

Lecture Recording with *Microsoft PowerPoint,* *Zoom, and Camtasia*

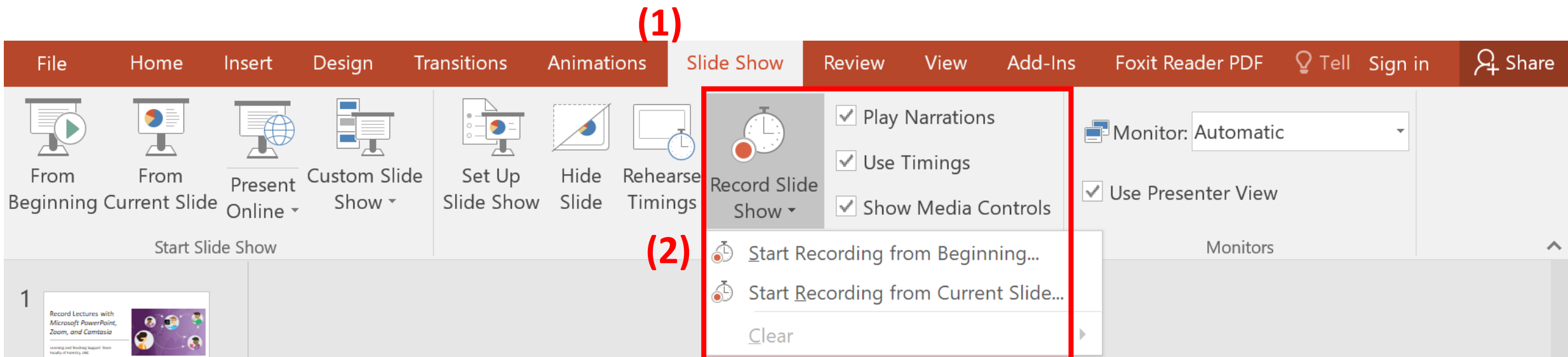
Learning and Teaching Support Team
Faculty of Forestry, UBC





Record Slides using *Microsoft PowerPoint*

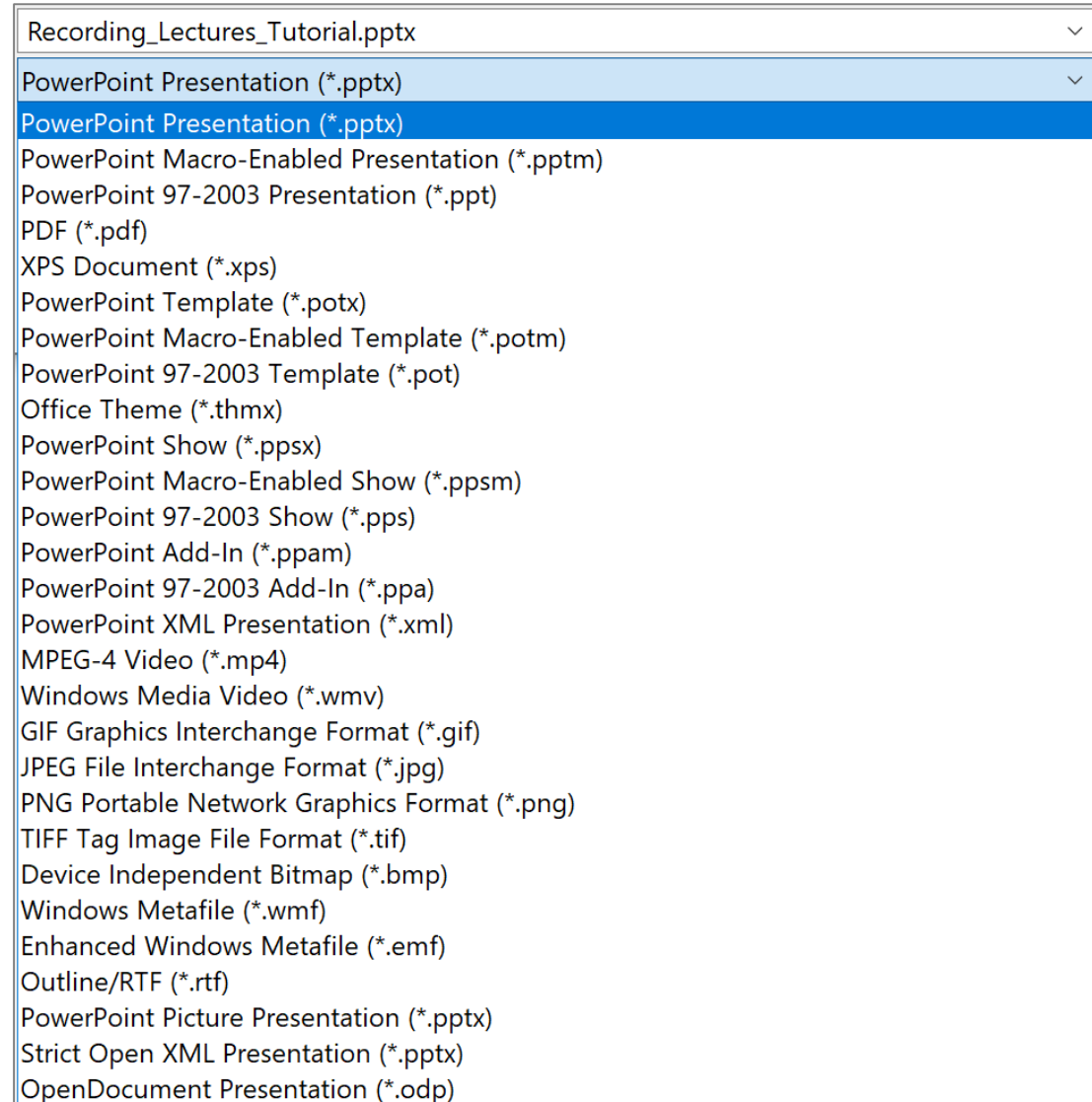
- Under “Slide Show”, click “Start Recording from Beginning...” or “Start Recording from Current Slide...”
- If you cannot find the recording option, check out the recording tab of the ribbon
 - File → Options → Customize Ribbon → Slide Show → Set Up → Record Slide Show



Record Slides using *Microsoft PowerPoint*



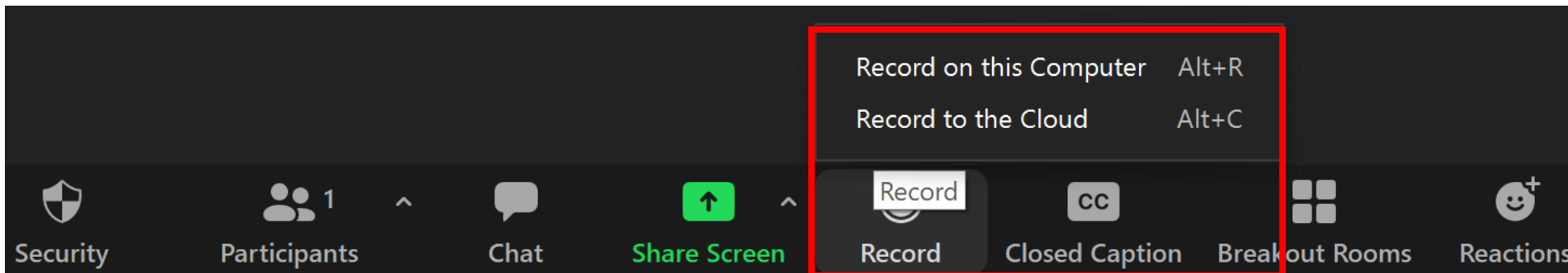
- After you finish recording your slides:
- You can save your file as PowerPoint Slides (*.pptx)
 - Can be directly uploaded to Canvas
- Or save as video files (*.mp4, *.wmv)
 - Need to upload to *Kaltura* in Canvas





Record Screen using *Zoom*

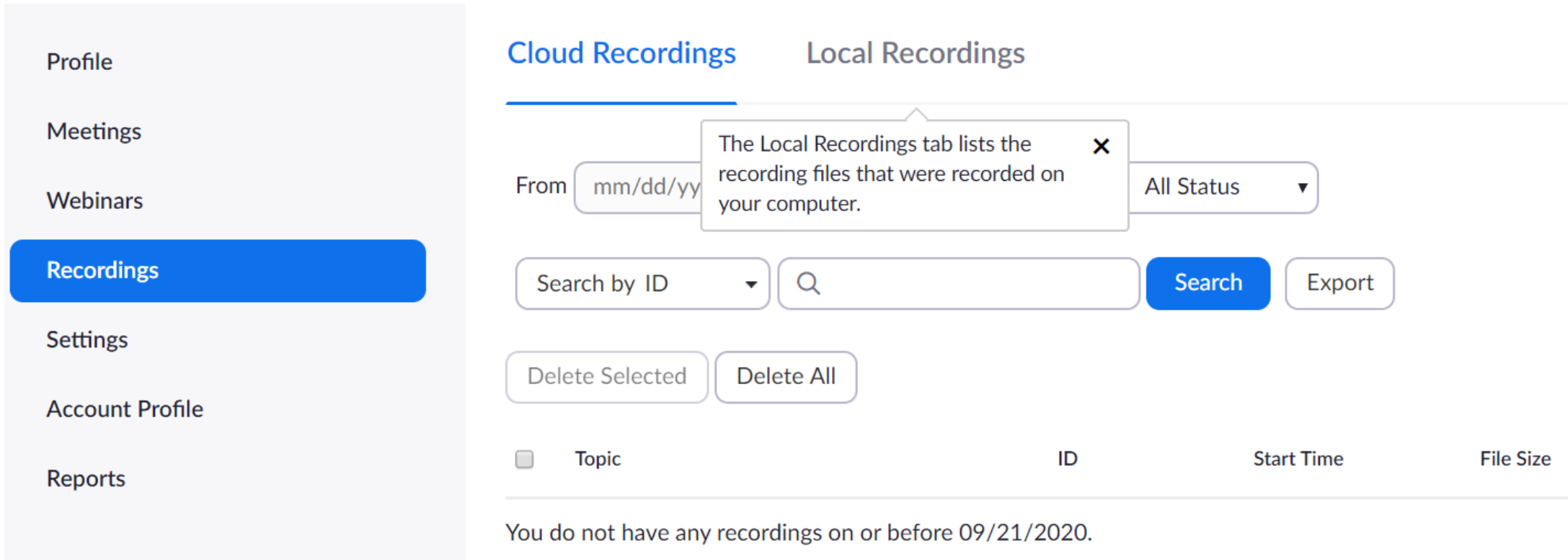
- At the bottom panel, click “Record”
- Choose “Record on this Computer” or “Record to the Cloud”
- If you use “Record on this computer”, then the file will be automatically saved on your computer in the zoom folder
- If you use “Record to the Cloud”, your recorded files will be uploaded to “Cloud Recordings”



Record Screen using Zoom



- When the recording is finished, click “Stop” and click “Yes” to confirm the recording
 - You can access your recordings through the zoom web portal
 - <https://ubc.zoom.us/>



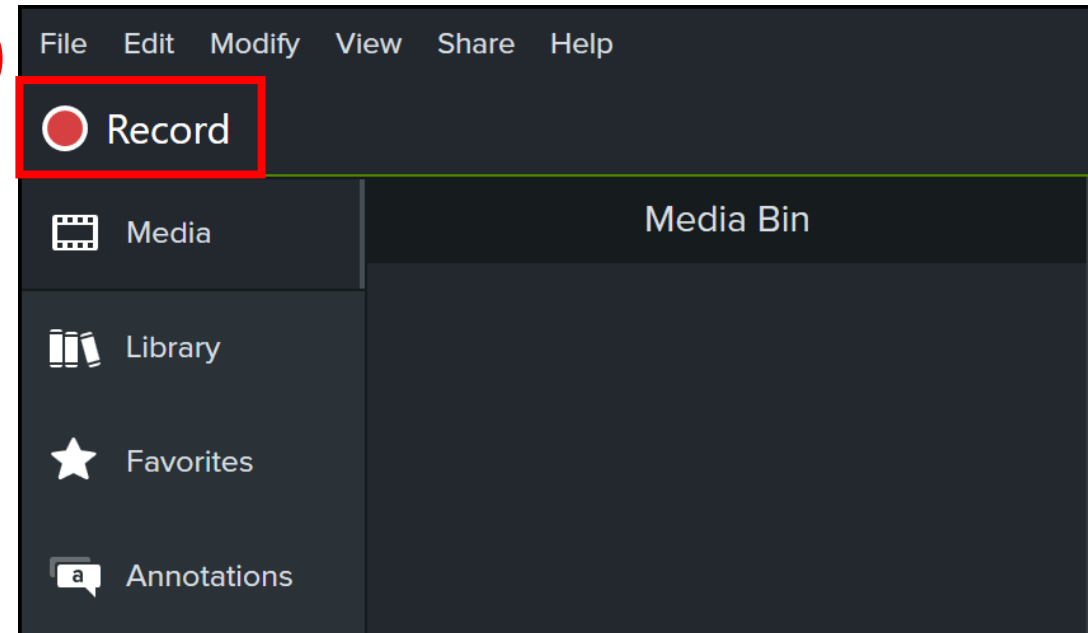
The screenshot shows the Zoom web portal interface for managing recordings. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. A tooltip points to the 'Local Recordings' tab, stating: 'The Local Recordings tab lists the recording files that were recorded on your computer.' Below the tabs, there is a 'From' date selector (mm/dd/yy), a status dropdown menu set to 'All Status', a search bar with a magnifying glass icon, and buttons for 'Search' and 'Export'. At the bottom, there are buttons for 'Delete Selected' and 'Delete All'. A table header is visible with columns: Topic, ID, Start Time, and File Size. Below the table, a message reads: 'You do not have any recordings on or before 09/21/2020.'

Record Screen using *Camtasia*

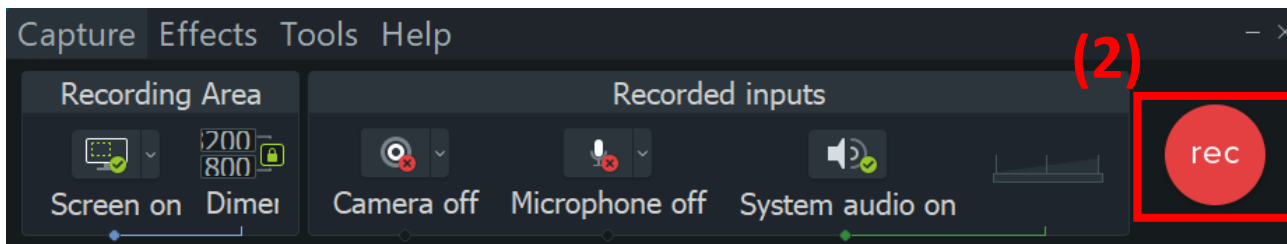


- On the top of the tools panel, click “Record”
- You can customize the settings of the screen recording
 - e.g. camera off/on
- Finish recording by clicking the “Stop” button

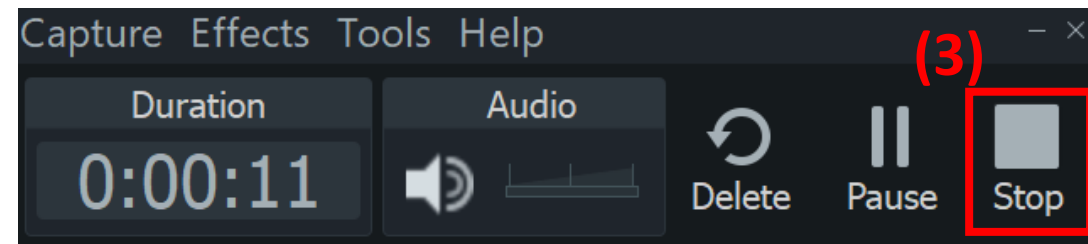
(1)



(2)



(3)

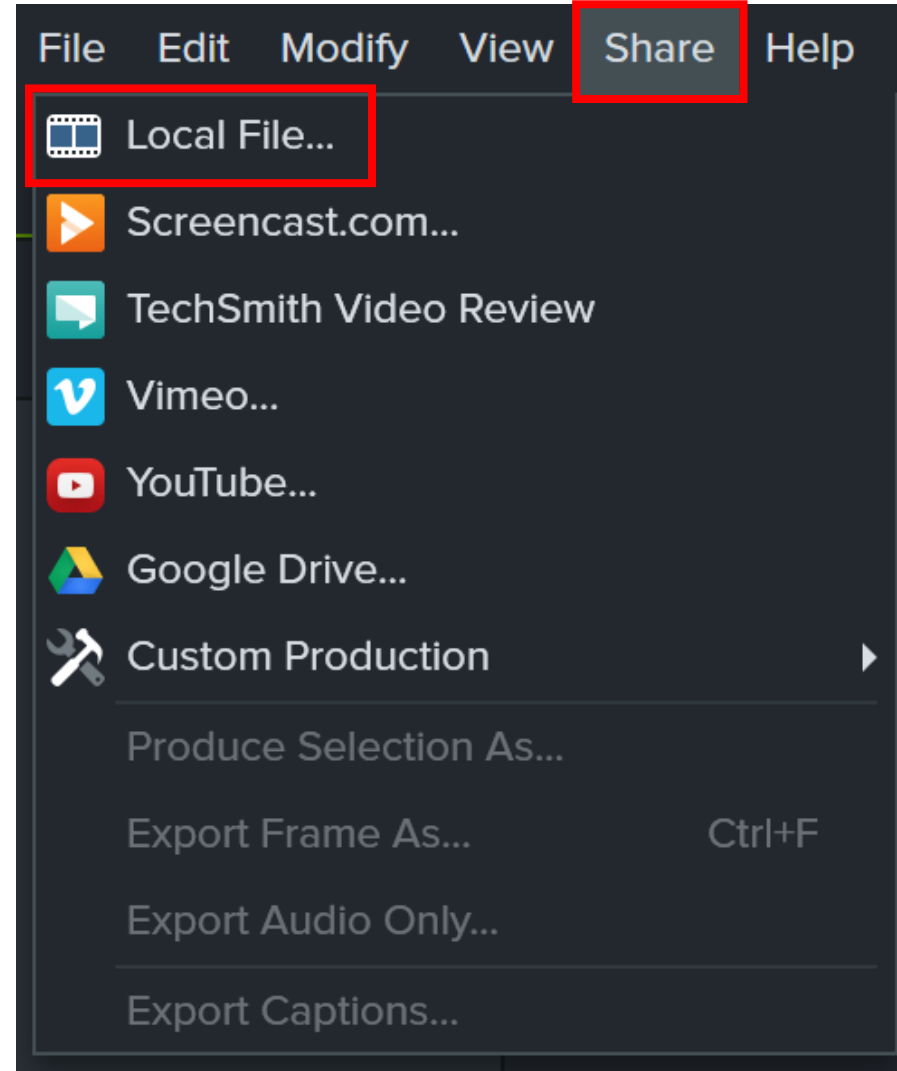


Record Screen using *Camtasia*



After finish recording the screen:

- You can edit the files in Camtasia as well (e.g. change length, add visual effects, etc.)
- To save the files as MP4:
 - Share → Local File → choose the resolution of the output video (e.g. 480p, 720p, 1080p)

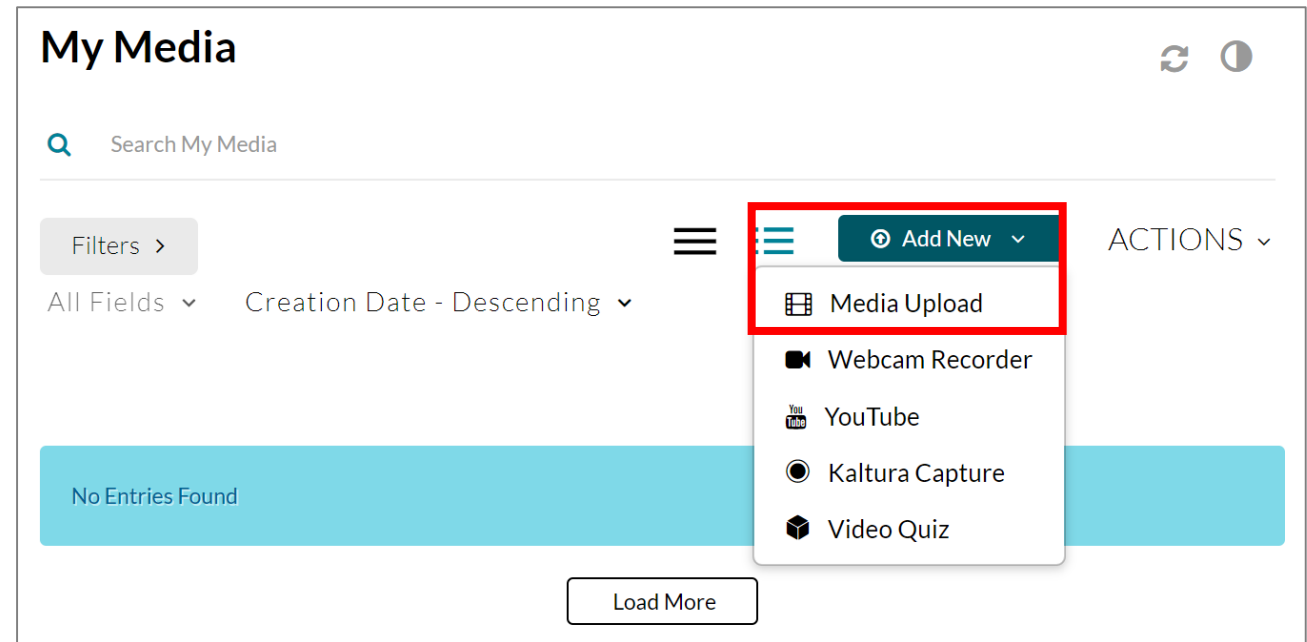
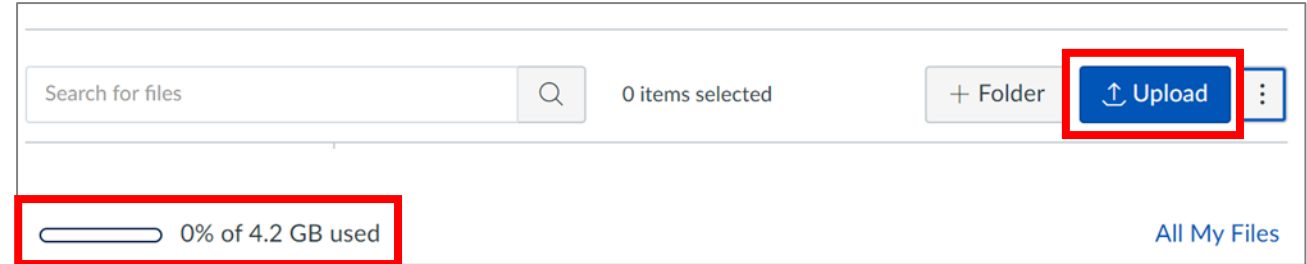


Upload the Recorded Lectures to Canvas



- Upload the PowerPoint Slides
 - Files → Upload
 - Modules → Link the slides to the specific section
 - Space limit: 4.2 GB

- Upload the video file using *Kaltura*
 - My Media → Add New → Media Upload
 - Can also edit the video within *Kaltura*



Helpful Links

- Recording Lectures with *Microsoft PowerPoint*:
 - <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- Recording Lectures with *Zoom*:
 - <http://tuftsedtech.screenstepslive.com/s/19028/m/94934/l/1213459-how-can-i-record-with-zoom>
- Recording Lectures with *Camtasia*:
 - <https://www.techsmith.com/tutorial-camtasia-record-edit-share.html>

