# How-To prerecord a presentation

Preparation

- Use a LAN cable to connect your computer/laptop with your router. If not possible get a place close to your WiFi-Router.
- For good lighting, have the main light source behind your camera and not behind yourself
- If you have an external microphone please use it, no matter what kind of microphone. For a quick test you can have a quick call with the IT-Team or test it at the beginning at a self-test.
- If you have a PowerPoint presentation and it has no fancy animations, please export it as a PDF
- Get a nice dress or at least something to cover your upper body

The Presentation

1. For the recording of your presentation we will use BigBlueButton, hosted on an own server

2. You will receive a link for the call from one of the IT-Team and one of us will be in the call during the presentation and help you if there occur problems. Otherwise you can get an own access to record it whenever you want.

3. When you click on the link to enter the call and the website asks you how to join, use the right button "Microphone" that you will be able to speak later during the recording.
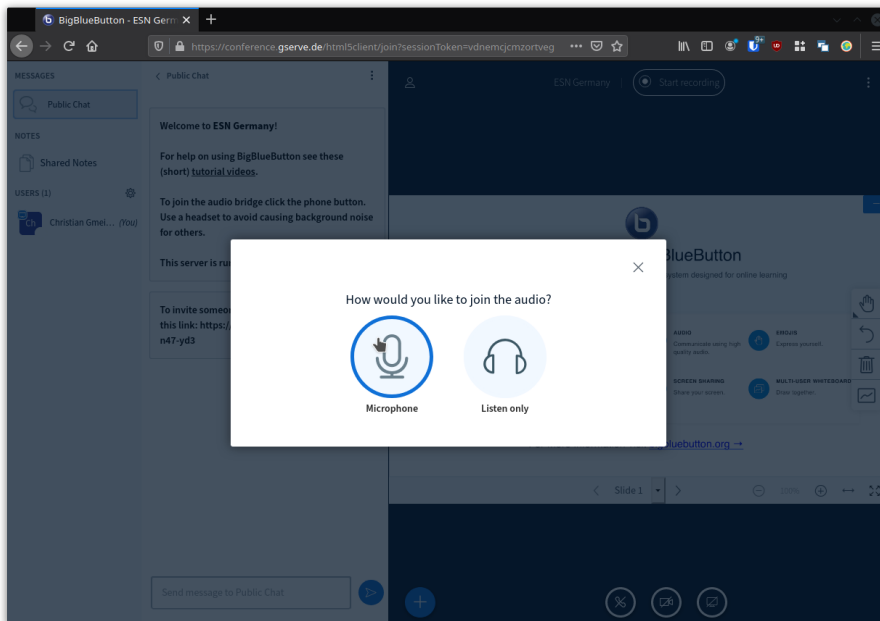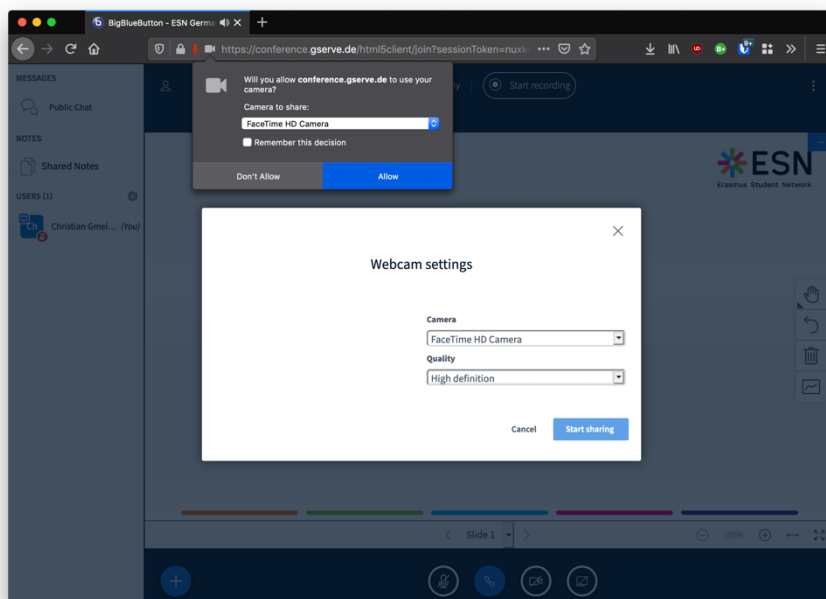
4. By default, you will be muted so first activate your microphone by using the buttons at the bottom of the window.
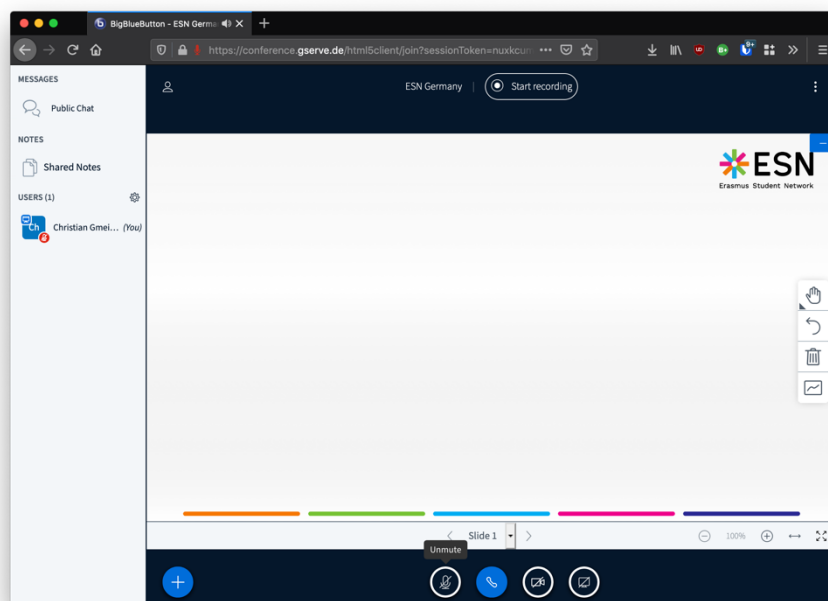
5. To add your webcam to the recording use the "Share Webcam" button on the bottom and allow the website to access the webcam.
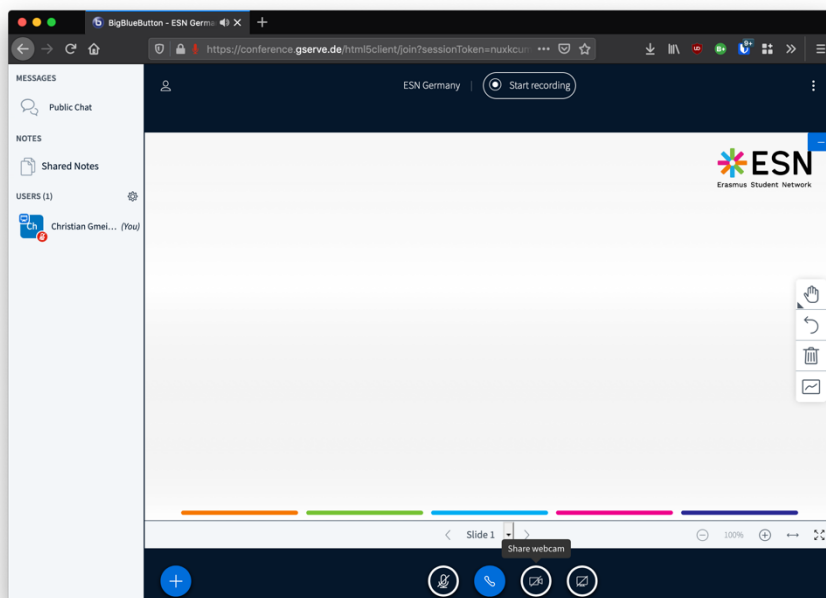
Before pressing "Start sharing" make sure that you selected "high definition" in the quality dropdown menu.

6. To check that the audio quality is good, just speak a few sentences with the other person in the call. If you have "übersteuern" (your microphone is too loud) adjust it in your computer's settings, if you're too quiet, do the opposite. In general, it's a good idea to go to your computer's settings an check under "Sounds", where you can see

your microphones input settings if your input volume is in the middle or too high or too low.

7. To record your presentation, start a screenshare by clicking on the bottom right button and select "Share screen". Then select the corresponding window you want to share.

8. To start the recording, press "Start recording" and start presenting.

9. When your presentation is over, press "Stop recording" and you're done. If you wish to watch your presentation, you have to wait until your presentation is processed and converted. For that just let the IT-Team know that you wish that.

Other forms of presentations

If you wish to share a special, a crazy or just another form of presentation with us during the Online NA, any horizontal videoformat is fine.