

Nashville State Community College

Video Presentation Options (for students and faculty)

This guide is to help users utilize common and supported tools to record multimedia presentations. It is recommended that you consider options for good audio by utilizing microphones for voice recordings. There are several options available to record both audio and video so practice with the tools you plan to use or find an application you can confidently generate multimedia files.

Before Recording

Utilize some best practices before recording any content.

1. Create a storyboard or an outline to plan out your recording. Identify the expectations for the length, slides or shots, and the format you plan to use.
2. Write a script so you can be succinct with your content. No need to run too long, too short, or forget to talk about something important.
3. Planning is key. The more you practice and plan the better your overall project will be. There's no need to try and record everything if one take if not required.
4. Practice with your recording applications. Take breaks and pause recordings to breath and relax before proceeding. Editing can become very time consuming so try to execute your script without having to worry about too much editing.
5. Don't upload a video file directly to D2L. Utilize either [YouTube](#), [Vimeo](#), [Zoom](#), or [Kaltura](#) to upload video files, then **share the links** within your assignment submission within D2L (if applicable). Make sure your privacy settings are available for public view.

Recording Voiceover PowerPoint Presentations

If you create the visuals of your presentation in PowerPoint, utilize the following links to record audio to individual PowerPoint slides and learn how to export your presentation as a MP4 video file.

1. [Recording Audio on PowerPoint](#)
2. [Exporting PowerPoint with Audio to a Video File](#)

Once you have a video file converted, utilize a streaming service, like Kaltura (available within D2L), to upload and share your content.

Recording with Kaltura

Kaltura is a streaming media tool recently adopted by Nashville State Community College. Integrated into D2L, and supported by the Office of Online Learning (OOL), Kaltura gives faculty and students a place to upload, create, and edit their course-related videos, audio files, and images.

For a step-by-step guide on recording video and uploading media into D2L, utilize the [NSCC Kaltura Manual](#) developed by our OOL.

- [Introduction to Kaltura \(Video\)](#)
- [Kaltura's Help Center](#)

Recording with Zoom

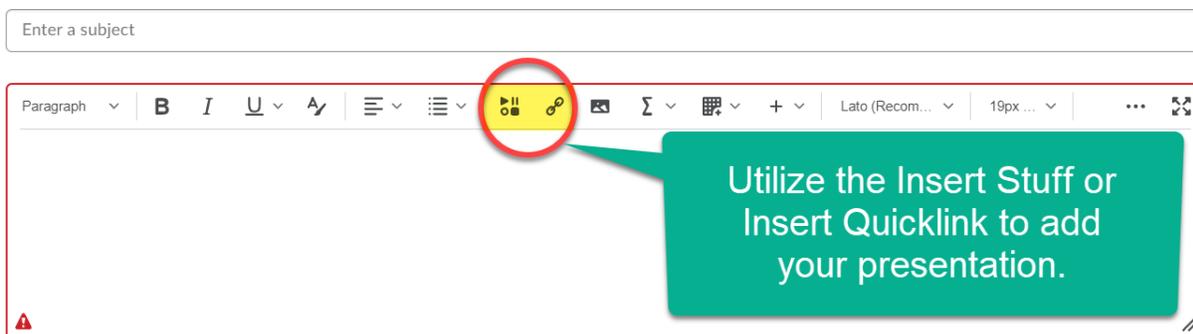
To create a Zoom recording you will need to login to your Zoom account and simply start a private meeting. You have the option to record a meeting. When you click the Record button, two choices will appear: Record on this Computer or Record to the Cloud. You may choose to Record to the Cloud which produces both a link and a transcript within Zoom itself.

Once you have started your meeting, on the menu bar, click on Record. You must choose whether to Record on this Computer or Record to the Cloud. It will then indicate that you are recording with a red circle and both a Pause and a Stop button in the upper left corner of your screen. If you want to stop or pause your recording, use these buttons. Once your meeting has finished, and you have stopped recording, it will automatically start rendering.

Depending on where you saved your recording, your final product is either an MP4 file or a sharable link. For more information on accessing Zoom recordings, review [OOL's Zoom Resources](#).

Uploading the Presentation in D2L

Once you have your multimedia file ready to share, simply access your submission space in D2L and utilize the "Insert Stuff" or "Insert Quicklink" to add the link to your presentation. You have the options to share files, insert link, enter embedded code, or add Kaltura Media. Choose the option that applies best and submit.





If you have questions please feel free to email online.learning@nscc.edu.

External Helpful Resources

- [Creating Audio Recordings in Kaltura Capture in D2L](#)
- [Sharing Kaltura media within D2L](#)
- [Adding a Video to D2L via Kaltura \(for students primarily\)](#)
- [Recording a video lecture of yourself with Zoom and PowerPoint](#)