



Recording Slides and Webcam

PowerPoint (O365) and Streaming (O365)

This method of capture allows the recording of audio and video (*via webcam*) and slides together which can be shared with students. It's **not** a live broadcast and **can** be used again if future-proofed. This is best for creating demonstration videos or screen casts to demo software or techniques.

Before you begin

Here you will be using **PowerPoint (O365)** and **Stream (via Office 365)**. *We'll cover how to access Stream later in the guide. Please ensure you are using the NEW Office icons from O365 and download these to your Desktop.*

Gear Required

You will need:

- Webcam or microphone for this (*webcams should have mics built in but you may want a better quality microphone*). 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:

- Do a test recording and play it back to check for audio levels
- Record in a quiet space and speak clearly
- Slides may have a notes pages which can be referred to when recording
- When recording audio in PowerPoint, ***do not speak when changing slides as it clips audio/video!***

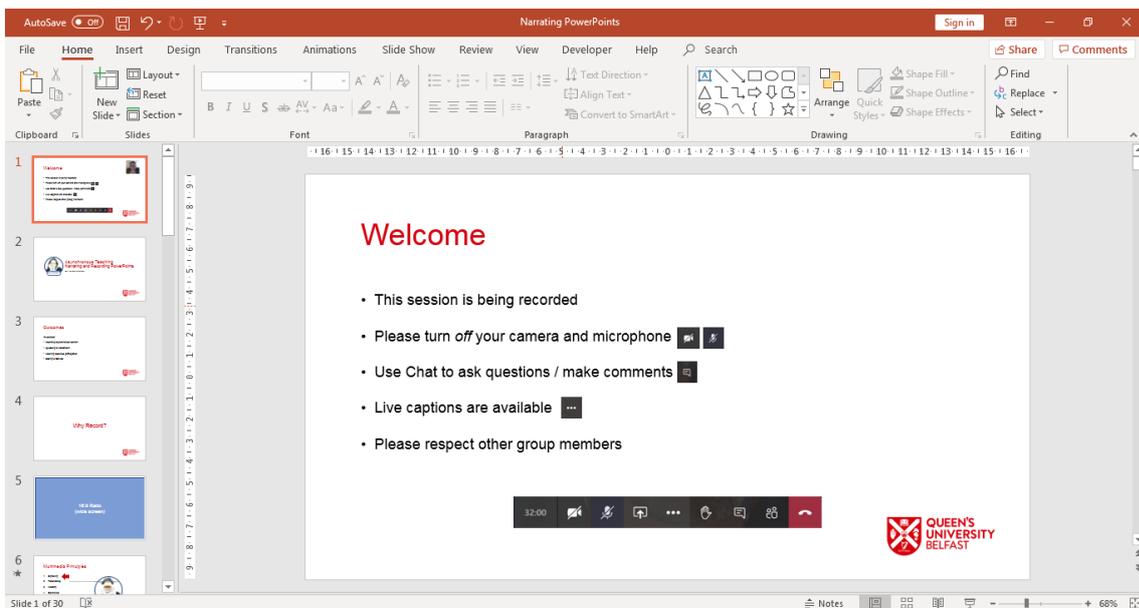
NB: **Keep a backup.** When you made the capture in PowerPoint, this is held on your local machine. Keep it in a folder for the relevant course/module/year and consider naming conventions to find it easily.

NB: If recording on a different computer, remember to **download** a copy from MS Stream to your local computer when convenient to do so.

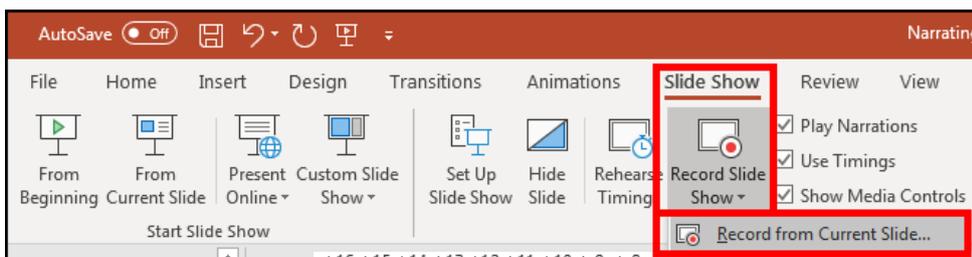
Getting Started in PowerPoint O365



1. **Open** PowerPoint O365 on your computer.
2. **Open** the presentation within PowerPoint.



3. Go to **Slideshow** and **Record Slideshow** (ensure you click the drop down arrow) and choose **Record from Current Slide**:

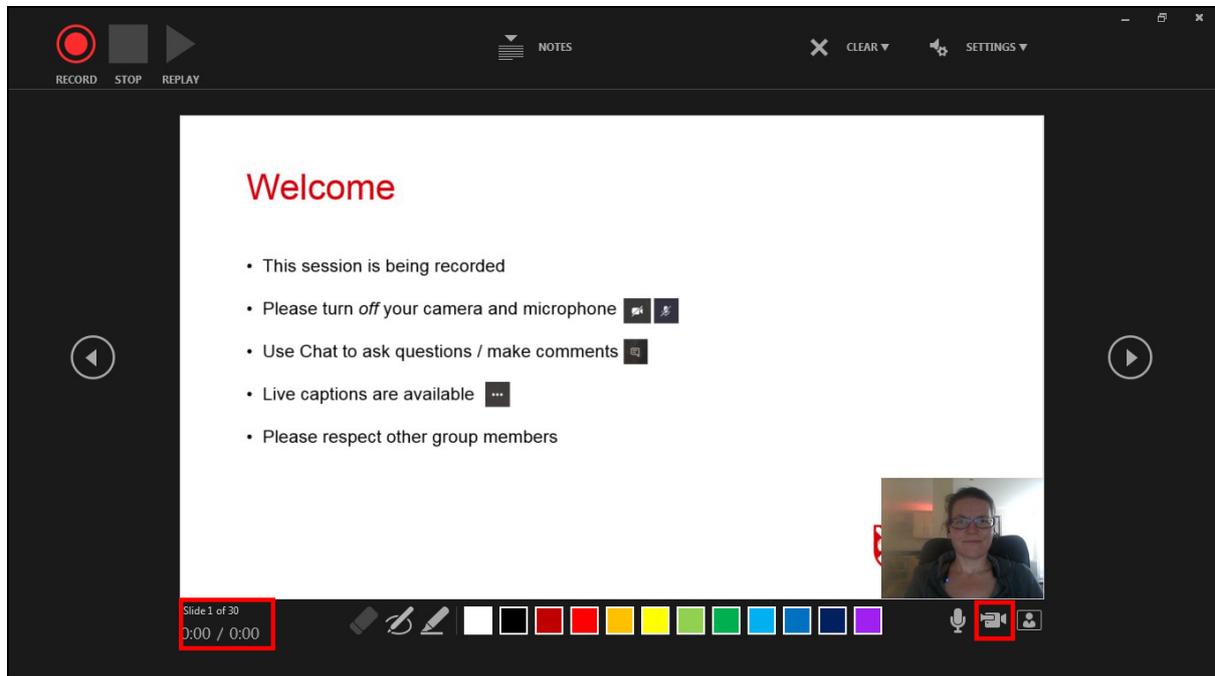


4. Ensure **Slide and animation timings AND Narrations, ink, and laser pointer** are both selected to the right of **Record Slide Show**. Click **Start Recording**.

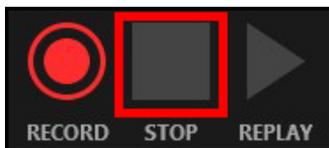
NB: When you record, the slide show will play as normal. Please note the counter on the bottom left hand side. Use the mouse or arrow keys to change slides as you would normally do. Notes are available at the top.

NB: Beware of key board sounds as **ALL** sound is recorded.

- View the icons at the bottom right of the slide, turn camera **ON** and you should appear at the bottom right of the slide by default.



- When finished recording the lecture, to end the recording, click the **Stop** at the top left of the recording screen:



NB: Once recording is complete, you can move the video clip into position (**this has to be done per video per slide. Keep it consistently placed and sized per slide**).

- Save the PowerPoint: **File** and **Save**. This will be in a PowerPoint format but when the slideshow is run, the audio will play. This keeps file sizes low.

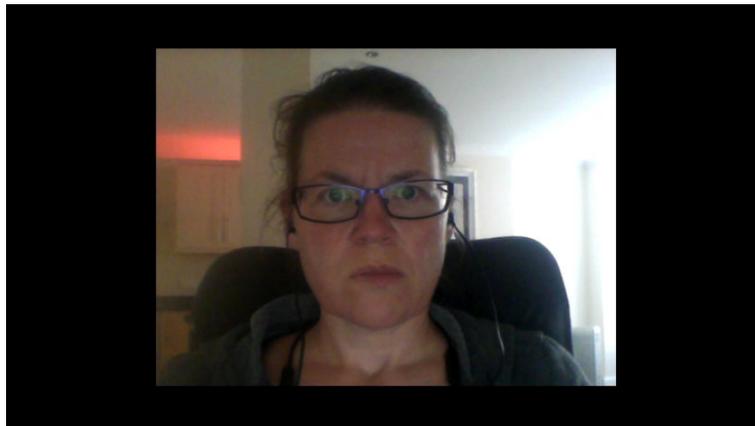
Helpful Hints

When updating the recording in future, slide content can be amended and audio/webcam re-recorded for individual slides. This may save time instead of re-recording the whole lecture. Watch out for audio sound difference!

Do think about continuity, if you are recording yourself using a webcam and this needs replaced, you need to re-record wearing the same outfit / glasses / hairstyle and be in the same location / lighting, etc.

Where to use video?

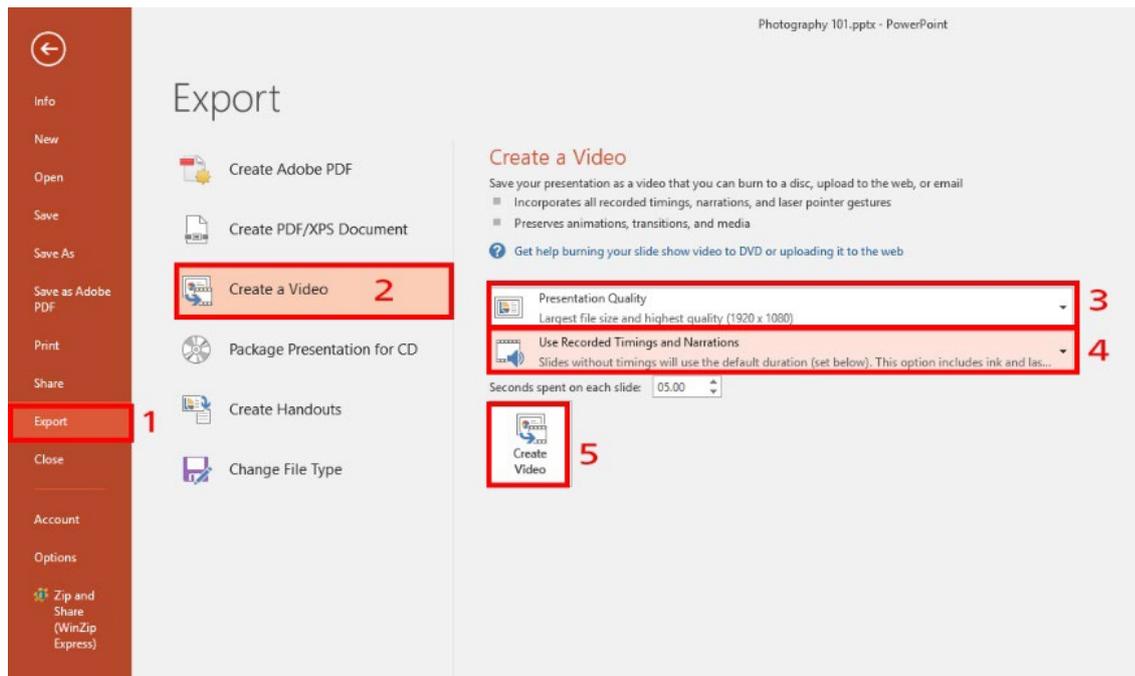
You might decide to have an intro slide of yourself as a larger video or at points throughout the presentation to speak 'directly with the student' to clarify a point of learning. This makes it more personal.



It's not necessary to be on **every** slide of the presentation but appearing occasionally can add to the student learning experience and increase engagement.

Exporting the lecture to Video format (MP4)

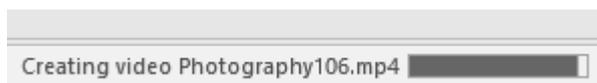
1. Click on **File and Export (1)**
2. Choose **Create a Video (2)**
3. Decide on **Presentation Quality (3)** (*1920x1080 is good quality for visuals*)
4. Select **Use Recorded Timings and Narrations (4)**
5. Click **Create Video (5)**



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.



NB: In Queen's, we recommend **MS Stream** (for internal viewing) or **Mediasite** (for internal or external viewing) for security and privacy reasons.

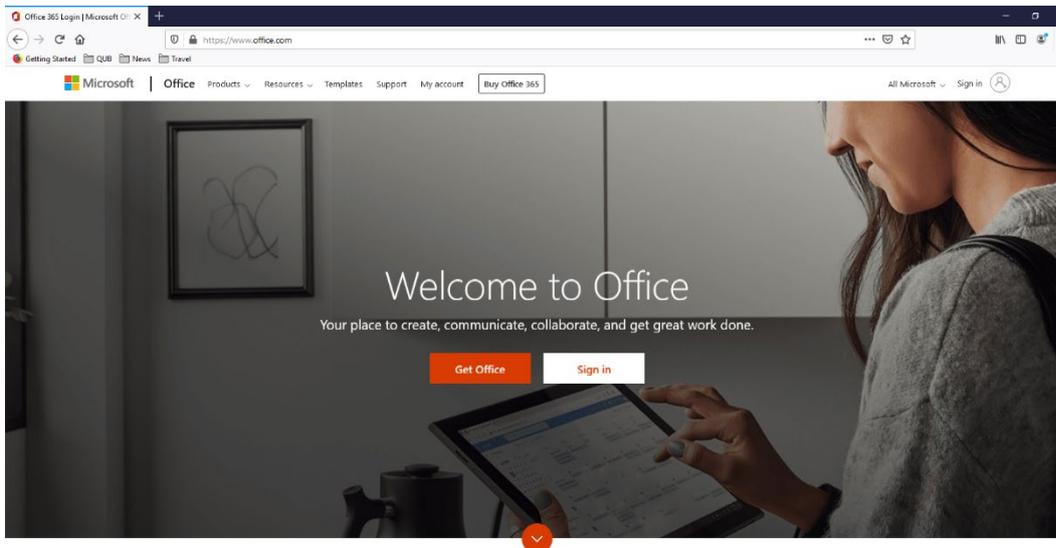
MS Stream

What is Stream?

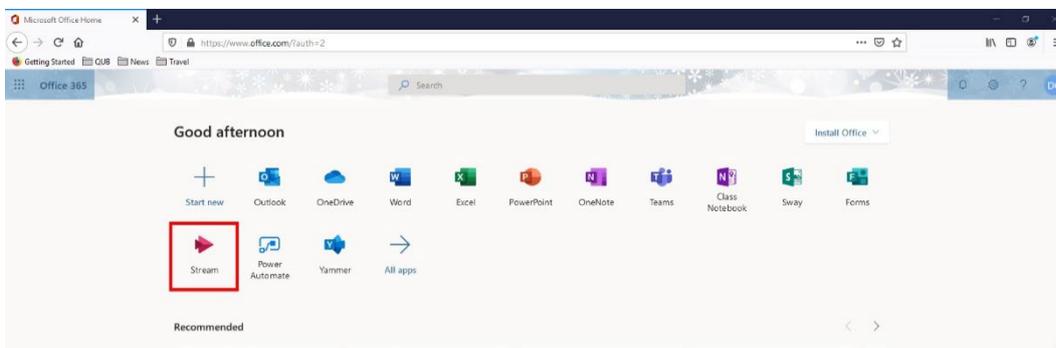
Think of MS Stream as your own *YouTube channel* where you can share your QUB lectures Group or Organisation wide by uploading them to MS Stream and sharing a link (*on email / canvas / Sharepoint, etc.*).

How do I access MS Stream?

1. In Queen's University, staff and students access office 365 by going to www.office.com, click **Sign in** and log on with **staff/student number** and **password**.

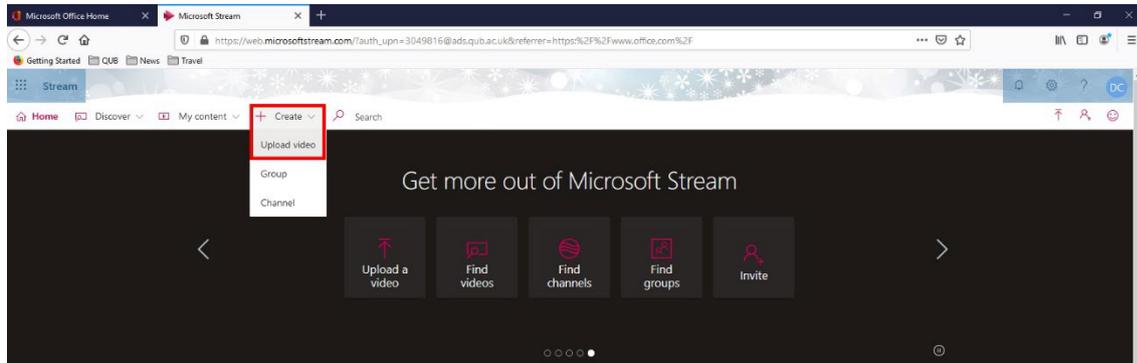


2. Once signed in, you should see the following:



3. Click on **Stream**.

4. In MS Stream, click **Create and Upload Video**:

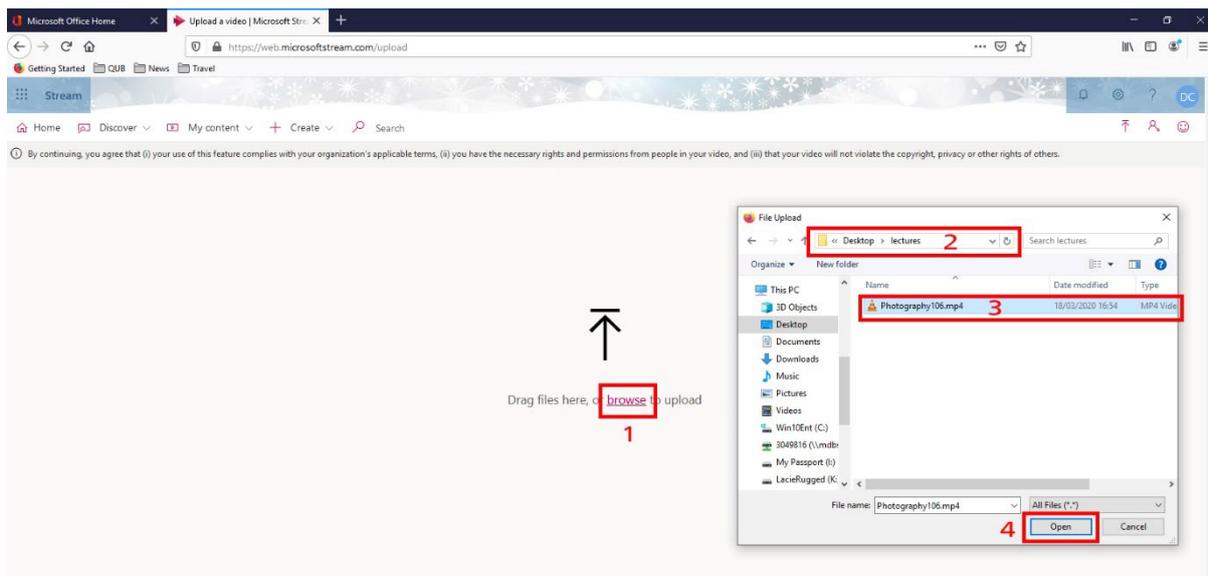


5. Click **Browse (1)**

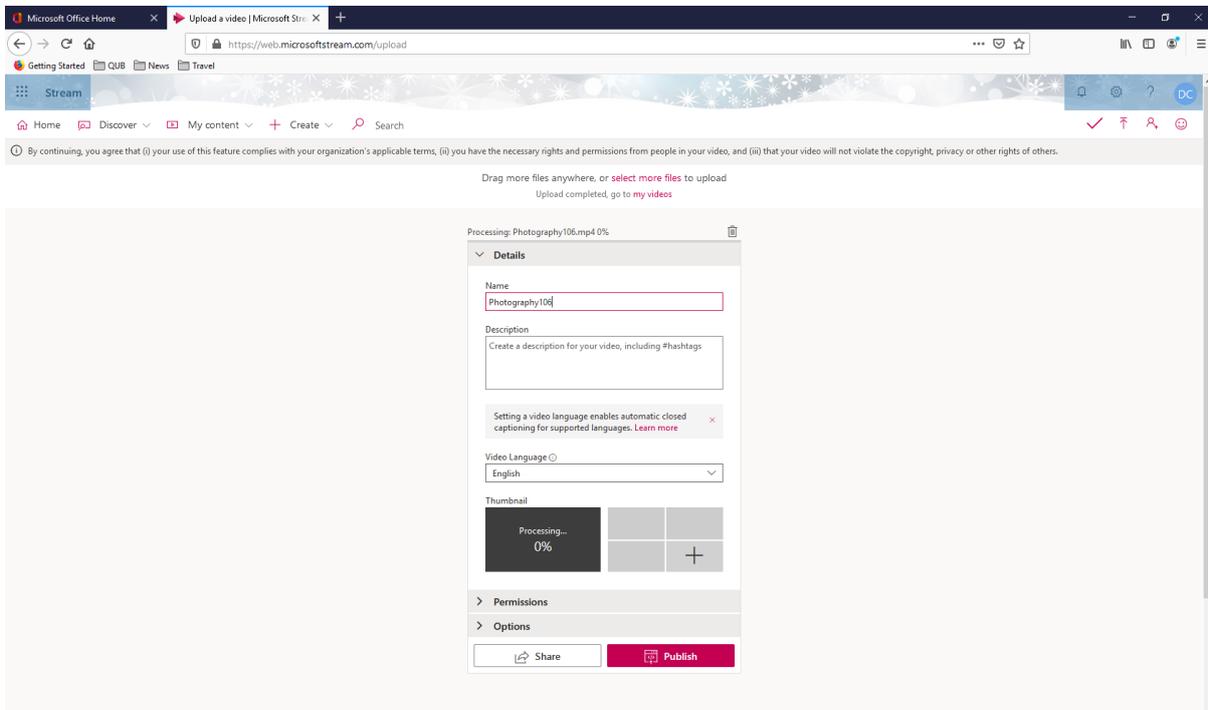
6. **Locate** the folder with the recording **(2)**

7. **Select** the recording **(3)**

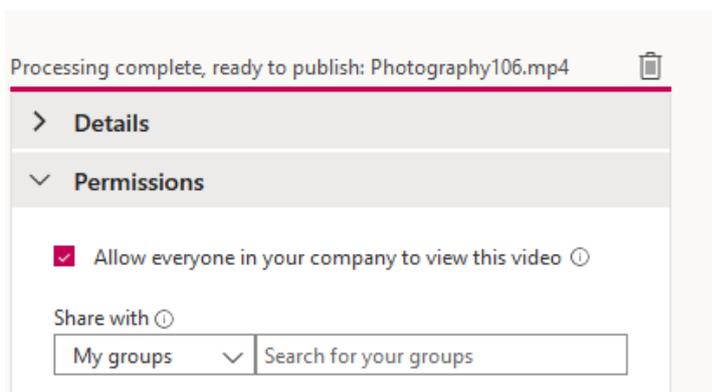
8. Click **Open (4)**



9. The upload screen shows a progress box (*in the figure below, it says processing 0%*), when the video is fully uploaded, the **Publish** button becomes active (*pink*), click **Publish** to make the content visible/shareable.
10. Ensure the **Name/Title** is completed, add a **Description** and use hashtags (*i.e., hashtags for module codes, etc.*), these become searchable as metadata.



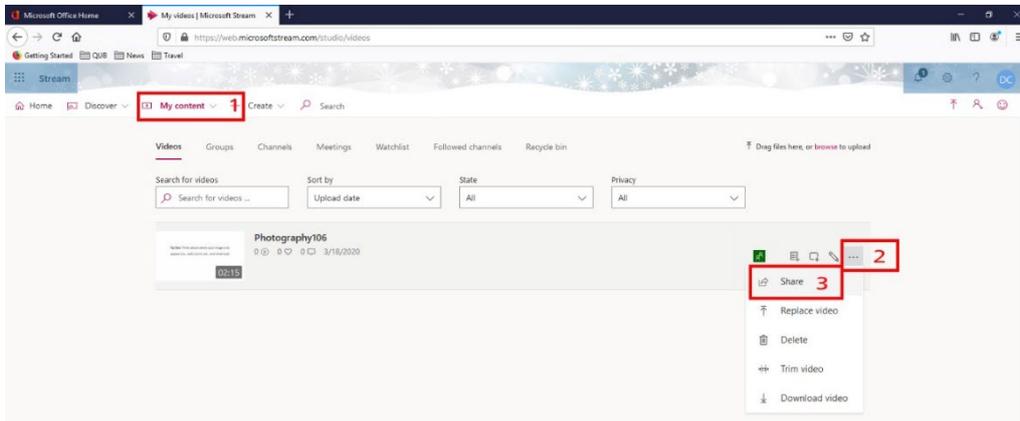
NB: Permissions allows **everyone** in Queen's to view the video, consider creating groups for students.



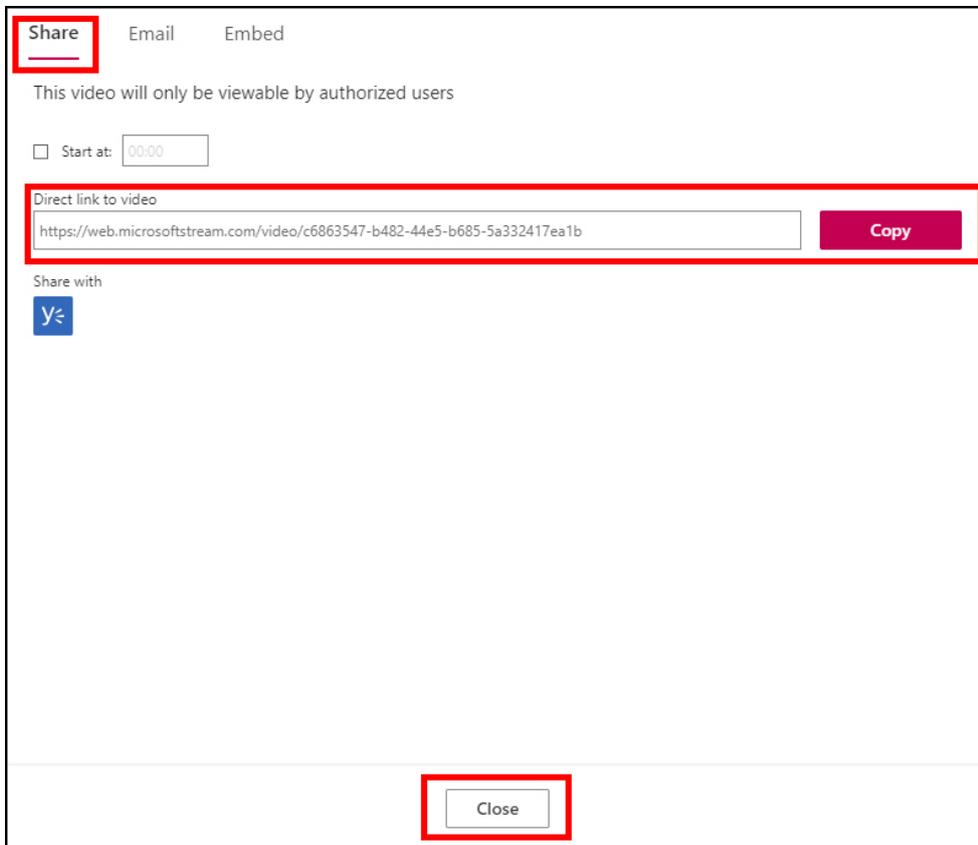
Sharing the MS Stream content

You will complete either step 3, 4 OR 5 to share content.

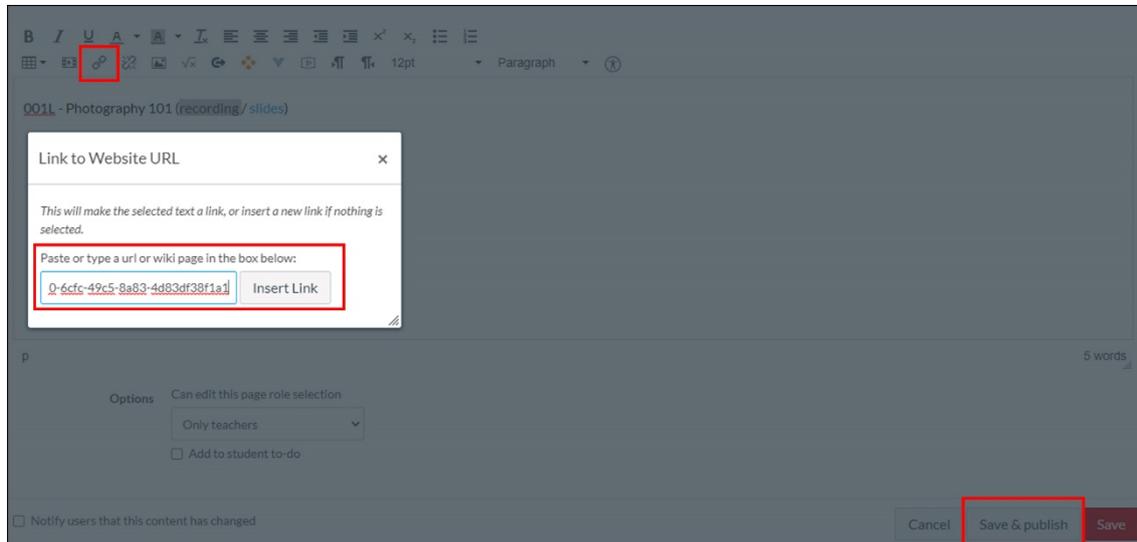
1. In MS Stream, go to **My Content (1)** and click the **ellipsis (2)** on the right hand side, then **Share (3)**:



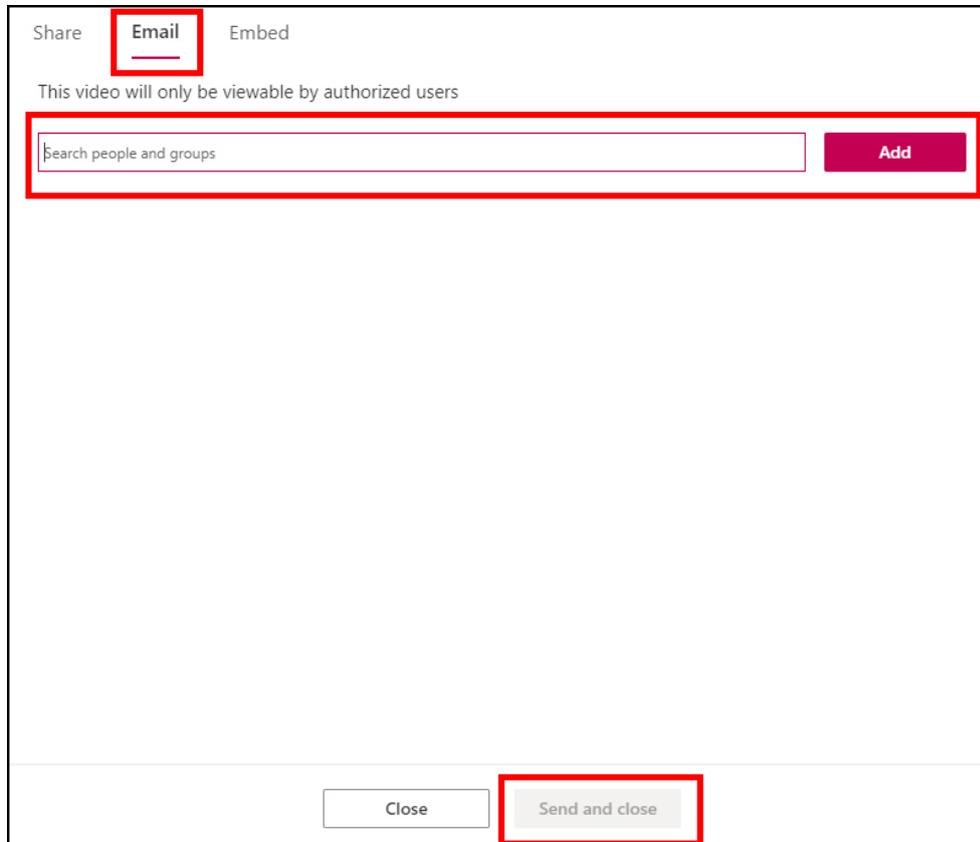
2. Content link can be **copied, emailed** or video code can be **embedded** into Canvas (*but housed in MS Stream, thus not affecting Canvas storage*) or on a web page.
3. **Sharing a link.** In the **Share** tab, click the **Copy** button (*the web link will be copied to the clipboard*) and click **Close**.



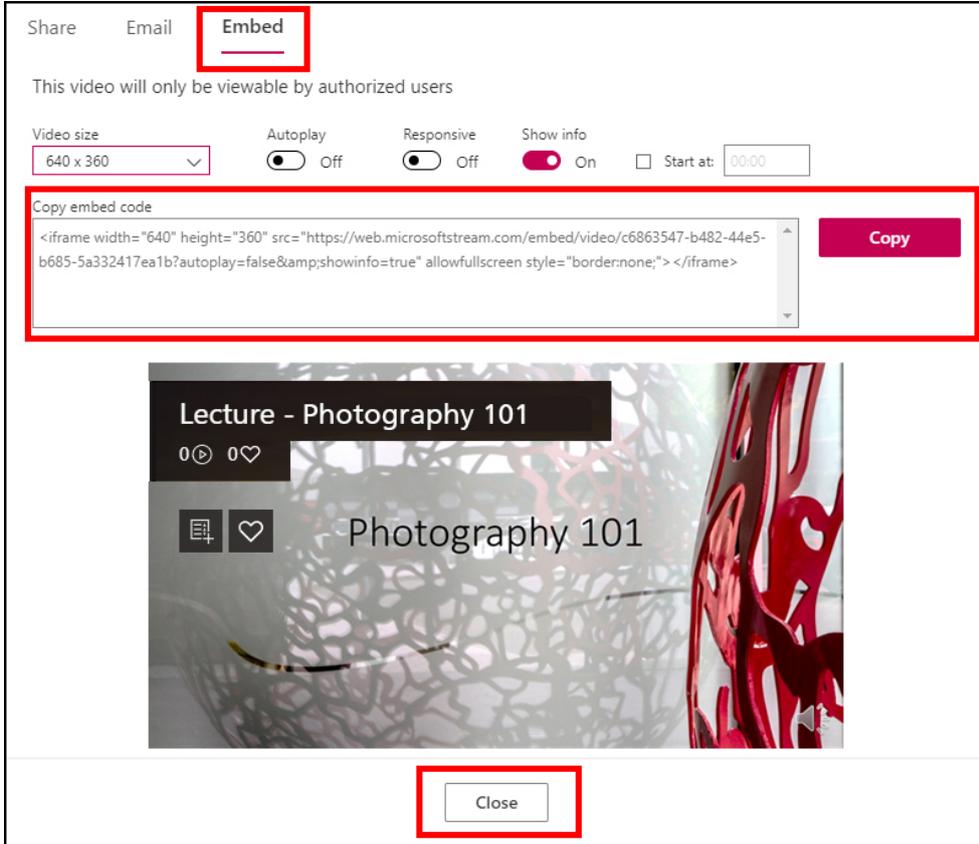
This can be linked to the lecture in Canvas by highlighting the name of the talk on the relevant page (*i.e.*, *Photography 101*) in Canvas and clicking the **Link** icon, paste the link (**CTRL V**) and **Save & Publish** (or *Save if already published*) the page:



4. **Sharing the link as an email.** In the **Email** tab, click the **Add** button (*enter in people or groups to share the content with*) and click **Send and Close**. This option is fine for groups or small numbers of people where content needs to be shared with. **Alternatively**, the web link from Step 3 can be emailed using Outlook.



5. **Embedding content.** In the **Embed** tab, click the **Copy** button (*check other settings before copying, i.e., Autoplay should be 'off'*) and click **Close**.



Share Email **Embed**

This video will only be viewable by authorized users

Video size: 640 x 360

Autoplay: Off

Responsive: Off

Show info: On

Start at: 00:00

Copy embed code

```
<iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/c6863547-b482-44e5-b685-5a332417ea1b?autoplay=false&showinfo=true" allowfullscreen style="border:none;" ></iframe>
```

Copy

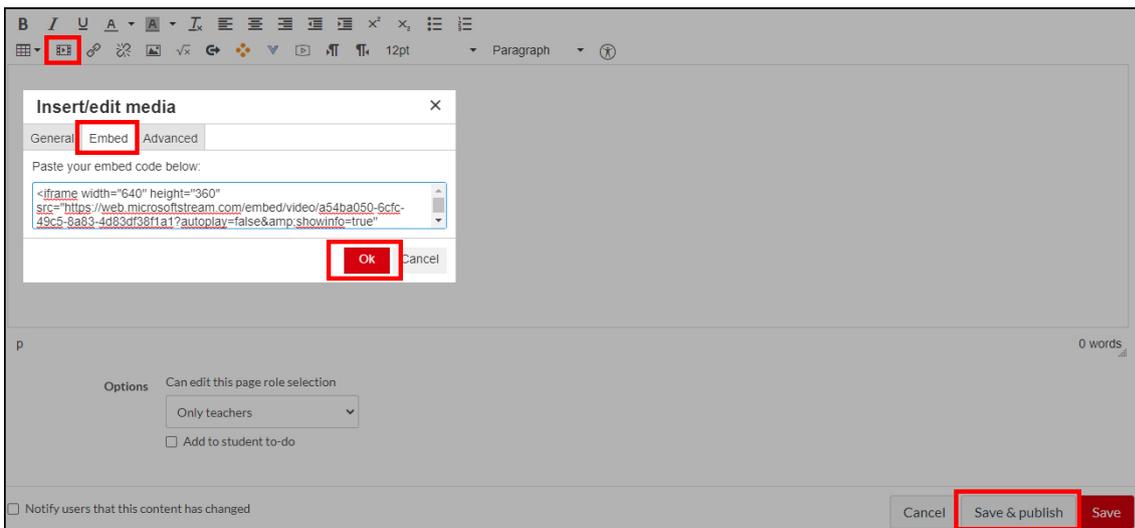
Lecture - Photography 101

0 0

Photography 101

Close

Video can be visually embedded Canvas (*or other web page, remember permissions*). In Canvas, go to **Insert/Edit Media** , click the **Embed** tab, paste in the embed code (*CTRL V*), click **OK** and click **Save and Publish** (*or Save if page already published*).



Insert/edit media

General **Embed** Advanced

Paste your embed code below:

```
<iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/a54ba050-6cfc-49c5-8a83-4d83df38f1a1?autoplay=false&showinfo=true" ></iframe>
```

OK Cancel

Options Can edit this page role selection

Only teachers

Add to student to-do

Notify users that this content has changed

Cancel **Save & publish** Save