

## CTL Recommendations for a Successful Remote Recording

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The Center for Teaching and Learning (CTL), uses **Zoom** for remote audio lecture recordings. Zoom is the JHU supported remote tele-conferencing application, and it's available for you to download for free at:

<https://t.jh.edu/ZoomSignUp>

After downloading and setting up your Zoom account, there are a few things that will help you prepare for your recording session:

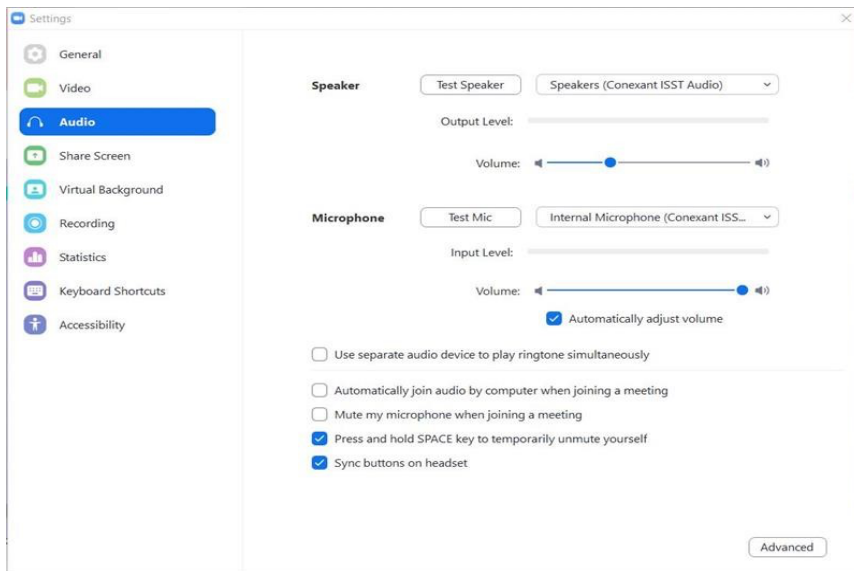
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### PREPARING TO RECORD

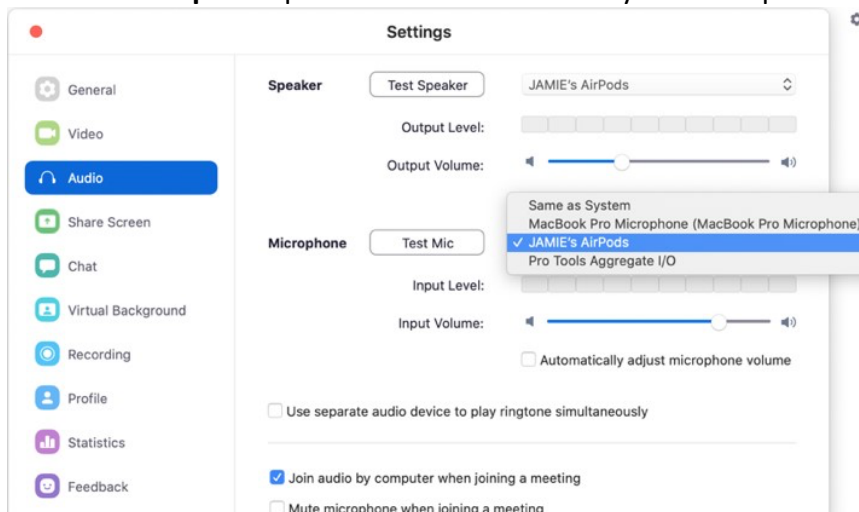
1. Choose a **quiet** location with minimal noise.
2. Use a hard-wired ethernet connection if possible.
3. Quit out of **ALL** applications on your computer prior to recording:
  - a. Programs like Outlook take over data connections when checking for and downloading emails – this may cause audio dropouts.
  - b. This also prevents notifications from applications.
4. Use a headset microphone or earbuds with a microphone. See below. CTL has a **loaner microphone program** using Yeti usb plug in mics. You will see an option to request a loaner microphone when you schedule your recording session in our automated system, and you can also ask you Instructional Designer.



5. Connect audio input: microphone/ headset / earbuds to your computer and launch Zoom. An Audio Producer will also help you with set up and the steps below during your recording session.
  - a. Launch the **Zoom** application.
  - b. Find and select the **Audio Settings** preferences page.



- c. Use the **Speaker** pull down menu to select headphones or same as system to hear through the computer
- d. Use the **Microphone** pull down menu to select your microphone source (e.g. Apple Earbuds)



- e. Make sure that the box for **“Automatically Adjust Microphone Volume”** is **NOT** selected and volume slider is set to 75 – 80 %
- f. Press the **“Test Speaker”** button to ensure that you hear the audio.
- g. Press the **“Test Mic”** button to verify that the microphone is working.

Speak clearly and enjoy the recording session. A zoom remote recording will be like our one-on-one onsite studio recordings at the school. Your Audio Producer will be with you to make sure that you sound great!

### Audio Producer Contacts:

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