

HOW to Record Video - A Quick Guide.

Recording may seem daunting until you try it. Creating video content will be as easy or complicated as you make it. Keep things simple, especially when you are first starting out. Take a practice run now to get used to the process and to identify any hardware requirements you may have.

TOOLKIT

What you need to create a video



Device



Microphone



Webcam



Headphones



Outcomes


START
SIMPLE

Talking Head

WHAT IS IT?

Record a 'Piece to Camera' as: a welcome video, introduction, announcement, to provide feedback or to direct learning.

HOW TO DO IT?

Within each **Canvas** page is a button  to record video via your webcam. Press the button - speak, save, review. DONE!



? For detailed instructions...

A
STEP
UP



Screencast

WHAT IS IT?

Record your computer screen with audio commentary as: an instructional video, microlecture, demonstration, or to direct learning.

HOW TO DO IT?

You can use **Microsoft Teams** for a quick and easy way to capture audio, video, and screen sharing activity.

- First, open the file(s) on your computer that you wish to use in your recording, (e.g. PowerPoint slides, an Excel spreadsheet, Word document, a website, etc.)
- Launch MS Teams. Click on Calendar option on the left menu bar. Start a private meeting by clicking the 'Meet Now' button, top right of screen. Update meeting title with suitable name for your video. Choose your preferred audio and video settings (on/off). Click 'Join Now'.
- Go to the meeting controls and select the 'Share' option to open the file you wish to use in your recording. When you are ready to start recording, go to the meeting controls and select 'More options'  > Start recording. Begin with an introduction to your video and off you go. Once you are finished talking through your instructional video, go to the meeting controls and select 'More options'  > Stop recording to finish recording.
- Simply 'End' the meeting to exit MS Teams. DONE!



? For detailed instructions...


HOST
&
EMBED

Share

WHAT HAPPENS NEXT?

Your video is automatically processed and saved to **Microsoft Stream**, where it is hosted ready to share in Canvas.

HOW TO DO IT?

- You will receive an email from Microsoft Stream once the recording is available.
- Click the link to open in Stream. Options are available to - update video description, trim the start/end, set permissions and edit captions. Select 'Share' and 'Embed' to copy the embed code.
- To embed the video in Canvas (just like embedding a YouTube video in a page) go to 'Insert/edit media'  and paste the embed code to display in your Canvas page. DONE!



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WHAT and WHY

- different types of video:

Welcome/Intro

Allows an educator to informally introduce themselves to students.

Provides an opportunity for students to learn more about you and your approach to teaching. Help set the tone while establishing social presence.

Microlecture

A brief video recording that explains a single concept or topic (key learning points from the topic).

Effective microlectures scale content down to the essentials that students need to know and understand to be successful.

Announcement

Provides timely updates throughout the course.

Opportunity to establish social and teaching presence in the course. Can be used to direct students to essential content, or for a weekly kick-off or check-in.

Feedback

Provides summarising commentary on student work. Provide general feedback to discuss common issues (one video for entire class), or individual feedback (one video per student).

Helps to personalise the learning experience. In some cases, it allows you to also provide more detail than traditional written comments.

What ?

&

Why ?

Overview

Synthesises how the materials and activities for a duration of time (e.g. a week, unit, semester) will pull together to help students achieve the prescribed learning outcomes.

Course materials need to be put into context. Beginning a week with an overview video helps lay the foundation for meaningful learning and can also be used to highlight some key areas of focus.

Assignment Overview

Supports written instructions by stepping students through the requirements for assessments. Each video should overview only one assignment or assessment.

Provide description, emphasis and focus where needed. In doing so, you will reduce student anxiety and decrease how-to type queries from students.

Demonstration

A demonstration video simultaneously explains and illustrates the steps in a process or procedure.

Allows educators to model processes and procedures that may be difficult to convey through text or audio only.

Orientation

Could be used to introduce the layout of an online learning environment, course or tool.

Give learners a sense of who you are as an educator and serves to humanise the online classroom while establishing social and teaching presence.