RECORDING IN-PERSON LECTURES: RECOMMENDATIONS FOR INSTRUCTORS

Know the tools you'll use

- Whether you record in advance or in the classroom, you will need a quality microphone and, if you plan to appear on screen, a quality camera. In SPH, Jeff Johnson, IT Director, can assist with hardware selection.
- Given demand and delivery timelines, it is a good idea to identify your needs as soon as possible so you can acquire the tools you need.
- You can use Zoom to record your lectures; Kaltura to store your recordings; and Canvas to share lectures with students.
  - E-Learning Services has created guides on using these tools; they are linked at the bottom of this document.
- A note on recording in a mask: You may be concerned that recording while wearing a mask has the potential to slightly muffle your voice. A lavalier lapel microphone should capture your voice quite clearly even when wearing a mask, though we recommend testing this prior to your first live lecture so you can adjust the placement of your microphone as needed.

Get to know your classroom in advance

- Visit your classroom in advance to identify the best placement for your computer, camera, and microphone. Consider if you will want to appear on-screen at all or if you will only record your voice over a slide presentation
- If you write on the white board, consider ways to capture that information to share along with the recording (e.g., take photos with your phone camera and share them with clear names about what they are later)
- If you have questions about the technology in your classroom, contact the Office of Classroom Management.

Saving and Sharing Your Recordings

- Because Canvas course sites have size limits that can easily be exceeded by large files, we recommend you *do not upload Zoom recordings directly to Canvas*. Instead we recommend you follow these steps:
  - Save your recording of your Zoom lecture to your computer (not to Cloud through Zoom)
  - Upload the saved lecture file(s) to the Kaltura cloud video platform
    - Note: This has the added advantage of safely storing your recording for future reference. Files saved to the Cloud in Zoom are eventually deleted (after 180 days) so they can easily be lost.
  - Embed Kaltura video in your Canvas course site
  - For detailed instructions, consult the ELS guide linked at the bottom of this document.
- Limiting access to recordings that can contain student info is important. That is why we recommend using University of Minnesota systems (like Canvas and Kaltura) in place of public tools (like YouTube).

Making your recording accessible

- If you upload your recordings to Kaltura, your videos will automatically be captioned. Take a moment to edit these captions to make the videos fully accessible.
  - For more information on editing captions: Kaltura: Find and Edit Captions
- Consider including a written version of your lecture as a transcript of the presentation.
- Be sure to repeat any questions or comments that come from students during your lecture. Since they will not have microphones, it's likely that their voices will not be fully audible on a recording.
- You may want to stop recording after your formal presentation and find other ways to share key takeaways from in-person discussions and to encourage remote students to ask questions and demonstrate understanding of the content. If you would like to discuss ideas for this, contact ELS at sphels@umn.edu to schedule a brief consultation.

Other Considerations

- Let students know before you start that the class session is being recorded.
- If you plan to have guest lecturers or panels in your course meetings and expect at least some students to be remote, you could have guests join your class via Zoom. Questions for guests could be submitted via the chat feature in Zoom.
- If recording in class feels daunting, you could consider pre-recording your lectures and embedding them in your Canvas course site (following the steps outlined above).

ELS Guides and Resources

- Kaltura: Uploading and Sharing a Video in Canvas Using Kaltura
- Zoom: Recording Voice Over Slides
  - This guide was created with asynchronous lectures in mind, but the steps outlined in it are relevant to recording synchronously.
  - For additional details, see the OIT guide on recording Zoom meetings and webinars.