

LECTURE RECORDING TIPS

WHAT DO I NEED TO USE UICAPTURE TO RECORD?

1. [UICapture \(Panopto\)](#) Recorder installed on the computer (admin rights required).
2. Reliable Internet connection – wired connection via an Ethernet cable is recommended.
3. Audio input: microphone/headset is recommended over a built-in mic on laptops, as built-in mics tend to capture more background noise. Make a few test recordings to determine the tool that will produce the best results.
4. A quiet location where you will not be disturbed.

WHAT CAN BE CAPTURED USING UICAPTURE?

- Camera view (face of speaker)
- Voice via microphone
- Computer sound (if sharing media)
- Computer screen (web page, cursor)
- PowerPoint slides
- Videos (stored on the computer)

When using UICapture, both the computer screen and PowerPoint slides can be captured as separate streams into the recording. Students can toggle between the two streams during playback.

You can interact with the content being recorded by moving the mouse cursor, highlighting or circling words/objects on the screen. **Annotation** helps retain students' attention. These movements will be recorded in the screen capture stream.

WHAT OTHER TOOLS CAN I USE TO RECORD VIDEOS WITH COMPUTER SCREEN OR SLIDES?

There are many other tools available for recording computer screen and/or PowerPoint slides in lectures. Here are a few examples:

- [PowerPoint](#) (Windows only)
- [Quick Time](#) (Mac only)
- [Zoom](#)
- [Kaltura](#)

Regardless of the tool you choose, after the lecture media files have been created, they can be added to UICapture for students to view using the **Uploaded Media** option. Note that features such as recording computer sound (i.e. in a Youtube video) may not be available in some of these options.

SHOULD I USE A CAMERA?

Camera use is optional and depends entirely on individual faculty's preference. Many faculty record the welcome/intro video with the camera to help build a connection with students.

DIVIDE CONTENT INTO SMALLER SEGMENTS

Shorter recordings are easier to record and re-do if you make a mistake. They also help re-focus students' attention between recordings. Look for natural transition points (i.e. between sub-topics) to divide up the content.

MAKE A PLAN FOR EACH RECORDING

Plan ahead to help make each recording session go smoother:

1. **Review** your PowerPoint and determine how to divide up the content (into several shorter recordings).
2. **Identify** other screen elements you will need for the recording, such as any web page, document, or media (local or online). Open these items and minimize them before starting to record, then you can switch to each item easily during the session.
3. If you plan to show any media during the recording, make sure computer audio is selected for the session.

PRACTICE, TEST AND CLEAN UP

1. **Practice.** Recording into a microphone is quite different from speaking to a live audience. Rehearse a minute or two of your first recording to become familiar with the process and help reduce the number of outtakes.
2. Always do a **test recording** and review it **each time** you sit down to record because computer settings or hardware (i.e. headset/microphone) may have changed between sessions. This is especially important for avoiding audio issues and the need to re-record due to audio failure.
3. If you make a mistake, it is not always necessary to start over. For example, if you mispoke a name or had a cough, pause for a few seconds, then start again from the beginning of the previous sentence or slide. After the video has been uploaded to UICapture, you can use the **online editor** to cut out the unwanted segment.
4. After you have uploaded the recordings, review the videos to make sure they playback successfully. Be sure to delete any test or failed recordings in the UICapture course folder.