Videos in Education:

Tools for recording a screencast

Introduction

Educational videos can be a good addition to your teaching practice, but can be challenging to create: you need to think about the subject, write a script, perhaps accompanied by a PowerPoint, and record the video in the studio to create a high quality video. However, sometimes it is not necessary for the purpose of your video to have such high quality. Imagine giving a lecture, but not being able to discuss everything you planned to due to time constraints. Then it would be convenient to extend your lecture with a video. In this case, it is not practical to record this in the studio. But luckily it is easy to create such a video from the comfort of your own home or office: by creating a screencast. A screencast tool records your computer screen, audio and video. This guide will help you select the right recording type, choose your preferred tool, and give you some general tips and tricks for recording a screencast.

Do you want to know more about recording educational videos?

Contact us at
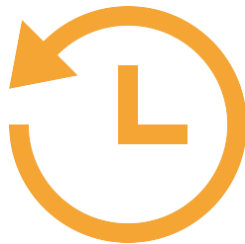**Risbo**

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www.risbo.nl

What type of recording do I need to use?

In this guide we discuss two ways to record an educational video or knowledge clip: a studio recording and a screencast recording. Whereas the former is often used for MOOCs (Massive Online Open Courses), online lectures and knowledge clips, the latter can serve educational purposes as well. Recording a screencast is less complex than recording in the studio, since it allows you to sit in front of your own laptop and record, pause, stop and edit whatever, whenever and wherever you like. There are multiple tools for recording a screencast, such as Panopto, Camtasia and Office Mix. But how do you know which type of recording is suitable for your educational video? This depends on the following:

Budget	Available time	Goal of the video	Audience

There is enough budget available to create a studio recording

Studio recording

There is enough time to prepare a script and to record the video

Studio recording

The goal is to lecture audience and/or explain theories and concepts

Studio recording

Your audience doesn't know you yet and/or they have not much prior knowledge

Studio recording

There is no or not enough budget available to create a video in the studio

Screencast

There is not enough time to prepare extensively and the video needs to be delivered on the short term

Screencast

The goal is to inform the audience, extend their knowledge and/or to provide a tutorial (with use of software)

Screencast

You and your audience are familiar with each other and they already have some prior knowledge on the topic

Screencast

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Recording with

Panopto

Panopto is an easy to use tool for recording screen, video and/or audio

The tool can be downloaded via the Application Catalog. After downloading, just simply log in with your ERNA ID via single sign on.
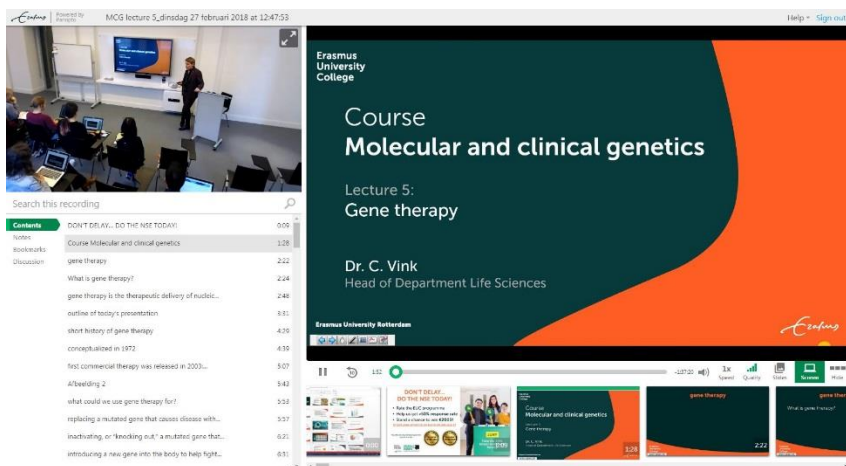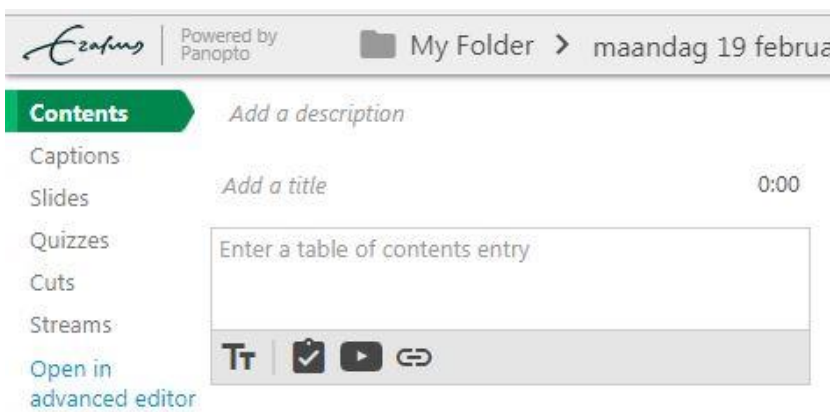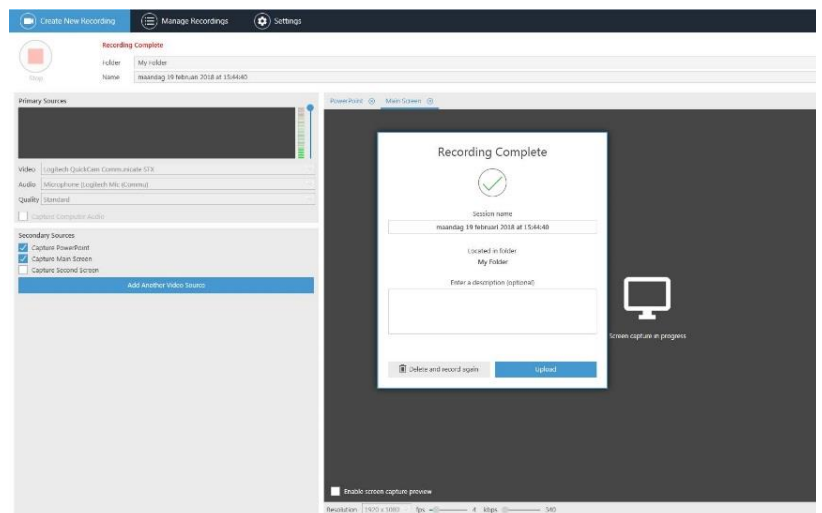
You can record screen, audio and video together or separately. When done, your recording will be uploaded to your personal account online. Clicking on manage recordings will bring you to your online account. Here you can see all your recordings and manage them.

Panopto makes minor editing possible: cut, add slides, add extra content and add quizzes. Additionally, Panopto provides you with insights on the results of the quiz(zes) and shows you stats of your video.

Via the settings button you'll be able to change, among a lot of other settings, the visibility and security settings of your video. You are also able to share the video with your audience.

Wanna know more about Panopto? Contact us at Risbo or read the manuals on the website:

https://support.panopto.com/Documentation

Recording with

MediaSite
Desktop Recorder

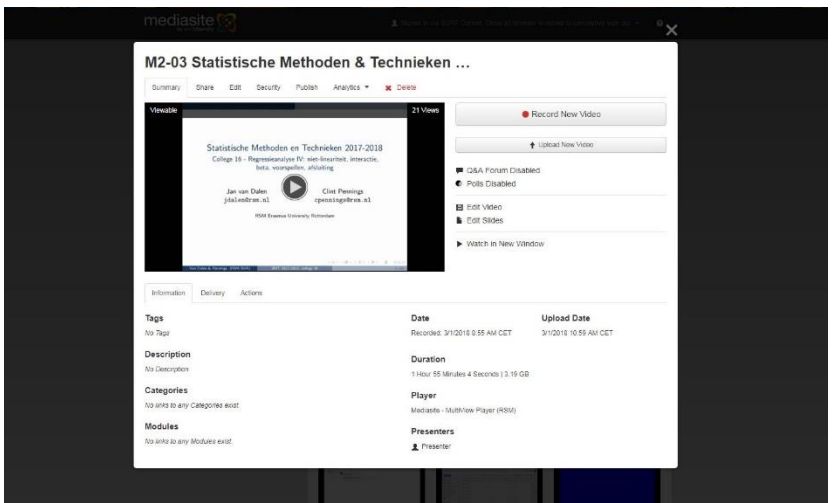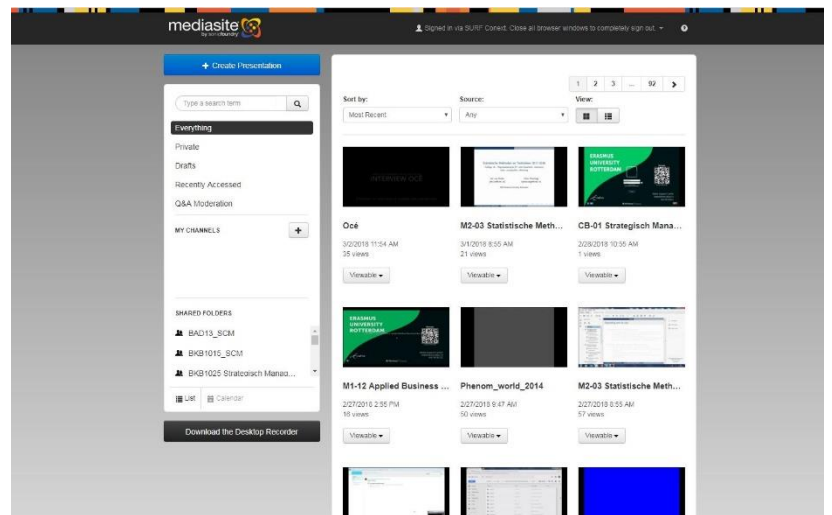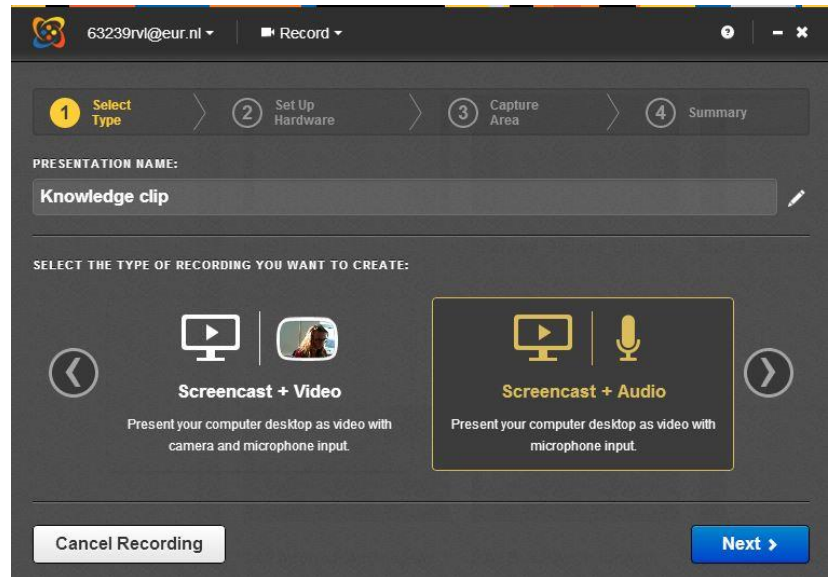## MediaSite allows you to capture your screen, and record video and audio

The MediaSite software can be downloaded via the Application Catalog. After downloading, go to https://media.eur.nl/Mediasite/DesktopRecorder and log in with your ERNA ID. Click on the *register Mediasite Desktop Recorder* button. This will open the tool.

You can choose your preferred camera size, the camera input and the microphone input. When finishing your recording, the final file will be uploaded online at www.media.eur.nl/mediasite/mymediasite. You'll find your recording in the folder *private*.

Clicking on the video will give you multiple options, such as: sharing, editing, analytics and security. Additionally, you can easily cut time, insert chapters, and remove, add and edit your PowerPoint slides.

Wanna know more about MediaSite Desktop Recorder? Contact us at Risbo or have a look at the MediaSite website:

http://www.sonicfoundry.com/mediasite/capture/mymediasite/

Recording with

Office Mix

Office Mix lets you easily turn your PowerPoint into an interactive lesson

Office Mix is an extension of PowerPoint, which can be downloaded in the Application Catalog or online. It allows you to record your slides, one by one, in combination with audio and/or video. Moreover, you can insert a screenshot, audio, video, and even quizzes.
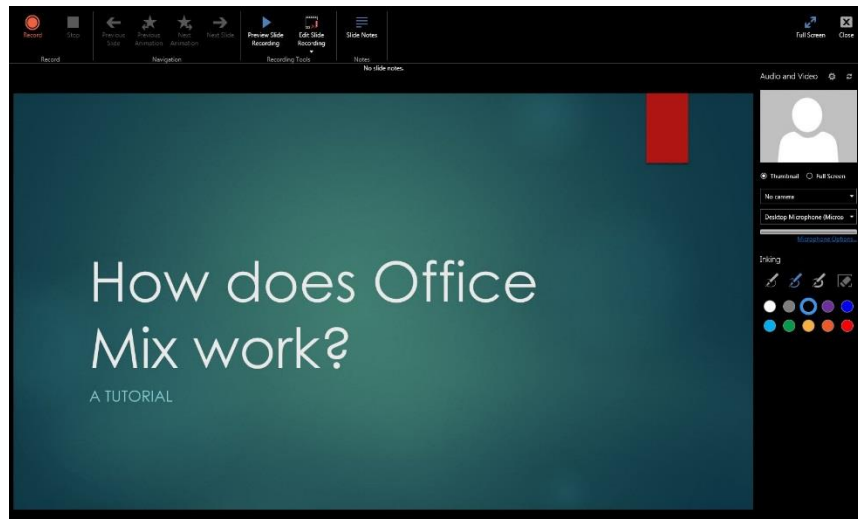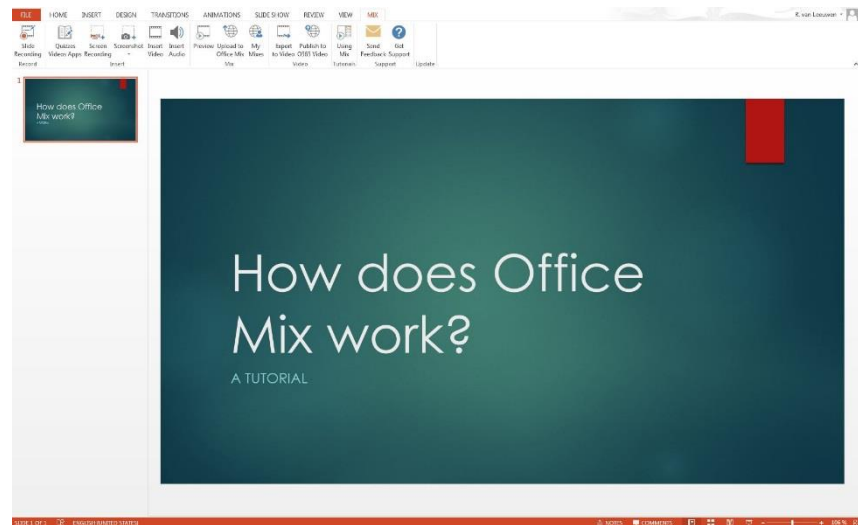
With Office Mix it is also possible to write on your slides during your recording. You can pick a pen size and color. This is especially handy while recording a tutorial.

After recording, you can edit the recording per slide. So, if you're not satisfied with your audio at one slide, just delete the slide recording and record it again.

Clicking on My Mixes will bring you to your account, where you can view your created mixes, share them with your students, and view the analytics of each video.

Want to know more about Office Mix? Contact us at Risbo or read the manual below:

http://www.mixforteachers.com/uploads/5/0/2/4/50241791/office_mix_help_guide_final.pdf

Overview of Tools

You might wonder which tool fits the goal of your educational video best. In the overview shown below, you can compare the three tools, Panopto, MediaSite Desktop Recorder, and Office Mix with each other.

		Panopto	MediaSite Desktop Recorder	Office Mix
1	Editing is possible	✅	✅	✅
2	Record video, audio, screen separately	✅	✅	
3	Record more than PowerPoint (e.g. other software, websites)	✅	✅	
4	Write on screen during recording			✅
5	Add quizzes (beforehand or afterwards)	✅	✅	✅
6	Include chapters in video	✅	✅	✅
7	Integrated webcam recording on slide			✅
8	Adding content afterwards	✅	✅	
9	Implement into Canvas	✅	✅	
10	Conferencing / web cast	✅	✅	

Can I still script for a screencast recording?

The answer to this question is simple: yes you can! A script for a studio recording contains ques for the technician and is shown via autocue, which is of course not necessary while recording a screencast via the abovementioned tools. However, it can still be useful to create a certain type of script or some form of structured notes. In this way, you still know what you want to say, what is shown on the screen, and how long it will take. More precisely, it provides you with structure for recording your educational video. Below you can find a template for writing a script for a screencast recording, which you can fill in yourself.

VISUAL	AUDIO	NOTES	DURATION
Here you can write down the visual aspects of your video: the camera, screen and PowerPoint slides. Describe actions of the speaker, key words that will be shown in the PowerPoint and actions you'll perform on the screen.	Here you write down what you're going to say. It is important to explicitly explain how the text relates to the visual aspects of your recording.	For example, do you need special attributions for your video?	Check every parts duration, to make sure it is not too long.
		TOTAL DURATION	Make sure the recording is no longer than 6 minutes.

Tips and tricks for a screencast recording

Although recording a screencast and a studio recording share some similarities, some things are completely different. Think about your microphone, the webcam, and interactivity. To create a decent video with a screencast tool, take into account the following tips and tricks.

Keep it Short and Simple: the length of the video should be 6 to 9 minutes – cut out quiet moments, for instance when filling in a form or loading a website

Close all unneeded software, apps and tabs to speed up your computer

Will you record with your webcam? Make sure the background is not distracting, the lighting is OK and that it adds value to your video

Zoom in on small text, since viewers could watch it on their phone

Making mistakes or slip-ups is human and makes your video more authentic, so do not start over after every minor mistake

Be enthusiastic, make use of energy and humor

Use an external microphone instead of the build-in one for better quality and remove all distracting background sounds

Create a roadmap before recording and prepare your text with the script-table

Embedding your webcam can distract viewers, so only use it during introductions, wrap-up or other moments without much screen-action

Take pauses!

Limit mouse movements, use keyboard shortcuts, and scroll smoothly

Start with the learning goals and end with a summary