Recording Faculty Orientation Videos in Teams

Preparing a Script

Before you begin recording your presentation, type a script for each slide in the Notes area of the PowerPoint. By using a script, you will have a more polished product with fewer umms and ahhs. The script can also be used to make your video accessible.

Checking Your Audio

Before recording your presentation, review the Audio Best Practices Guidelines document to ensure you have crisp and clear audio. If you have questions or need support, please contact an EDT team member.

Accessing Teams

1. Schedule a meeting on your calendar.
2. Join the scheduled meeting. Only you should be in the meeting.
3. Verify your mic and camera are turned on.

Uploading Your PowerPoint

1. To upload the presentation, click the **Share content** button.
2. In the PowerPoint group, click **Browse my computer**.
3. Follow the onscreen prompts to upload your PowerPoint.

   Note: If you choose any other options such as "Desktop" or "Windows", your presentation will **not** follow the instructions listed in this handout and your presentation may not go as seamlessly.
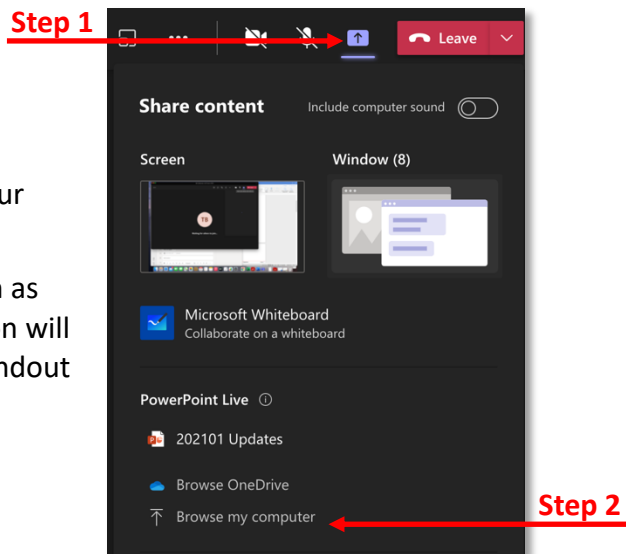
Understanding the Teams Presentation Layout

Once you have uploaded your PowerPoint, you will have presenter view of the presentation. Get familiar with the layout by viewing your screen and the information in this section.

1. To advance your slides, click the forward arrow.
2. To view a prior slide, click the back arrow.
3. To skip to a slide, use the scroll bar to locate the slide and then click the slide.
4. Use the additional tools next to the forward arrow while presenting. From left to right, the tools are cursor, laser pointer, pen, highlighter, and eraser.
   a. Cursor – point to items on a slide.
   b. Laser – point to items on a slide.
   c. Pen – write or draw on a slide.
   d. Highlighter – highlight information on a slide.
   e. Eraser – remove pen or highlighter markings from a slide.
5. The panel on the right will contain your slide notes.
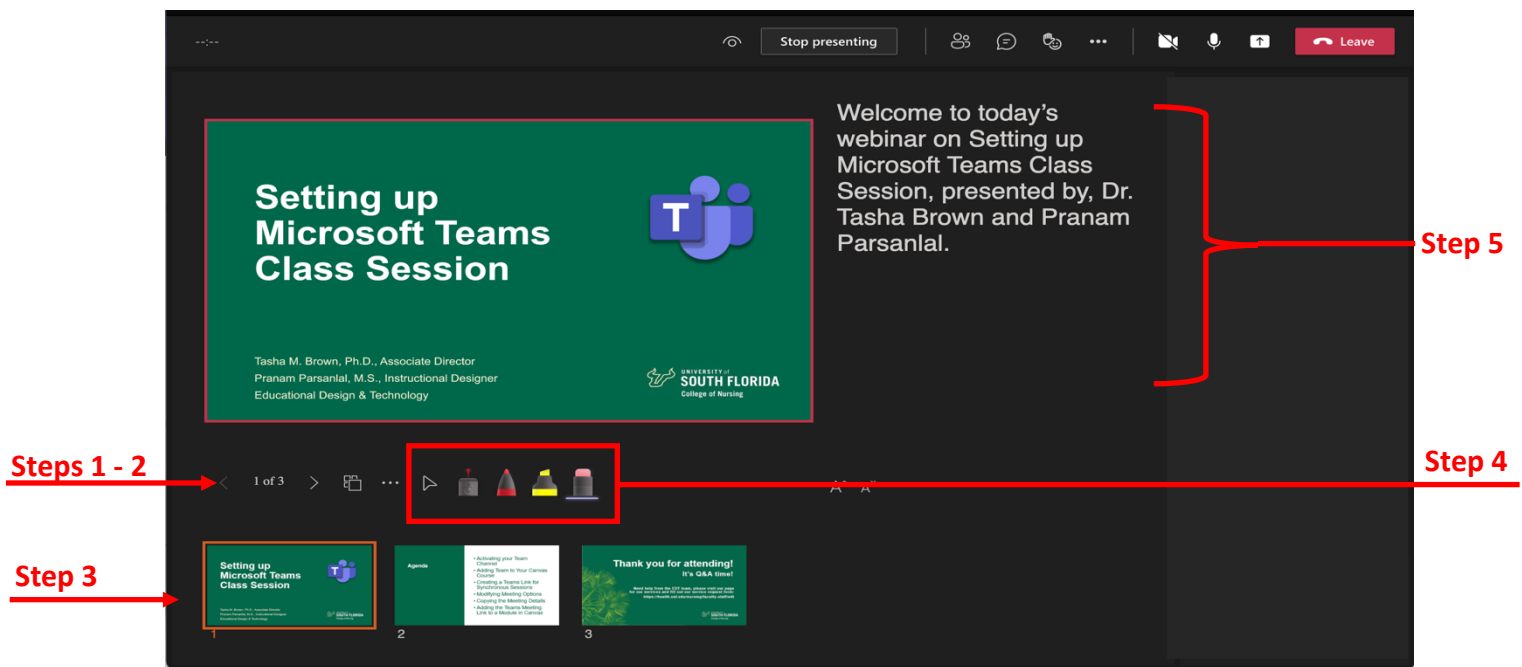
Recording your Presentation in Teams

1. Click the three dots.
2. Click **Start recording**.

   Note: When you click Start recording, a message indicating you are recording will appear. Be sure to wait until you see this message before you start recording.

3. Wait 10 seconds after you have clicked *Start recording* before speaking. Just look at your webcam and, perhaps, smile.

   Note: EDT will edit the video and remove the extra time at the beginning of the recording.

4. Record your presentation.
5. Wait 10 seconds after you have finished recording. Just look at your webcam, and perhaps, smile.

    Note: EDT will edit the video and remove the extra time after you have completed your recording.

6. To stop recording, click the three dots.
7. Click **Stop recording**.
8. Click **Stop recording** in the pop-up window to confirm you want to stop recording.
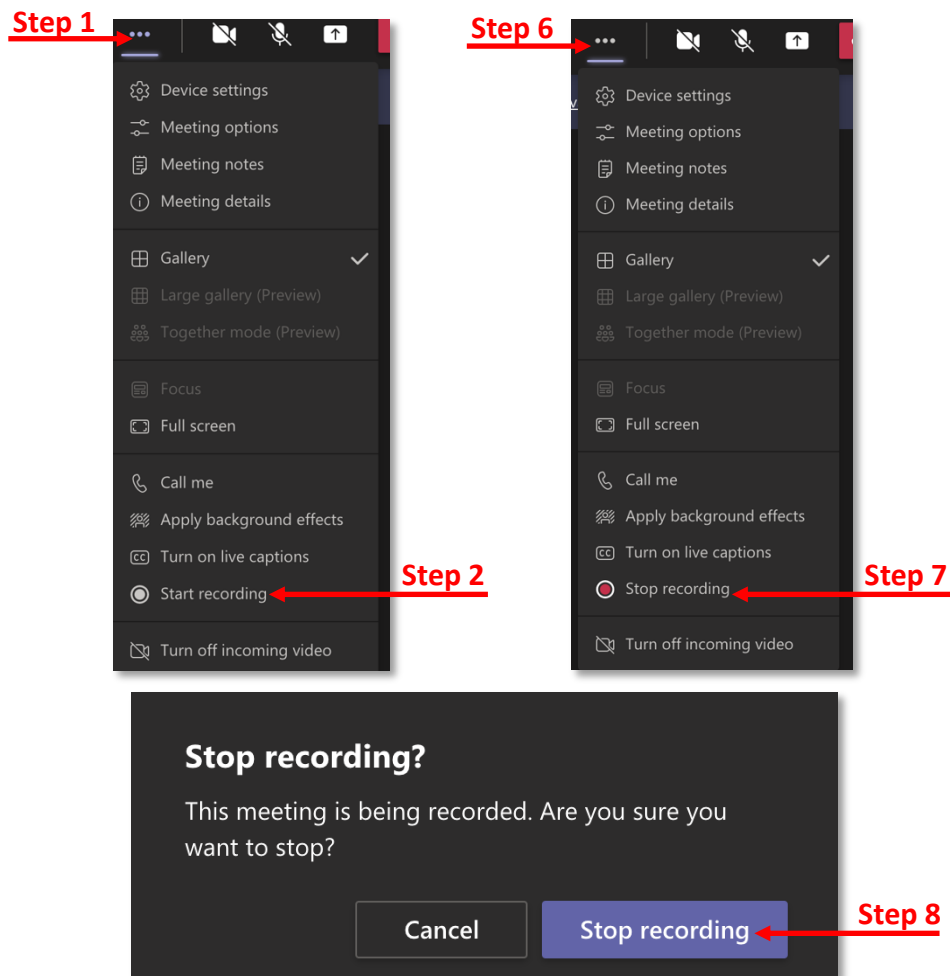
Sharing the Recording with EDT

1. Open your Internet browser.
2. Access https://usfedu-my.sharepoint.com/.

Note: All of your files you have stored on OneDrive will be displayed. If you do not see your files, click My Files from the left-hand menu.
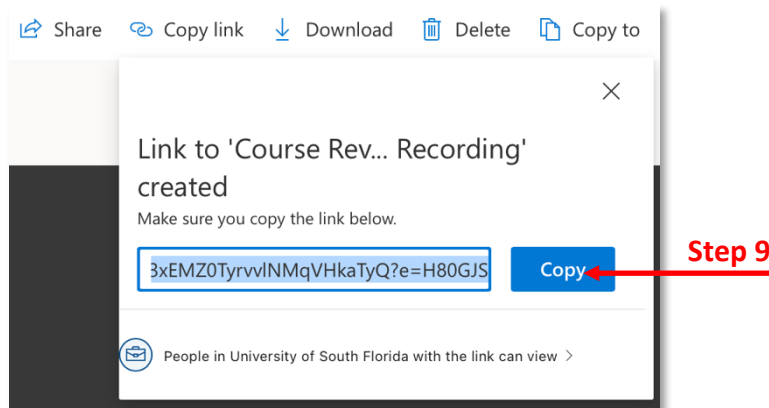
3. Click **Recordings**.
4. Click **Copy link.**

5. Click the arrow next to *People with existing access can use the link*.
6. Click **People in University of South Florida with the link**.
7. Click **Block download**. It should turn from blue to grayed out.

Note: This will allow EDT to download the video, edit it, and upload it to the Canvas course.

8. Click **Apply**.
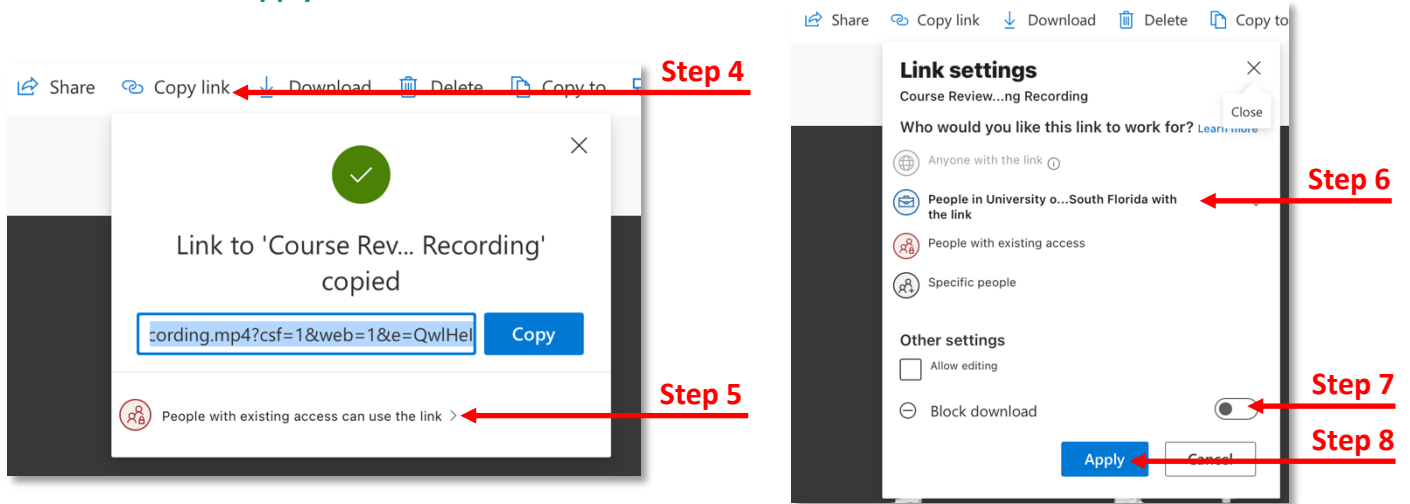
9. Click **Copy**.

10. Send an email with the video link along with your PowerPoint to Vicente Saadeh (vsaadeh@usf.edu), Emily Kent (ekent2@usf.edu), and Dr. Tasha Brown (brown283@usf.edu) by July 16, 2021.