UBC Forestry

Alternative Recording Options for In-person Classes

This tip-sheet explores different recording options that you can consider if there is no in-class recording system available in your classroom or if you would like to learn alternative recording options to add another dimension to your teaching. Various options are available for both (a) screen and audio recording, or (b) recording audio only.

Please note that Canvas courses have a limited file storage. Hence, we would recommend using Kaltura to upload any video files. This can be done through the Rich Content Editor on Canvas pages, Canvas assignments, or on the My Media and Media Gallery tabs.

Table of Contents
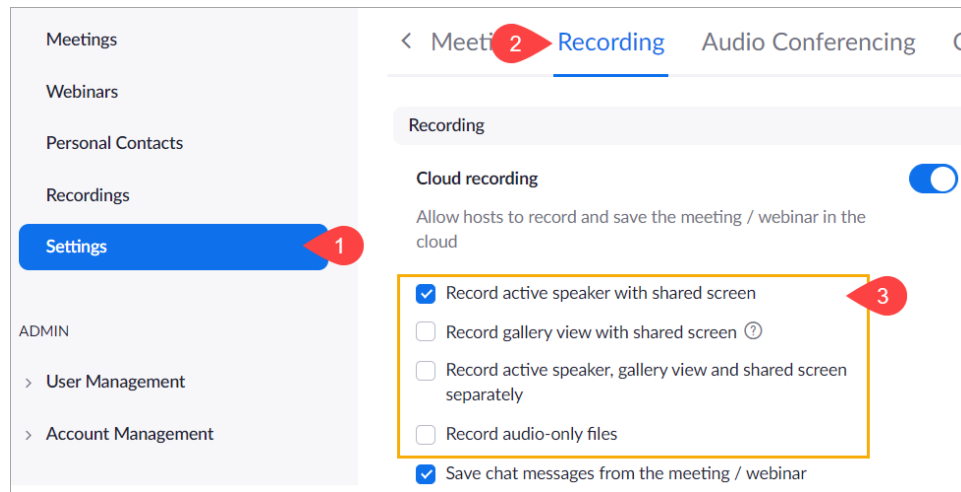
A. Recording with screen and audio

There are three software applications you can use to capture your screen and audio: Zoom, Camtasia or Microsoft PowerPoint.

Option 1: Zoom

You can open Zoom to record screen and audio while teaching in class. To do this,

1. Sign into your zoom account on ubc.zoom.us
2. Click **Settings** on the left sidebar and navigate to the **Recording tab**
3. Under Cloud recording, make sure that the **Record active speaker with shared screen** is checked and other record options are unchecked.

[Optional] Save chat messages from the meeting/webinar

4. Click **Save**

Now, both your shared screen and audio will be included in your Zoom recordings. Zoom cloud recordings will be automatically uploaded to Canvas while local recordings will need to be manually uploaded to Canvas.

Option 2: Camtasia

Camtasia is a tool for desktop capturing and video editing. It allows you to record presentations and audio. Camtasia can be downloaded from Canvas by clicking Help on your global navigation menu, and selecting Software Distribution. Please visit LT Hub's Camtasia guide for more detailed installation instructions.
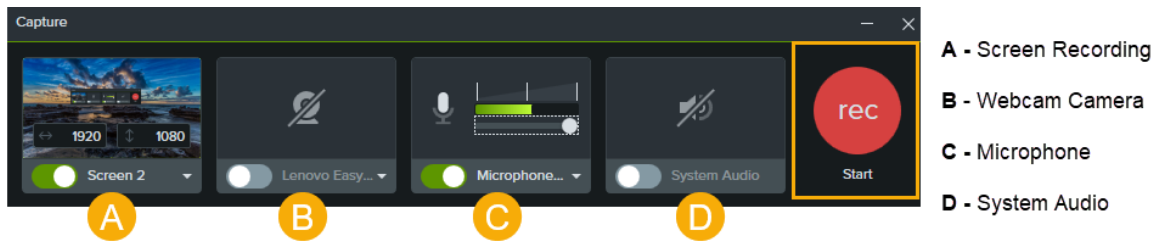
Screen and Audio Recording

There are two ways you can begin recording. You may click **New Recording** under Getting Started,
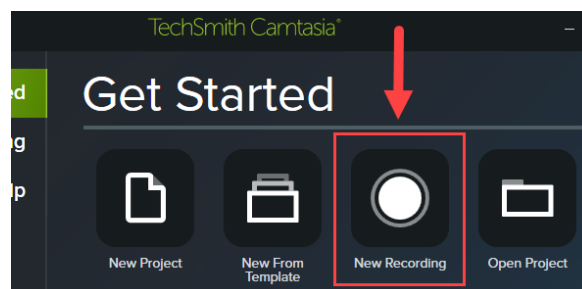
Or click the **Record** button (Top left) in the interface to start recording
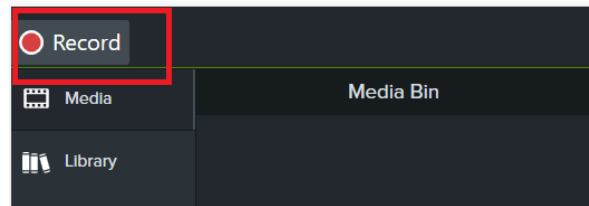
A capture window will prompt up like so:

If you would like to record...
- Screen and Audio only – Turn both the screen (A) and microphone (C) on
- Presenter, Screen and Audio – Turn buttons (A), (B) and (C) on
- Presenter, Screen, System Audio* and Audio – Turn buttons (A), (B), (C), and (D) on

***Note:** Switching on system audio allows the sounds from your device to be captured into the recording. If you are including a video on your slides and would like that audio to be included, please ensure that button (D) is switched on.

Once you have configured appropriately, click on the **Rec** button on the right to start recording.

Exporting the Video
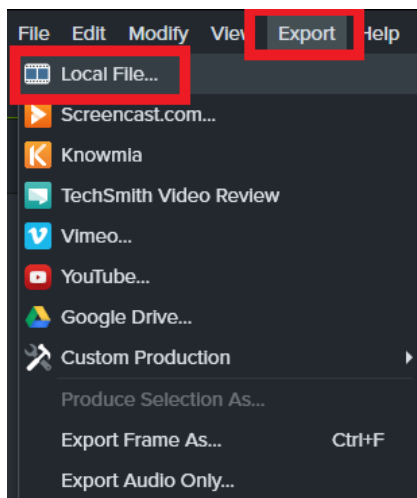
After the recording is completed, you can click on **Export** and choose **Local File...**

These recording videos will need to be manually uploaded to Canvas via Kaltura (Canvas pages, My Media or Media Gallery).

Option 3: PowerPoint

PowerPoint is another easy-to-use software that allows you to capture your screen and audio in a recording.

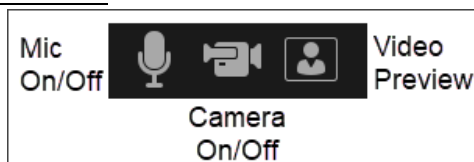**Recording video, audio (voiceover) and slides**

1. To get started, select **Slide Show > Record**
2. Choose from two available options
   - Record from Current Slide - to record from the specific slide you are currently on
   - Record from Beginning - to record from slide 1
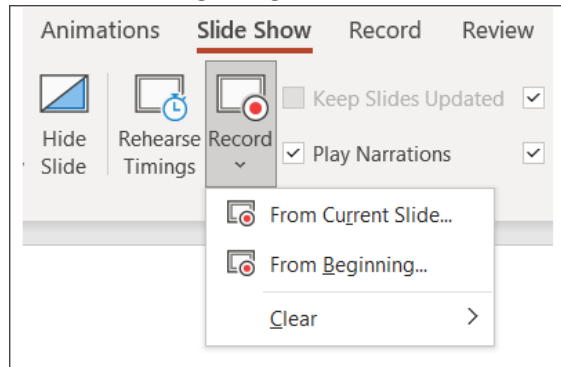
3. A new window will prompt up, looking something like this:
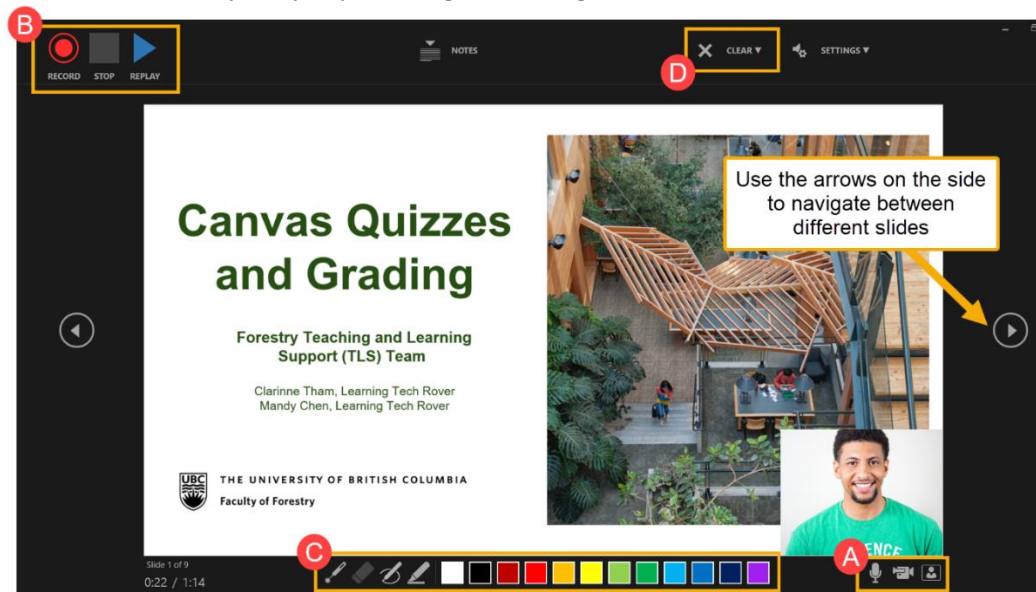
A. Microphone, Video and Video Preview

   - Before you begin your recording, ensure that your microphone is switched on.
   - If you would only like to do a voice over presentation, feel free to turn off the camera.

- If you would like to include a video of yourself presenting, please ensure that the camera is also switched on.
- Use the video preview to view what the camera is capturing.

B. <u>Record, Stop and Replay</u>
C. <u>Pointer, Eraser, Highlighter, Pen</u>
   - Utilize a variety of tools available in different colours to mark up your recording
   - All annotations made will be saved and show up in both the PowerPoint and in the video recording.
   - **Note:** The pointer cursor will only appear on the PowerPoint in slideshow mode.

D. Clear
   - You can choose to (a) Clear Recording on Current Slide or (b) Clear Recording on All Slides
   - **Note**: All recording (narration, webcam video and annotations) will be deleted

Saving and exporting your recording

When you have completed your recording, you may choose to (a) save and share your presentation as a PowerPoint, or (b) export and share your presentation as a video.

<u>Sharing your presentation as a PowerPoint File</u>
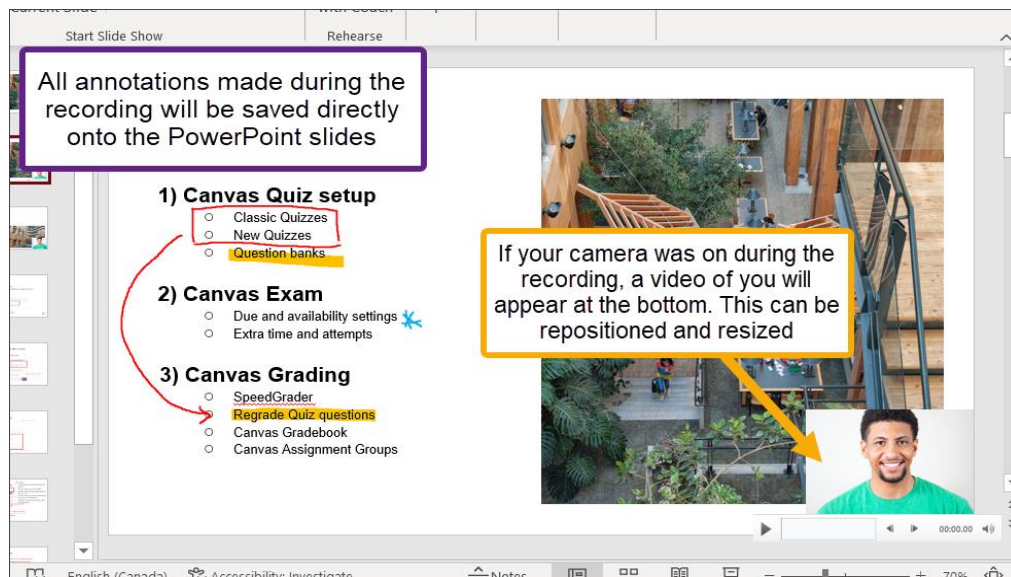
Once you have finished your recording, all of the elements (voiceover, presenter video, annotations) will be saved onto the PowerPoint slides. You may share this PowerPoint file with your students where they can view the content as a normal PowerPoint slide or decide to watch your recording by starting slideshow mode.

<u>Exporting your presentation as a Video</u>

1. Go to **File** (Top-left corner)
2. Select **Export [1] > Create a Video [2]**

3. Choose a desired video definition (4k, 1080p, 720p, 480p) and ensure that **Use Recorded Timings and Narrations** is selected.
4. Click **Create Video**
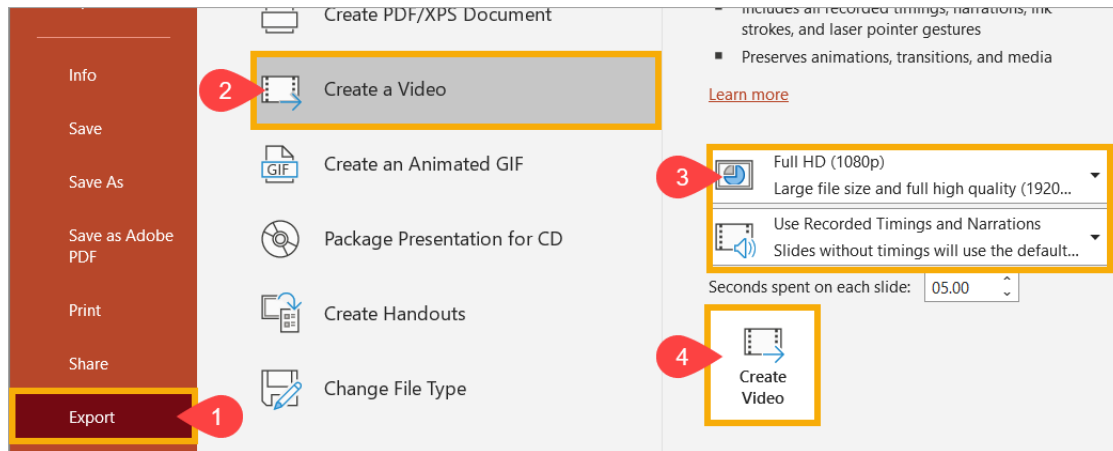
Recommendation from the TLS team

Note: As the PowerPoint file will include additional files after the recording (I.e., voice over recording, presenter video etc.), the PowerPoint file size may be large. This can affect uploading speeds and can take up substantial amounts of file storage on your Canvas course.

Hence, we would recommend that you...

- Upload the PowerPoint as handout slides (i.e.., the raw slides with no voice over, annotations etc.) to Canvas and,
- opt to export your presentation as a video recording and uploading this video lecture to Canvas through Kaltura via a Canvas page, My Media or Media Gallery.

For additional support using the PowerPoint recording option, please visit Microsoft's guide on how to record a slide show.

B. Recoding with audio only

Option 1: Laptop Voice Recorder
Most computers come with a default voice recorder software which will be handy for recording lecture audio. The recorded files will need to be manually uploaded to Canvas after each class.
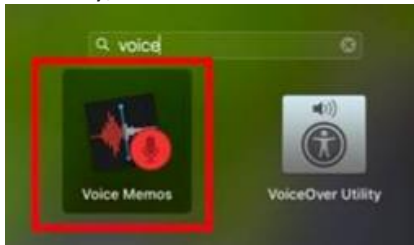
Windows PC

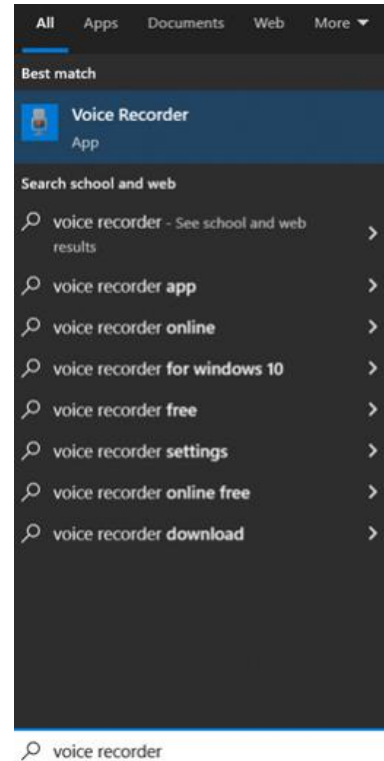In your Windows search bar, type in **Voice Recorder**.

- If the Voice Recorder does not show up in the search. It may need to be downloaded first from the Microsoft store

Apple Macs

- Similarly, search for the **Voice Memos** application

Please visit the Microsoft and Apple guides for additional information on each voice recorder application.

Option 2: Zoom Audio Record

Zoom can be used to record audio-only files while you are teaching. To do this,

1. Sign into your zoom account on ubc.zoom.us
2. Click **Settings** on the left sidebar and navigate to the **Recording tab**
3. Under Cloud recording, make sure that the **Record an audio only file** is checked and other record options are unchecked.
   [Optional] Save chat messages from the meeting /webinar is optional.
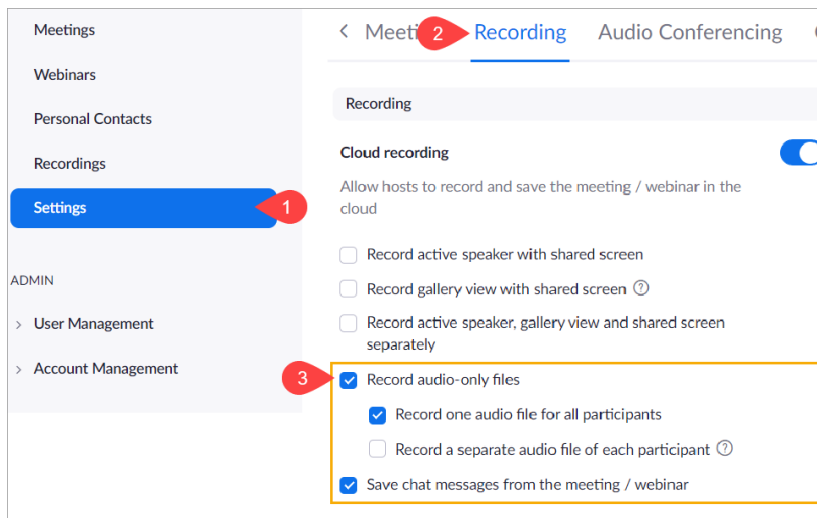
4. Click **Save**

Zoom audio cloud recordings will be automatically uploaded to Canvas while local audio recordings will need to be manually uploaded to Canvas.

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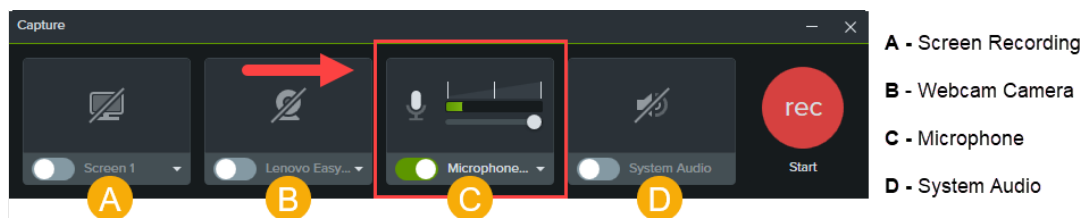
Audio Recording

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Or click the **Record** button (Top left) in the interface to start recording
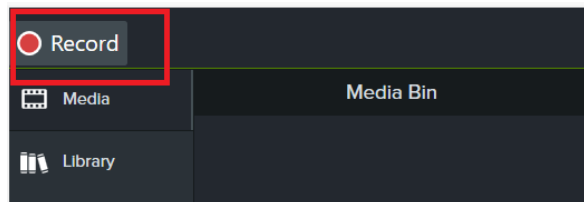
A capture window will prompt up like so:

To only record audio, ensure to only keep button (C) turned on, i.e.., the sound input (e.g., Microphone) and switch off all other captures - buttons (A), (B) and (D)
Once you have configured appropriately, click on the **Rec** button on the right to start recording.

<u>Exporting the Audio File</u>
After the recording is completed, you can click on **Export** and choose **Export Audio Only**
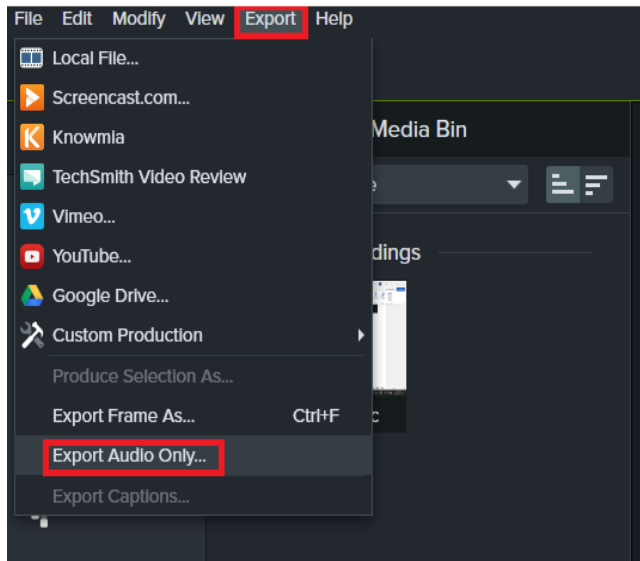
These audio files will need to be manually uploaded to Canvas.

For more resources on using Camtasia, feel free to explore the following links:

- [Camtasia's Tutorials](#)
- [UBC Do-It-Yourself Camtasia toolkit](#)