Recording, Uploading and Sharing Lectures

One of the challenges students face with online learning is we are not physically present all the time to communicate information so it becomes really important to give clear instructions and also reiterate where students can find course related material. This information should be in your course syllabi; restated in the first lecture and reinforced through weekly announcements on LMS to your class. In a way this also establishes a communication link with students and a check in to establish a connection with them.

As we have the choice to pre-record lectures or live record them the pedagogical choice is up to you based on what you think best meets student learning needs for the course.

**Recording Lectures:**

If you are planning to pre-record a lecture, we suggest the following:

* **Panopto**. Use Panopto web or desktop to record. Make sure that the correct recording folder is selected while recording the video. If you launch Panopto from Canvas, then the correct folder is automatically selected.
* **Table of Content**. Panopto allows adding a Table of Content to the videos which makes navigating different sections of the video easier
* Due to the challenges with connectivity and electricity we recommend that you try to **record short 7-10 min videos** so it is easier for students to stream. It is also less overwhelming for them. Research indicates that it’s hard for people to concentrate on lectures that are longer than 20 minutes. This is why TED Talks are always 20 minutes or less.
* You may want to consider breaking the content of a traditional lecture down into multiple shorter and more focused lectures.
* Each lecture should **have clear objectives** in the introduction. The first lecture should explain learning objectives and how many videos or parts the lecture is broken up into. See Useful Links for video and tip sheet for support.
* **Tend to the background**. An attractive background is much more appealing than a cluttered one, so remove or cover overly distracting objects. If the background is very dark, make sure you have adequate lighting.
* **Tend to the soundscape**. Every room has inherent background noise. Humans can learn sound patterns and "tune out" various noises, whereas many microphones cannot tune out noises. Appliance hum, open-window street noise, barking dogs – all of these (and more!) are categories of sound that you should aim to dampen when recording.
* **Light yourself**. Try to use the same lighting setup for all your videos regardless of the time of day you record. You may need to cover windows. You may also want to set up some soft lighting for your face, coming from the direction of the camera. Harsh, single-point, direct light, from any angle, will cause hard shadows and look unattractive.
* **Be aware of your eye level**. Avoid angling a camera too far up or down your face. Propping a camera to eye level achieves the best results.
* **Are you audible**? Your built-in computer mic probably isn’t horrible, but it’s almost certainly too far away to adequately capture your voice. Instead, using a clip-on or tabletop microphone will improve sound quality; and most aren’t that expensive.
* **Engagement Tools**. If you are interested in learning about the student engagement with your content, then adding quizzes in between your recorded videos is a good option. Panopto has this feature built in. Panopto embedded quizzes can also be used as grading items in Canvas via the external tool link.
* **Practice, practice, practice**. Make some serious attempts at practicing. Practicing will help you navigate the software comfortably, know the narrative of your lecture, and allow you to feel comfortable when recording.
* To make it easier to locate the lecture we propose the following file naming convention:

**Course Code, Week #, Lecture #, Video #, Modality**

Example: SDP101, Week 15, Lecture 1, Video 2, Synchronous

Habib University is committed to the ongoing improvement of the learning and teaching provision for students. If students have any comments on the quality of the recorded lecture or suggestions for how it can be improved, they can contact the relevant instructor, or program director.

**Uploading and Sharing Recordings:**

All asynchronous course content created by faculty must be uploaded in Panopto within the appropriate course folder. Also, asynchronous course content must be posted (linked) in the appropriate module within Canvas to ensure easy access for students.

All synchronous class sessions must be held and recorded using the enterprise version of Zoom offered by Habib University, which is already synced to Canvas.

Once the recording of any session (synchronous or asynchronous) is complete:

→ **Label** or rename the recorded session for easy reference.

→ Make sure the recordings are posted in the necessary folders of the course in Panopto – **meeting folders are not accessible to students**.

→ If there are recordings that you do not want visible to students, you can always save them in a new folder with sharing rights only to the instructors.

→ Final step: **link the videos in Panopto** to the correct course and module in Canvas.

**Useful Links:**

* [Online Course-In-A-Box: Recording Lectures, University of Illinois](https://citl.illinois.edu/citl-101/online-strategy-development/develop-or-revise-an-online-course/online-course-in-a-box/building-your-course/recording-lectures/before-you-record-recording-basics)
* [What Happens To My Lecture, University of Wisconsin-Extension Division of Continuing Education, Outreach & E-Learning](https://bestinshow.wisconsin.edu/wp-content/uploads/2014/12/WhatHappensToMyLecture.pdf)