

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

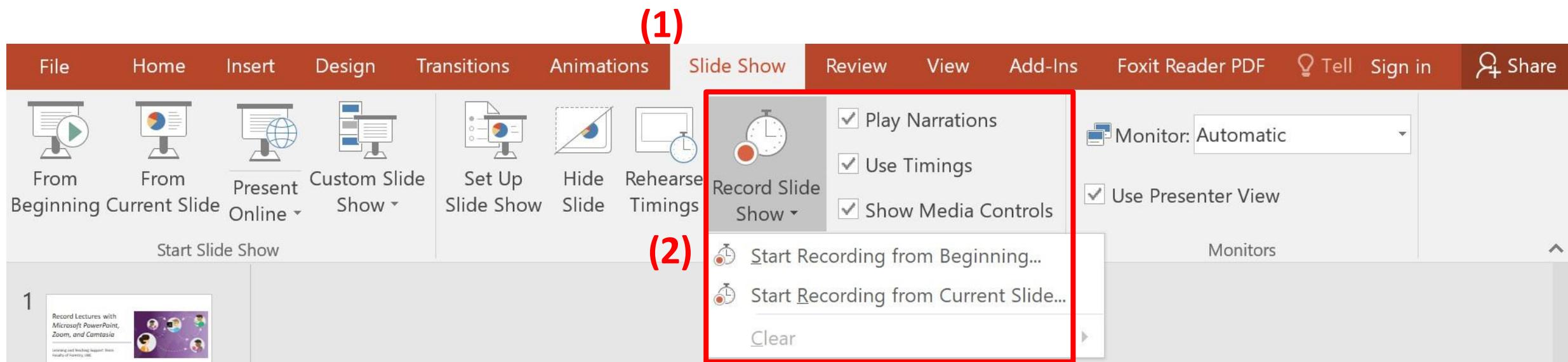
Learning and Teaching Support Team
Faculty of Forestry & Environmental
Stewardship, UBC



Record Slides using *Microsoft PowerPoint*



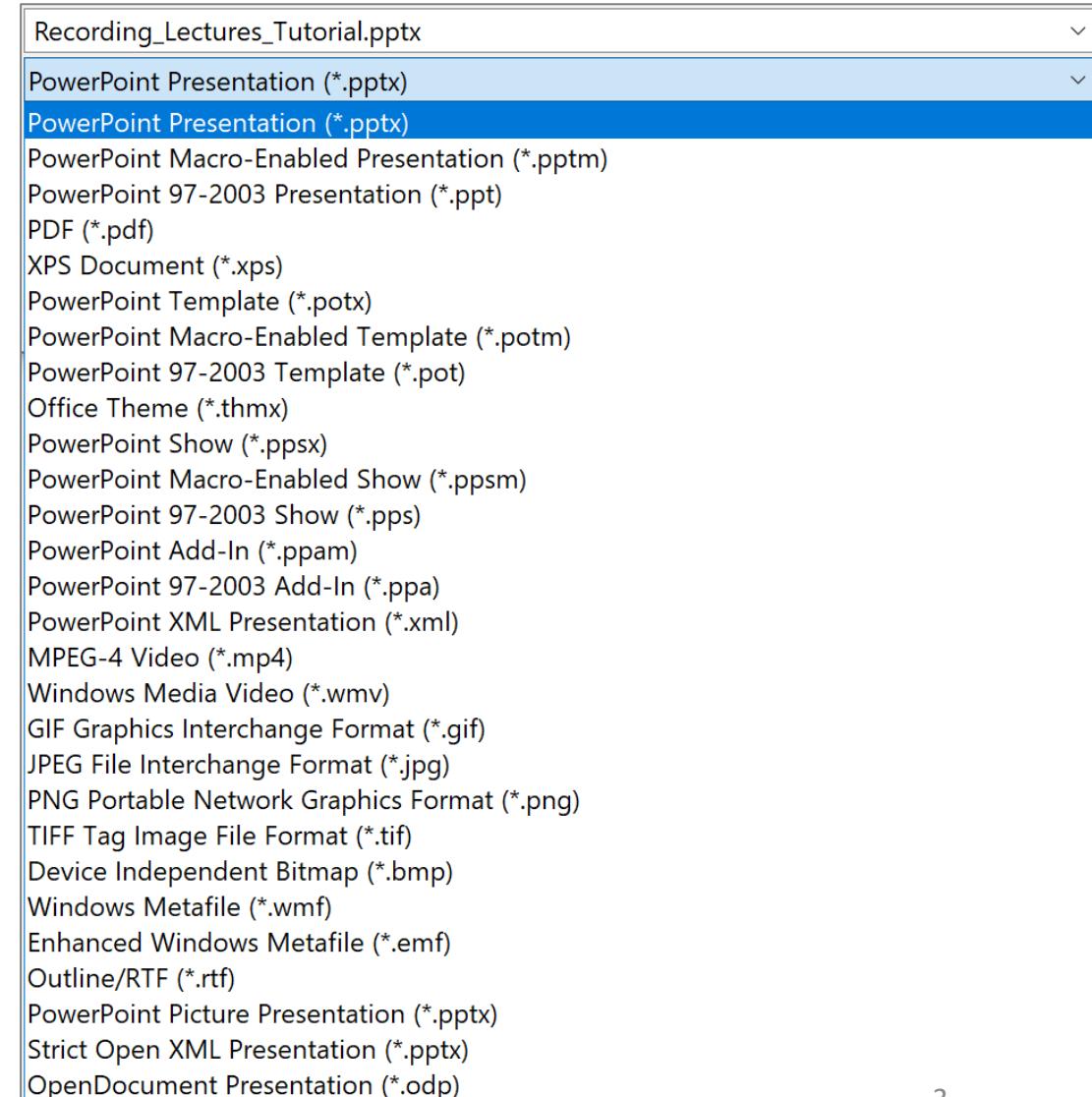
- Under “Slide Show”, click “Start Recording from Beginning...” or “Start Recording from Current Slide...”
- If you cannot find the recording option, check out the recording tab of the ribbon
 - File → Options → Customize Ribbon → Slide Show → Set Up → Record Slide Show



Record Slides using *Microsoft PowerPoint*



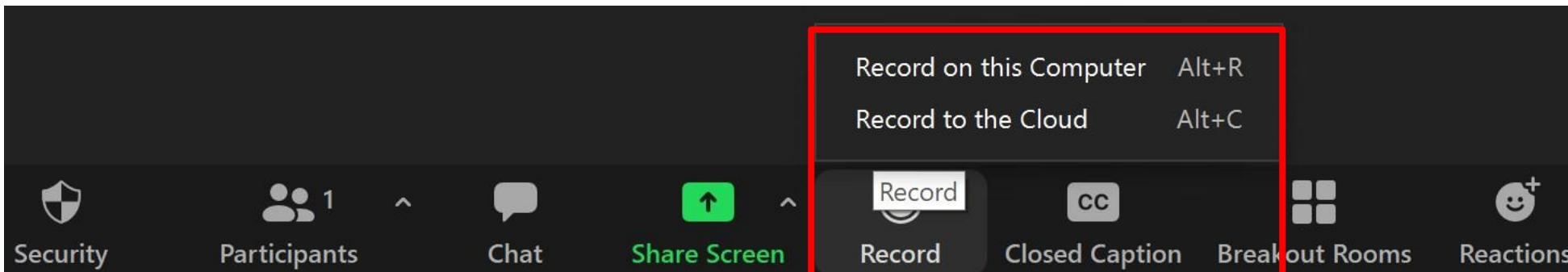
- After you finish recording your slides:
- You can save your file as PowerPoint Slides (*.pptx)
 - Can be directly uploaded to Canvas
- Or save as video files (*.mp4, *.wmv)
 - Need to upload to *Kaltura* in Canvas



Record Screen using Zoom



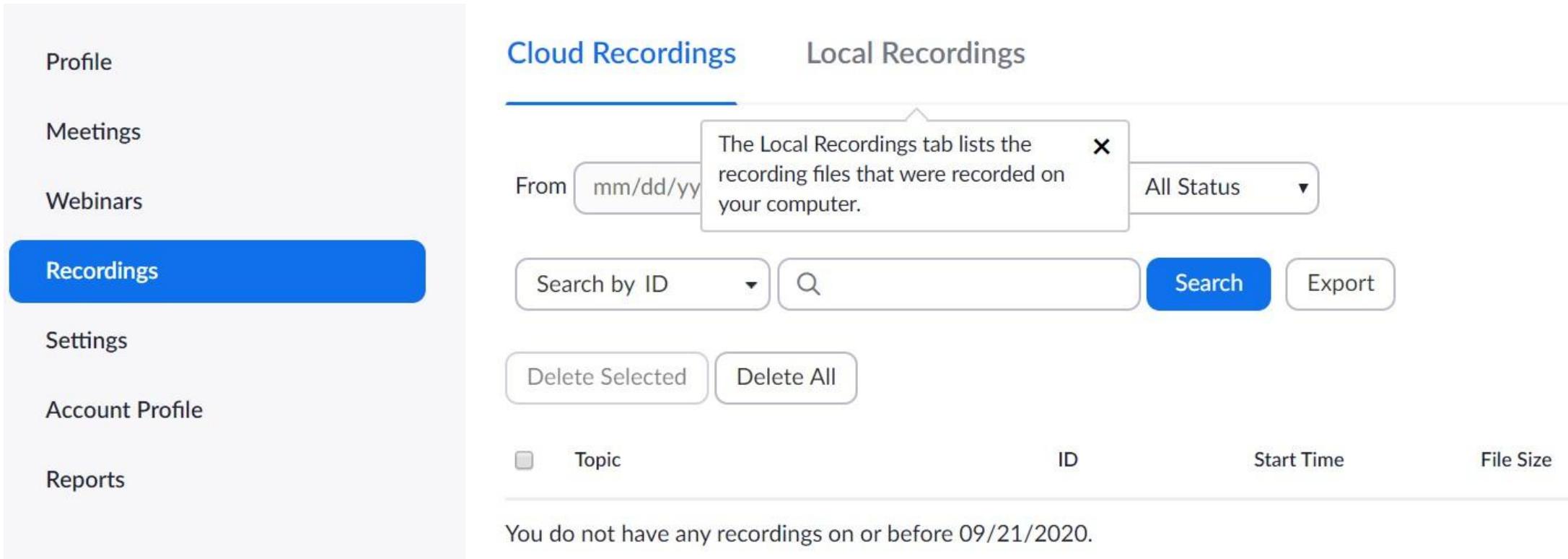
- At the bottom panel, click “Record”
- Choose “Record on this Computer” or “Record to the Cloud”
- If you use “Record on this computer”, then the file will be automatically saved on your computer in the zoom folder
- If you use “Record to the Cloud”, your recorded files will be uploaded to “Cloud Recordings”



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/>

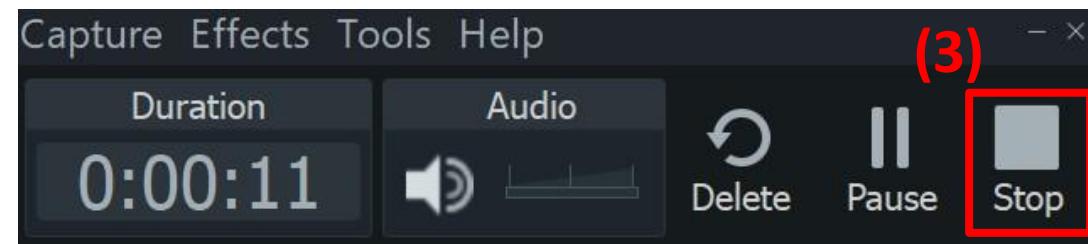
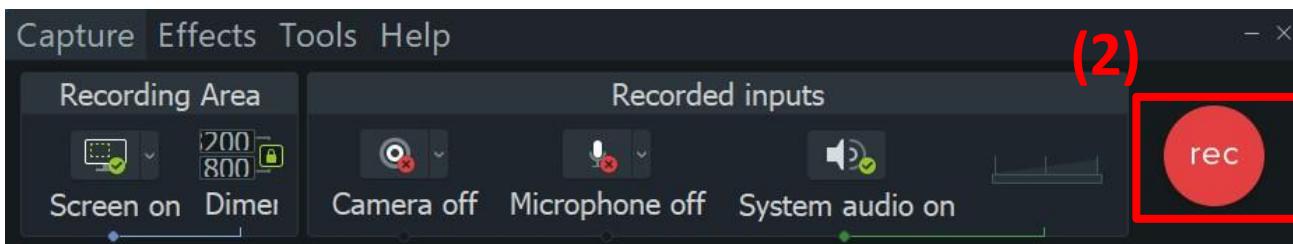
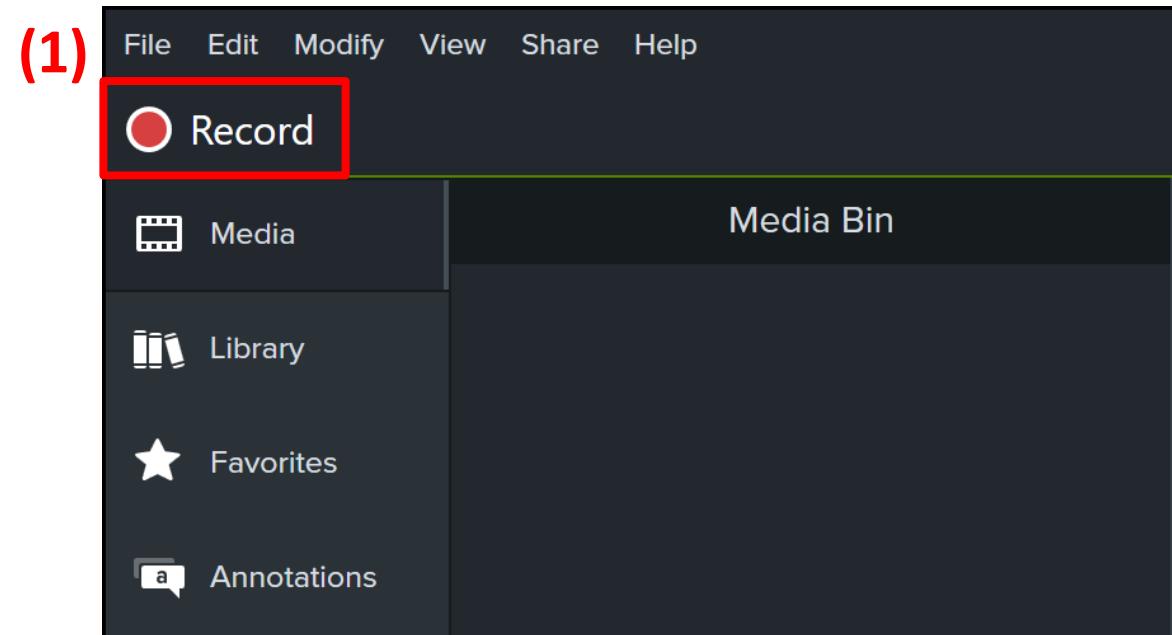


The screenshot shows the Zoom web portal interface. On the left, a vertical sidebar lists navigation options: Profile, Meetings, Webinars, **Recordings** (which is highlighted in blue), Settings, Account Profile, and Reports. The main content area is titled "Cloud Recordings" and "Local Recordings". A tooltip for the "Local Recordings" tab explains: "The Local Recordings tab lists the recording files that were recorded on your computer." Below this, there are search and filter options: "From mm/dd/yy", "Search by ID", a search bar with a magnifying glass icon, a "Search" button, and an "Export" button. At the bottom of the main area, there are buttons for "Delete Selected" and "Delete All". A table header with columns for "Topic", "ID", "Start Time", and "File Size" is shown, but the table body is empty with the message "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

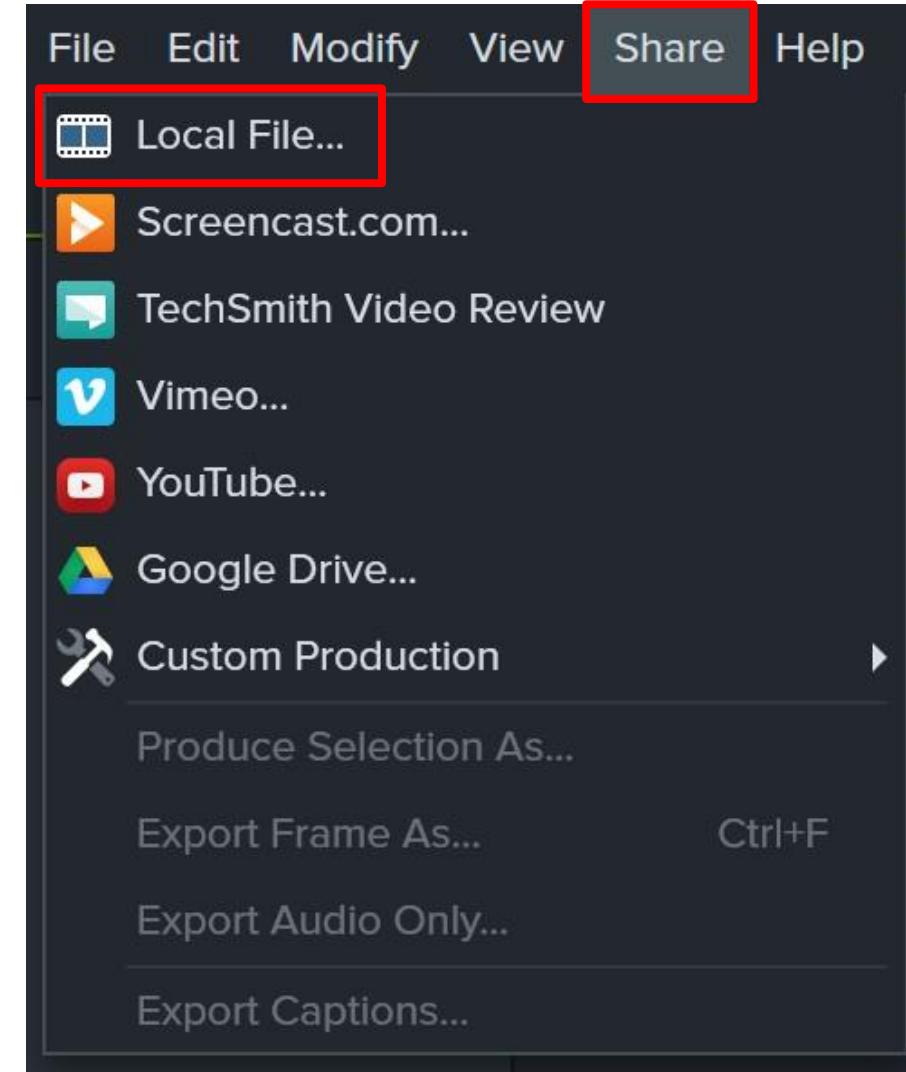


Record Screen using *Camtasia*

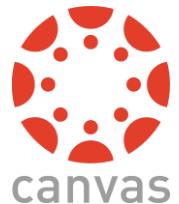


After finish recording the screen:

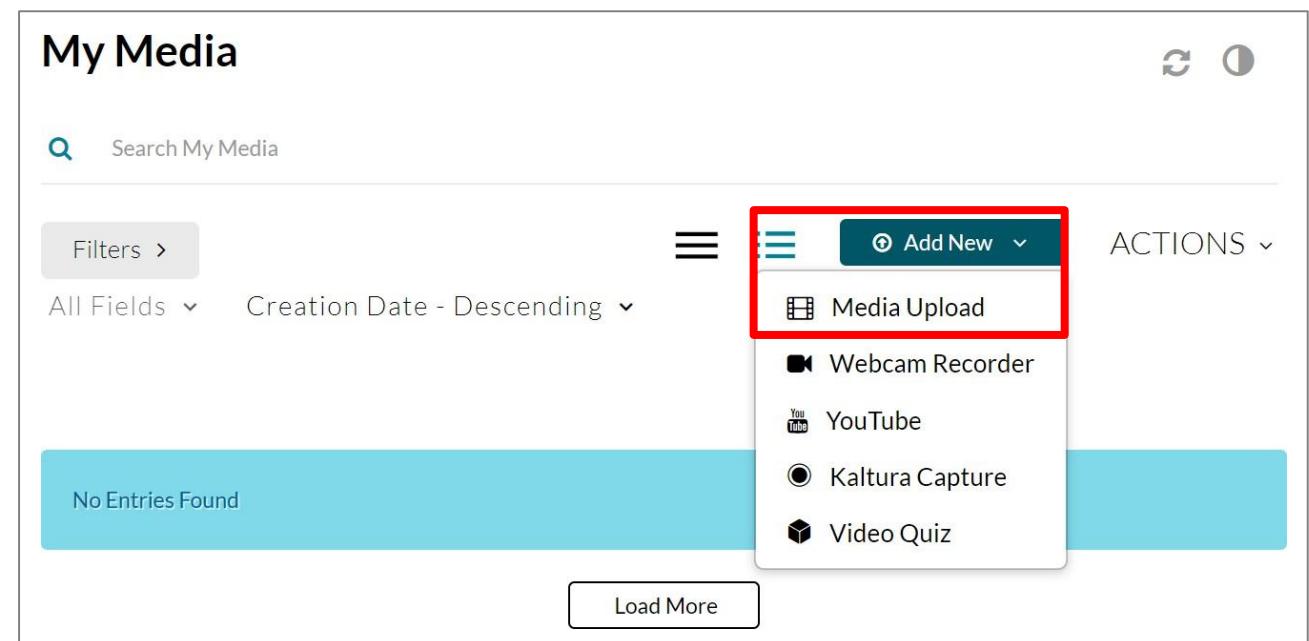
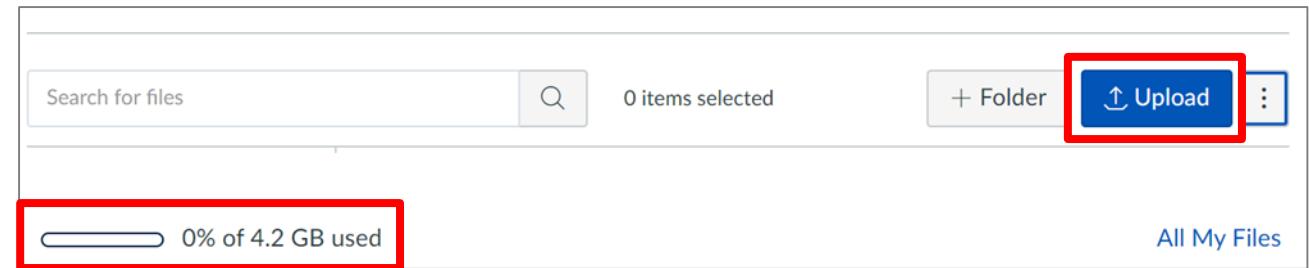
- You can edit the files in Camtasia as well (e.g. change length, add visual effects, etc.)
- To save the files as MP4:
 - Share → Local File → choose the resolution of the output video (e.g. 480p, 720p, 1080p)



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>



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Faculty of Forestry