



Video Production Guidelines



One of the principal ways faculty demonstrate concepts, share knowledge and deliver lectures is through multimedia or video presentations.

Here are some best practices and resources that will help you teach your students in timely and effective ways.

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SECTION I: BEST PRACTICES FOR VIDEO PRODUCTION

1. **Keep your videos as brief as possible** - even though a 6-8 minute video is ideal, pedagogically, videos between 10 and 20 minutes are more realistic to create. Students are much more likely to watch short, concise video content that is directly to the point. It's also technically easier to upload shorter videos. You can create longer videos (20-30 minutes) but the shorter the better. This also increases student engagement with the content.
2. **Segment Longer Videos** - Sometimes it takes an hour to explain a concept or do a demonstration. In that case, do not create one hour-long video, but create shorter segments of 5-10 minutes. This will benefit both you and your students in two ways: 1- the shorter segments will upload and process faster and 2- students are far more likely to watch everything they need to view if your content is shared in this way.



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3. **Add Transitions** - If you segment your videos, add introductions and endings so students know which part they are viewing (thank you for watching part 1, Welcome to Part 2...)
4. **Audio Quality Matters** - Record the sound using a headset or microphone if possible, or make sure the recording does not contain ambient sounds unrelated to your content. Students find this distracting and will switch off videos if the audio is annoying.

SECTION II: VIDEO RESOURCES FOR FACULTY

*****If you want your students to see your videos do not upload them to Blackboard*****

Blackboard is not meant to be a video delivery platform. There is a limited amount of storage space per course (1GB) in Blackboard and one long video will fill the space and slow down the delivery of not only your course materials, but everyone else's as well.

2.1 Use These Resources

1. **Panopto** - Your first option should be Panopto. This is the AUC supported lecture capture and video creation and sharing platform. For tutorials on Panopto uploading, visit [this link for the presentation tutorial](#) and [this link for the video tutorial](#) and this link for [FAQs](#)
2. **Google Drive** - You have unlimited storage on your AUC Google Drive. Create a folder for each course and upload your videos there. Share the links with students via Blackboard. This is the link that shows the [steps for uploading Google Drive files to Blackboard](#).
3. **YouTube** - If you find that both Panopto and Google Drive do not meet your needs, create your video and share it using YouTube. You have your own channel as a Google Suite user. This is a [Step by Step guide to uploading videos on Youtube](#).
Please note that: 1- Youtube records only up to 15 minutes per video. Otherwise, you would need to verify your Google account first and then upload videos longer than 15 minutes. Here's a [step by step guide to verify your Google account](#). 2- Youtube videos can be set to public, unlisted (unsearchable but reachable via the link) and private (in which case the video needs to be shared with specific email addresses). Given these extra set of steps, Youtube could be the last resort in case you face difficulty with Panopto and Google Drive.

2.2 Alternatives to Panopto Video Production/recording:

- Using Zoom, and recording with screen sharing (the recording can then be uploaded to GoogleDrive or YouTube, or it can be recorded directly to the Zoom cloud, which has maximum storage of 0.5TB per user). Guidelines on screen sharing [here](#) and for recording, this [link gives instructions on various types of recording](#)). You can also [record/live stream directly to YouTube](#) from the paid Zoom account.
- Using QuickTime if you are on a mac
- Please do NOT do a voice-over PowerPoint as it produces huge file sizes.



SECTION III: RESOURCES FOR STUDENTS GROUP PRESENTATIONS USING ZOOM

This section is intended for students who need to substitute their class presentations with an online pre-recorded or live presentation

The document will go through the steps on how to do a group presentation through Zoom and how to record and share your video recorded presentation with others.

Instructions

Before you Start you Need

- Zoom application installed on your device
- Your presentation (e.g. on PowerPoint or Google Slides)
- Access to a space to host your recorded presentation (e.g. Google Drive)

Summary

1. [Starting a group meeting](#)
2. [Recording the meeting](#)
3. [Sharing your screen](#)
4. [Saving and Sharing your recording](#)



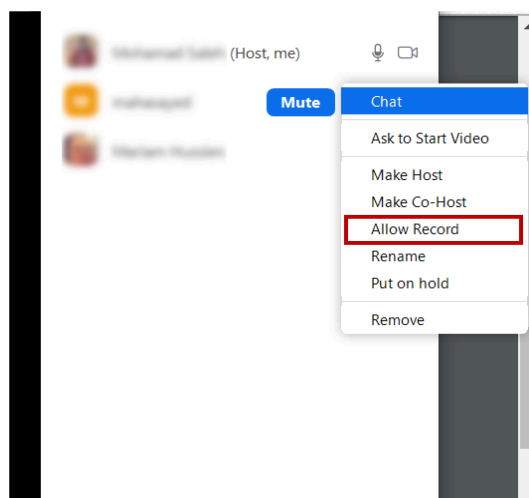
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1. Starting a Group Meeting

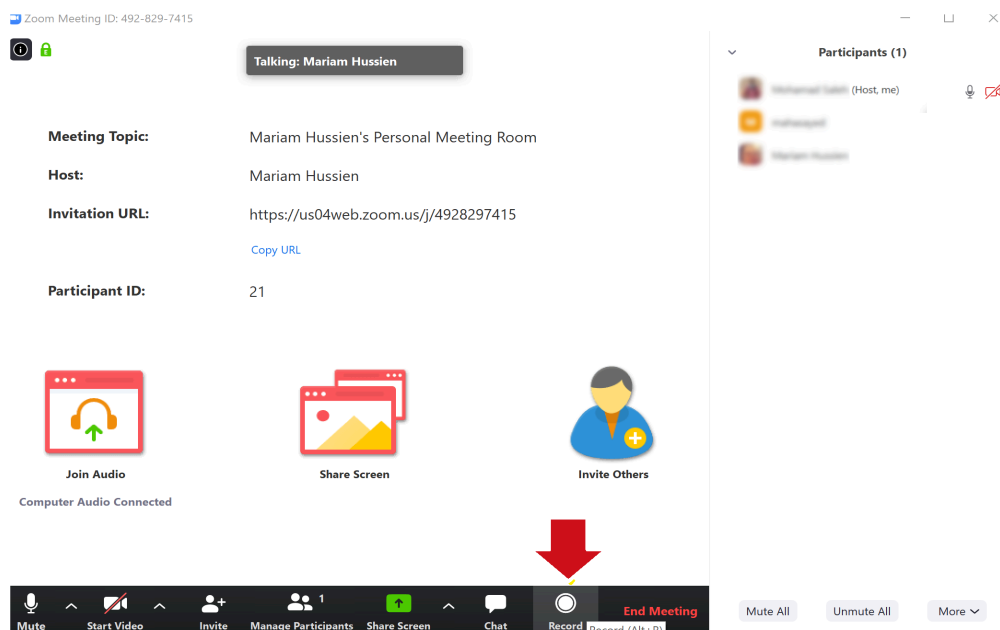
- If you are doing a live presentation to your faculty, the faculty will send you an invitation link to the call through Zoom.
- If you are a group of students who are recording a presentation before sending it to your faculty, one of you can [initiate](#) the call and will act as the host of the meeting.

2. Recording the Meeting

To video record, the host of the meeting needs to give you permission to do so.



If you want your presentation to be video recorded, you can do this through the record button

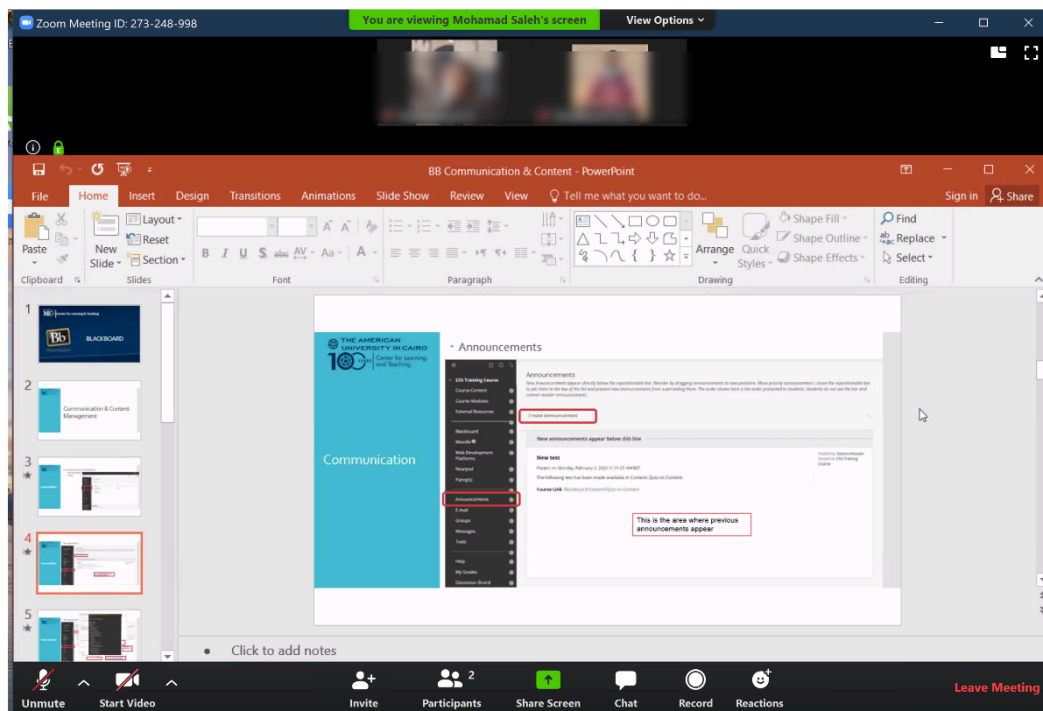
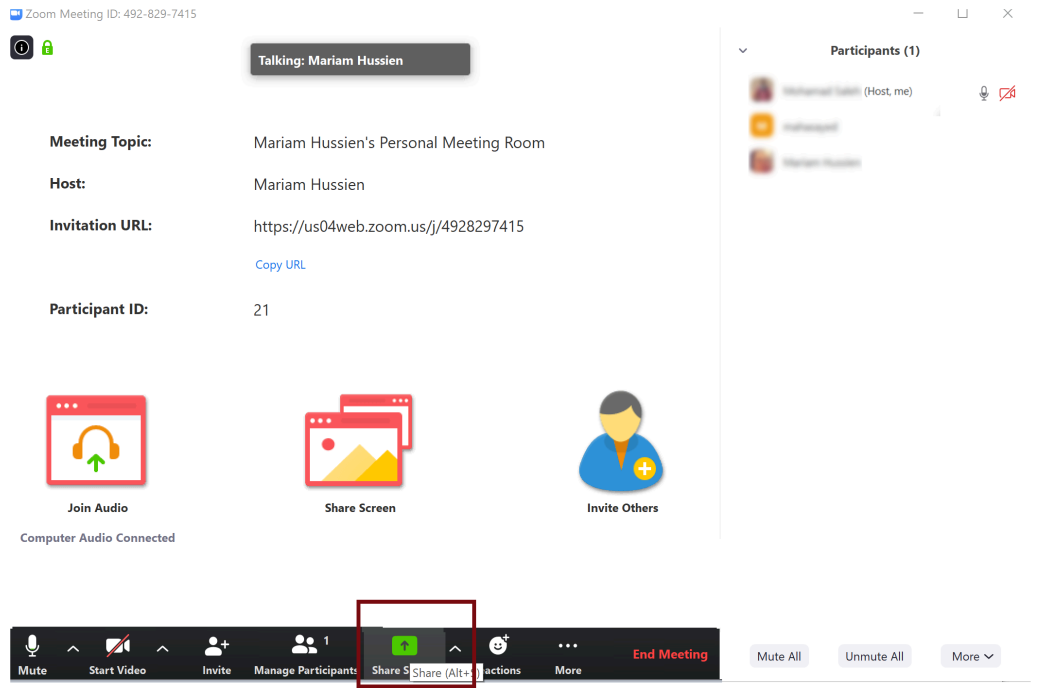




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3. Sharing your Screen

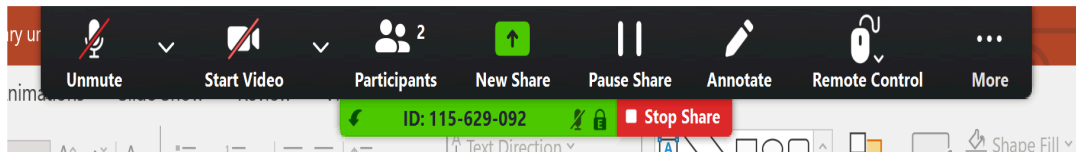
Zoom allows you to share your screen to the rest of attendees by simply clicking share at the bottom (in some cases, the host will need to give you permission to do so)





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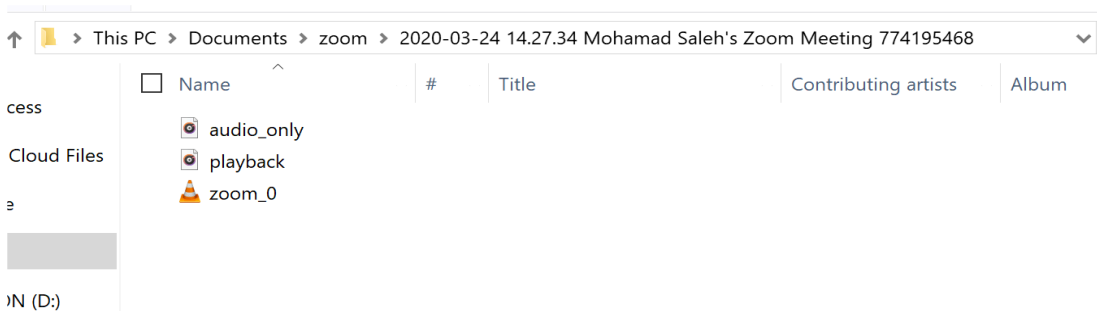
- If you are a group of students presenting together, you will need to take turns in sharing your screens. The presenting student needs to stop sharing his/her screen before the next presenter starts.



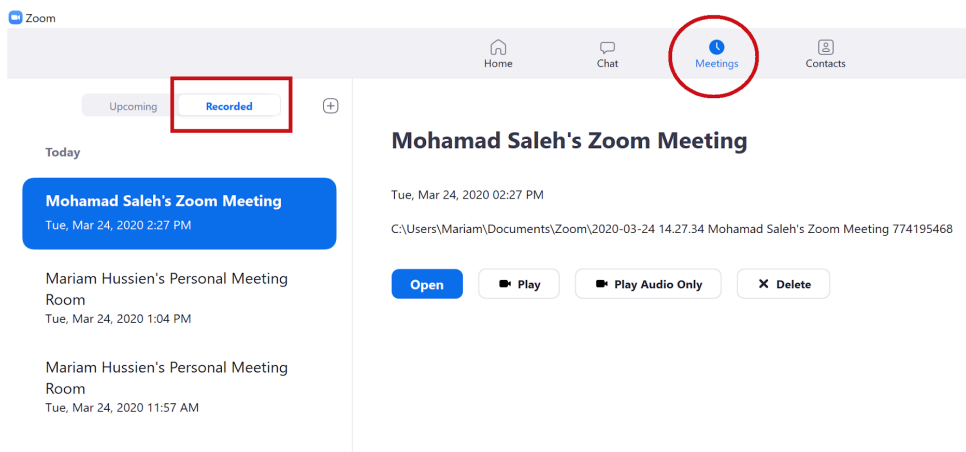
- You may experience a delay in sharing your screen. Make sure that you and your attendees are seeing the same slide. We may also ask all participants to turn off their cameras to save bandwidth.

4. Saving and Sharing your Recording

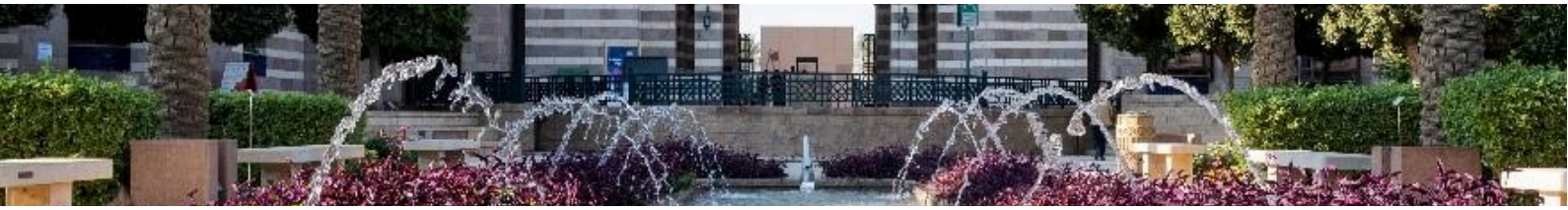
- After your session ends, a conversion process will happen and Zoom will automatically save your video in your documents/Zoom folder.



- If you can't find your video. Simply open your zoom application and go to Meetings, you will find all your video recordings



- Now your file is ready and you can share it with others.
- It is advisable to upload files on “Google Drive” and share the link with your instructor and/or classmates



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Important Notes

Please Consider the Following:

- Quality of Zoom meetings depend on internet connectivity
- Turn off your audio & video, unless necessary
- Trying to control other members screens can cause severe delays