

How to Record and Deliver Video Lectures to your Students

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Planning Committee & Presenter Declarations

There are **no relevant personal or financial relationships** with any commercial interests pertaining to this activity.



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The University of Rochester School of Medicine and Dentistry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The University of Rochester School of Medicine and Dentistry designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credits*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

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Learning Objectives

Participants will be able to...

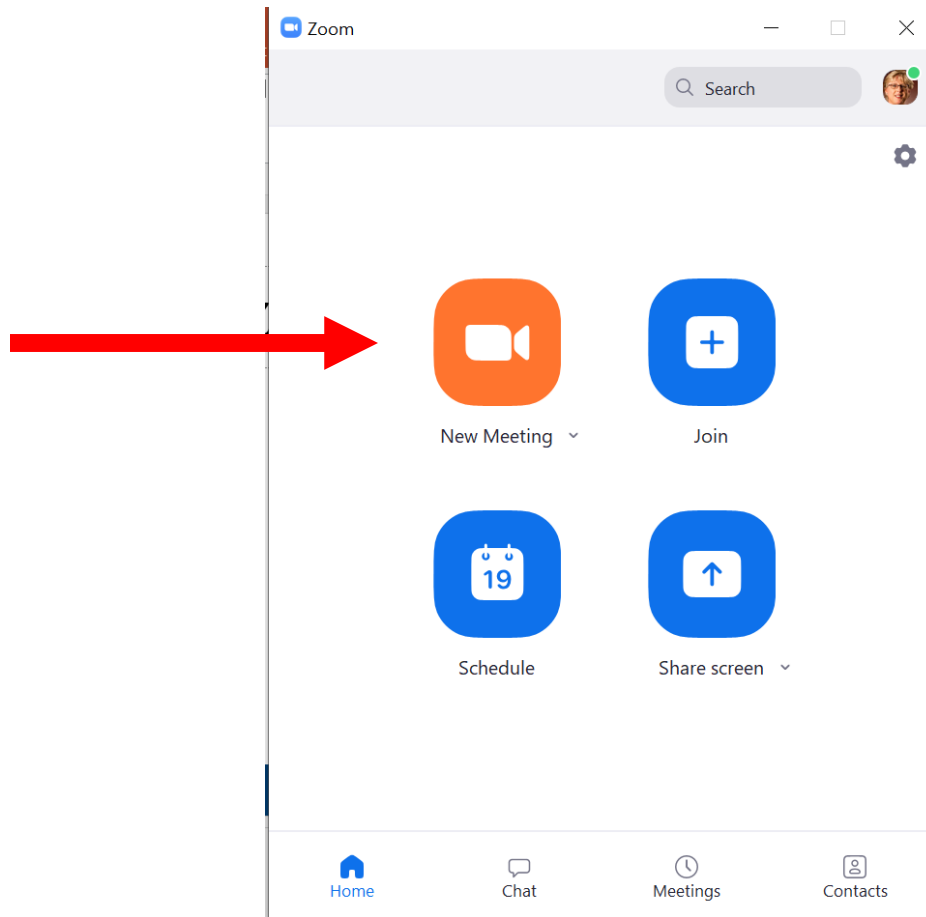
- Record a Lecture using Zoom
- Share their Screen while Recording
- Stream the Video to Students via Blackboard
- Describe some Best Practices for Video Creation
- Edit the Video for Captions and Quizzes



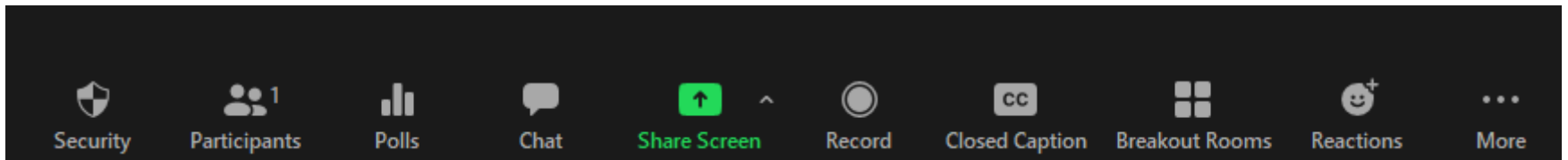
RECORDING A LECTURE



Launch a Zoom Session



Record a Lecture



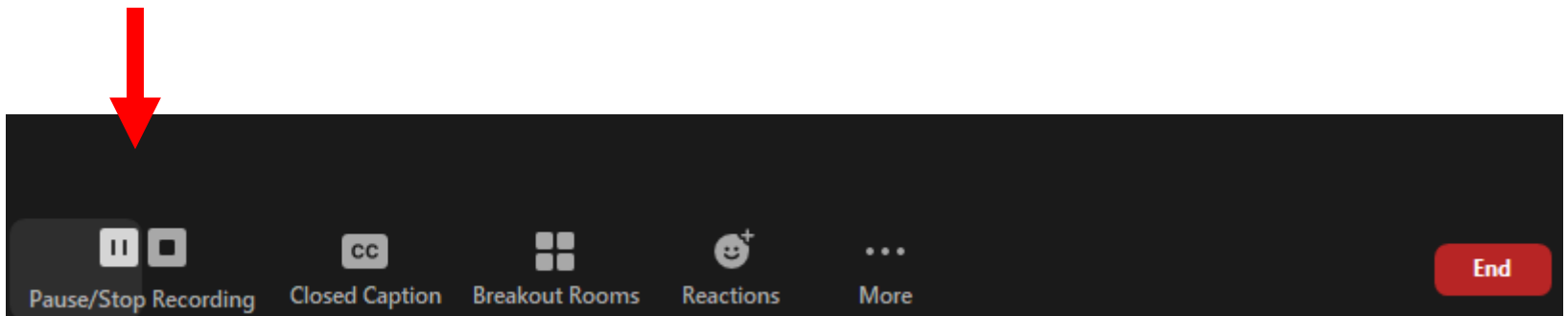
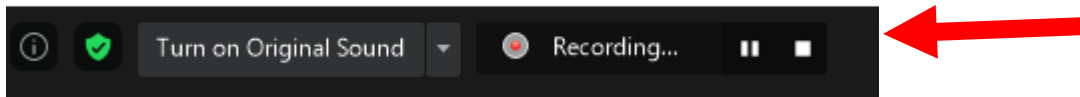
Start the recording



How to Pause/Stop Recording

- Use **Pause** to temporarily suspend recording
- When you are done, click **Stop** recording button.

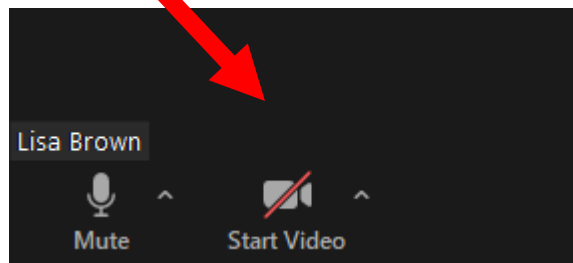
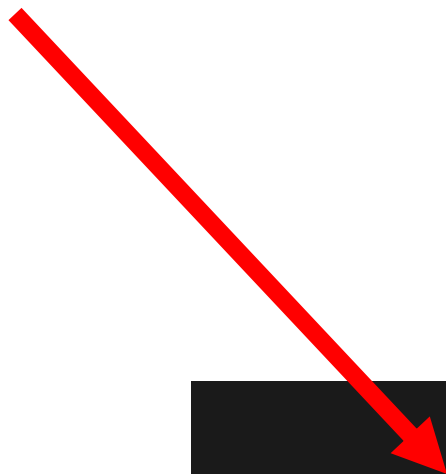
Zoom Meeting



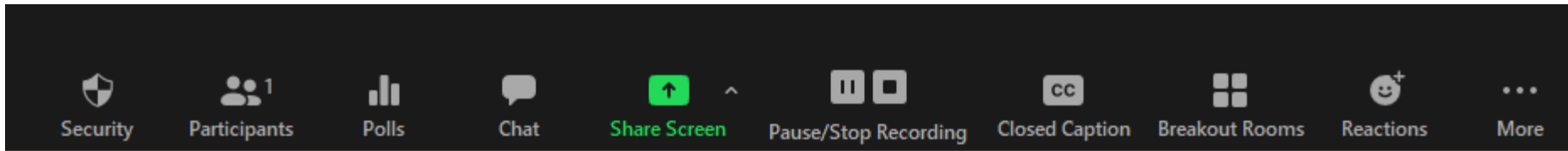
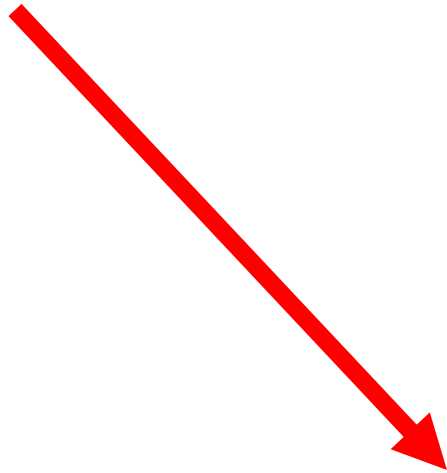
SCREEN SHARING OPTIONS



Do You Want Your Video On?

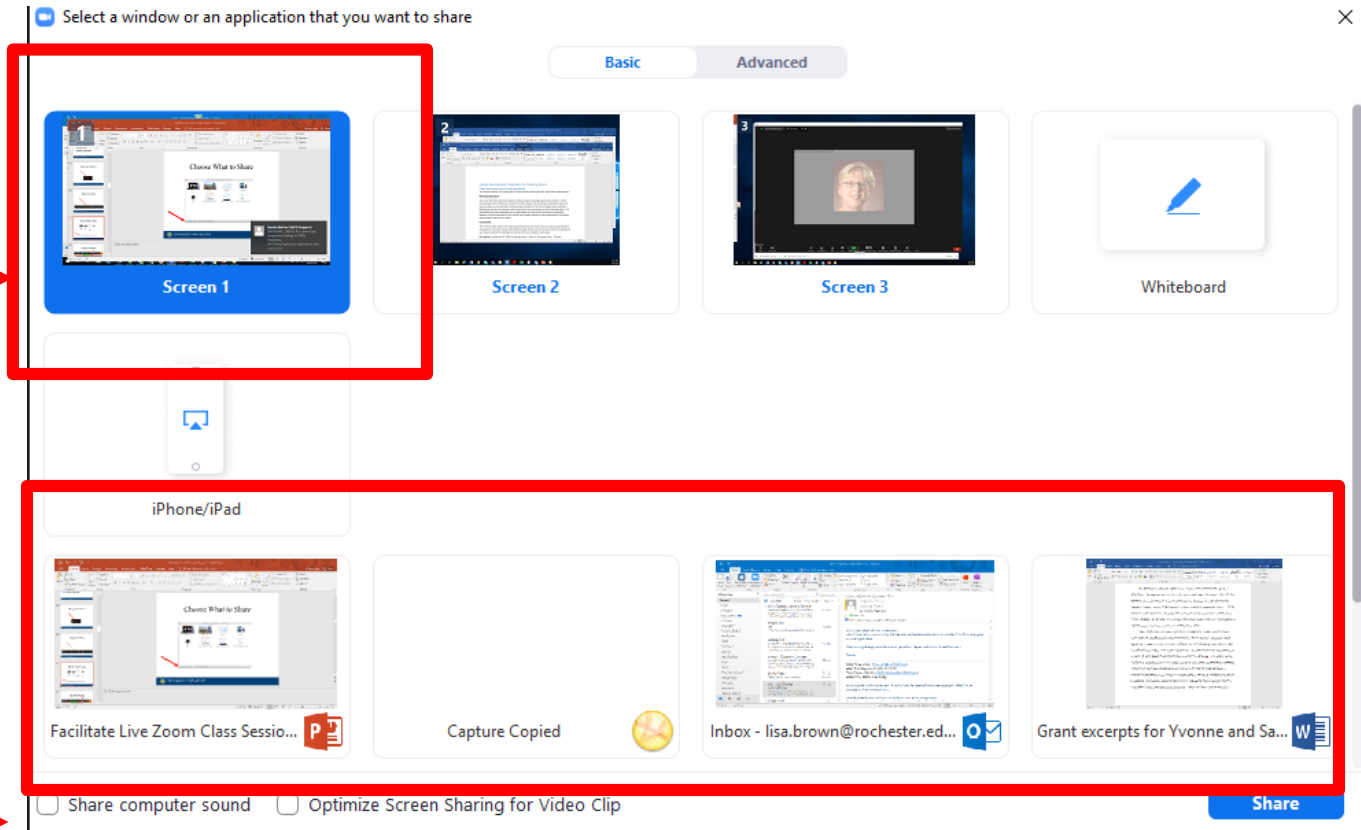


Do you Want to Share your Screen?



Choose What to Share

Share everything on your screen

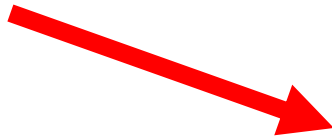


Share just a specific application – already open!



Choose What to Share

If you are sharing something with sound, be sure to enable computer sound





Select a window or an application that you want to share


Basic Advanced


Screen 1 Screen 2 Screen 3 Whiteboard

iPhone/iPad

Facilitate Live Zoom Class Sessio... 

Capture Copied 

Inbox - lisa.brown@rochester.ed... 

Grant excerpts for Yvonne and Sa... 

Share computer sound Optimize Screen Sharing for Video Clip

Share



Advanced Sharing Options

Select a window or an application that you want to share

Basic **Advanced**

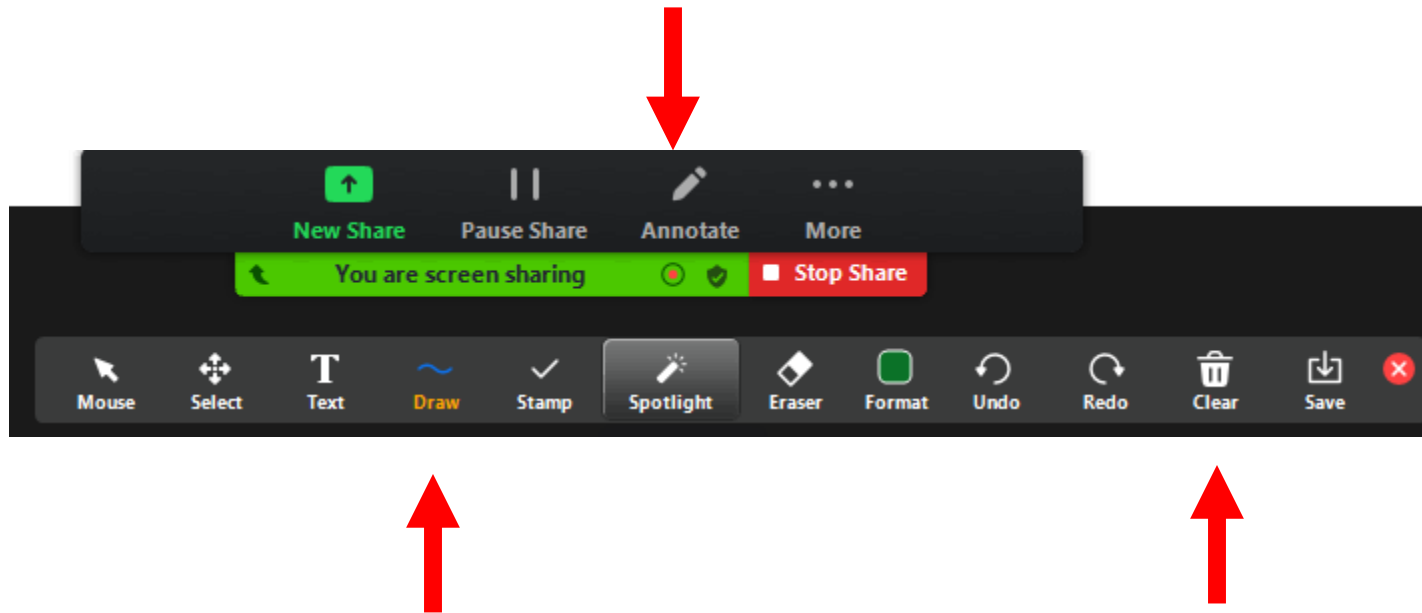
Portion of Screen Music or Computer Sound Only Content from 2nd Camera

Portion of the screen Sound only Second camera

Share computer sound Optimize Screen Sharing for Video Clip **Share**

A screenshot of the Windows sharing options dialog box. At the top, it says "Select a window or an application that you want to share". Below this are two tabs: "Basic" and "Advanced". The "Advanced" tab is highlighted with a red rectangular box. Under the "Advanced" tab, there are three sharing options, each with an icon and a text label below it: "Portion of Screen" (with a screen icon), "Music or Computer Sound Only" (with a speaker icon), and "Content from 2nd Camera" (with a camera icon). Below these icons are larger text labels: "Portion of the screen", "Sound only", and "Second camera". At the bottom of the dialog, there are two checkboxes: "Share computer sound" and "Optimize Screen Sharing for Video Clip", both of which are currently unchecked. To the right of these checkboxes is a blue "Share" button.

Annotate if Needed



USE THE WHITEBOARD



Share the Whiteboard

Select a window or an application that you want to share

Basic Advanced

Screen 1 Screen 2 Screen 3 Whiteboard

iPhone/iPad

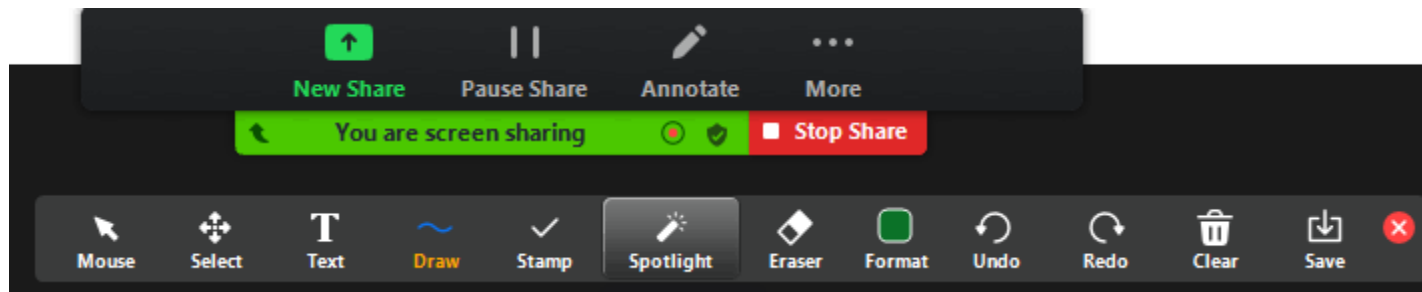
Facilitate Live Zoom Class Sessio... Capture Copied Inbox - lisa.brown@rochester.ed... Grant excerpts for Yvonne and Sa...

Share computer sound Optimize Screen Sharing for Video Clip

Share



Annotate the Whiteboard



Add Pages to the Whiteboard



Writing on the Whiteboard

- Write using your mouse.
- Purchase a bamboo/wacom tablet
- Purchase a touch screen monitor



Use an iPad or Surface Tablet

- Launch the Zoom app on this second device with all audio muted.
- Share the whiteboard from the tablet/iPad screen and draw or write on this.
- Do not host the meeting from your iPad as you will not be able to record your session.
- Continue to host the meeting from your desktop and record there.



Powerpoint as an Alternative to the Whiteboard

- Use animations to simulate writing progression in Powerpoint
 - Create the equations directly on the slide using the text features of Powerpoint and animate the adding of new information to the slide as if you were writing in chunks.
 - You can write out the equations for the full slide on paper, take a picture and add it to the slide as one whole screen and then cover the portions of the slide with “blocks” of white and animate removing them to reveal the equations as if writing.

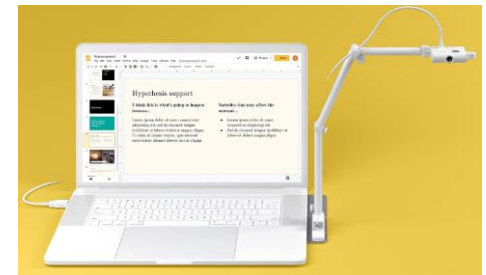
Note: Annotation from Zoom is ALSO available when using this option



Camera Alternatives to the Whiteboard

- Point a camera (either your primary or a secondary) at a real whiteboard and use markers the old-fashioned way. Be sure that you have mirroring set properly. If using a secondary camera, use the Advanced Sharing second camera option
- Purchase a document camera device and write directly on paper, projecting through Zoom using the Advanced Sharing second camera option.

Note: Annotation from Zoom is NOT available when using these options

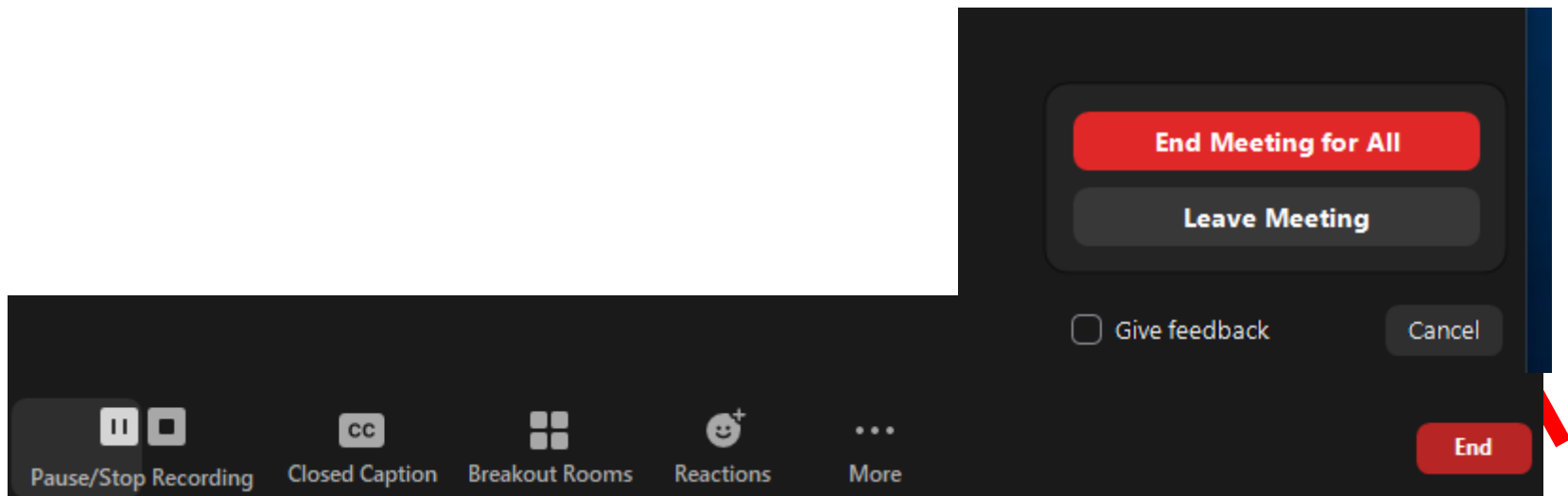


STREAM YOUR VIDEO

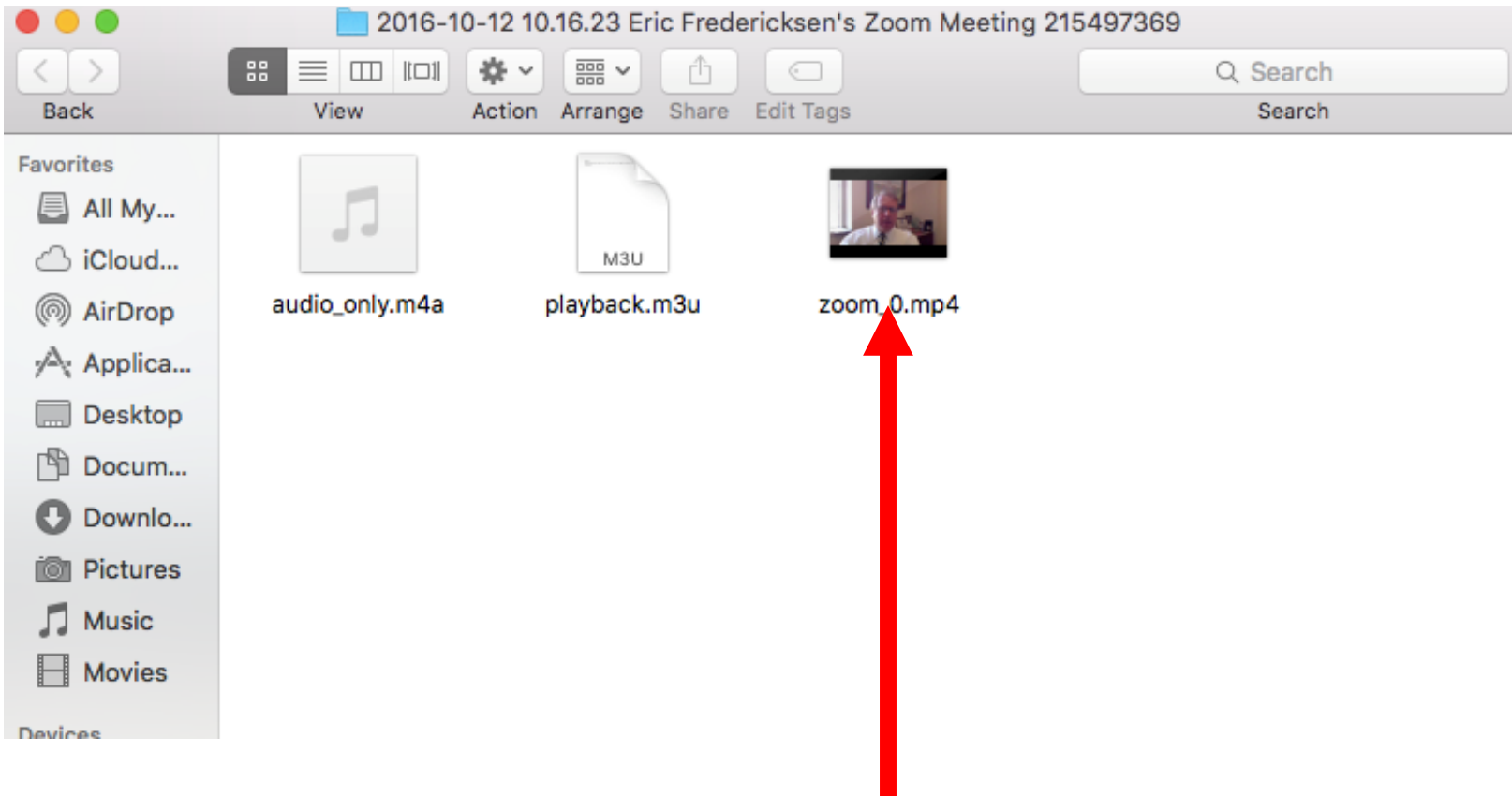


End the Meeting

- When you **End the Meeting**, Zoom will create an mp4 file on your computer.



File Created After Conversion

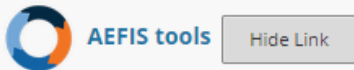


*rename the video file on your computer before uploading



Access to Panopto

Tools



AEFIS tools

Hide Link

View syllabus, evaluations, assessments and more.



Achievements

Hide Link

Achievements



Announcements

Hide Link

Create and view Course Announcements.



My Grades

Hide Link

Displays detailed information about your grades.



Panopto Content

Hide Link

Panopto Content



Piazza

Hide Link



Upload Media

CLIN TCHNG HLTH ED:INST MTHD - 2020SPRING EDU581.2020SPRING.48629 Course Panopto Content

Panopto Content

Search in folder "EDU581.2020SPRIN..."

Create ▾

- Record a new session
Record from your Mac or Windows PC
- Upload media
Create new sessions by uploading video or audio
- Playlist
Create a new video playlist
- New Folder
In EDU581.2020SPRING.48629: CLIN T...

Sort by: Name Duration Date ▾

Add folder

EDU581 Zoom Mar 4 days ago 1:02:40

EDU581 Zoom Feb 24 2020 18 days ago 1:24:32

EDU581 Zoom Feb 10 2020 a month ago 1:13:27

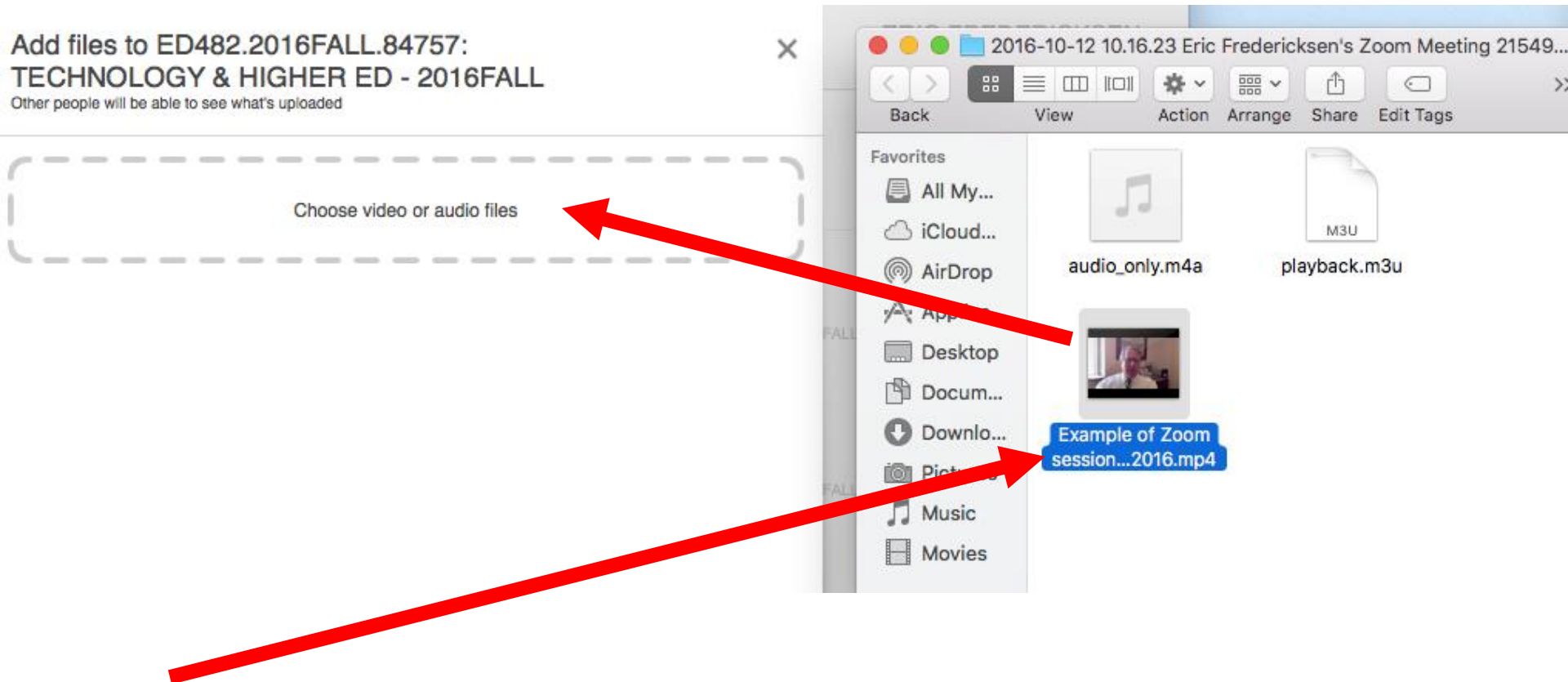
Module 2: Bedside Teaching and Effective Feedback
EDU 581
February 10, 2020

CLIN TCHNG HLTH ED:INST MTHD - 2020SPRING (EDU581.2020SPRING.48629)

- Course Home Page
- Announcements
- Syllabus
- Course Schedule
- Learning Modules
- Quickly Attendance
- Course Evaluations
- Assignments
- Journal
- Yellowdig
- MNE Student Teaching
- Groups
- Faculty Resources
- Student Services
- Grades
- Course Tools



Drag or Choose Your File



*rename the video file on your computer before uploading



Use Panopto Video Link

The screenshot displays a Blackboard course interface for 'DESIGNING ONLINE COURSES - 2020SPRING EDE486.2020SPRING.47358'. The course is organized into 'Module 4 - Instructional Resources and Technology Tools'. A navigation menu on the left includes options like 'Course Home Page', 'Announcements', 'Course Schedule', 'Assignment Checklist', 'Syllabus', 'Learning Modules', 'Quickly Attendance', 'Discussion', 'Email', 'Library Resources', 'Textbooks', 'Reserves', 'Journals', and 'Groups'. The main content area features a 'Kahoot! - Intro to Module 4' activity and a 'Module Overview' section. A 'Tools' dropdown menu is open, listing various tools: Discussion Board, Blogs, Journals, Groups, Tools Area, Panopto Video Link, Achievements, VoiceThread, and GoReact. A red arrow points to the 'Panopto Video Link' option. Below the dropdown, a 'More Tools' button is visible. The 'Module Overview' section contains the following text: 'Our fourth module will focus on instructional resources and technology tools. The learning objective is for you to Construct and demonstrate online resources and activities with Web 2.0 tools. In this two week period you will need to do the following: 1. Read the assigned articles and book chapters.'



Choose Your Video

Insert Panopto Video

* Folder EDE486.2020SPRING.47358: DESIGNING ONLINE COURSES - 2020SPRING ▾

* Lecture ✓ -- Select a Lecture --

* Title EDE486 Zoom Jan 21 2020

Description EDE486 Zoom Jan 28 2020

EDE486 Zoom Feb 4 2020

EDE486 Zoom Feb 11 2020

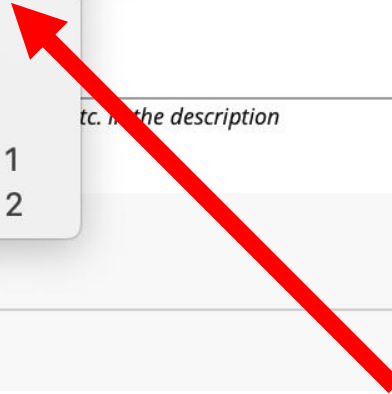
EDE486 Zoom Feb 18 2020

EDE486 Zoom Mar 3 2020 Part 1






EDE486 Zoom Mar 3 2020 Part 2

etc. in the description

Cancel Submit



Panopto Videos in Blackboard

	<u>Module 1.1 - Course Introduction and Overview</u> ▼
	Time required: 05:24
	<u>Module 1.2 - Observations and Variables</u> ▼
	Time required: 03:49
	<u>Module 1.3 - Codebooks</u> ▼
	Time required: 04:51
	<u>Module 1.4 - Data Types</u> ▼
	Time required: 03:30
	<u>Module 1.5 - Basic Statistics</u> ▼
	Time required: 04:33



BEST PRACTICES FOR VIDEO



Good Video Practices

6 tips for recording Video

Today, instructors and students can record video easily from a webcam or mobile device, providing an array of ways to humanize online learning.

1 USE FRONTAL LIGHT



Where is your light source? Record so your face is illuminated.

2 BE AWARE OF WHAT'S BEHIND YOU



A background can be a great way to convey a sense of who you are, but may also share more than you'd like.

3 GET A GOOD MICROPHONE



Buy a USB microphone and test your sound before recording.

4 BE REAL



Don't try to be perfect. Mistakes simply make you more human.

5 IT GETS BETTER!



Over time, it won't feel so weird to talk to your webcam.

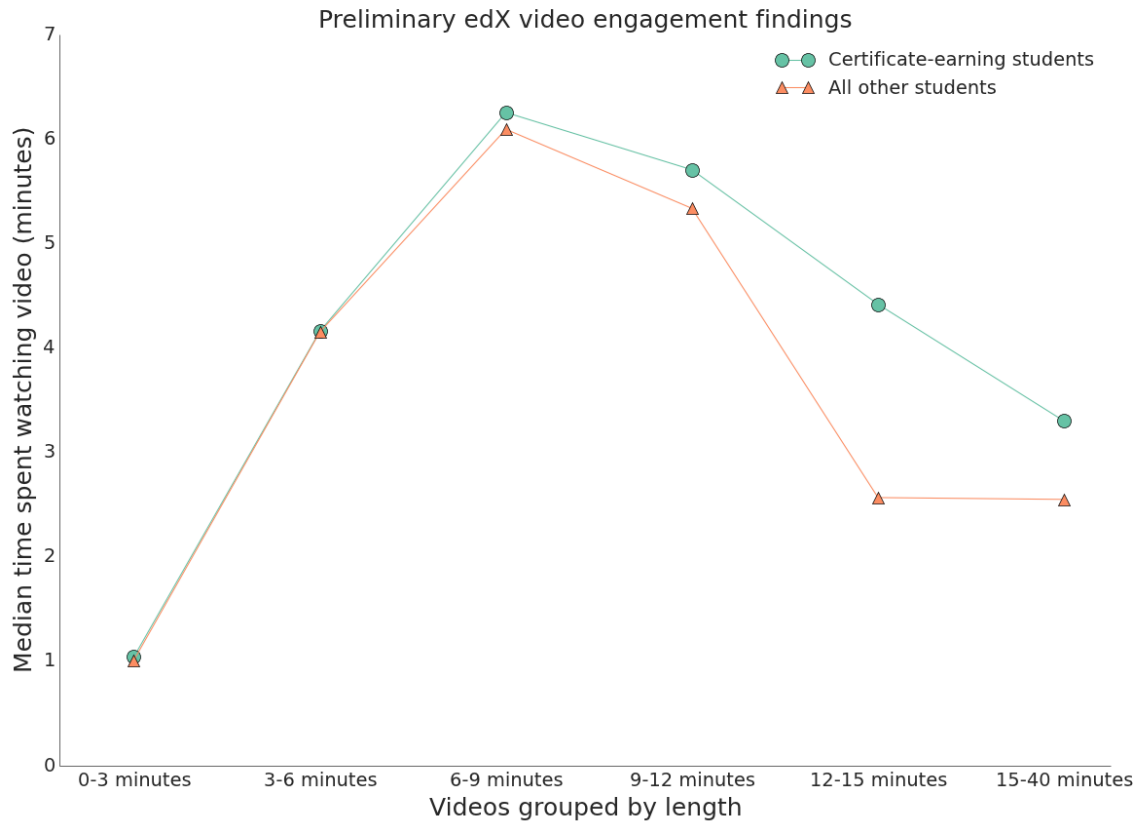
6 KEEP IT BRIEF



Aim for 5 minutes max. Identify your goals before you record.



Attention Span => Video Length



Analysis by Philip Guo (pg@cs.rochester.edu)



EDITING AND OTHER FEATURES



Access Settings



Test link

8 months ago in JoeSandbox: Joe's Sandbox Course

 Settings



Share



Edit



Stats



Delete



Change Video Name

2019_10_17_TaskForceMeeting
9 months ago

Settings Share Edit Stats Delete

Session Information

Name 2019_10_17_TaskForceMeeting
Save Cancel

2019_10_17_TaskForceMeeting

Session Information

Overview	Name	2019_10_17_TaskForceMeeting	Edit
Share	Folder	ADMIN.AllyPilot: Ally Pilot information	Edit
Outputs	Preview image		Edit
Quiz Results			
Streams			
Clips			
Search			



Access Editing Functions



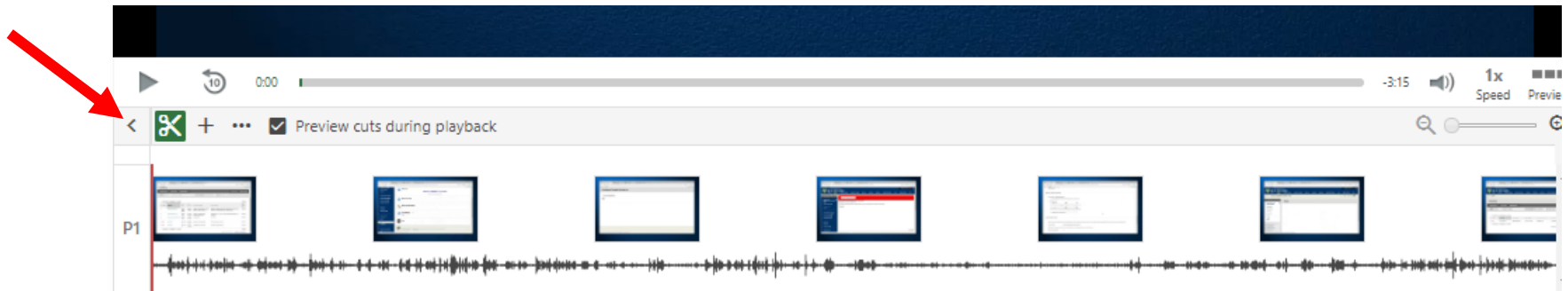
Test link

6 months ago in [JoeSandbox: Joe's Sandbox Course](#)

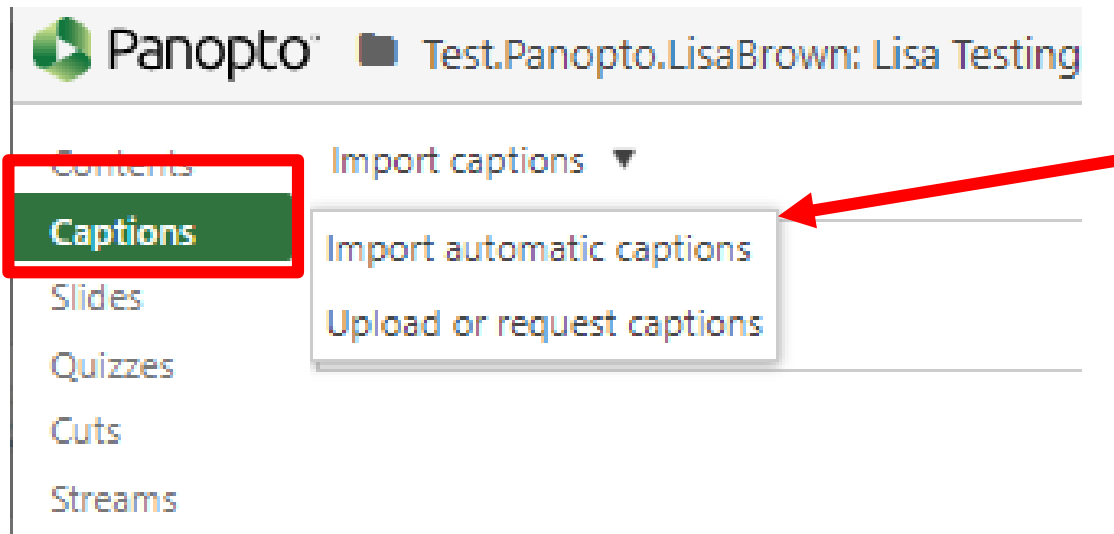
 Settings  Share  Edit  Stats  Delete



Simple Editing



Closed Captioning Automatic Captions

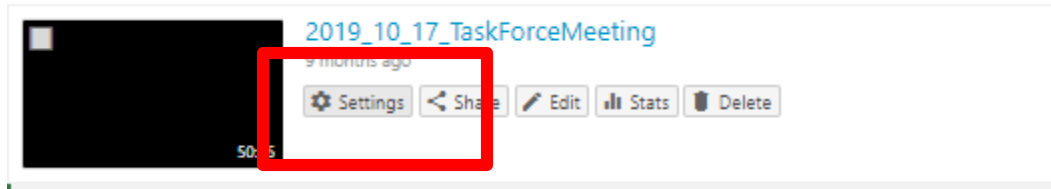


Edit the Captions

Contents	Import captions ▼	
Captions	hi everyone. I'd like to make sure that we're all on the same page with regards to online teaching	0:03
Slides		
Quizzes		
Cuts	and learning. this short presentation will provide you with some background history	0:08
Streams		
	and basic research and this topic.	0:13
	what I need you to come home and enjoy down some ideas	0:20
	what you said. when you think up an online course.	0:25
	you have some things. so let me ask you. do you think of online	0:37
	self paced. lots of videos.	0:43
	this is an online course is easier. in a little while	0:48
	if you like you to be isolated. taking it all on our online	0:53
	courses cheaper than normal I'm interested in hearing your thoughts.	0:59
	when we get together. when you think	1:04
	about online courses. do you to see a student loan and frustrated	1:09



Closed Captioning Upload caption file



▶ New Blackboard Learn Training 8/11/2016



Overview

Share

Outputs

Quiz Results

Streams

Search

Captions

Manage

Log

Captions

No captioning services are enabled or you do not have permission to request captions. Please contact your site administrator.

Upload Captions

Choose File no file selected

Upload Captions



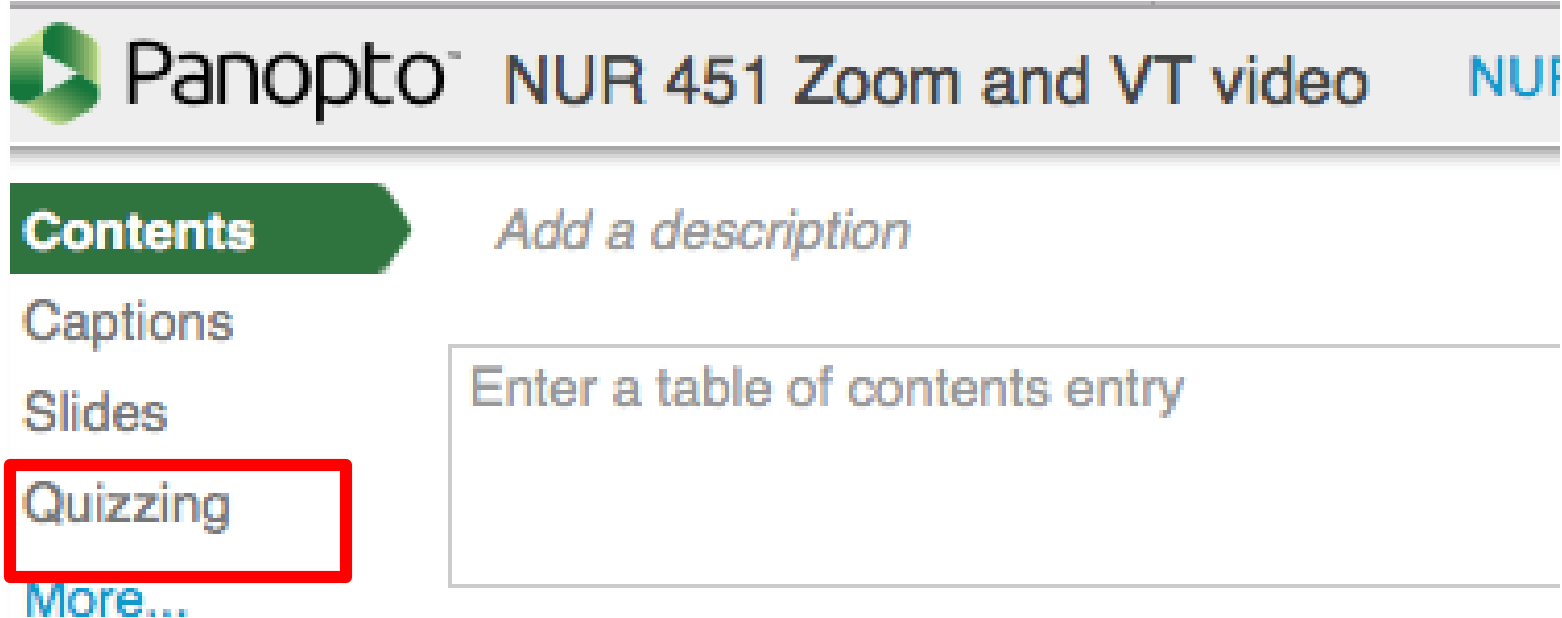
Panopto Quizzes

- Add Quiz Questions into a Panopto Video
- Create Video Quiz Link in Blackboard



Quizzing within Video

<https://support.panopto.com/articles/Documentation/Quizzing-Feature>



Panopto™ NUR 451 Zoom and VT video NUR

Contents *Add a description*

Captions

Slides

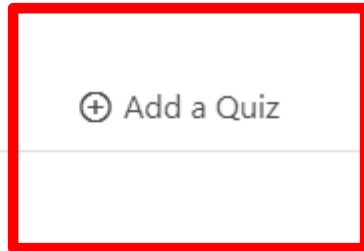
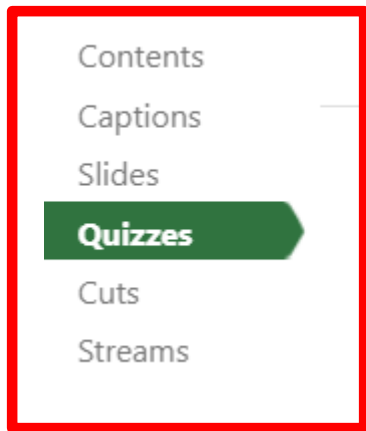
Quizzing

More...

Enter a table of contents entry



Add A Quiz



Switch to Quizzes
Click "Add a Quiz"

Make sure that you are
already in the location in
video timeline where
Quiz will go



Three types of Questions

Quiz

1 of 1

Question

Answer 1

Answer 2

True/False

Multiple Choice

Multiple Select



Quiz Options

Quiz

Quiz Position h:mm:ss.ss
0:00:00.00

- Allow viewers to retake this quiz
- Show grade after taking this quiz
- Allow review of correct answers and explanations
- Block advancing in the video until answering this quiz



Quiz Results

Using Social Media Strategically

5 months ago

Settings Share Edit Stats Delete

ly

Overview
Share
Outputs
Quiz Results
Streams
Clips
Search
Captions
Manage
Log

Quiz Results Summary

Section	Position	Results
Quiz	06:36	12/12 (100%)

User Results Summary

User	Quizzes Taken	Results
[Redacted]	1/1 (100%)	3/3 (100%)
[Redacted]	1/1 (100%)	3/3 (100%)
[Redacted]	1/1 (100%)	3/3 (100%)
[Redacted]	1/1 (100%)	3/3 (100%)

Download

Detailed Results By Section

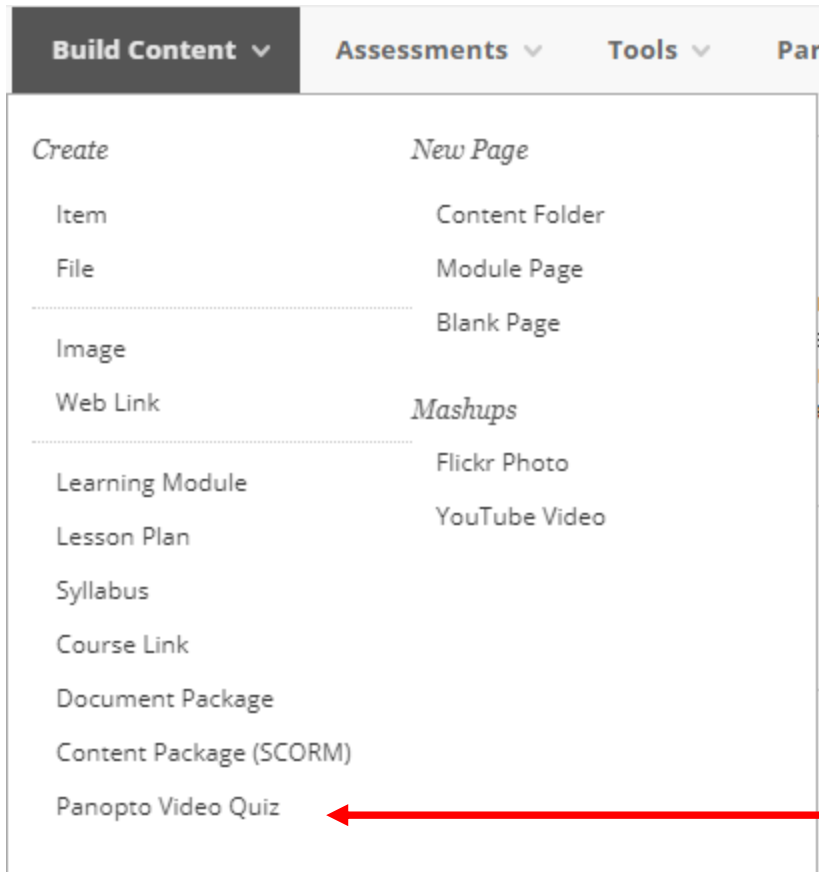
Section: Quiz

Question	Type	Results
1: Surveys and focus groups are among the ways to do ma...	True / False	4/4 (100%)
2: Which of the following is NOT a question to ask yourself...	Multiple Choice	4/4 (100%)
3: The only way for a brand new social media account to a...	True / False	4/4 (100%)

User	Results
> [Redacted]	3/3 (100%)
> [Redacted]	3/3 (100%)
> [Redacted]	3/3 (100%)
> [Redacted]	3/3 (100%)



Add to Blackboard with Grade Passback



Use this option
Creates a Grade Center
column
Passes Grade back
from Panopto



See Viewing Statistics



Test link

6 months ago in JoeSandbox: Joe's Sandbox Course

 Settings  Share  Edit  Stats  Delete



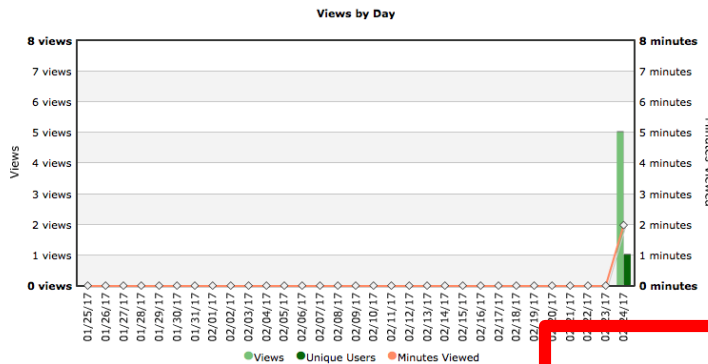
Video Viewing Statistics

Session stats: New Blackboard Learn Training 8/11/2016 ×

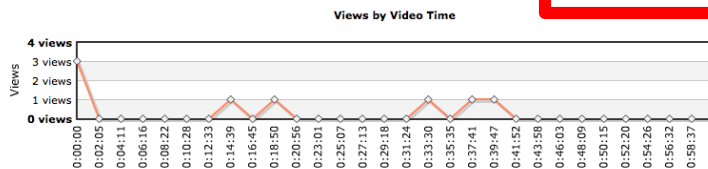
Stats for JoeSandbox: Joe's Sandbox Course

Minutes viewed data current as of: 2/24/2017 12:56:46 PM (Eastern Standard Time)

[Download](#)



[Download](#)



Past Day | Past Week | **Past Month** | Past Year | All Time | Custom Range

From To

[Download](#)

Viewer (top 100 by minutes viewed)	Views	Minutes Viewed	Average Minutes Viewed
Joseph Gomulak-Cavicchio	5	2	1



**THANK YOU
QUESTIONS?**



Evaluation

- <https://forms.gle/NaSBqVMyKHHVe1VM6>



More Workshops

<http://rochester.edu/online-learning>

- **How to Facilitate an Online Exam**
 - Friday, July 24, 12noon
- **How to Use Voicethread for Discussions**
 - Monday, July 27, 12noon
- **How to Facilitate Discussions**
 - Wednesday, July 29, 12noon
- **How to Manage the Grade Center**
 - Monday, August 3, 12noon



Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

