

# GUIDE TO RECORDING LECTURES

---

- [Section 1: Pedagogical Principles and Guidelines for Lecture Video Recordings](#)
- [Section 2: Recording Live Lectures – Synchronous Contexts](#)
- [Section 3: Pre-Recorded Video Lectures – Asynchronous Contexts](#)
- [Section 4: Practical Tips and Best Practices](#)

## SECTION 1: Pedagogical Principles and Guidelines for Lecture Video Recordings

---

### Why do recorded online lectures?

---

Recording a lecture video will give your students the option to review the session at their own pace while helping to mitigate technology challenges and conflicting schedules.

While developing asynchronous (i.e., pre-recorded) video can be time intensive, there are advantages to using asynchronous content in terms of:

- **Sustainability.** After you create a video or textual content you can reuse it for future course offerings and across multiple courses.
- **Flexibility.** Students can access asynchronous content anywhere and anytime. This gives them more flexibility in how they access and interact with content.
- **Internet and bandwidth.** Students have fewer constraints from limited internet connections and bandwidth when accessing asynchronous content.
- **Students can playback or re-read.** Students can replay and pause video lecture content or re-read textual content.

## SECTION 2: Recording Live Lectures – Synchronous Contexts

---

One approach to developing asynchronous content is recording your synchronous sessions. **MS Teams** and **Zoom** both allow for the session to be recorded. If you choose to record your synchronous sessions, be sure to let students know in advance.

**Note:** If you record your lectures using Zoom, you can access the recordings in your **Brightspace** course if you've added the Zoom link in the top navigation bar.

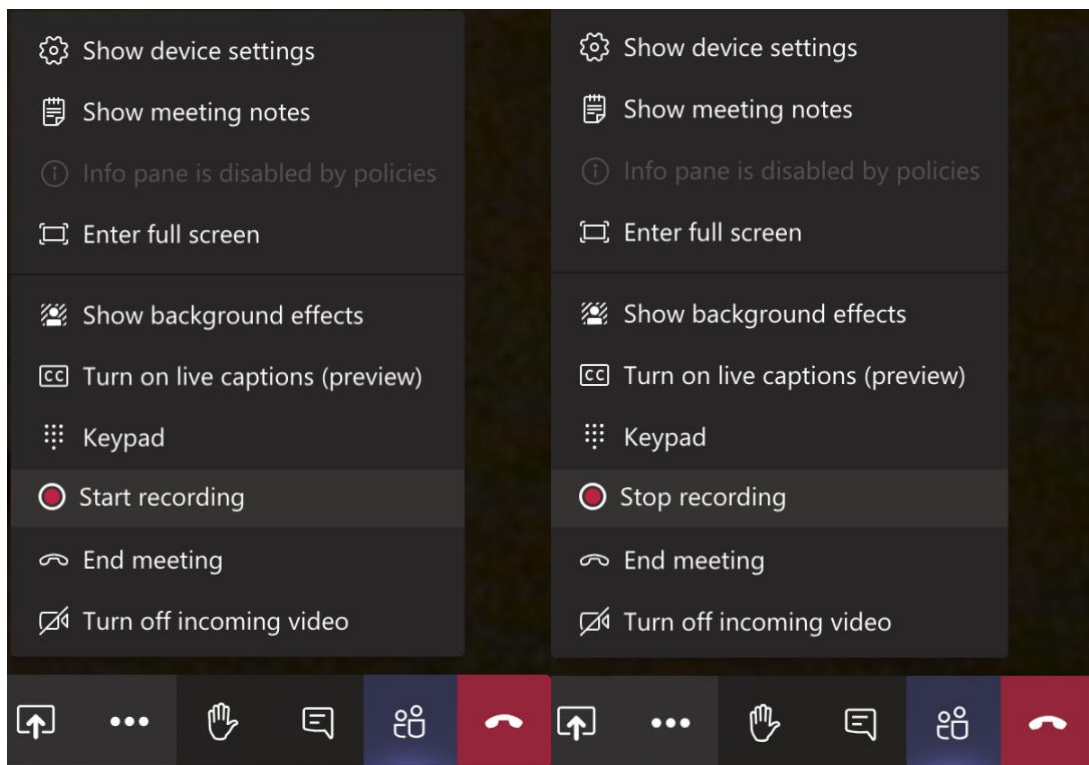
It is easy to quickly record and share synchronous lectures. This allows students who were unable to attend to view the lecture and learn from the questions other students asked. It also allows students to review the lecture as many times as necessary to feel confident with the material.

## On MS Teams

---

Click the 3 dots button and select **Start recording** in the drop-down menu). Proceed the same way to **Stop recording**. Make sure to stop recording before leaving the session. The video recording will then be available on **MS Stream**.

**Note:** You will receive an email from MS Stream as soon as your video is ready to stream.

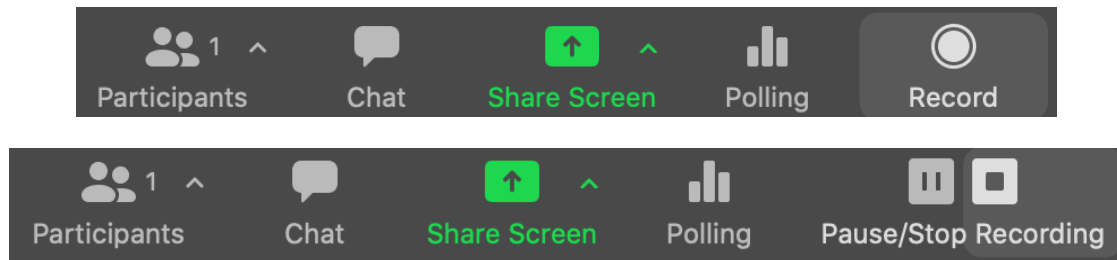


## On Zoom

---

In the option ribbon, click the **Record** button to **start** the recording. You can then **Pause/Stop Recording**. Make sure to stop recording before leaving the session. Once your

video is recorded, you can download the link from your Zoom account. Log in at <https://uottawa-ca.zoom.us/signin>.



## Limitations

---

Certain elements of the session may not be captured properly, such as the breakout rooms. The following strategies can help make your recorded lectures more effective and engaging:

- Use an external microphone when you lead your synchronous online lectures. Higher audio quality is important for reusing and replaying.
- Download and edit the recording. With editing, you can add annotations and cut out areas that are not useful for replay, such as technical issues.
- Consider ways that the recording can be incorporated with other content, such as embedding reflective or quiz questions, or linking the video to course readings or discussions.

## SECTION 3: Pre-Recorded Video Lectures – Asynchronous Contexts

---

In addition to recording your synchronous online lectures, you can develop videos to replace in-person lecture components and help engage your students. These could include: lecture videos, demonstration videos, virtual field visits/trips, guest speakers, or interviews.

### Effective practices for pre-recorded course videos

---

If you are considering using pre-recorded course videos, there are a few easy things you can do to make them more conducive to learning:

- **Consider creating different types of videos to establish a teaching presence in your online course** (e.g. Welcome video, Course orientation, video feedback).

- **Use short chunks.** Studies show that a shorter video is the key to engaging students, with approximately 6 minutes as the optimum length. While there is not definitive research showing increased learning from shorter videos, if the students don't watch the video, they can't learn from it. Note: recording short video clips can be time consuming with segmented learning.
- **Emphasize important concepts.** Emphasize essential material by highlighting, using pointers, zooming in, and drawing circles, to focus learners' attention on important points.
- **Design for accessibility.** When possible create video transcripts to make your videos accessible for all learners. More information about accessibility available here [add link].
- **Design for sustainability.** You should also try to design your video so it can be reused in other courses or in the same course in the future. Videos can be time-consuming to create, so make sure you can use the same videos from term to term without having to redo them. Avoid including dates and references to current events that will limit the potential of reusing content from year to year.
- **Don't overdo it on production.** Post-processing can be extremely time-consuming and there is no evidence that it leads to better learning from videos (if anything, slick videos can deceive people into thinking they have learned something when the opposite is the case).

## SECTION 4: Practical Tips and Best Practices

---

### What space or tools are available at uOttawa?

---

At the University of Ottawa, you have access to [MS Teams](#) and [Zoom](#) to record your lectures (also available within Brightspace from the top navigation bar), but you can also make a [voice-over narration](#) with PowerPoint or use screencast video software like [MS Stream](#) or [Camtasia](#) (paid software) to create and share lectures or content videos.

**Questions about MS Stream?** You can [create a screen recording](#) of up to 15 minutes to create a more engaging video for students.

### Are you ready to start?

Now that you have a better understanding of what a pre-recorded video entails and the tools available, you are ready to start. We suggest **four steps** in the process.

[| Step 1: Plan](#) | [| Step 2: Record](#) | [| Step 3: Upload and Share](#) | [| Step 4: Captioning](#) |

## STEP 1: Plan

---

When planning your instructional video, you may want to consider the following elements:

- In your course, what content requires limited interaction and could be developed as lecture videos?
- How much content should be included in a video?

### What to include in a video?

---

You may want to focus on concepts, principles or knowledge that students can learn by themselves, aspects of the course that do not require you to spend time introducing or explaining during a live session. You can prepare a script to help you structure the content that you'd like to deliver. For more details, we recommend the following resource, [How to use Mayer's 12 Principles of Multimedia \[Examples Included\]](#) by Andrew DeBell.

## STEP 2: Record

---

There is a variety of tools that allow you to create and share instructional videos with students in Brightspace.

### Video Recording Tools

---

You can record your video lectures using **MS Teams** and **Zoom**, or use PowerPoint with voice-over, **MS Stream** or a software like **Camtasia**. You can use the **Video Note** on Brightspace to record a short video introduction (1-2 minutes).

Recording Tool	Description
Brightspace	You can create a short video note in your course using the <b>Video Note</b> feature on Brightspace (e.g. for a short video introduction).
MS Teams	The video recordings will be available on <b>MS Stream</b> .
Zoom	The video recordings will be available from your Brightspace course (if enabled in the top navigation bar) and your Zoom account

	(you can download the files to your computer).
PowerPoint with voice-over	You can record your slides with voice over and save it as a video file (MP4).
MS Stream	This platform allows users to upload, view, and share videos securely. The following steps describe how to create a video on <a href="#">MS Stream</a> .
Camtasia	This tool is a screen casting desktop software which allows you to create videos by recording your computer screen and webcam (audio/video). It also supports video editing. Instructions on how to install Camtasia can be found <a href="#">here</a> . A quick guide on how to create lecture videos with Camtasia can be found <a href="#">here</a> . Once you are done creating your video, export it as an MP4 file.

\* These video recording tools (Zoom, PowerPoint, Camtasia) will produce a video file (e.g., .mp4) which you can upload to Brightspace. Please refer to [STEP 3: Upload and Share Videos with Students](#) for instructions.

### **STEP 3: Upload and Share Videos with Students**

---

After you have created your recorded lecture, you will need to make it available to students. Depending on which tool you used to create your videos, the process will be different.

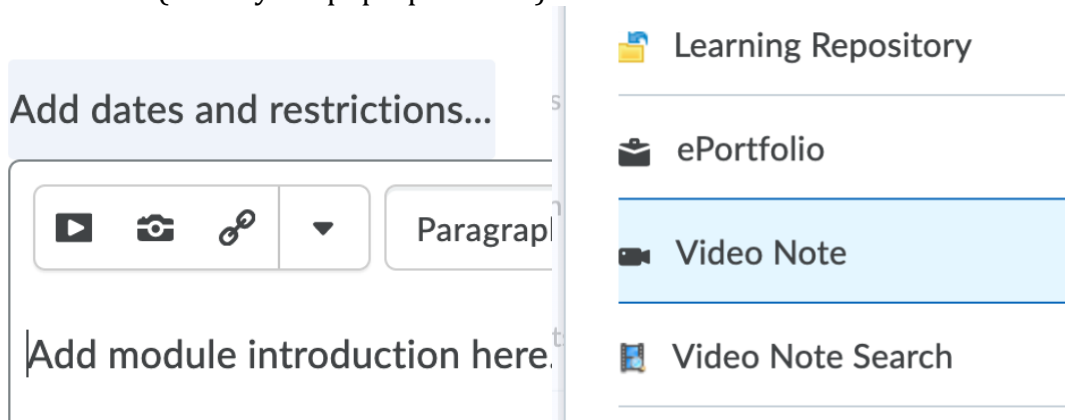
- If you recorded your video lectures on MS Teams, the recordings will be available on [MS Stream](#).
- If you recorded your video lectures on Zoom, the recordings will be available in Brightspace from the Zoom tab on the top navigation bar or from your [Zoom account](#).
- If you recorded a video using a screencast software like Camtasia, you can upload your video file (MP4) on [MS Stream](#).
- If your video is a voice-over narration on PowerPoint, you can upload it directly in Brightspace as a .ppt file.

## Brightspace Video Note

---

You can record and share a short video using the Video Note on Brightspace in the home page (Overview), page of content, announcement or discussion.

- Click the **video icon** on the left hand-side corner of the text editor.
- In the drop-down menu, select **Video Note**. Make sure to allow access to your webcam (check your pop-up blocker).



- Click **Record Webcam Video** and click **New Recording** to start the recording.
- When finished with the recording, click **Next**. Your video will then be embedded within the text window.

### Insert Stuff

### Video Note



Cannot access video and audio. Please a

## MS Teams Recordings

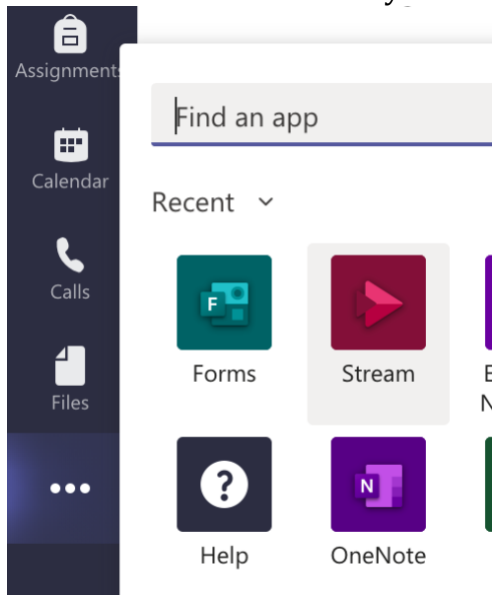
---

Recordings created using MS Teams do not need to be downloaded. You can access them through MS Stream and share them with students through a URL or embed code.

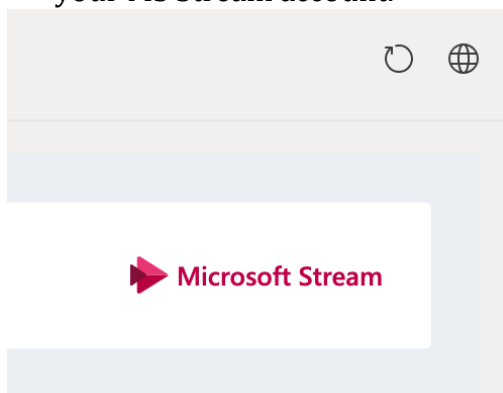
**Tip:** you can also embed the MS Teams videos in a page, announcement, discussion, etc. within Brightspace using the text editor. Click on the `</>` icon located on the right-hand side corner of a page and paste the embed code from MS Stream. If you switch back to the live view, a yellow frame will appear. Click **Update** to save the page and view the video.

How to access MS Teams recordings?

- On the MS Teams app, click the 3 dots icon on the left-hand side menu;
- Select **Stream** to access your watchlist.



- Click **Microsoft Stream** (red link) on the right-hand side of the screen to access your MS Stream account.



- You can access your videos from the **videos** tab (see below):



## Zoom Recordings

Zoom recordings will be available in Brightspace if you've enabled Zoom in the top navigation bar. Students will be able to access the Zoom recordings, but also the Zoom live sessions by clicking on Zoom on the top navigation bar.

Course Admin   Announcements   Content   Zoom   Quizzes   Assignments



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [🔗](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

- The video recordings will also be available from your account at <https://zoom.us/>. Log in with your account credentials to access the recordings and download the files in your computer. You must keep these recordings secure and confidential (see section 3 below for details on upload process).

You can also download your Zoom recordings:

- Log into your Zoom account at <https://uottawa-ca.zoom.us/>.
- Go to <https://uottawa-ca.zoom.us/recording> and click on **Local Recordings**.
- Select the recording you want to download and click on the **Export** button. The file will be downloaded to your computer.

## PowerPoint Recordings

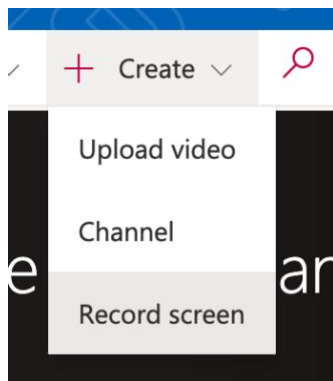
You can record your PowerPoint slides with voice-over. You can [record your slides with voice over](#) and save it as a PowerPoint or video file (MP4). You can then upload the video file into MS Stream (see details below).

## MS Stream Recordings

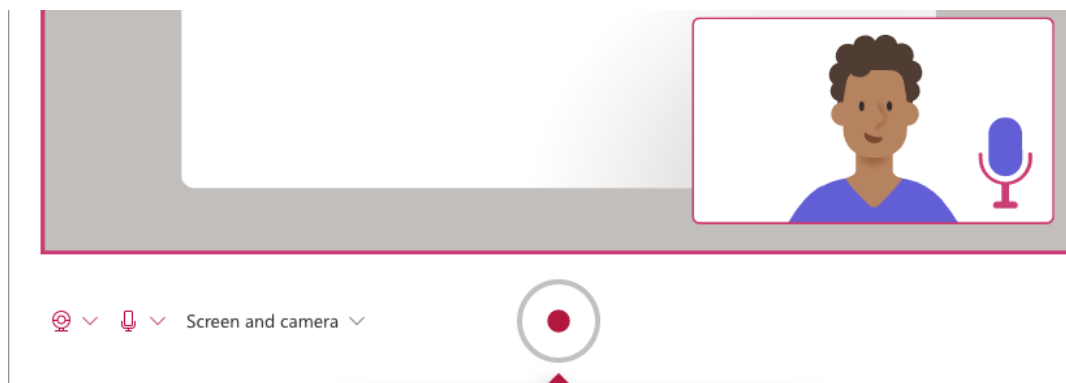
---

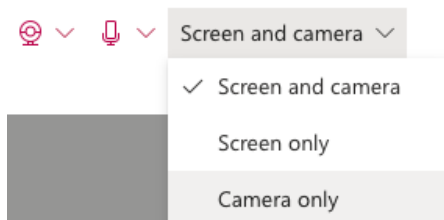
MS Stream allows you to upload, view, and share videos securely. The following steps describe how to create a video on [MS Stream](#).

- Click **+ Create** and in the drop-down menu, select **Record screen**:

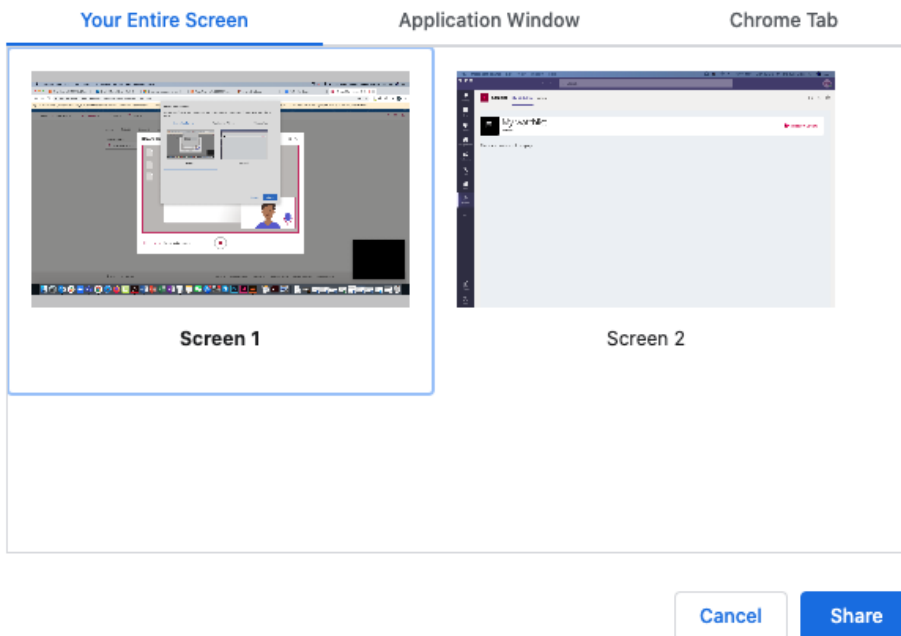


- The following window appears on screen.
- At the bottom of the window, you will see three items:
  - A **webcam** icon (you can turn it off or select a different camera)
  - A **microphone** icon (you can turn it off or use the default or an external microphone)
  - **Screen and camera**. and Click on **Screen and camera** to select what you would like to record. In the drop-down menu, you can choose to record your Screen and camera, Screen only or Camera only.





- Once you've selected your recording preferences, click on the **red dot** to start recording.
- A pop-up window will appear on screen. Select what you want to record (e.g. select Screen and camera if you are planning to record your computer screen with your PPT slides on it).
- Select the screen you want to record (you can record your entire screen, an application window or Chrome tab). Click on the screen thumbnail to select it (indicated by blue frame) and click on **Share**:

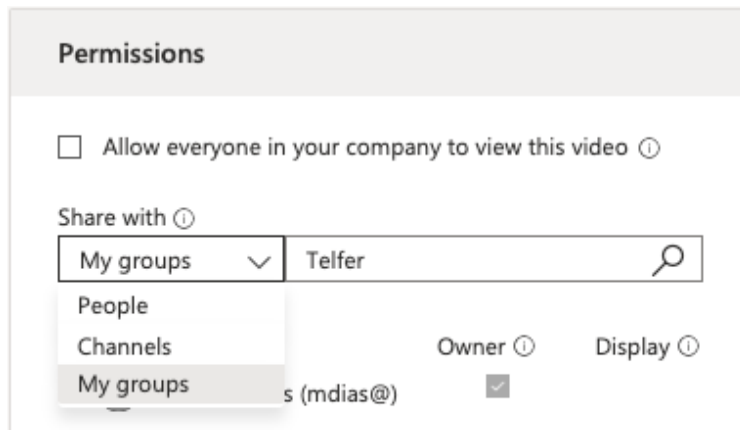


- A 3 seconds countdown starts. Proceed with your recording, and switch to the window you wish to record.
- You can pause and resume video recording.
- Click **Next** to stop the recording and process the video.
- Click **Upload to Stream** to save the video on MS Stream, or Record again.
- Your video is now uploading (wait until it is 100%). The video will then be processed.

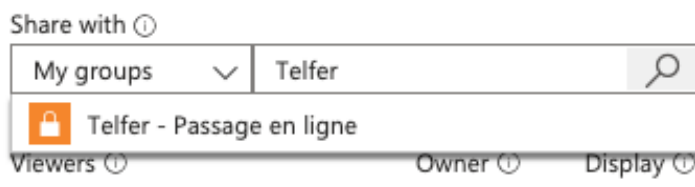
**Do NOT publish your video yet.** You now need to determine the permissions to make the video available only to your students.

- On the right-hand side of the window, click **Update video details**.
  - You are then redirected to the MS Stream portal.
1. Under **Details**, enter the video name, add a description (optional) and select the video thumbnail.

2. Under **Permissions** and Share with, click on the arrow to access a drop-down menu and select **“My groups”** (your courses).
  - Enter your course code and click on the magnifying glass icon to display your course.



- Click on your course.

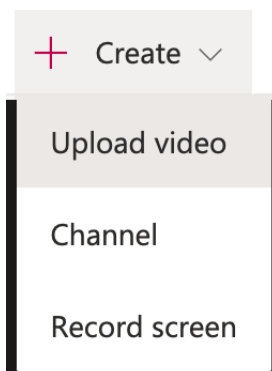


3. You can now **publish** the video. Click on **Publish** on the right-hand side corner of the page.

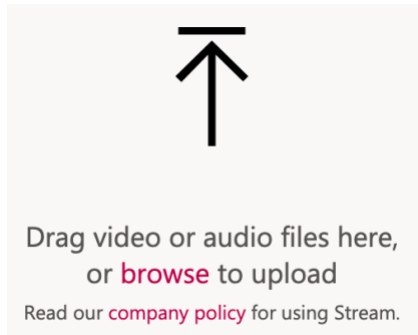
## Upload a video on MS Stream

---

- Log in to MS Stream using your uOttawa credentials at <https://web.microsoftstream.com/>
- Click **+ Create** and in the drop-down menu, select **Upload video**:



- You can upload multiple videos at the same time. There are several options for uploading videos. Depending on where you start your uploads from, different default permissions will be set on the videos, but you can always change them afterwards. More details on [how to upload a video](#).



**Note:** MS Stream does not support audio-only media files.

**MS Stream - Interactive video quizzes.** You can [add a survey, poll or quiz to your video](#) to engage students with the content. You could also create a separate quiz on Brightspace about the video, which is an easier way to assess student learning.

## Edit and share a video on MS Stream

---

MS Stream supports trimming Stream videos, including uploaded videos or Teams meeting recordings. Learn how to [trim a video on MS Stream](#).

**IMPORTANT:** Once your video is uploaded and edited (trimmed), you can [share your videos](#) with students by using one of the following methods:

- Copy/paste the [embed code](#) on Brightspace for easy viewing (recommended).
- Post a direct link to the video on Brightspace.

## Camtasia Recordings

---

Recordings produced in Camtasia will need to be exported as a .mp4 file, then uploaded to MS Stream. You can move on to Step 3 (see below).

## STEP 4: Video Captioning

---

### Captioning for Pre-recorded Videos

---

For accessibility purposes, you will need to make your instructional videos available to students with disabilities (e.g. deaf or hard of hearing students). The following link provides instructions on how to add [subtitles and closed captions on MS Stream](#).

When a video has a caption set, viewers can click the CC button on the player while watching a video to show the captions under the video.