

Recording Lectures and Streaming

This method of lecture capture allows the recording of audio and slides together and then share this with students. It's **not** a live broadcast and lectures **can** be used again.

Before you begin

Here you will be using **PowerPoint** and **Stream** (*via office 365*). *We'll cover how to access Stream later in the guide.*

You will need a web cam or microphone for this (*webcams should have mics built in*). Ensure webcam/microphone is plugged in before you start.

NB: if using a laptop, it has a built in camera/mic already.

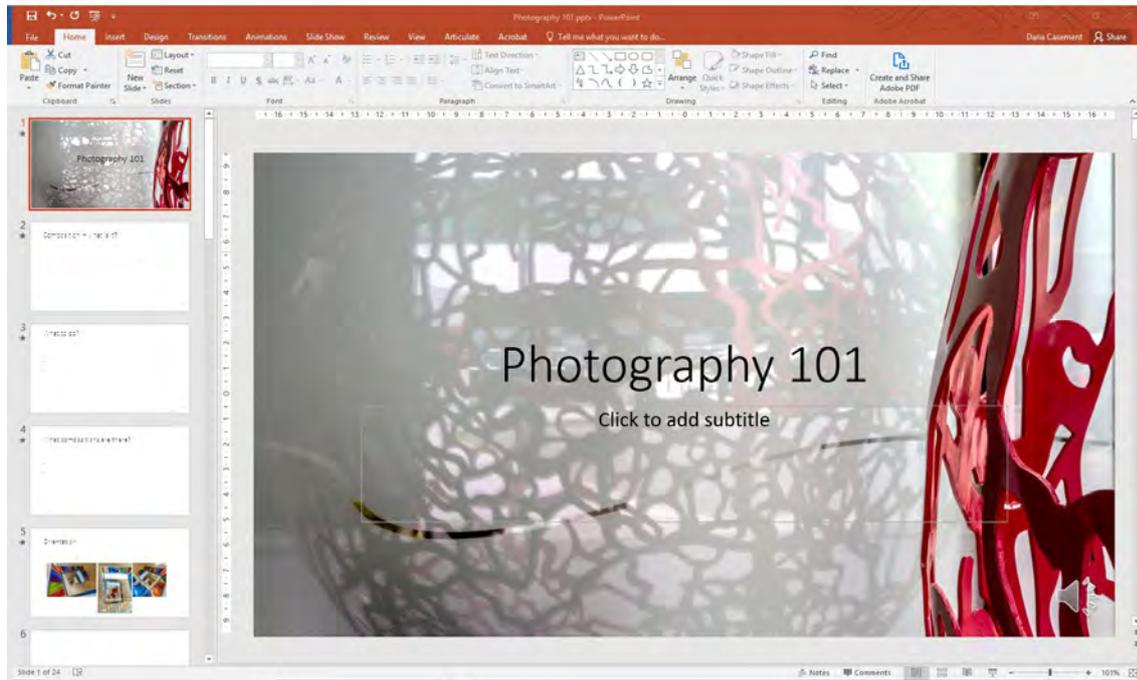
NB: This guide does **not** cover how to create slides.

Tips when recording:

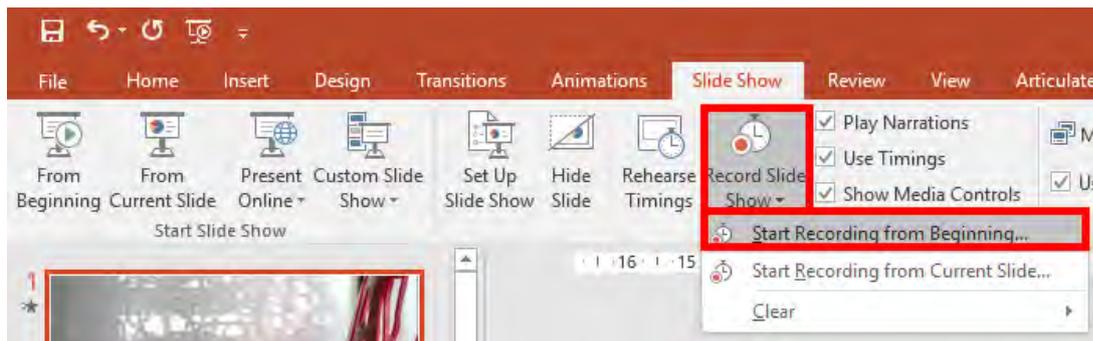
- Record in a quiet space
- Speak clearly
- Slides may prompt you - notes or a script is helpful

Getting Started

Open the presentation within PowerPoint.

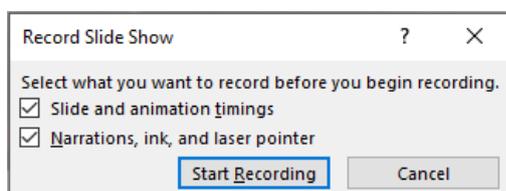


Go to **Slideshow** and **Record Slideshow** (ensure you click the drop down arrow) and choose **start recording from beginning**:



Ensure **Slide** and **animation timings** AND **Narrations, ink, and laser pointer** are both selected.

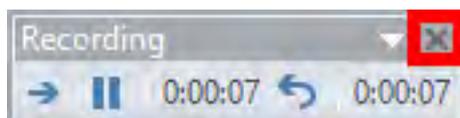
Click **Start Recording**.



NB: when you record, the slide show will play as normal. Please note the counter on the top left hand side. Use the mouse or arrow keys to change slides as you would normally do.



When you have finished recording the lecture, to end the recording, click the **X** at the top right of the recording counter:



Exporting the lecture

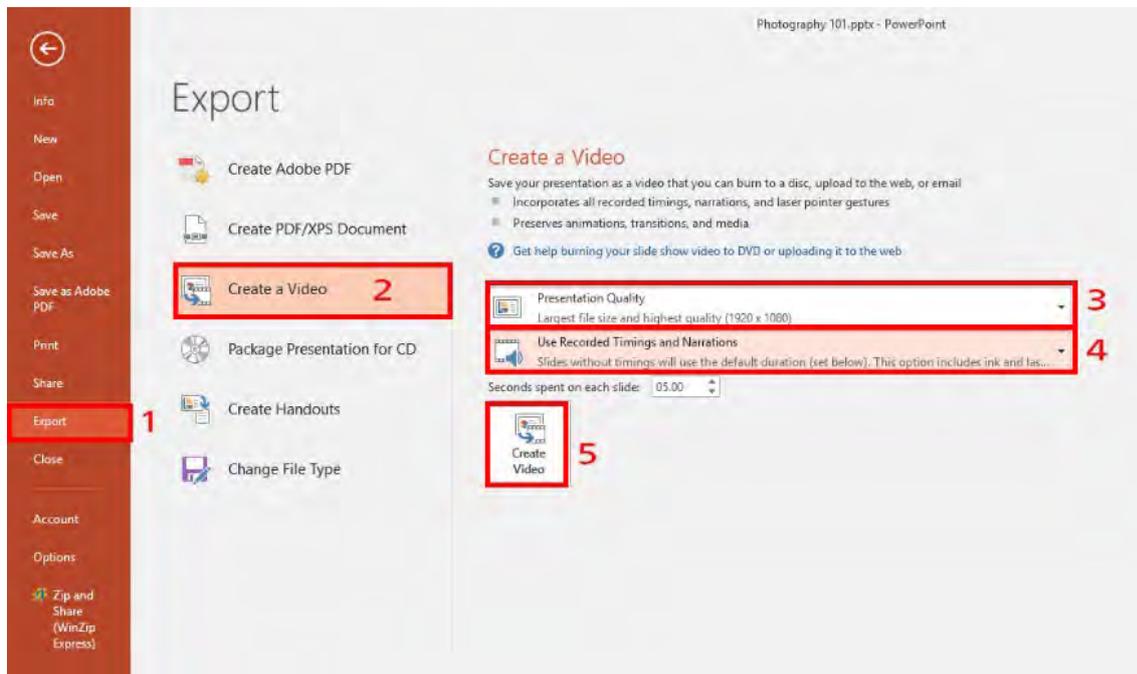
Click on **File** and **Export (1)**

Choose **Create a Video (2)**

Decide on **Presentation Quality (3)** (*1920x1080 is good quality for visuals*)

Select **Use Recorded Timings and Narrations (4)**

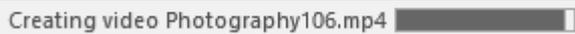
Click **Create Video (5)**



NB: When you Export, choose the relevant folder and name for the lecture. Ensure the format is MP4 (*this is the universal video format that **ALL** devices can play*).

This may take time to export. The longer the recording, the longer the export time.

Be patient. PowerPoint displays a progress bar at the bottom to keep you updated.



Creating video Photography106.mp4

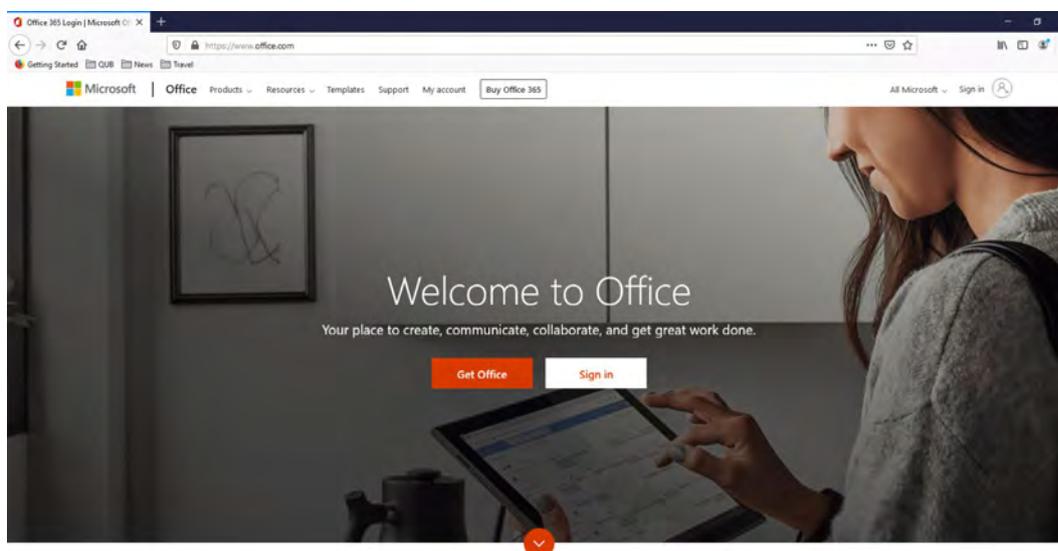
Stream

What is Stream?

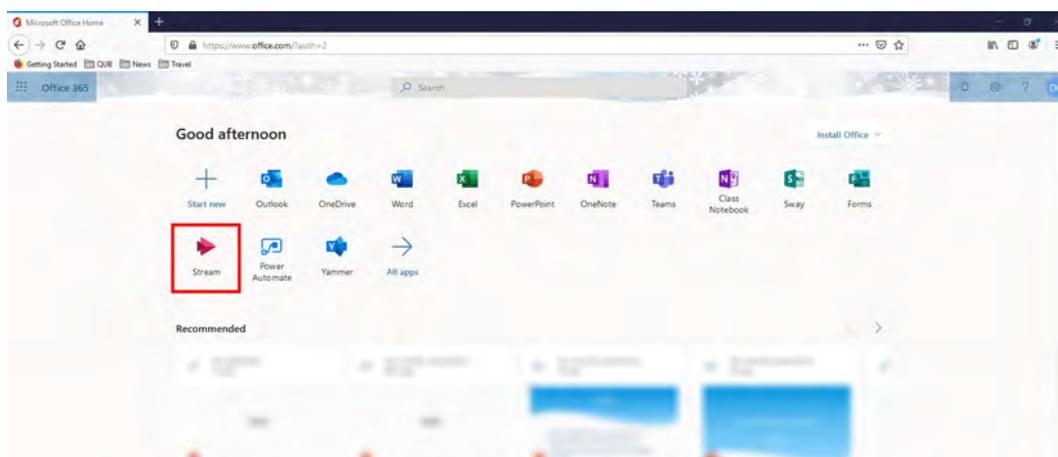
Think of it as your own YouTube where you can share your lectures QUB wide by uploading them to Stream and sharing a link (on email / canvas, etc.).

How do I get Stream?

In QUB, staff and students can access office 365 by going to www.office.com, click **Sign in** and sign in with **staff number** and **password**.

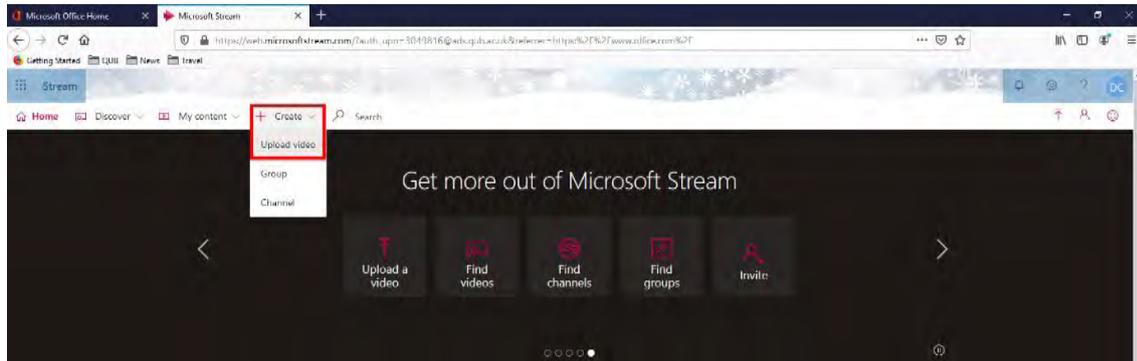


Once signed in, you should see the following:



Click on **Stream**.

In Stream, click **Create** and **Upload Video**:

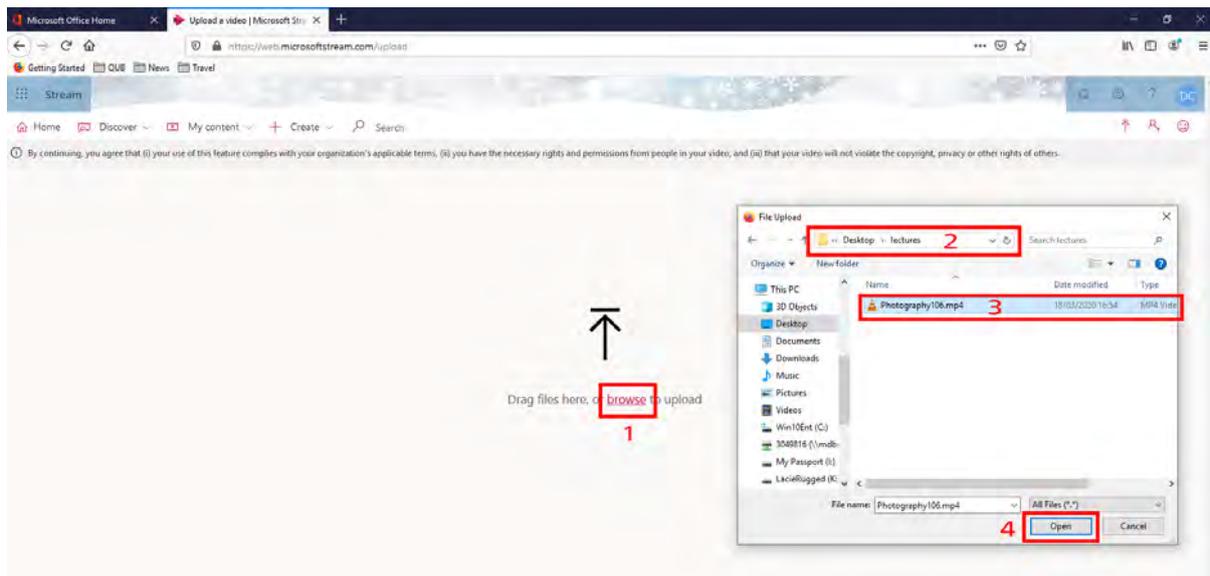


Click **Browse** (1)

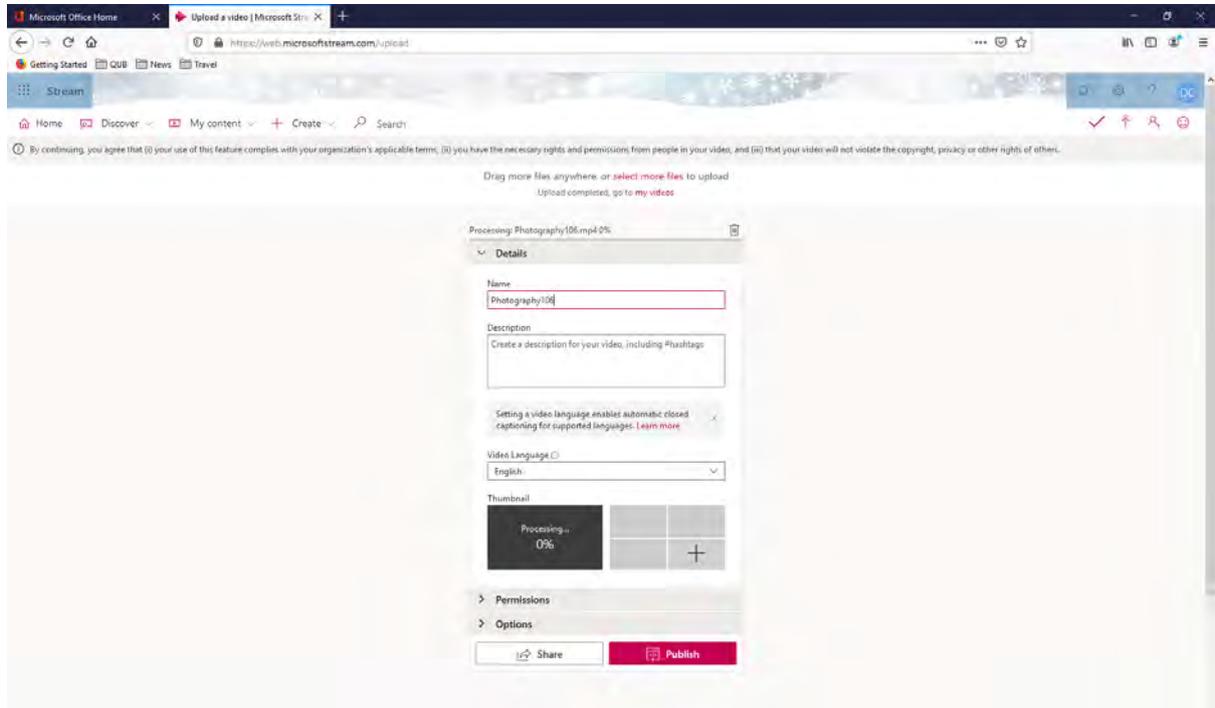
Locate the folder with the recording (2)

Select the recording (3)

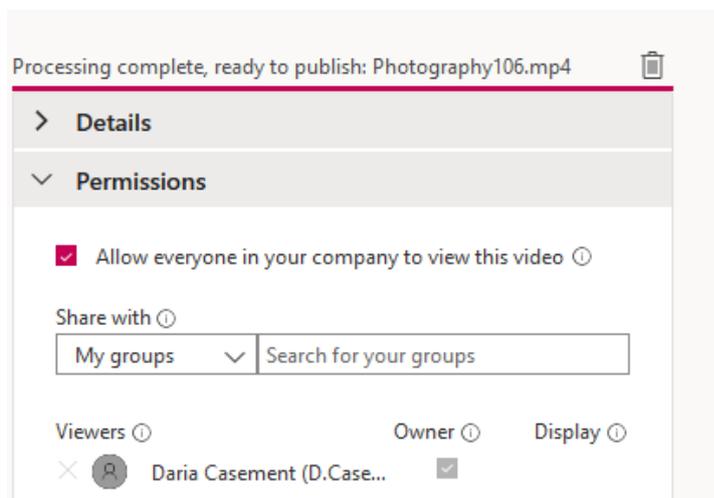
Click **Open** (4)



The upload screen shows a progress bar, when the video is fully uploaded, the **Publish** button becomes active (pink). Add in a **Description** and use hashtags, i.e., hashtags for module codes, etc.

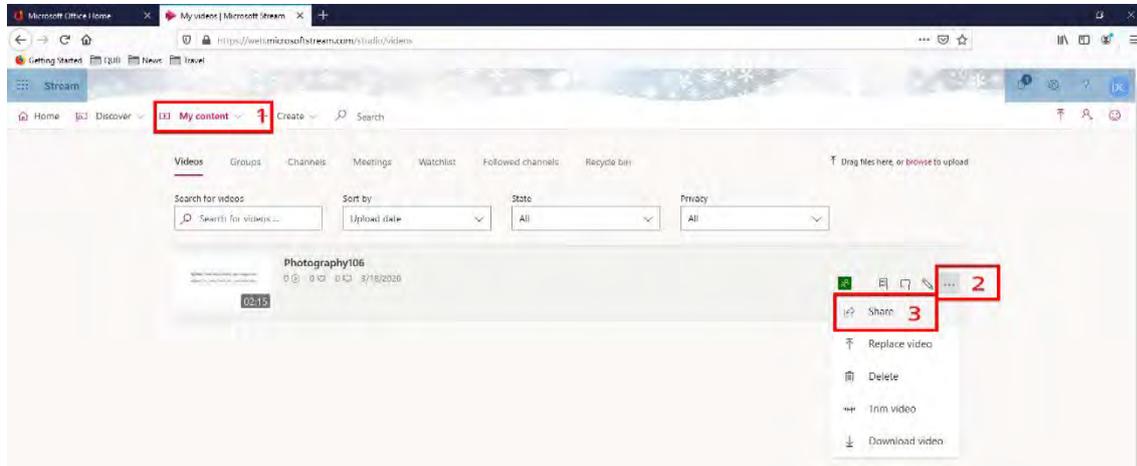


Permissions allows everyone in QUB to view the video.



Sharing the content

Go to **My Content (1)** and click the **ellipsis (2)** on the right hand side, then **Share (3)**:



Content link can be **copied**, **emailed** or code can be **embedded** into Canvas (*but held in Stream, thus not affecting Canvas storage*).