

Presentation Recording and Editing

A Guide to Creating Asynchronous Presentations

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What is Asynchronous Learning?

Asynchronous learning refers to learning activities individuals complete on their own time and at their own pace within a specified timeframe. Typical activities include watching videos or recorded presentations, reading, and completing assignments.



Benefits of Asynchronous Learning

Flexibility: Asynchronous learning allows learners to cover material at their own pace. It also allows them to choose when to engage in learning activities throughout the day.

Scalability: Asynchronous learning can be reused with little to no modification, allowing instructors to focus on learning outcomes rather than content creation. Created content can also reach many learners without worrying about logistical constraints such as classroom space.

Accessibility: Learners can access materials wherever they are located, allowing geographically distributed programs to reach many learners.

Challenges of Asynchronous Learning

Feedback: Feedback can be more difficult to provide in an asynchronous learning environment. Instructors should have a plan for how they will provide feedback for asynchronous learning.

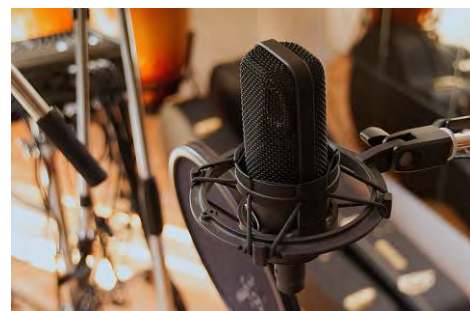
Engagement: It can be difficult to get and maintain learners' attention in an asynchronous learning environment. Making information engaging and interactive is important.

How Do I Record a Presentation?

When looking to create a voiceover presentation, you can record the presentation directly in PowerPoint. Detailed instructions are available on the [Microsoft Support](#) site. Alternately, you can use software such as [Camtasia](#) or [Panopto](#) to create and edit recordings.

Tips for Creating High-Quality Recorded Presentations

Visuals: Create visually engaging presentations using graphics and multimedia.



Scripting: Write out your script so you have a guide during the recording process. This helps alleviate anxiety and ensure you cover all the information.

Practice: Practice with your script so you are comfortable with your delivery and can refine the script as needed before recording.

Set-Up: Set up your recording area in a quiet spot without distractions. Use a quality microphone that plugs into your computer rather than relying on built-in microphones that don't filter out extraneous sounds.

How Can I Edit a Recorded Presentation?

Recording directly in [PowerPoint](#) allows you to re-record and/or edit individual slides according to your needs. Once all slides are recorded to your satisfaction, the file can be [saved as an MP4 \(movie\) file](#) for posting to Panopto or Brightspace. For greater accessibility, add [captions](#) (subtitles) to your video file.



More advanced editing of an MP4 file requires specialized software, such as [Camtasia](#) by TechSmith. While this software does involve a learning curve, its capabilities far exceed what you can accomplish within PowerPoint. Audio and video can be edited separately, and special effects can be added as desired.

ADDITIONAL SOFTWARE OPTIONS

- Panopto, if installed on your computer, also allows for direct [recording](#) and [editing](#) of movie files. Panopto offers a variety of [videos](#) to guide you.
- iMovie for Mac OS allows Apple users to edit MP4 files.
- Movie Maker for Windows is available through the Windows app store.
- OpenShot is a free software program that works with Windows or Mac operating systems.

Where Do I Post my Recorded Presentation?

Recorded presentations can be hosted in Panopto or directly in the Brightspace learning management system. Work with your course coordinator to post your presentations to provide a consistent experience for the learners in the course.

For assistance in recording and editing presentations, contact us at educational_improvement@mcw.edu.

