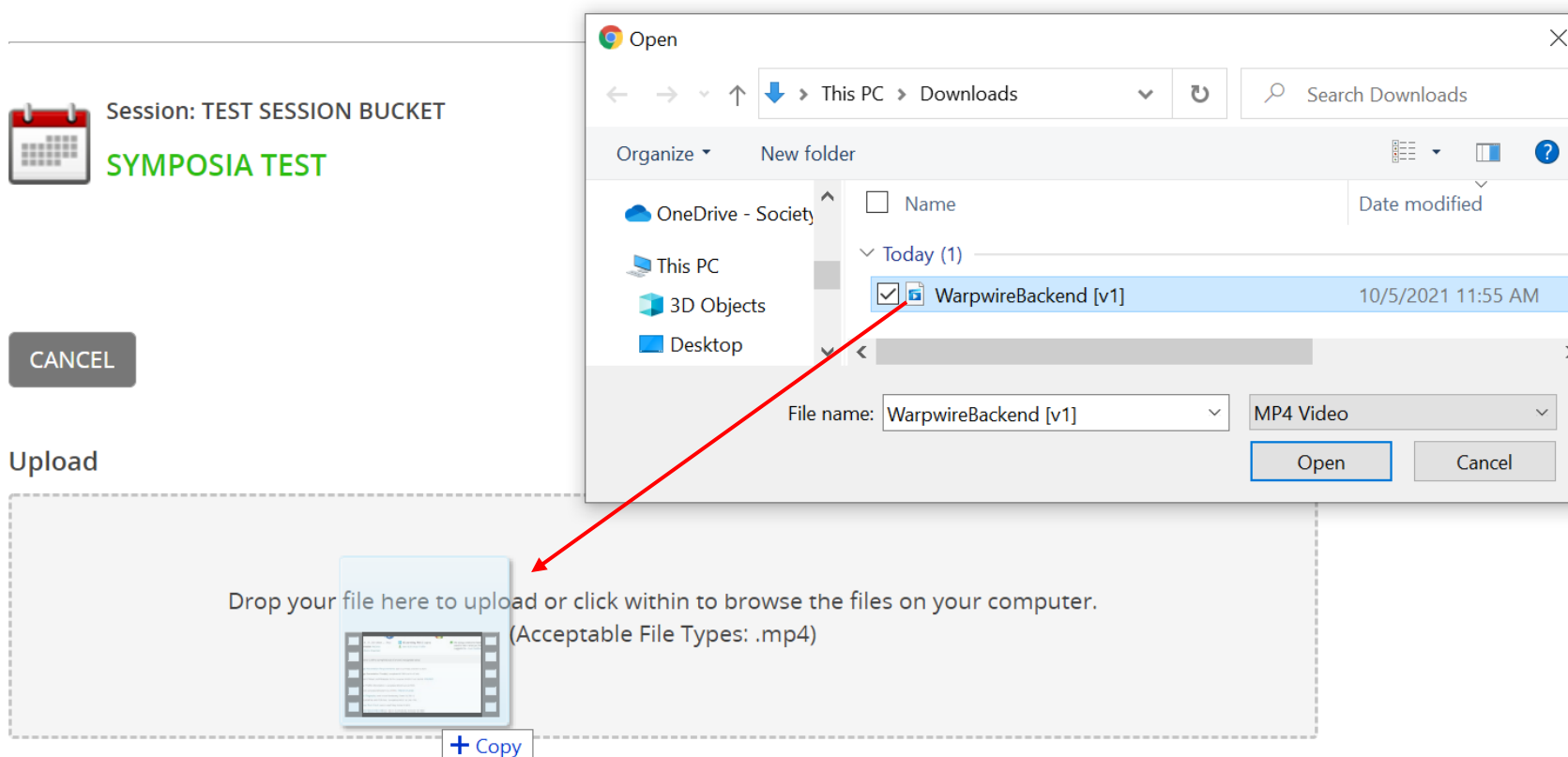
Be Patient

Your upload will take some time to process. Longer videos will require more processing time.

Session: TEST SESSION BUCKET

SYMPOSIA TEST
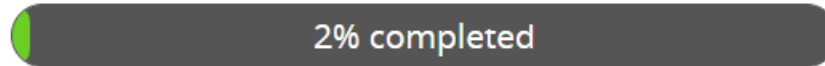
2% completed

Your recording is being processed. This may take a few minutes.
You may exit out and come back later to complete this task.

Preview and Viewer Side

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.
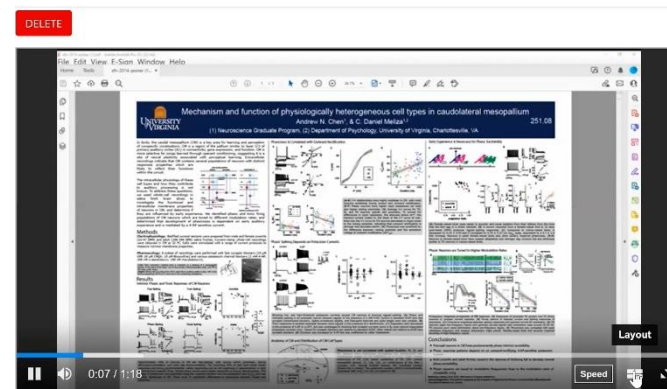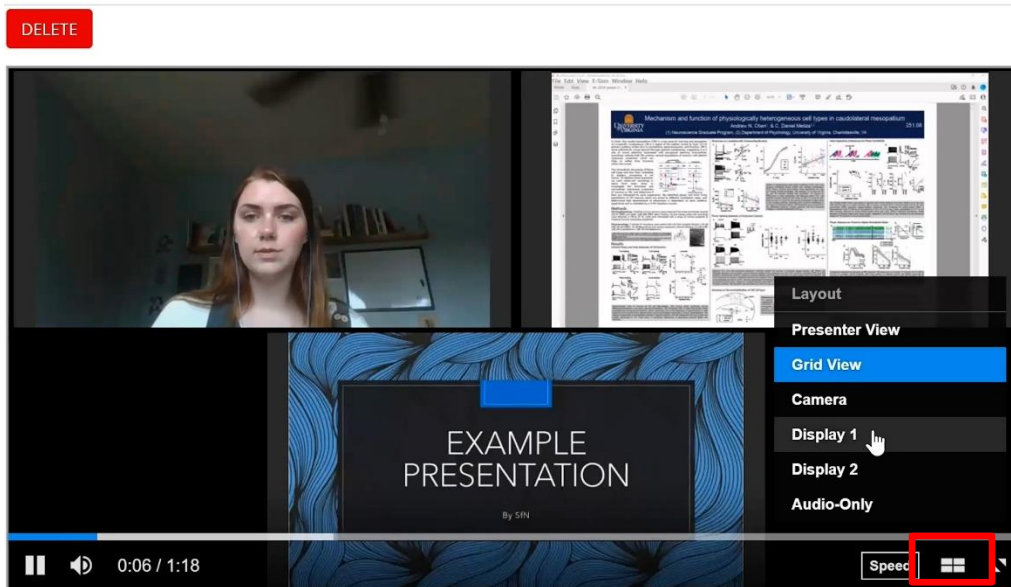
1. Display 1 view

2. Camera view
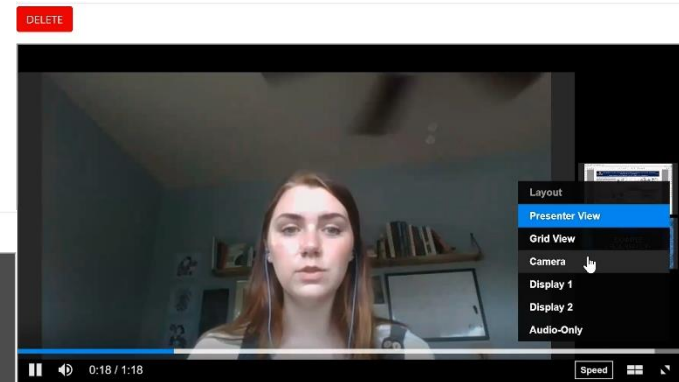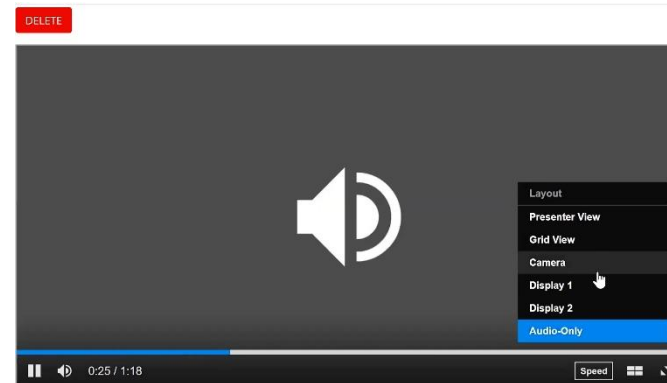
3. Audio only

Complete Task

When you are ready, scroll back up to see the "Complete Task" button. Press it. You're done!

Thank You!

Continue the conversation on Twitter at #SfN21