

Designing and Recording Presentations

Types of Presentations

- **In-person Didactic** – This session will be held live in a traditional lecture hall or classroom.
- **Pre-recorded Webcast** – Webcasts are pre-recorded, educational videos. These can be recorded at any time before the date listed and will be provided to learners via Brightspace.
- **Patient-Based Discussion** – PBDs are small group sessions where students apply foundational science material in a clinical context. Instructors are asked to review pieces of a clinical scenario and provide application questions related to the content. In-person attendance at the PBD session is at instructor discretion. PBD session facilitators are recruited and scheduled separately for these sessions.
- **Large Group Summation** – This is a large-group end-of-week review session held live, in-person on Friday mornings. Instructors are asked to provide a practice question in advance of the session, and to attend in-person if desired to field any follow-up questions.

Designing Your Presentation

- Select a PowerPoint template to use.
 - PowerPoint Design Tips
 - Use a light-colored background with dark font.
 - High contrast for easier processing
 - Use easy to read fonts.
 - Times New Roman
 - Arial
 - Verdana
 - Calibri
 - Make font large enough to read easily.
 - Minimum 20pt font for headers
 - Minimum 18pt font for body
 - Avoid using color to emphasize information.
 - Some learners have color processing challenges, most often with red and green.
 - Do not use color as the only method for conveying information.
 - Consider bolding important terms or putting a box around important concepts.
- Review the learning objectives for your presentation.
- Develop an outline of your presentation using the Must/Should/Could rule for content selection.
 - **Must:** This content is essential to your presentation and learning objectives. It forms the foundation for your presentation.
 - **Should:** This content provides clarification and context to your Must content. It is used to round out your presentation.

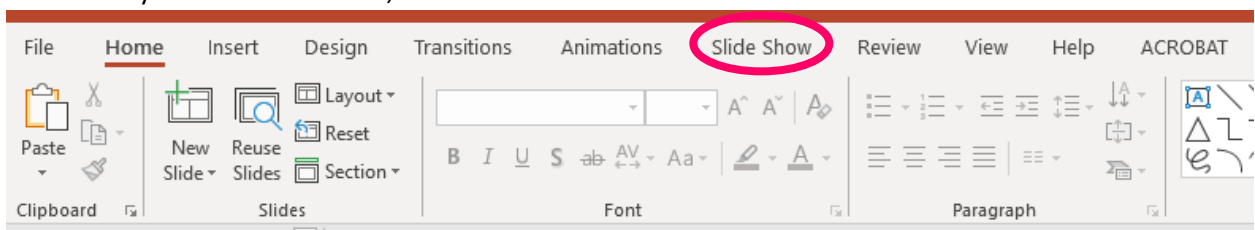
- **Could:** This content contains interesting information but is not necessary for learner's understanding of the topic. It should be included sparingly and only as time permits.
- Apply the Rule of 7 +/- 2.
 - Total of 5-9 "chunks" of information.
- Structure your presentation.
 - Introduction
 - Review learning objectives
 - Content
 - 5-9 sections/chunks of information
 - Summary
 - Revisit objectives with salient points
- Plan for cognitive breaks.
 - Every 10-15 minutes
 - Opportunity to pause, process, and reflect
 - This is a great chance for [active learning strategies](#)
- Use single words or short phrases to introduce concepts.
- Add audiovisuals to enhance and explain content.

Recording Your Presentation on Campus

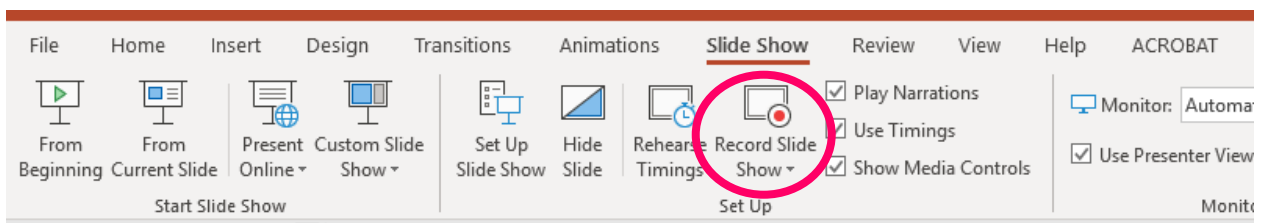
- High-quality microphones are available for check out through the Office of Educational Improvement.
 - Contact LMSHelp@mcw.edu to inquire about availability.
- Quiet recording space is available in the Academic Affairs Suite, MEB 3rd floor. Office M3286 is available Monday-Wednesday, 9:00am-5:00pm.
 - Contact LMSHelp@mcw.edu to arrange office use and access to the suite.

Recording a Narrated PowerPoint Video

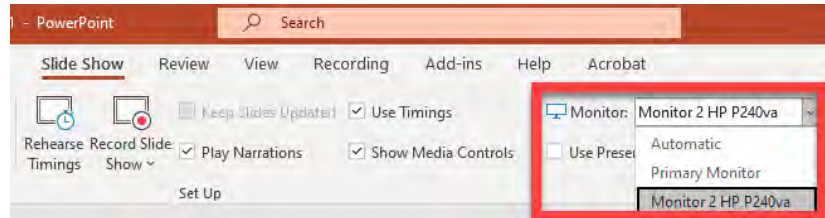
- When ready to record narration, select "Slide Show"



- Select "Record Slide Show"

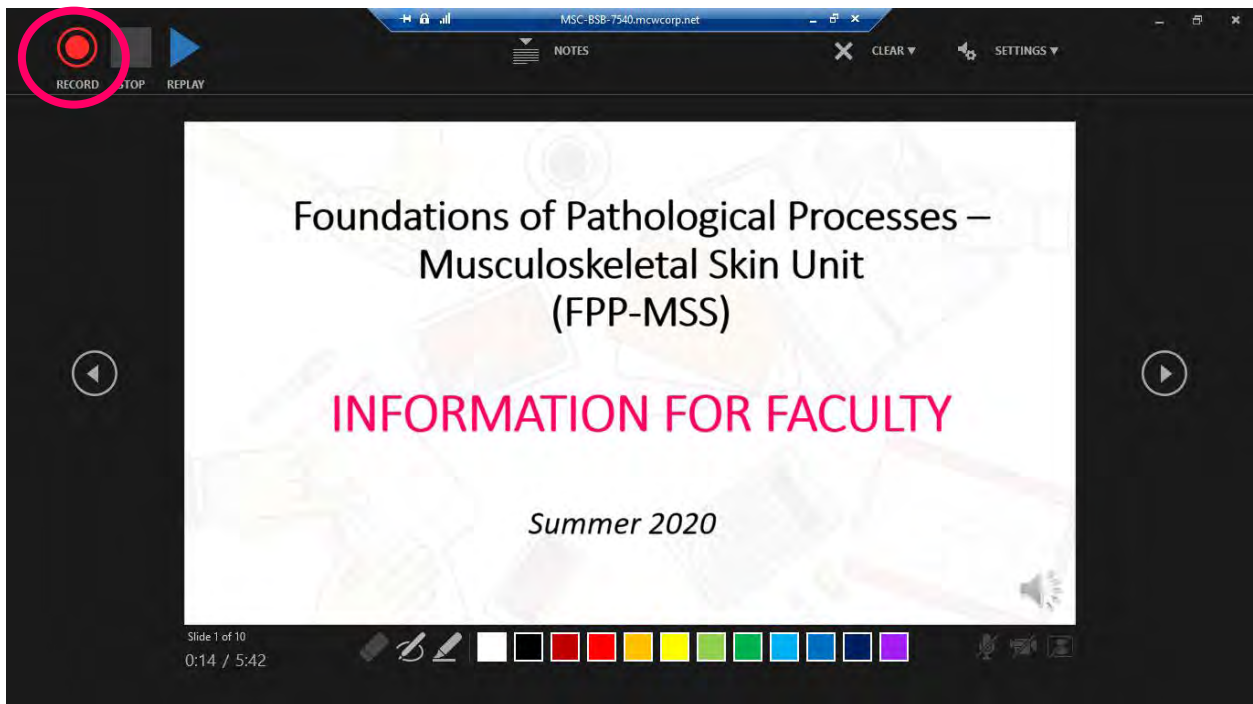


- If you are using dual monitors, be mindful of which monitor is being recorded.



Optional: You may wish to turn on your Web Camera. This can be done under the settings in the upper right corner of the recording interface.

- The recorder view should pop up. Click “record” to add narration. It will give you a 3...2...1... countdown before the recording begins. You can end your recording by clicking “Stop” when your narration is complete for that slide or advance to the next slide to continue recording. This means you can either record one slide at a time **or** record multiple slides at once. Note that narration is linked to each slide, so if you rearrange slides after recording, the audio will be moved along with the slide itself.



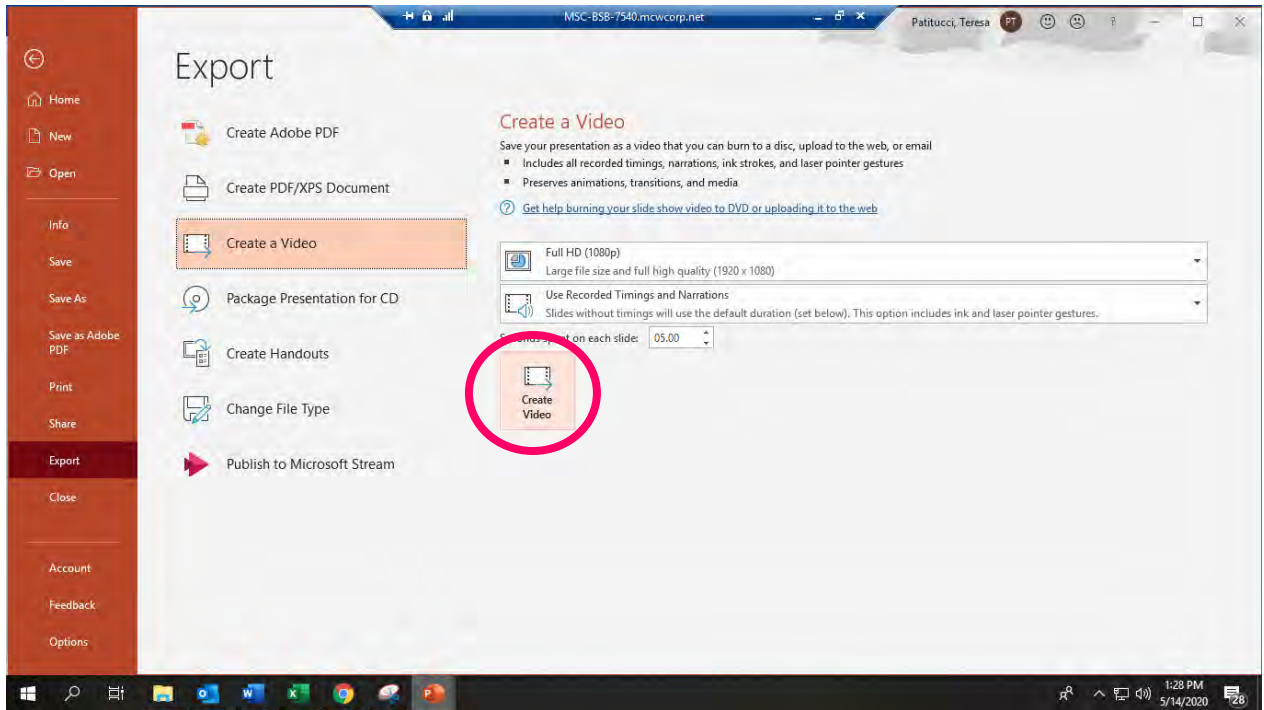
- Annotating your slides:
 - Note that the pointer does not show up in the recorder.
 - You can draw on your slide using the pen tool or the highlighter tool.



- When finished recording, click the “X” in the upper right-hand corner to exit recorder view.
- Save your PowerPoint as usual. At this point, the PowerPoint file can be played by putting the slideshow in presentation mode. **Note:** It is not a video yet...



- To export your narrated PowerPoint as an .MP4 video, go to File --> Export --> Create a Video --> Click “create Video.” It may take a long time to convert your slideshow to a video, don’t be alarmed.



- Send the MP4 file to the Course Coordinator or a designee to upload into Brightspace.