

Options for Recording and Sharing Lectures

In the remote-teaching webinars we've offered so far, we've found two specific questions have come up again and again:

1. What's the *easiest* way to record video lectures?
2. What's the *easiest* way to share my recordings with students?

To address these, we're providing multiple options below. For each question, the options are listed from least demanding to most demanding in terms of learning curve. Please note that most of the guides and strategies listed here are designed for instructors, not students. If you have questions about how students can create and share videos of their own, please [contact your instructional designer](#).

What's the easiest way to record video lectures?

Option 1: Write out your narration *instead of recording it*.

This is a perfectly valid alternative to recording video lectures. You might share detailed notes in your PowerPoint slides, write up your thoughts in a Word doc, or share lecture content as a detailed discussion post that students can reply to in D2L.

Option 2: Record yourself in Zoom.

If you know how to start a meeting in Zoom, you can do this without inviting anyone at all. Once you're in Zoom, you can press record, share your screen, and *voila!* You now have a recording of you talking over your slides or whatever else you pulled up using the Share Screen feature.

Option 3: Use a more advanced tool like Panopto.

Advanced tools like Panopto and VoiceThread can be daunting for first-time users. If you're feeling overwhelmed, the benefits of these tools will not outweigh the added stress of trying to learn yet another new tool in a very short period of time.

If you have the time and energy to learn new technologies right now by following our [Panopto guides](#) or [VoiceThread guides](#) on your own, feel free. However, if you're looking for ways to simplify your teaching this spring, please consider options one or two instead.

What's the easiest way to share my recordings with students?

Option 1: Email fits@depaul.edu

This is a new service we're testing out to help instructors who are having trouble with the video-sharing process. If you have a video file on your computer you need to share, email fits@depaul.edu with the subject "video request." Someone will respond to get the exact info needed to put the video in your course for you.

Please note: Depending on demand, it may take multiple business days for us to add videos to your courses. Please be patient with our team as we test out this process and be aware that we may need to revisit it at some point.

Option 2: “Record to the cloud” in Zoom and share the link with students.

When you record a Zoom session, you have the option to “record to the cloud” instead of saving the video on your computer. To find and share this recording, follow these steps:

- Log in at depaul.zoom.us
- Go to the Recordings section
- Click the Share button next to the recording
- Copy the link to the recording
- Paste the link in an email or in D2L as a news item, content item, etc.

Please note: **Zoom cloud recordings are deleted after 120 days**, so you’ll need to download them from the recordings section of your account if you need them beyond spring quarter. Also, cloud recordings may be listed as “processing” for hours or even days before they’re ready to share. The length of this processing period varies widely depending on the level of demand from other Zoom users.

Option 3: Upload to Panopto

This option may be your best bet if either of these applies to you:

- you’ve successfully recorded a video using Panopto
- you recorded a video using Zoom and chose “record to my computer” instead of “record to the cloud.”

In either scenario, you can follow the steps outlined in the guide titled, “[Embedding a Panopto Video](#)” to add the video to your course in D2L.

Please note: It’s important to follow the steps shown in [Embedding a Panopto Video](#) to ensure students will be able to access videos you share using Panopto. While Zoom cloud recordings (described in Option 2) can be seen by anyone who has the link, this is *not* the default setting for videos you upload using Panopto.

When in doubt, stick with what’s comfortable for you.

We’ve been blown away by your enthusiasm, dedication, and resilience these past few weeks. Please know our whole team is here to support you in every way we can. We also want to help you set realistic goals and reassure you that you don’t have to master a plethora of new technologies to teach effectively this spring.

For additional resources, visit go.depaul.edu/remote-teaching or reach out to your instructional designer. You can find contact info for your instructional designer by visiting the [CTL contact page](#).