

# Technical guide for educational videos: Tools for recording a screencast

A guide created by Risbo

## Introduction

When you're teaching an online course, a large part of the knowledge transferred within your course will be delivered through video lectures. Though it is recommended to use live (synchronous) lectures in your course, it is understandable that this isn't always possible due to different reasons. Creating asynchronous, pre-recorded, lectures can be a solution. With a screencast tool you can record your computer screen (including visuals such as slides), audio and (webcam)video. These videos can be created from the comfort of your own home (office) and are called *screencasts*. This guide will help you select your preferred tool and gives you some ideas on how to spice up your video with quizzes.

### Go to:

Panopto

Recording with PowerPoint

Overview of screencasts

Do you want to know more  
about recording educational  
videos?

Contact us at  
**Risbo**

[info@risbo.eur.nl](mailto:info@risbo.eur.nl)  
[www.risbo.nl](http://www.risbo.nl)



Recording with

# Panopto

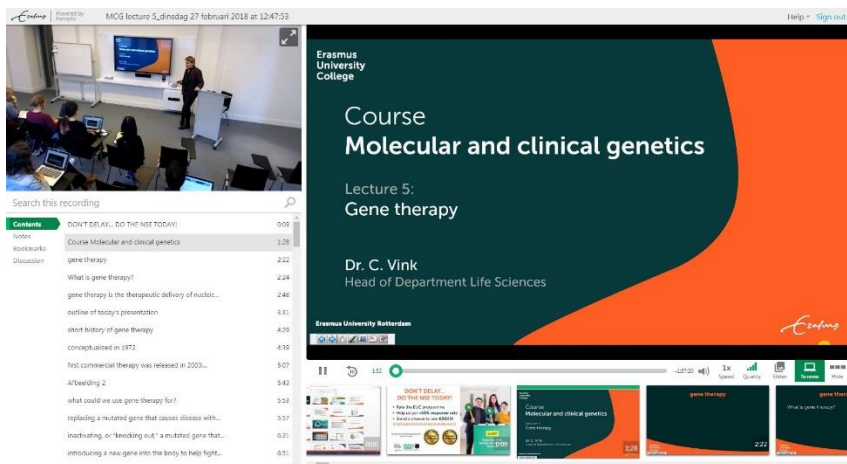
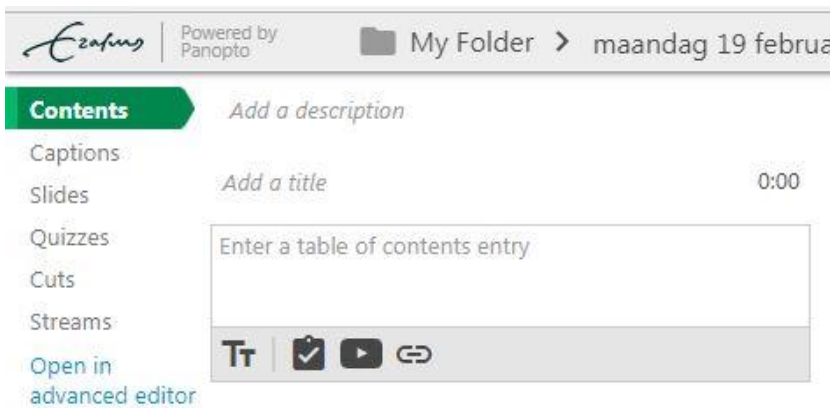
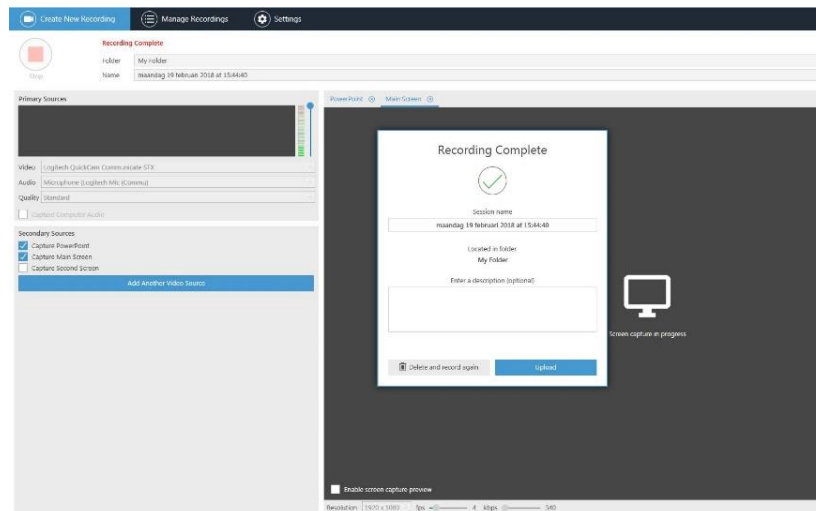
Panopto is an easy to use tool for recording screen, video and/or audio

To acquire the tool, click on this [link](#). 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: you can 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:

- [Panopto support](#)

- [Panopto support EUR](#)

# Recording with PowerPoint

PowerPoint lets you easily turn your slides into an interactive lesson

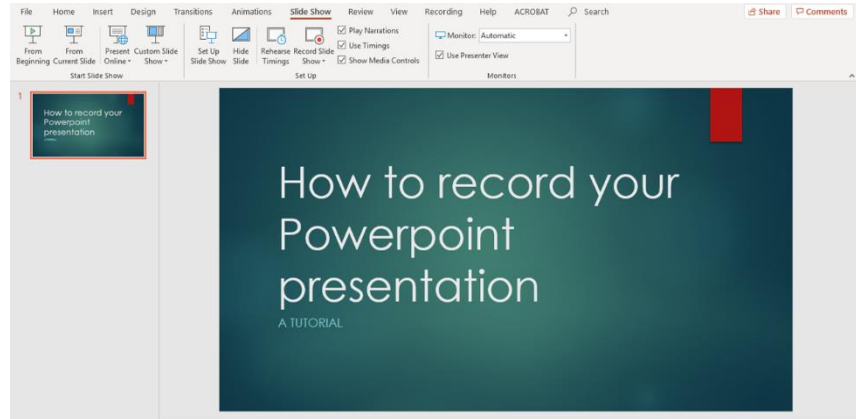
PowerPoint allows you to record your slides, one by one, in combination with audio and/or webcam video. In order to activate the recording option in PowerPoint, go to file > options > customize ribbon. Check the box "recording".

Via the added ribbon tab (*recording*), you can record audio, your webcam video, and/or screen shots. 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. You can also add audio/video files and quizzes to your slides.

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.





When you are finished, you can save the presentation either in a Slide Show format or as a video in order to share them with your students.

Want to know more about recording in PowerPoint? Contact us at Risbo or read the manual [here](#).



## Overview of Screencast Tools

You might wonder which tool fits the goal of your educational video best. In the overview shown below, you can compare the two tools, Panopto and Microsoft PowerPoint with each other.

	Panopto	PowerPoint
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	

## Spice things up with quizzes!

Before you start recording it is wise to think about how you want to motivate your students to pay attention to your video. Studies show that students' attention declines after 5 to 10 minutes when there is no variation in the method of teaching. And for videos this time span seems even shorter, some studies mention an attention span of 2 to 5 minutes. Luckily, you can help your students keep their attention to your content by spicing things up. One easy thing you can do to keep your students' attention is using in-video questions/quizzes. Read more on how to use quizzes in your video here.

### In-video questions using Panopto

After recording your video, go to your folder in Panopto, choose your recording and click on *edit*. You'll find yourself in the edit section of Panopto. Here you can click on *quizzes* in the left column. In the timeline, click on your preferred timestamp to add questions and click in the left panel on add quiz. You can choose true/false, multiple choice, and multiple selection questions and an open field, for open/reflective questions. You can add multiple questions on one timestamp.

*Optional:* add an explanation of the correct answer.

### In-video questions using FeedbackFruits

You can also add in-video questions using the Canvas LTI *FeedbackFruits*. To do this, go to your Canvas course's module page and click on the *plus* sign. Scroll down to external tool and choose *Interactive video by FeedbackFruits*. Click on the new added item and follow the steps depicted by the tool. Upload your video or use a link. When your video has loaded, click on it so that it starts playing. In the timeline you can now see a red *plus*. Clicking on this gives you the option to add a *practice question* (multiple choice or open-ended) or a *comment* (with attachment).

### Add a quiz in Canvas

Although we recommend using in-video quizzes, it is also possible to provide students with a short quiz after watching the video. Just upload your video on Canvas and add a separate quiz by clicking on *quizzes* and then *add quiz*. Make sure to link to the Canvas quiz on the page with your video, so that students know where they can find it.

#### Tip

Always think about activities *before* recording a video, since you might want to build-in these questions at the right moment in the video. Using a script? Build-in *question moments* so that it comes natural.

## Sharing your video on Canvas

When you've created your video, you obviously want to share it with your students. Almost all faculties from the Erasmus University use the Learning Management System *Canvas*. Sharing your video in your Canvas course is therefore recommended. Read here how you can share your video on Canvas per tool.

Upload	Embed	Link
<p>To upload a recorded video on Canvas, make sure you download the video first. This gives you (preferably) a MP4 file.</p> <p>Go to your Canvas course and create a page. Click in the right column on files and upload your video. It will appear like this in the text box: videotitle.mp4. Another way of uploading your video is by clicking on <i>record/upload media</i> in the panel of the text editor.</p> <p>When you click save, you will see your page with a small preview of your video and a blue play button in the middle. This is also what students will see. Clicking on the video will enlarge it and students will be able to watch it.</p> <p><b>Note:</b> when you download a video from Panopto and it contains questions, they will disappear. If you want to use in-video questions via Panopto we advise you to use another way of sharing the video or to use FeedbackFruits to build in questions.</p>	<p>Embedding a video lets you decide what the preview of the video will look like, how large it is and where it will be played.</p> <p>To embed a recorded video on your Canvas page, make sure to choose the right code. Click on the <i>share</i> button (for all three tools) and choose the embed code. Pick the settings you prefer and copy the code.</p> <p>Go to the page on your Canvas and click on insert media in the text editor. Click on the tab <i>embed</i> and paste the code. Your video will now appear.</p> <p><b>Note:</b> when using in-video questions in a Panopto recording, we advise you to embed the video and choose <i>all interactivity</i> when creating the link.</p>	<p>Another way, though not the most preferred one, of sharing your video is using a link. Using a link will not give you all the different aspects of using an embed code but is easier to use.</p> <p>To insert a link to a Canvas page, choose <i>link</i> instead of <i>embed code</i> in the share settings of your chosen tool. Copy this link and paste in the text editor on the Canvas page. This way students need to click on the link and will be directed to the page of your video. This means they won't be watching the video on Canvas.</p> <p><b>Note:</b> only use this way of sharing your video when the other ways don't work out for you. Need help with sharing your video? Contact the Canvas helpdesk by clicking on the help button on Canvas.</p>