

# How to Pre-Record and Deliver Video Content to your Students

**Eric Fredericksen, EdD**

Associate Vice President for Online Learning  
Professor in Educational Leadership

**Lisa Brown, EdD**

Assistant Director  
University IT & URMC Institute for Innovative Education



# Learning Objectives

## Participants will be able to...

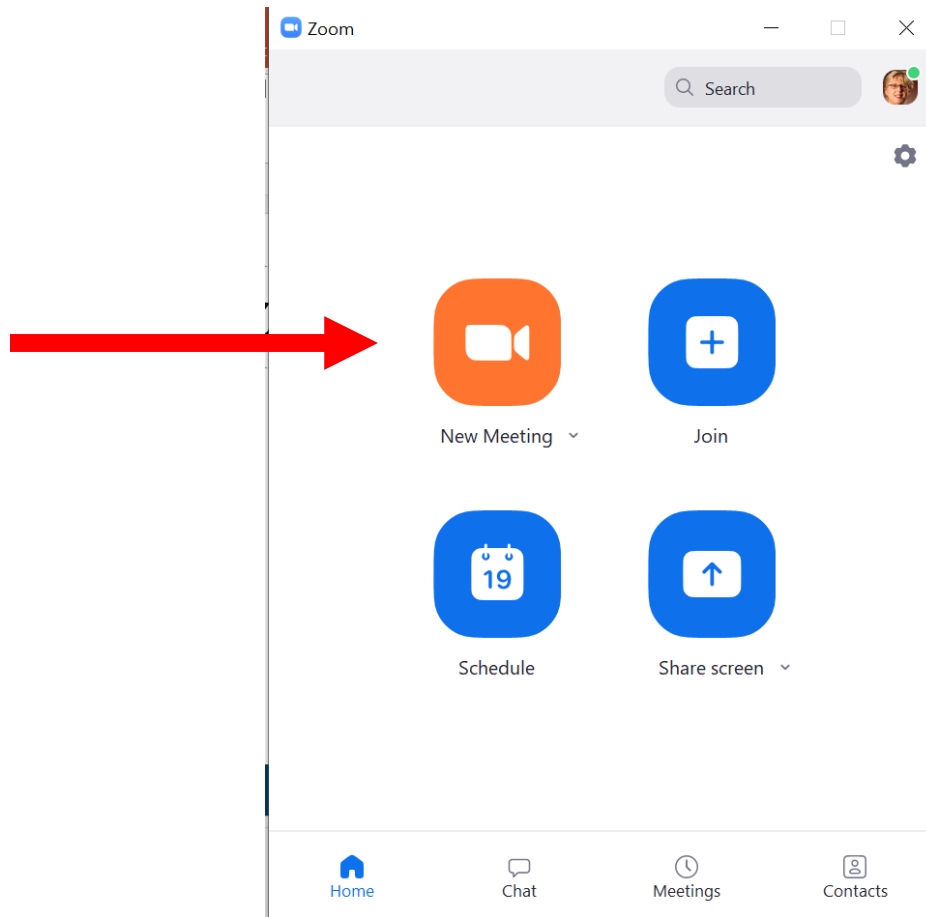
- Record a Video using Zoom
- Share their Screen while Recording
- Stream the Video to Students via Blackboard
- Describe some Best Practices for Video Creation
- Edit the Video for Captions and Quizzes



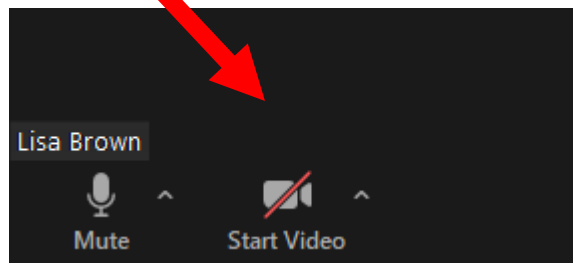
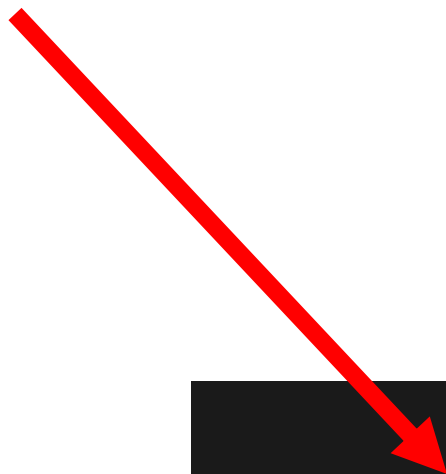
# RECORDING A VIDEO



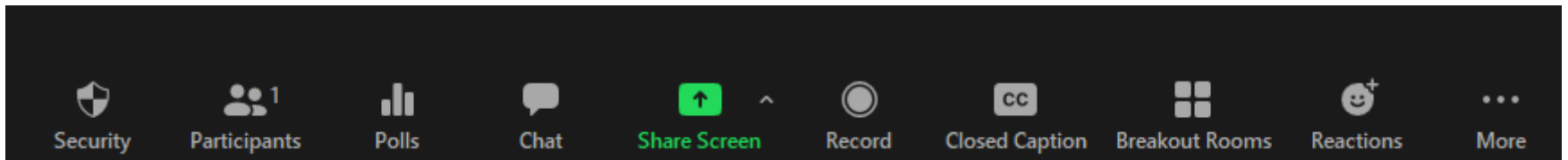
# Launch a Zoom Session



# Do You Want Your Video On?



# Record a Lecture

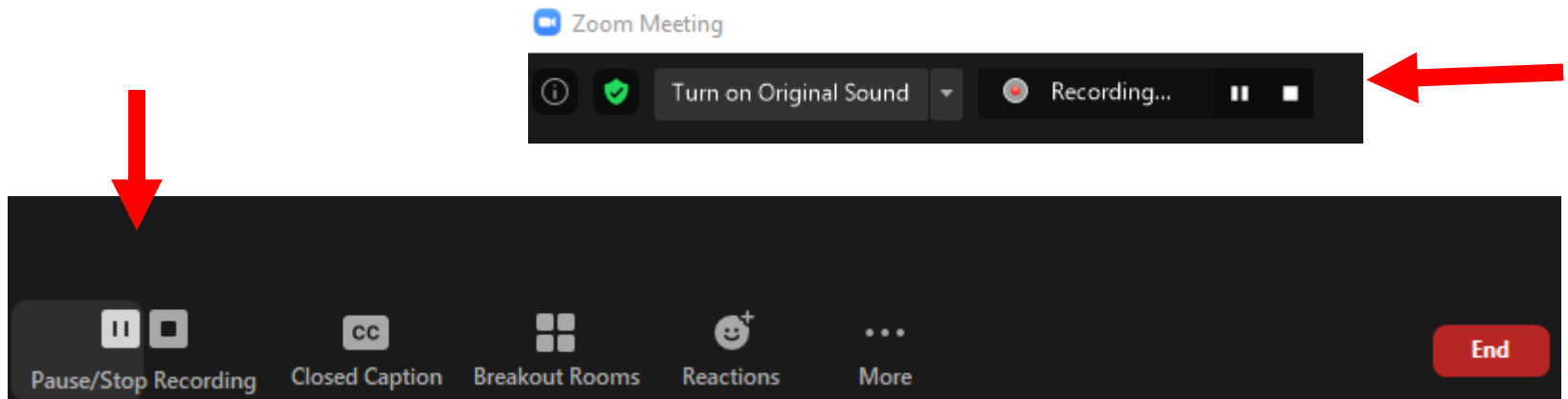


Start the recording



# How to Pause/Stop Recording

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

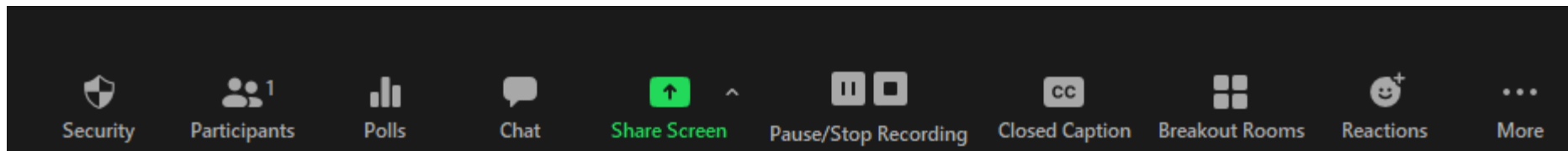
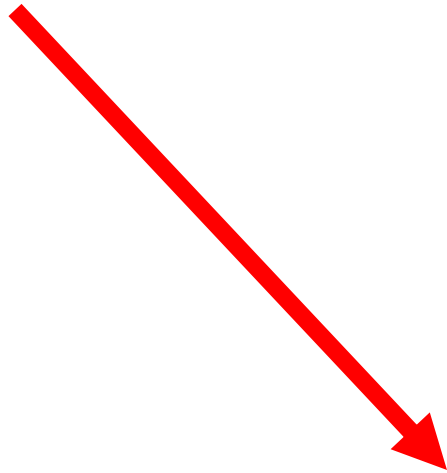


# SCREEN SHARING OPTIONS



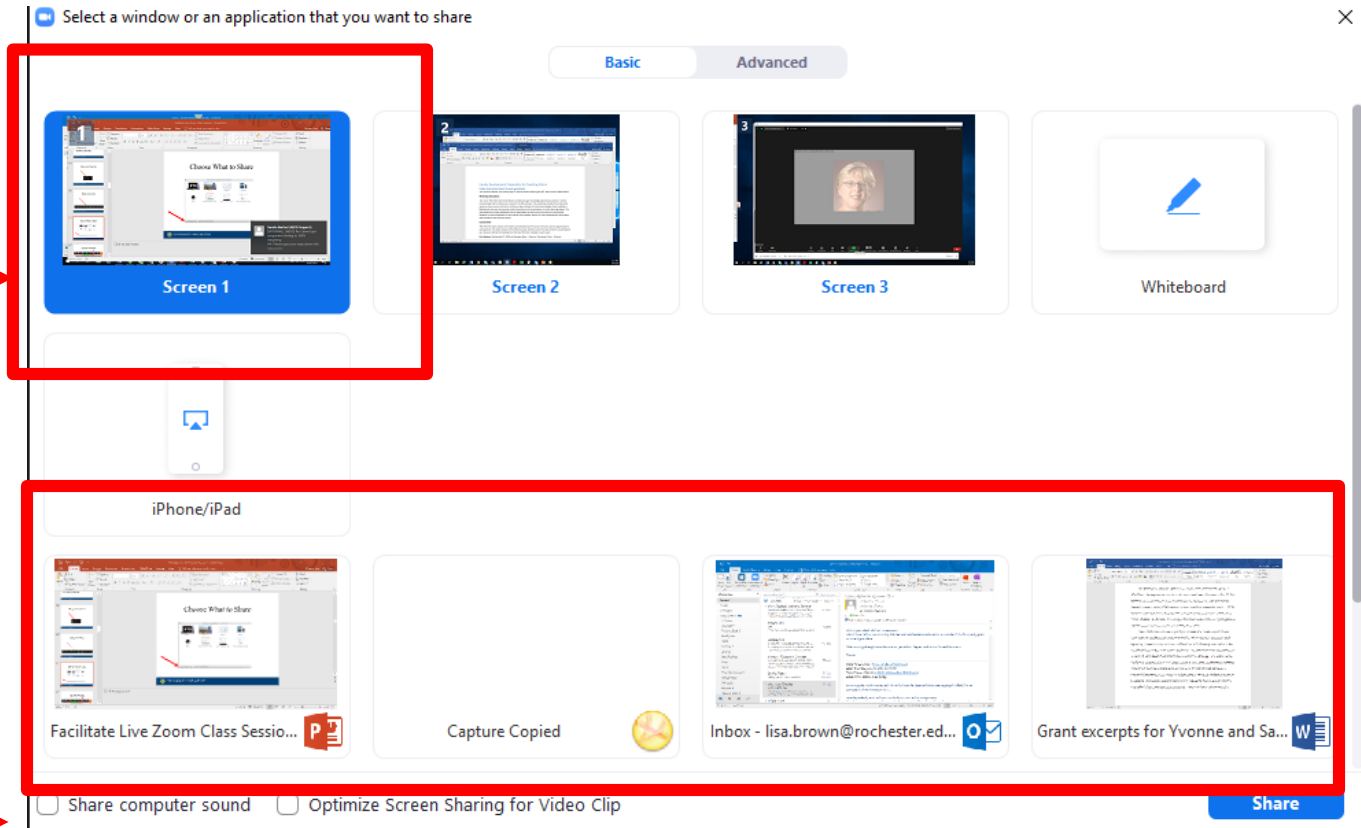


# Do you Want to Share your Screen?



# Choose What to Share

Share everything on your screen

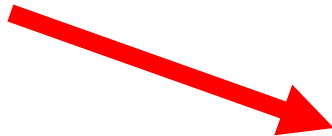


Share just a specific application – already open!



# 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

The screenshot shows the Zoom sharing selection interface. At the top, it says 'Select a window or an application that you want to share'. There are two tabs: 'Basic' and 'Advanced'. Below the tabs are several options: 'Screen 1', 'Screen 2', 'Screen 3', 'Whiteboard', 'iPhone/iPad', 'Facilitate Live Zoom Class Sessio...' (with a PowerPoint icon), 'Capture Copied' (with a yellow circle icon), 'Inbox - lisa.brown@rochester.ed...' (with an Outlook icon), and 'Grant excerpts for Yvonne and Sa...' (with a Word icon). At the bottom, there are two checkboxes: 'Share computer sound' and 'Optimize Screen Sharing for Video Clip'. A blue 'Share' button is in the bottom right corner.

# Advanced Sharing Options

Select a window or an application that you want to share

Basic **Advanced**

PowerPoint as Virtual Background **BETA**

Portion of Screen

Computer Audio

Video

**PPT**

Content from 2nd Camera

Portion of the screen

Sound only

Video only

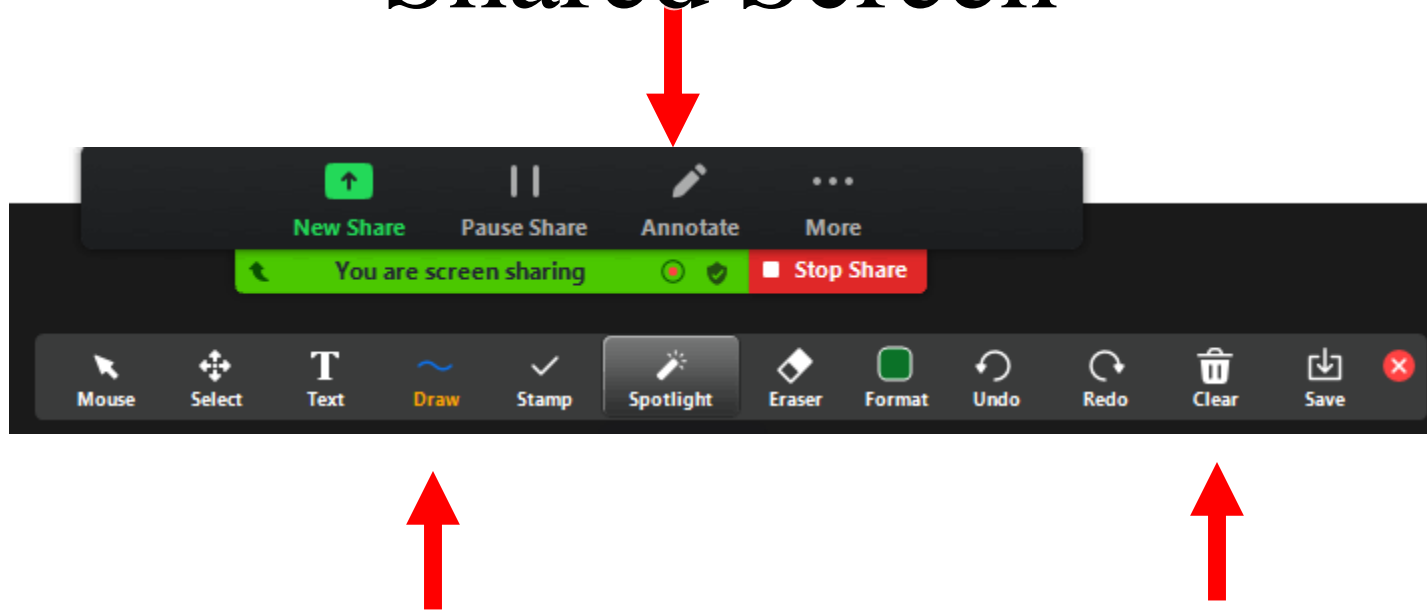
Second camera

Share sound  Optimize for video clip

Share



# Annotate if needed over any Shared Screen



**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

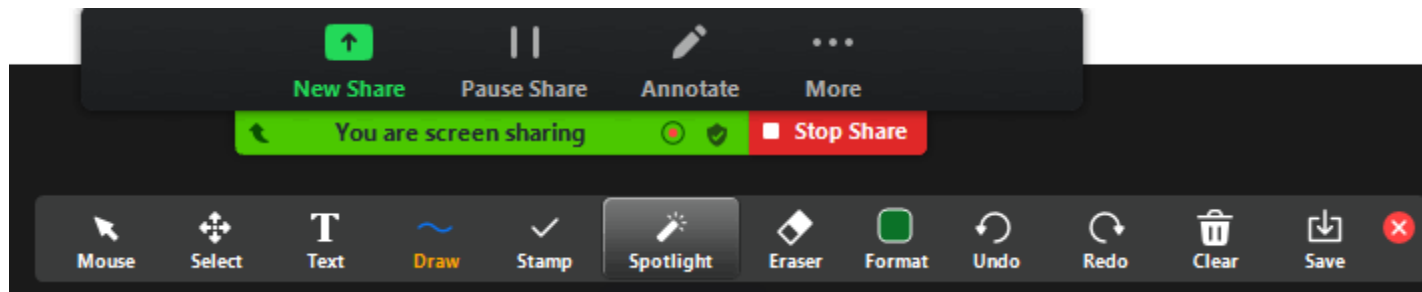
Facilitate Live Zoom Class Sessio... Capture Copied Inbox - lisa.brown@rochester.ed... Grant excerpts for Yvonne and Sa...

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

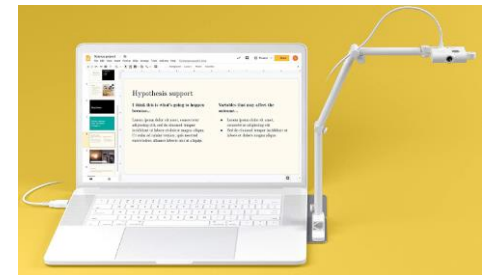
- Launch the Zoom app on this second device with all audio muted.
- Share the whiteboard from the tablet/iPad screen and draw or write on this.
- Do not host the meeting from your iPad as you will not be able to record your session.
- Continue to host the meeting from your desktop and record there.



# 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**



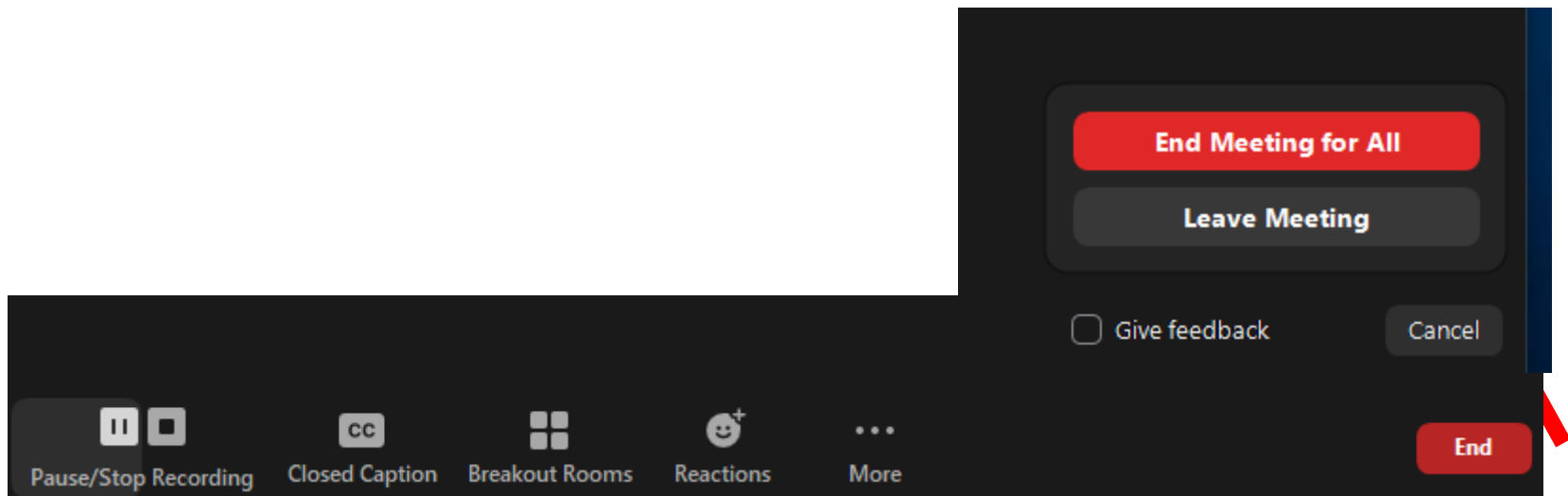


# STREAM YOUR VIDEO



# End the Meeting

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





## Converting meeting recording

You have a recording that needs to be converted before viewing

3%




**Note:** After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room", or "My Meeting" when saving your meeting files.

Stop Converting








Share View


« zoom » 2021-0... 

Search 2021-09-29 20.35.17 online teaching and learning - fall2021wse 91288432629

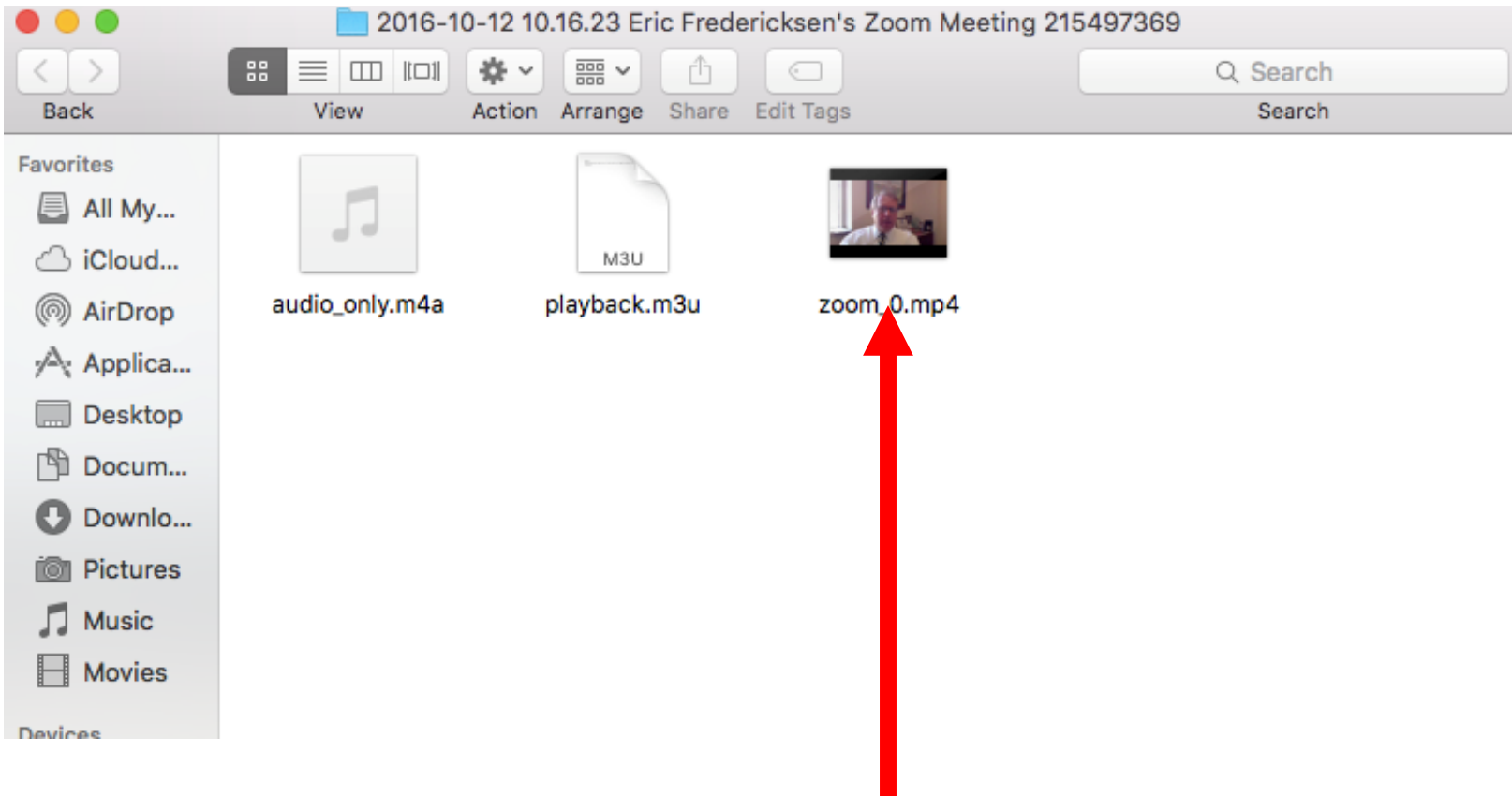
Name	Date modified	Type	Size
 audio1197302461	9/29/2021 10:07 PM	MPEG-4 Audio	28,932 KB
 recording.conf	9/29/2021 10:07 PM	CONF File	1 KB
 video1197302461	9/29/2021 10:07 PM	MP4 Video File (VLC)	93,509 KB

ions

22



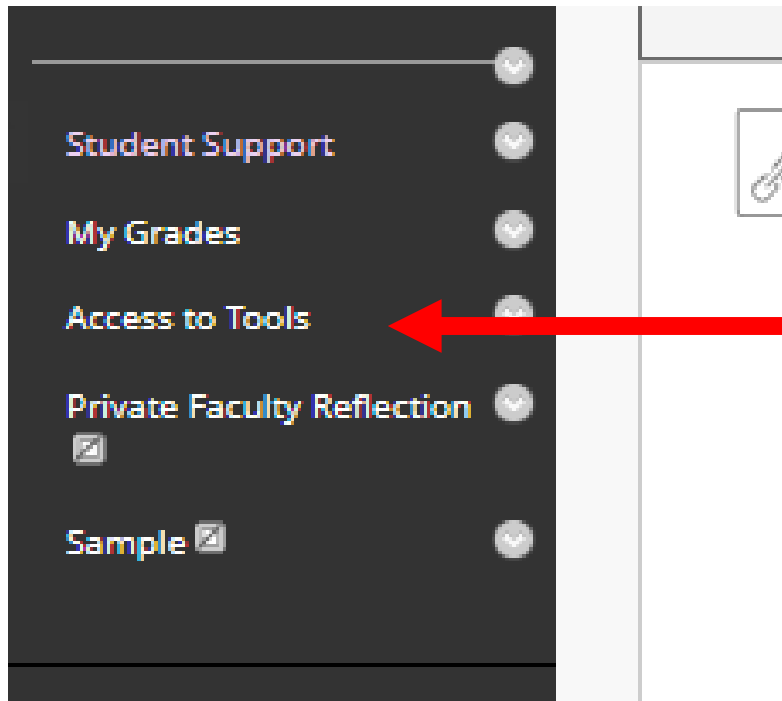
# File Created After Conversion



\*rename the video file on your computer before uploading

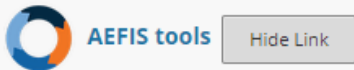


# Access to Tools



# 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

Panopto Content

Search in folder "EDE484.1.FALL2022WSE: Online Teaching and Learning ..."

**+ Create** Powered by Panopto ?

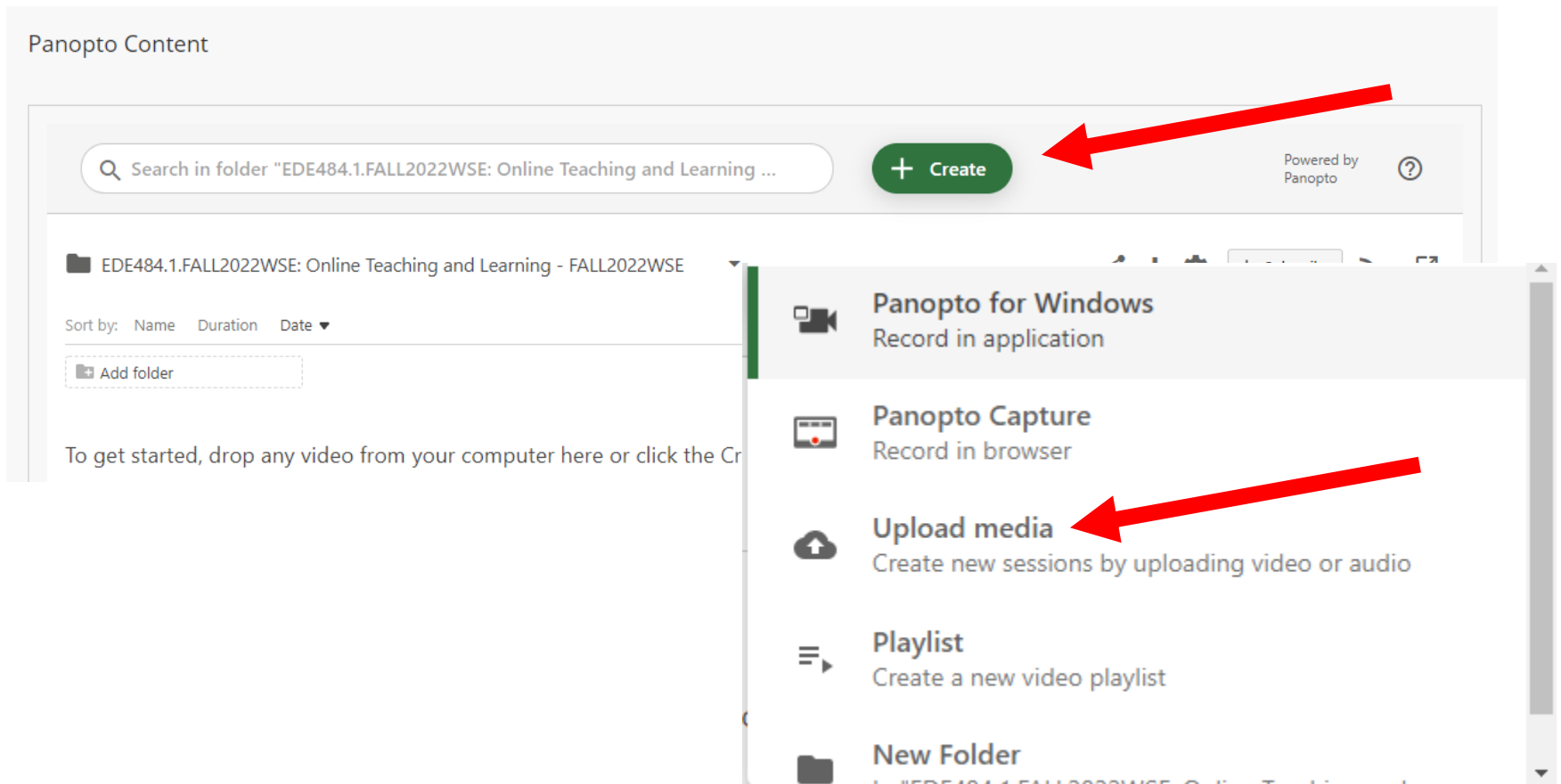
EDE484.1.FALL2022WSE: Online Teaching and Learning - FALL2022WSE

Sort by: Name Duration Date ▼

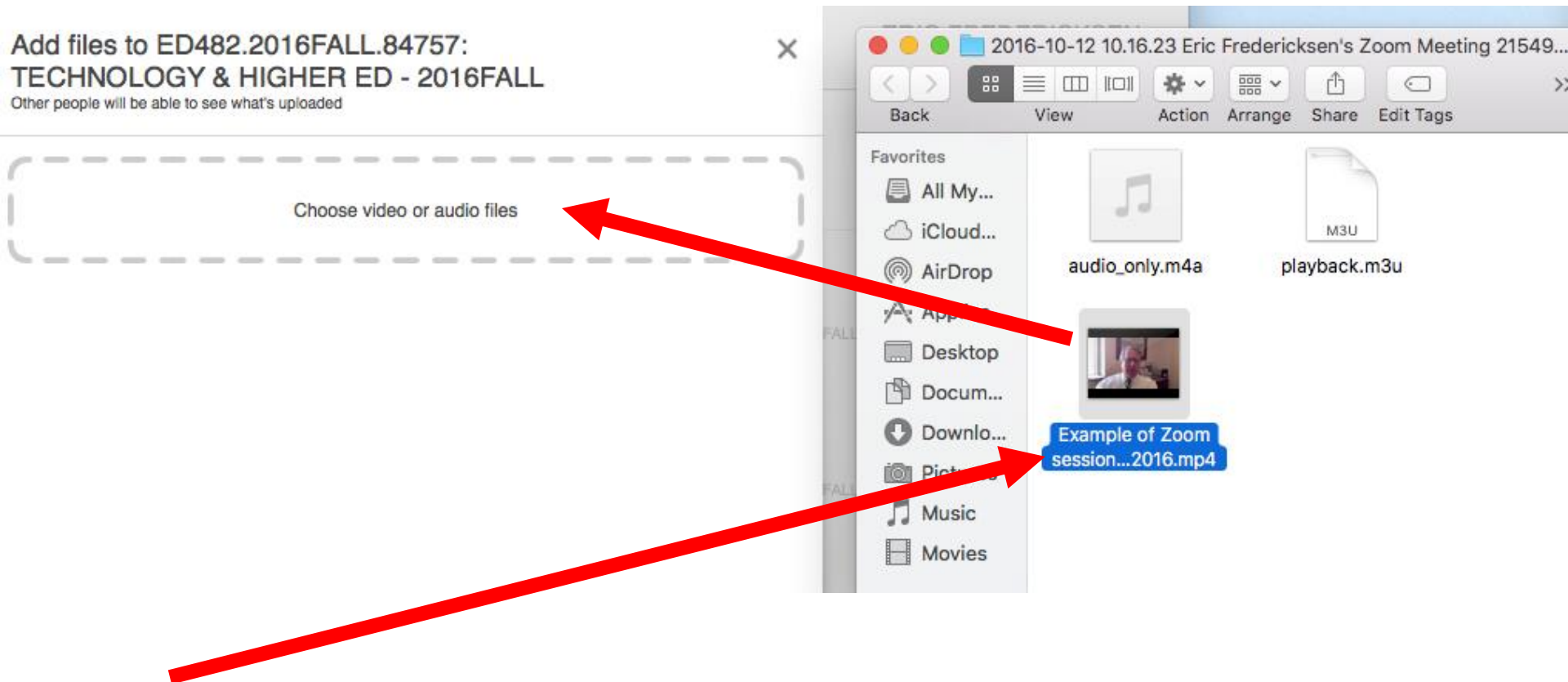
Add folder

To get started, drop any video from your computer here or click the Cr

- Panopto for Windows**  
Record in application
- Panopto Capture**  
Record in browser
- Upload media**  
Create new sessions by uploading video or audio
- Playlist**  
Create a new video playlist
- New Folder**



# Drag or Choose Your File

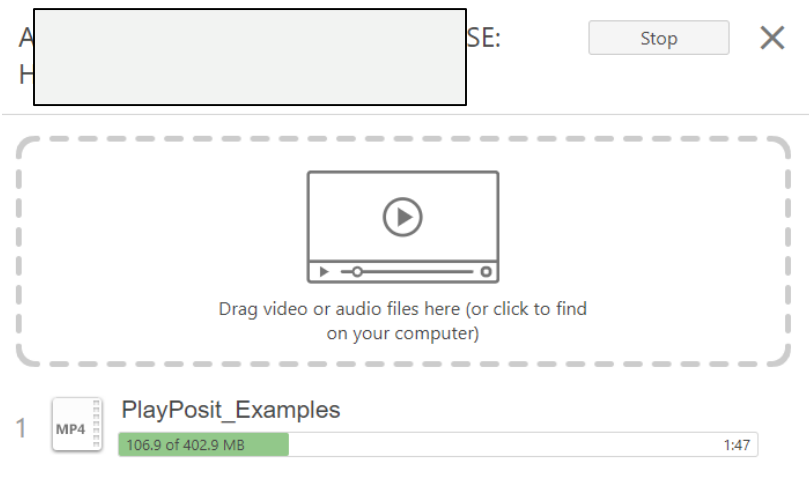


\*rename the video file on your computer before uploading



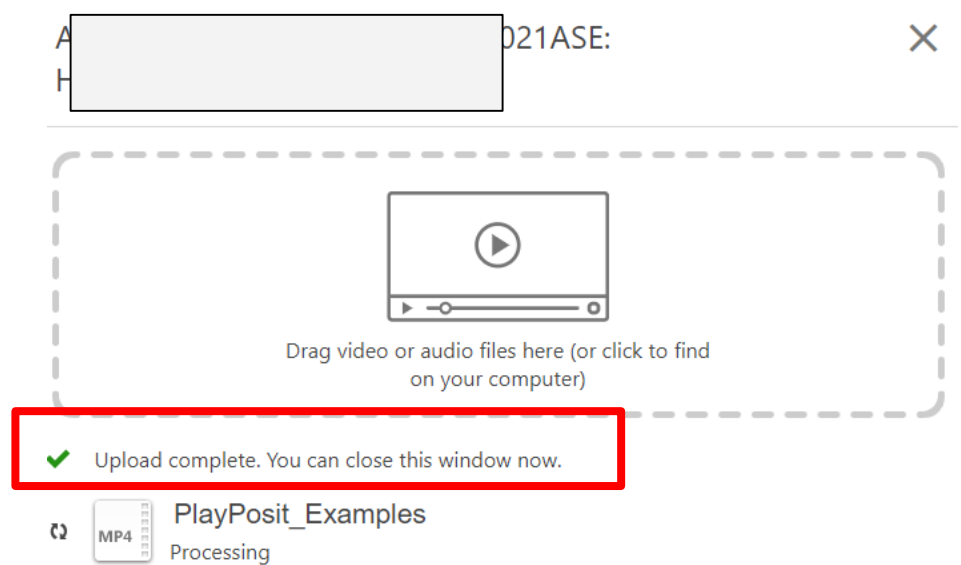
# Uploading...

Do Not Close Yet...



A screenshot of a web-based upload interface. At the top, there is a header area with a title bar containing 'A', 'H', and 'SE:'. Below the header is a large dashed rectangular area intended for dragging files, with a play button icon and the text 'Drag video or audio files here (or click to find on your computer)'. At the bottom, there is a progress bar for a file named 'PlayPosit\_Examples'. The progress bar shows '106.9 of 402.9 MB' and a duration of '1:47'. A 'Stop' button is visible in the top right corner of the window.

Ok to Close

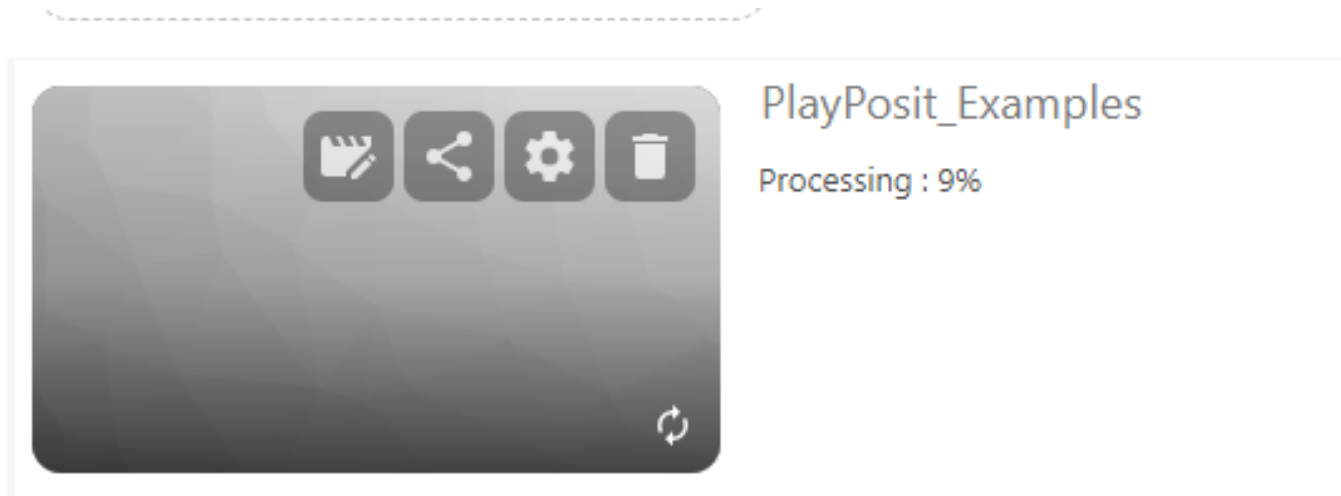


A screenshot of the same web-based upload interface, but now the upload is complete. A red rectangular box highlights a green checkmark and the text 'Upload complete. You can close this window now.' Below this, the progress bar for 'PlayPosit\_Examples' is now labeled 'Processing'.



# Wait...

- Panopto must process your uploaded video





# Use Panopto Video Link

The screenshot displays a Blackboard course interface for 'DESIGNING ONLINE COURSES - 2020SPRING EDE486.2020SPRING.47358'. The course is currently in 'Module 4 - Instructional Resources and Technology Tools'. A 'Tools' dropdown menu is open, listing various options: Discussion Board, Blogs, Journals, Groups, Tools Area, Panopto Video Link, Achievements, VoiceThread, and GoReact. A red arrow points to the 'Panopto Video Link' option. The background shows a Kahoot! game interface with the text 'Kahoot! - Intro to Module 4' and 'Here is a special introduction...'. Below the game interface, there is a 'Module Overview' section with 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

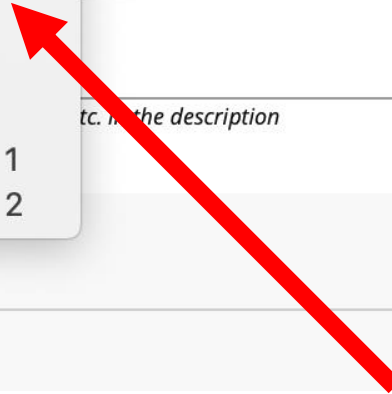
EDE486 Zoom Feb 18 2020

EDE486 Zoom Mar 3 2020 Part 1






EDE486 Zoom Mar 3 2020 Part 2

*etc. in the description*

Cancel Submit



# Panopto Videos in Blackboard

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

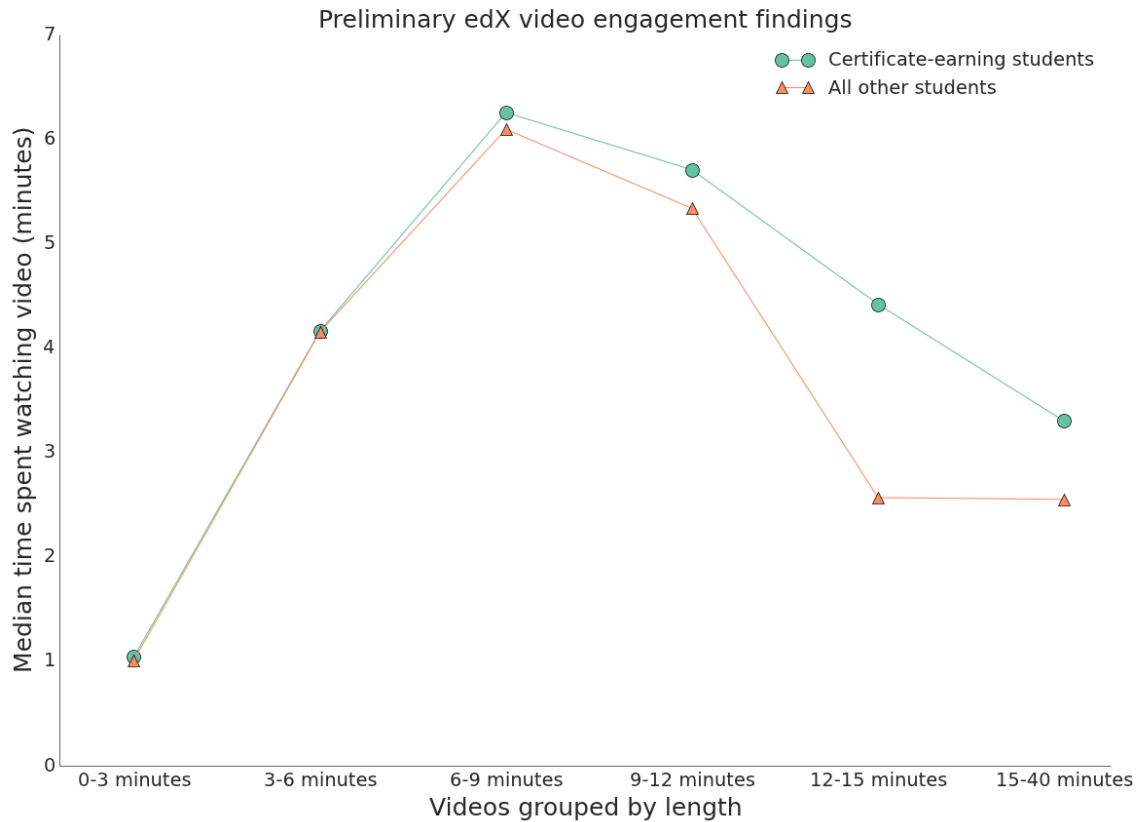
### 6 KEEP IT BRIEF



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



# Attention Span => Video Length



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



# 5 P's to a Great Instructional Video Recording

- Plan
- Practice
- Prune
- Prepare
- Perform

<https://www.urmc.rochester.edu/institute-innovative-education/educational-it/online-learning/develop-digital-content/the-5-p%E2%80%9Ds-behind-a-great-instructional-video.aspx>

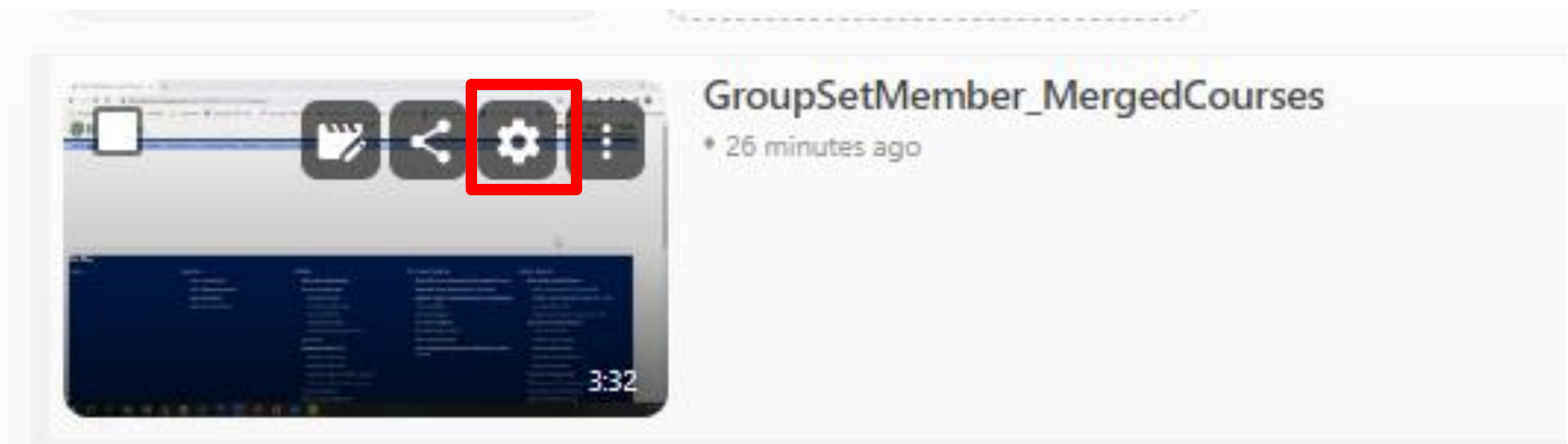


# EDITING AND OTHER FEATURES





# Access Settings



# Change Video Name

2019\_10\_17\_TaskForceMeeting  
9 months ago

Settings Share Edit Stats Delete

Session Information

Name 2019\_10\_17\_TaskForceMeeting  
Save Cancel

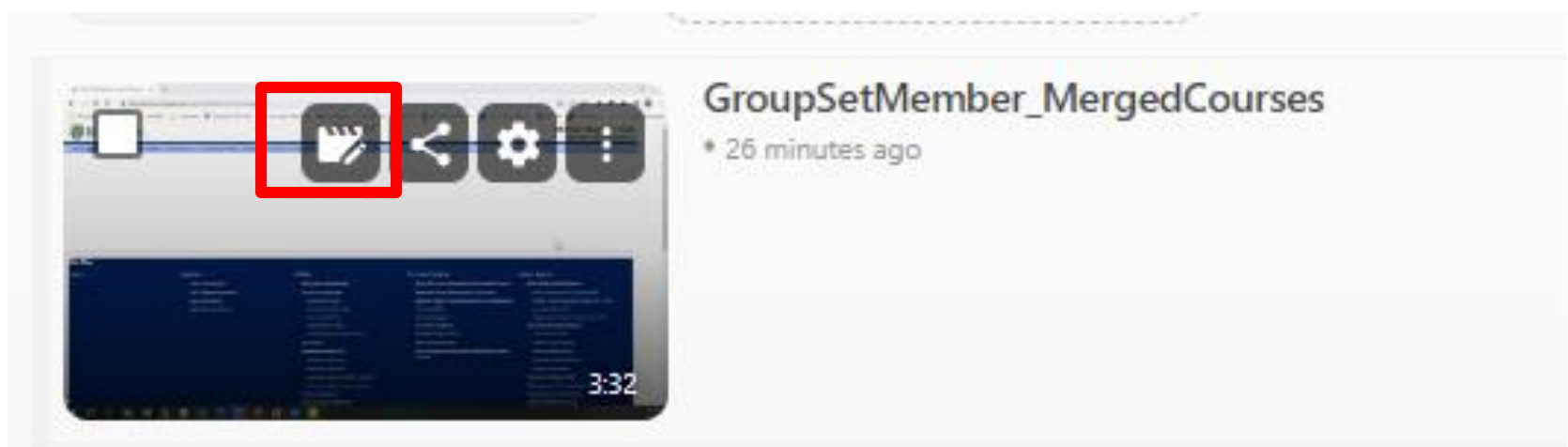
2019\_10\_17\_TaskForceMeeting

Session Information

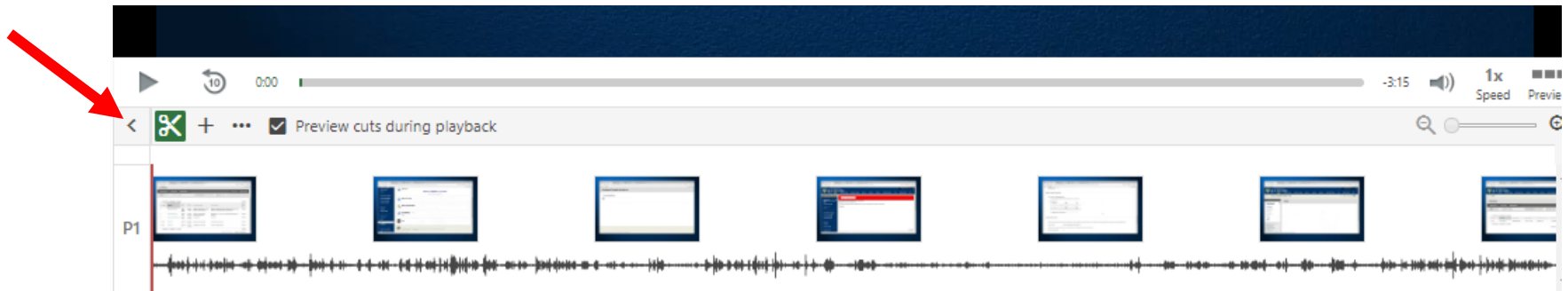
<b>Overview</b>	Name	2019_10_17_TaskForceMeeting	Edit
Share	Folder	ADMIN.AllyPilot: Ally Pilot information	Edit
Outputs	Preview image		Edit
Quiz Results			
Streams			
Clips			
Search			



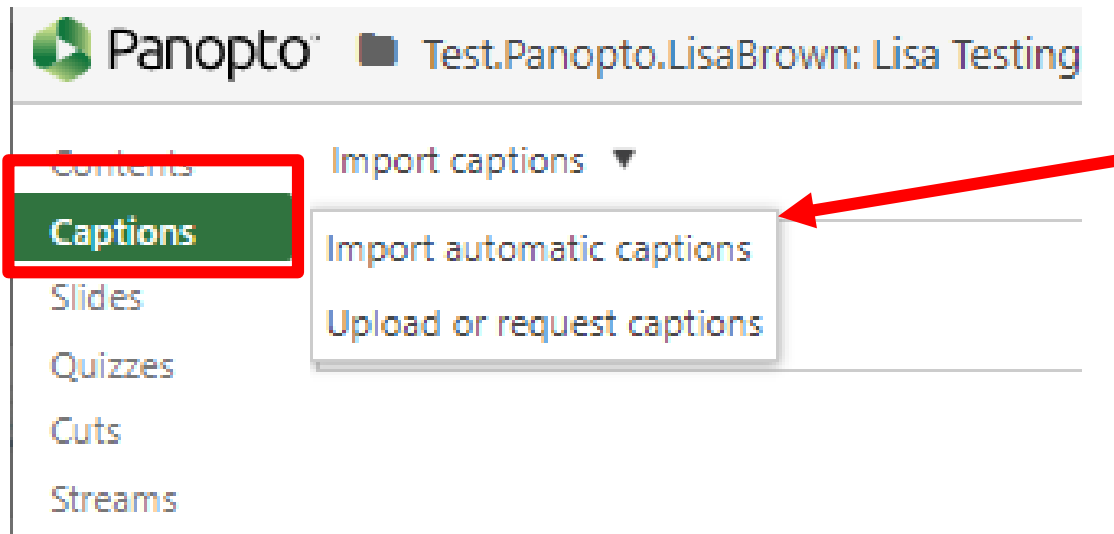
# Access Editing Functions



# Simple Editing



# Closed Captioning Automatic Captions

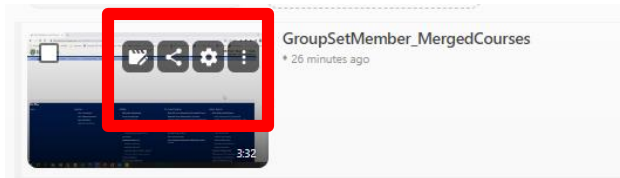


# Edit the Captions

Contents	Import captions ▼	
<b>Captions</b>	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

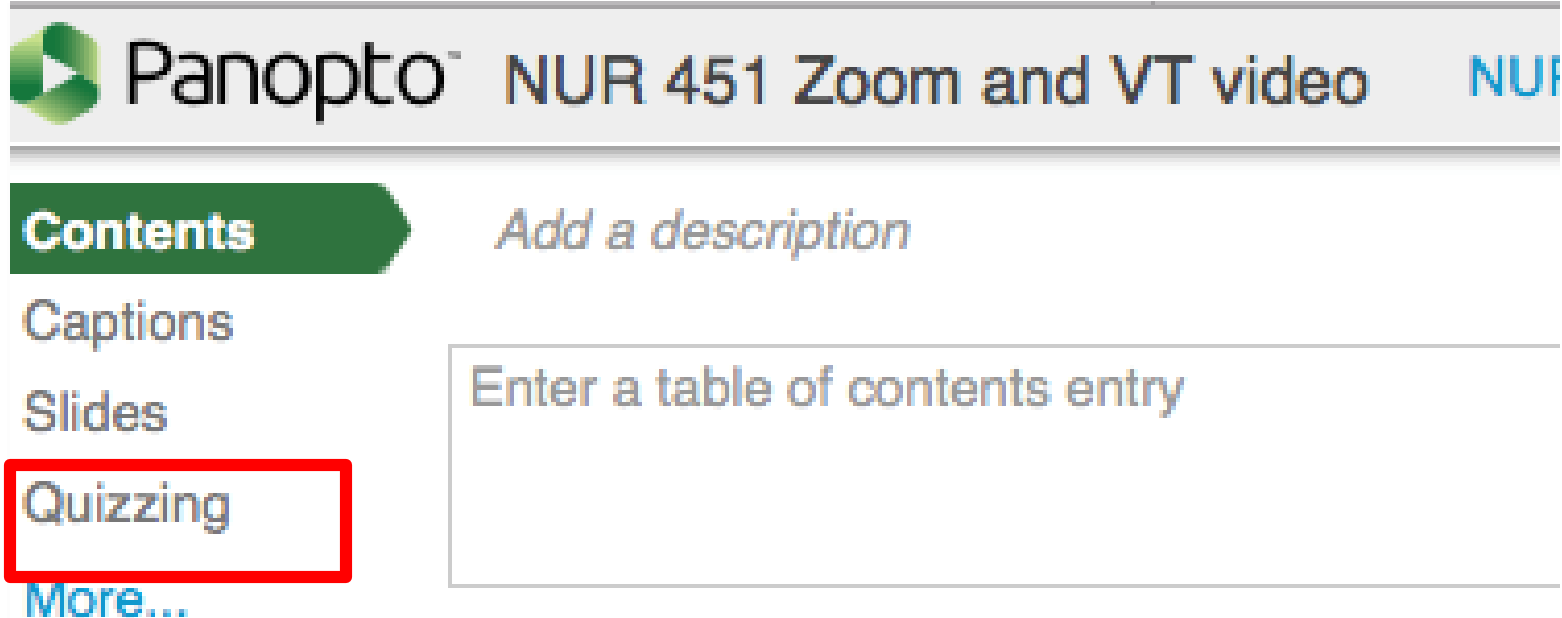
- Add Quiz Questions into a Panopto Video
- Create Video Quiz Link in Blackboard





# 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

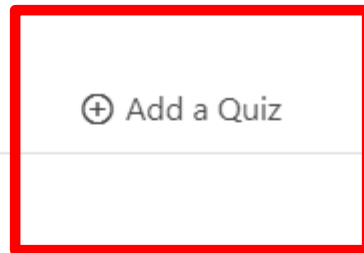
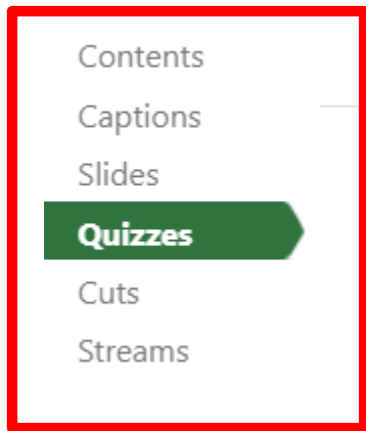
**Quizzing**

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

The screenshot shows a Blackboard interface for a quiz titled "Social Media Strategically". On the left, a navigation menu includes "Overview", "Share", "Outputs", "Quiz Results" (highlighted with a red arrow), "Streams", "Clips", "Search", "Captions", "Manage", and "Log". A red box highlights a toolbar with icons for a document, back, settings, and a menu. The main content area is divided into three sections:

- Quiz Results Summary:** Shows a table with columns for Section, Position, and Results. The "Quiz" section has a position of 06:36 and results of 12/12 (100%). A red box highlights a "Download" button with a download icon.
- User Results Summary:** Shows a table with columns for User, Quizzes Taken, and Results. All users have a score of 3/3 (100%).
- Detailed Results By Section:** Shows a table with columns for Question, Type, and Results. The section is set to "Quiz". All four questions are answered correctly (4/4 (100%)). A red box highlights a "Download" button with a download icon.

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

User	Quizzes Taken	Results
S...	1/1 (100%)	3/3 (100%)
E...	1/1 (100%)	3/3 (100%)
D...	1/1 (100%)	3/3 (100%)
J...	1/1 (100%)	3/3 (100%)

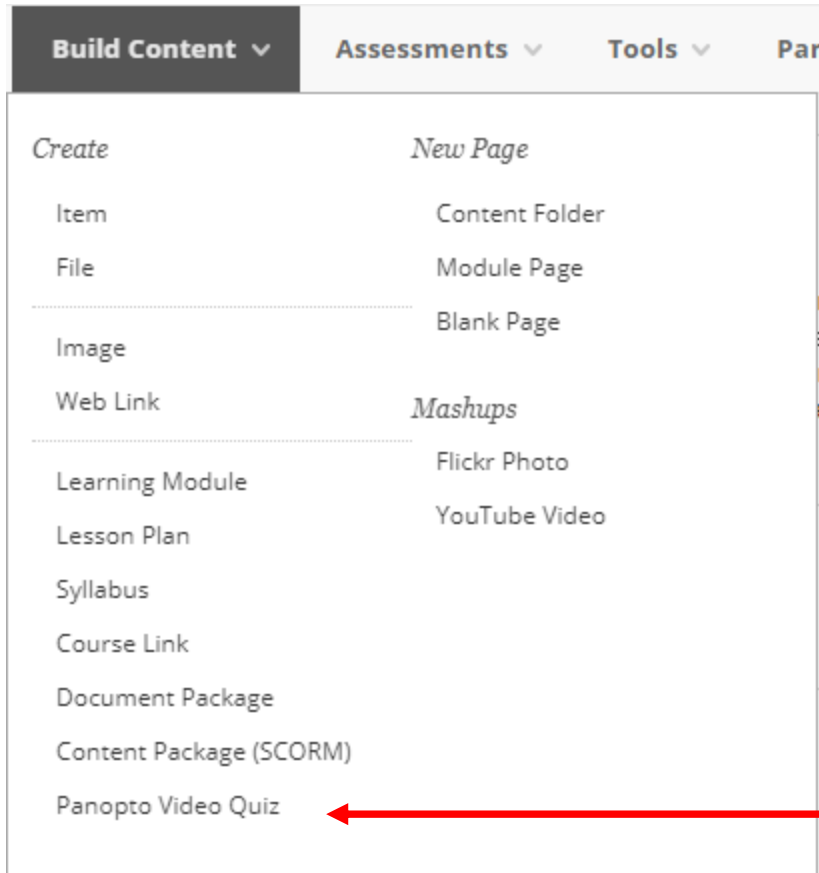
Question	Type	Results
1: Surveys and focus groups are among the ways to do ma...	True / False	4/4 (100%)
2: Which of the following is NOT a question to ask yoursel...	Multiple Choice	4/4 (100%)
3: The only way for a brand new social media account to a...	True / False	4/4 (100%)

User	Results
> ...	3/3 (100%)
> ...	3/3 (100%)
> ...	3/3 (100%)
> ...	3/3 (100%)



# Add to Blackboard with Grade Passback

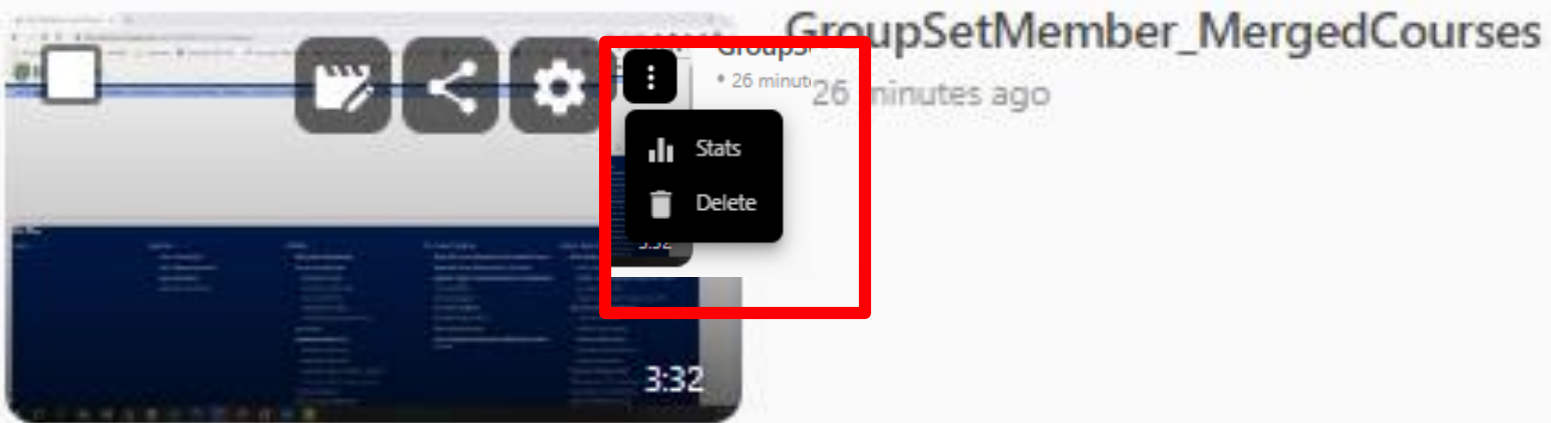


<https://tech.rochester.edu/p/panopto-special-features/>

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



# See Viewing Statistics



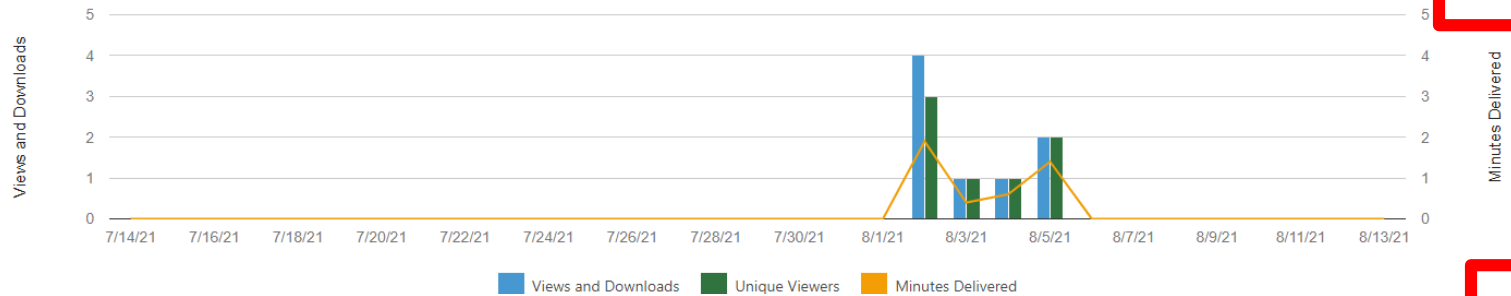
# Video Viewing Statistics

Last 30 days ▾

## Session Dashboard

<b>8</b> Views and Downloads	<b>7</b> Unique Viewers	<b>4.3</b> Minutes Delivered	<b>0.6</b> Video Duration Minutes	<b>95.6%</b> Average Completion
---------------------------------	----------------------------	---------------------------------	--------------------------------------	------------------------------------

Views and Downloads by Day



Top Viewers

Viewer	Views and Downloads ▾	Minutes Delivered	Average Minutes Delivered	Percent Completed	Notes	Comments
	2	0.6	0.3	100	0	0
	1	0.4	0.4	69	0	0
	1	0.6	0.6	100	0	0
	1	0.8	0.8	100	0	0
	1	0.6	0.6	100	0	0

[See All](#)





# Course Folder Stats

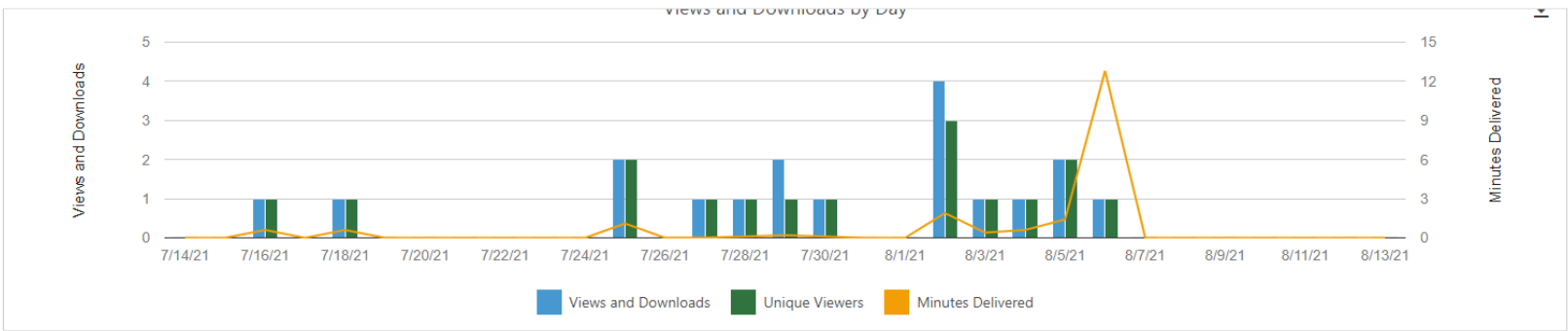
Views and Downloads  
**18**

Unique Viewers  
**9**

Minutes Delivered  
**19.1**

Folder Dashboard

Days 30 ^



Top Sessions

Session	Views and Downloads	Minutes Delivered	Average Minutes Delivered	Video Duration Minutes	Unique Viewers
<a href="#">Welcome to Module 10</a>	8	4.3	0.5	0.6	7
<a href="#">Welcome to Module 9</a>	5	1.4	0.3	0.5	3
<a href="#">Module 8 Wrap-Up</a>	2	1.1	0.6	0.6	2
<a href="#">Welcome to EDE484</a>	1	0.03	0.03	1.1	1
<a href="#">Module 9 Recording</a>	1	0.1	0.1	47.9	1

[See All](#)



# Getting Started Workshops

- **Getting Started: Collecting Assignments, Projects, and Presentations Online**
  - August 16, 2023 10am - 11am
- **Getting Started: Facilitating Student Discussion and Interaction**
  - August 17, 2023 10am - 11am
- **Getting Started: How to Create and Facilitate an Online Exam, Test, or Quiz**
  - August 22, 2023 10am - 11am
- **Getting Started: Planning to use the Blackboard Grade Center**
  - August 24, 2023 10am - 11am



# Additional Workshops in August

- ~~Add Interactivity to your Class: Poll Everywhere~~
- ~~How to Pre-Record and Deliver Video Content to your Students~~
- How to Facilitate a Live, Interactive Zoom Session
- Collaborative Annotation using Perusall
- Building Community in your Course with Yellowdig
- Enhancing your Discussion and Student Interaction using VoiceThread
- Improve the Accessibility of your Course with Ally
- How to Use Padlet: A Digital Discussion Board
- Qwickly Tools for Attendance and Course Management
- Enhancing your Discussion and Student Interaction using Harmonize
- Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)



# Getting Help

## **Online Documentation**

<https://tech.rochester.edu/services/learning-management-system/>

## **Upcoming Workshops**

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



# Reach Out!

**Blackboard Support**  
**Digital Instructional Design Support**

[UnivITHelp@Rochester.edu](mailto:UnivITHelp@Rochester.edu)

275-2000



**THANK YOU  
QUESTIONS?**



# More Workshops

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

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# Video Tutorials

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

