Quick Guide: Preparing to Record a Video

1. Introduction

These four quick guides describe how to create a podcast of approximately 10 minutes in length for a flipped classroom using a combination of PowerPoint and screen capture. They cover how to use Panopto within Blackboard to create your video from your computer or laptop. Alternatively, Panopto can be used for lecture capture – this is covered separately at https://www.tcd.ie/itservices/lecture-capture/.

This first Quick Guide gives the eLearning team’s recommended settings for preparing to record a video using Panopto in Blackboard.

Guides on other aspects of the flipped classroom are available at www.tcd.ie/CAPSL/resources/

2. Audio & Video Equipment

Generally you do not need expensive audio & video equipment to get started:

**USB Headsets:** When you are starting out you can use a USB headset by companies such as Sennheiser, Plantronics or Logitech which are available from Amazon or Codex (the preferred College supplier) for around €20 - €40.

**Standalone Microphones:** You can also purchase a standalone microphone such as the ‘Blue Yeti USB Microphone’ for approx. €130 which will give a high quality audio recording for a relatively low price.

**Webcam (optional):** you can use your laptop’s webcam or purchase a webcam for your PC but you do not need to use one during your recording.

3. Tips for Preparing Your Slides

Here are some best-practice tips for preparing your PowerPoint slides:

- Use the Notes section in PowerPoint (under View → Notes) to develop your script. It’s quicker to write your script as bullet points to structure your session & talk to these points when recording rather than trying to write every word of the script in advance.
- Try to keep slides simple with a limited amount of on-screen text – if you simply read from text-heavy slides students will lose interest.
- Make the podcast’s slides available within your Blackboard module so students don’t need to write everything down when watching your presentation. You can also use these slides to provide students with diagrams or text discussed in the podcast.

4. Adding Panopto to Your Blackboard Module

1. Access your Blackboard module and click on the plus button at the top left of the module menu.
2. Select Tool Link then give the folder a name (e.g. Videos) and select Type: Panopto Course Tool Application.
3. You can choose whether or not to make the link Available to Users straight away. Click Submit.
4. This will create a link in the left-hand menu. Click on the link then click Configure then Add Course to Panopto then OK
5. On the next screen leave Selected Folders as-is and click Submit.
6. A second link may appear in the left-hand menu called ‘Panopto Video’ when you add the module to Panopto – if so delete this link as it is the same as the link created above.

5. Installing Panopto

Click on the Videos link in the left-hand menu then Create → Record a new session. Click Download Panopto and open the file that downloads (check your Downloads folder if needed). Follow the on-screen instructions to install the Panopto launcher.

You only need to install the Panopto launcher once on your computer & only if you are doing a recording; students do not need to install this to view your videos.

Once installed & on all subsequent occasions you can go to Create → Record a new session and select Open Panopto to launch Panopto.

6. The Next Step – Recording Your Video