

# Lecture Recording with *Microsoft PowerPoint,* *Zoom, and Camtasia*

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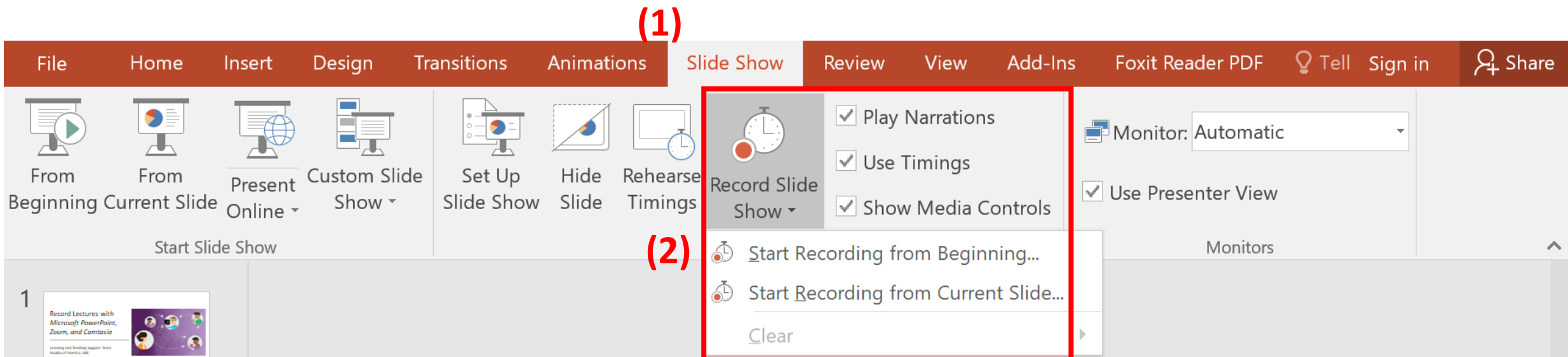
Learning and Teaching Support Team  
Faculty of Forestry, UBC





# Record Slides using *Microsoft PowerPoint*

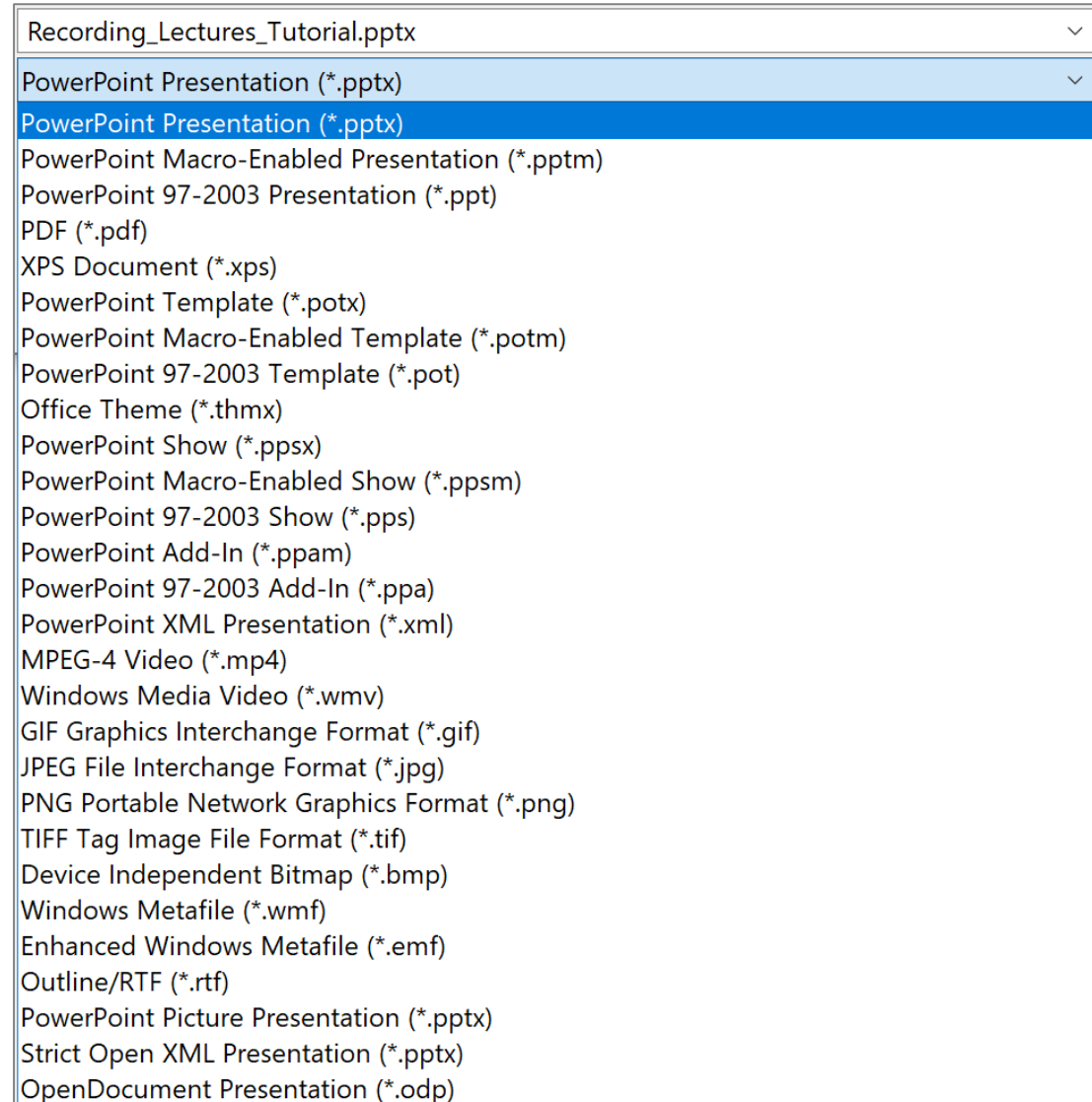
- Under “Slide Show”, click “Start Recording from Beginning...” or “Start Recording from Current Slide...”
- If you cannot find the recording option, check out the recording tab of the ribbon
  - File → Options → Customize Ribbon → Slide Show → Set Up → Record Slide Show



# Record Slides using *Microsoft PowerPoint*



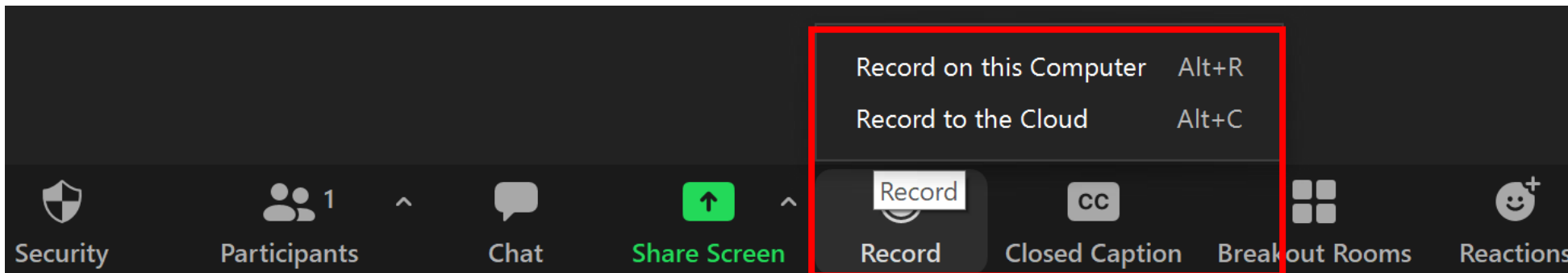
- After you finish recording your slides:
- You can save your file as PowerPoint Slides (\*.pptx)
  - Can be directly uploaded to Canvas
- Or save as video files (\*.mp4, \*.wmv)
  - Need to upload to *Kaltura* in Canvas





# Record Screen using *Zoom*

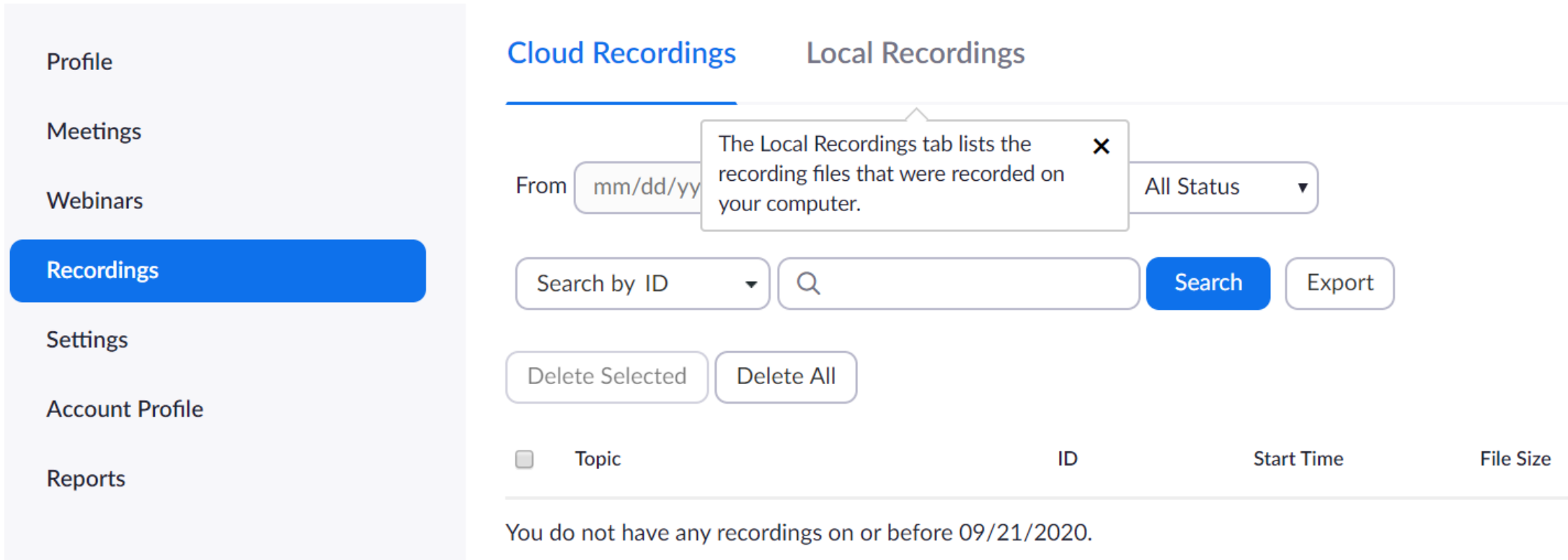
- At the bottom panel, click “Record”
- Choose “Record on this Computer” or “Record to the Cloud”
- If you use “Record on this computer”, then the file will be automatically saved on your computer in the zoom folder
- If you use “Record to the Cloud”, your recorded files will be uploaded to “Cloud Recordings”



# Record Screen using Zoom



- When the recording is finished, click “Stop” and click “Yes” to confirm the recording
  - You can access your recordings through the zoom web portal
  - <https://ubc.zoom.us/>



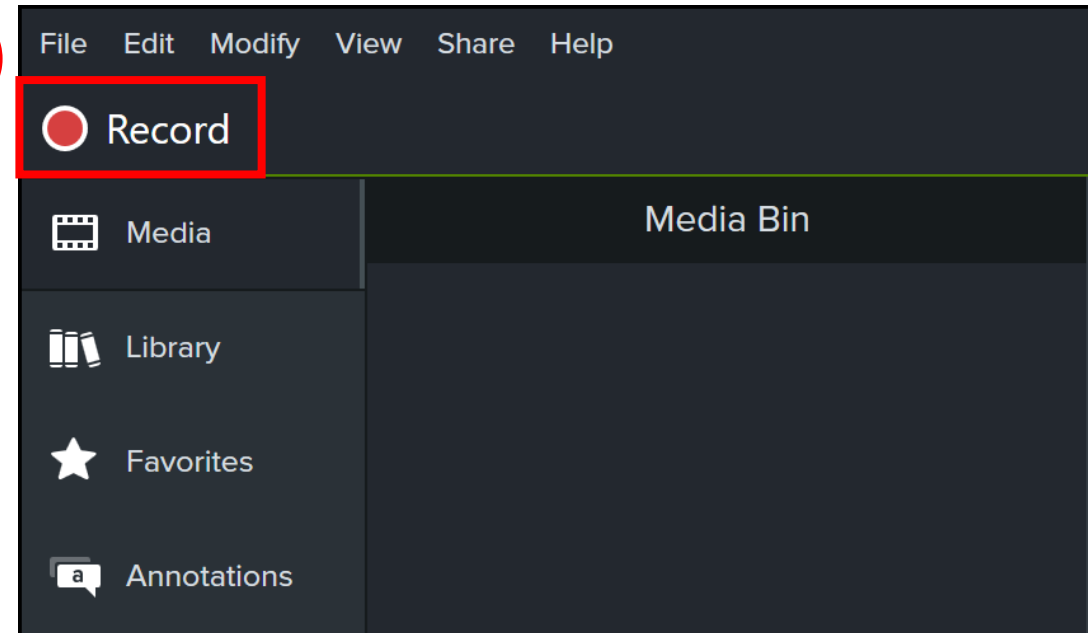
The screenshot shows the Zoom web portal interface. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. A tooltip points to the 'Local Recordings' tab, stating: 'The Local Recordings tab lists the recording files that were recorded on your computer.' Below the tabs, there is a 'From' date selector (mm/dd/yy), a status dropdown menu set to 'All Status', a search bar with a 'Search by ID' dropdown, a search button, and an 'Export' button. At the bottom, there are 'Delete Selected' and 'Delete All' buttons. A table header is visible with columns: Topic, ID, Start Time, and File Size. Below the table, a message reads: 'You do not have any recordings on or before 09/21/2020.'

# Record Screen using *Camtasia*

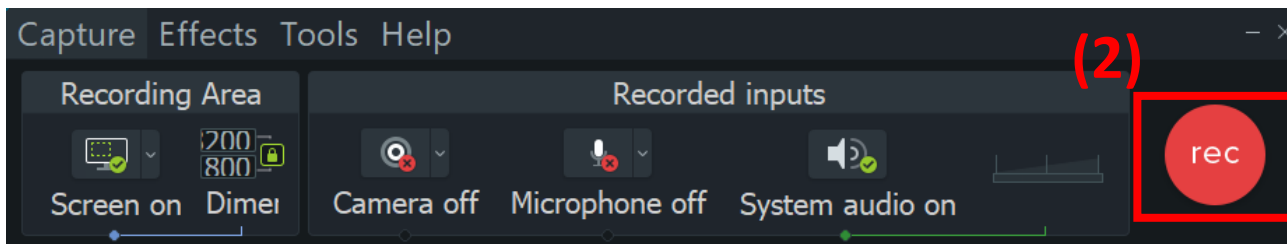


- On the top of the tools panel, click “Record”
- You can customize the settings of the screen recording
  - e.g. camera off/on
- Finish recording by clicking the “Stop” button

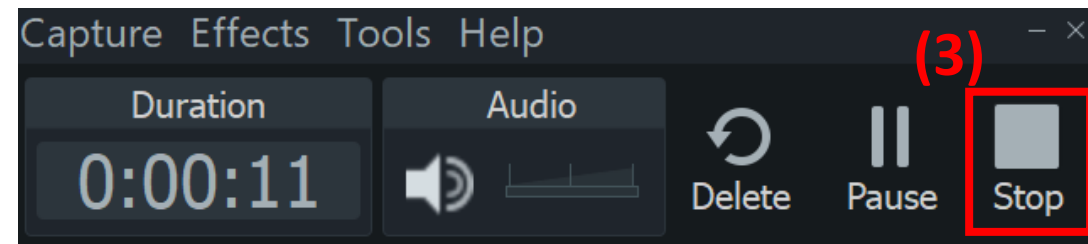
(1)



(2)



(3)

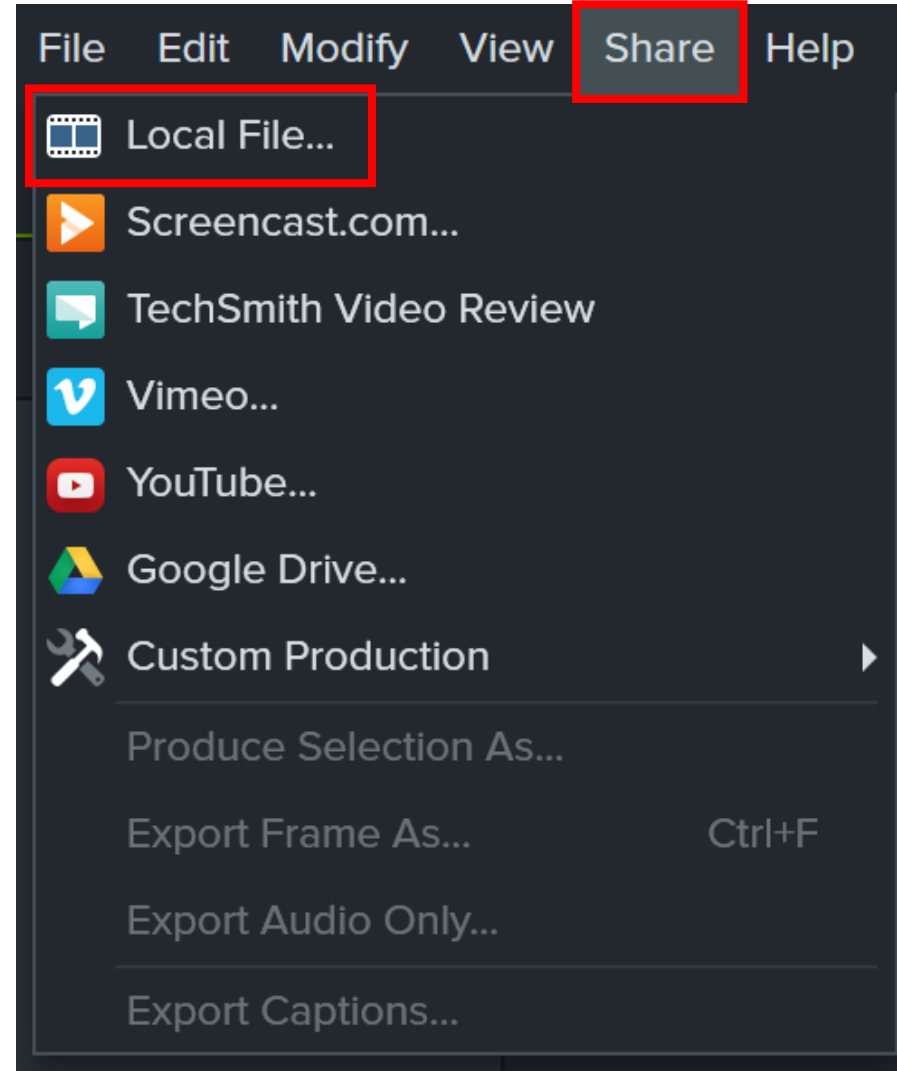


# Record Screen using *Camtasia*



After finish recording the screen:

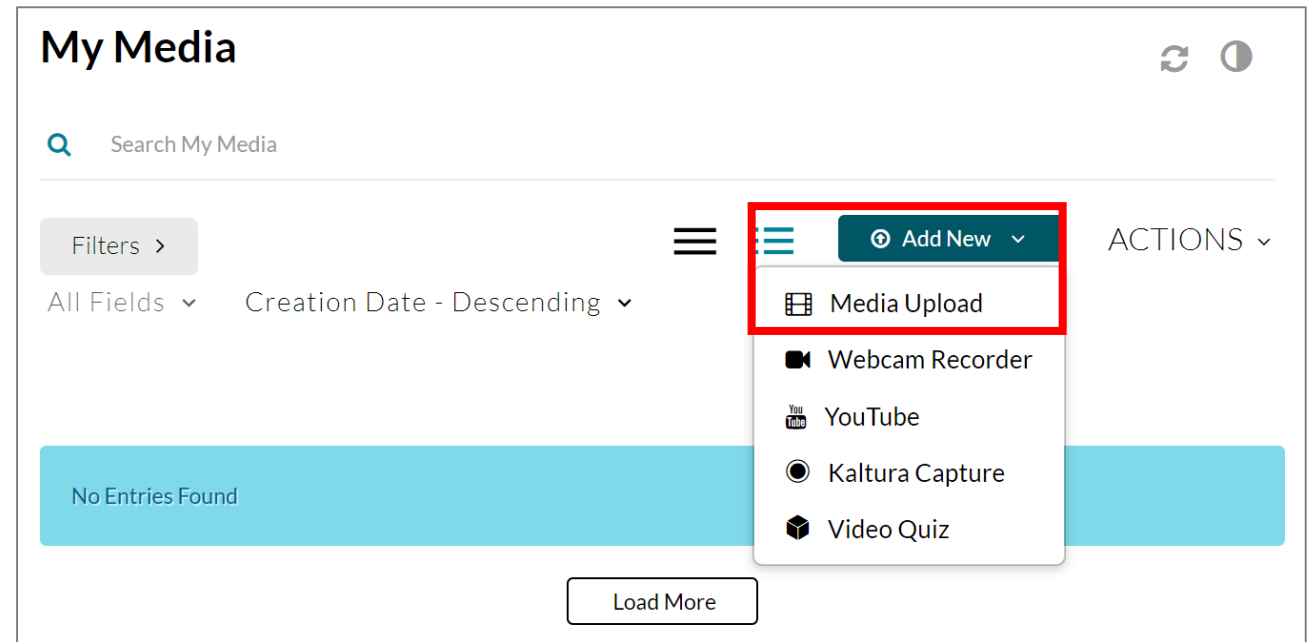
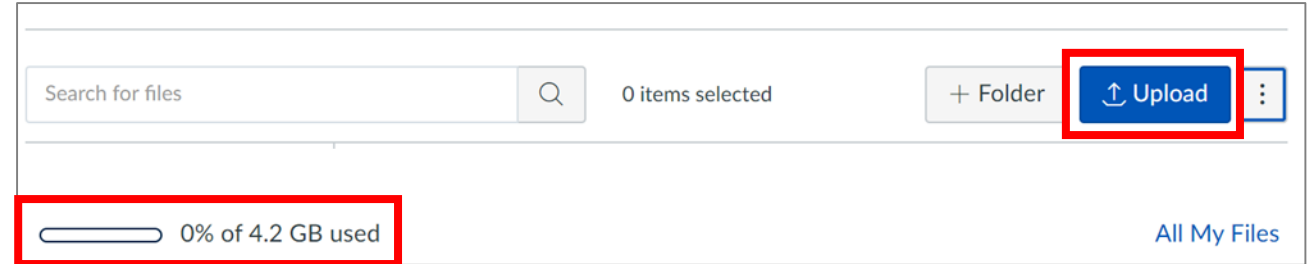
- You can edit the files in Camtasia as well (e.g. change length, add visual effects, etc.)
- To save the files as MP4:
  - Share → Local File → choose the resolution of the output video (e.g. 480p, 720p, 1080p)



# Upload the Recorded Lectures to Canvas



- Upload the PowerPoint Slides
  - Files → Upload
  - Modules → Link the slides to the specific section
  - Space limit: 4.2 GB
  
- Upload the video file using *Kaltura*
  - My Media → Add New → Media Upload
  - Can also edit the video within *Kaltura*





# Helpful Links

- Recording Lectures with *Microsoft PowerPoint*:
  - <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- Recording Lectures with *Zoom*:
  - <http://tuftsedtech.screenstepslive.com/s/19028/m/94934/l/1213459-how-can-i-record-with-zoom>
- Recording Lectures with *Camtasia*:
  - <https://www.techsmith.com/tutorial-camtasia-record-edit-share.html>
- Upload Files to *Canvas* using *Kaltura*:
  - [https://wiki.ubc.ca/Documentation:LTHub/Kaltura/Get\\_Started#Kaltura\\_Embed\\_-\\_Canvas\\_Rich\\_Content\\_Editor](https://wiki.ubc.ca/Documentation:LTHub/Kaltura/Get_Started#Kaltura_Embed_-_Canvas_Rich_Content_Editor)

