# Recording videos using Media Hopper Create

This short guide aims to provide you with concise information needed to start recording lectures / presentations on your computer using the university-supported software called Media Hopper Create Desktop Recorder.

For information on how to use PowerPoint to record voice narration accompanying PPT slides, please see the document '*Recording Powerpoint narration and exporting as video'*.

# Contents

# 1. Step 1: Preparation

## • 1.1 Audio

- There's a wide range of microphones which provide sufficient quality for lecture recordings and if you already have one which works for you, continue using it.
- We advise against using the in-built laptop microphone – the quality can be quite poor and it is prone to picking up a lot of background noise.
- If you do not have a microphone, consider purchasing a headset (headphones with microphone). There are several options available from popular online retailers which should provide good-enough audio quality for less than £40 (e.g. Logitech H340).
- Find a quiet space in your home, ideally away from external sources of noise (street traffic, trains, air conditioning).
    - o If the window is open, can you shut it?
    - o Can you temporarily unplug any noisy electrical items?

- o   If there is echo in the room, adding some soft fabrics (e.g. blanket) can help reduce it.

- ## 1.2 Video

  - Consider whether you need to video yourself (using webcam) for all of your lectures.
  - If you're planning to record a few lectures, you might want to record yourself for the first video only.
  - If you already have a relatively new stand-alone video camera, the quality will surpass the in-built laptop camera / small webcam.
  - Remember to clear any background clutter and personal belongings which you don't want included in the video.
  - Whenever possible get close to a source of light which will provide light from the front. Avoid back-lighting (e.g. having a bright window behind your back).
  - For a preview of what your webcam can see, launch the 'Camera' app in Windows 10.
  - Remember switching off programmes which have notification pop-ups, such as Teams and Outlook.
  - Make sure that your device is powered up, both to avoid pop-up messages and to improve the video quality.

- ## 1.3 Format / style

  - It is recommended to split your lectures into smaller segments, with each video ideally being 10-15 minutes long. This is a recommendation but you may find that some videos will have to be longer or shorter depending on the nature or complexity of the topic.
  - Check copyright status of all resources you use.
  - Aim to minimise cognitive load - avoid dense text on your slides; use relevant images strategically; avoid purely decorative imagery
  - Avoid reading content directly off your slides
  - Speak with a clear voice as much as possible but try to vary your vocal intonations and speaking pace.
  - Be consistent – use the same style throughout the whole presentation (= the same font type and colour / colour scheme)
  - Reduce extraneous content – you will help your students learn more effectively when you keep the content simple. Do not include irrelevant material.
  - Related to the previous point - don't overload your slides with text, use more audio narration instead.
  - Use images, but only when they are relevant to the topic you're discussing. Don't use images solely to embellish your presentation. However, when images directly illustrate the point you make, use them as they will work better than words alone.

- Don't make your slides busy – there's no limit to the number of slides so spread your content across more slides rather than try to cram everything into one.
- Keep your style casual. People learn better from recorded lectures when words are in conversational style rather than formal style.
- Place any text labels close to the image(s) they correspond to.
- Signalling – use audio (narration) and visual (arrows, highlighting and animations) cues to help students organise the important pieces of information.
- Make your presentation accessible:
  - Use large fonts
  - Remember about sufficient contrast between the text and the background
  - Do not use colour as the only indicator of meaning, such as priority items shown in red
  - If you intend to use captions/subtitles now or in the future, then leave a gap at the bottom of the slides for them to be inserted so that no critical info is placed in this area

## • 1.4 Recommended software

We recommend using university-supported software 'Media Hopper Create' to record your presentations. MHC will record your computer screen, audio and your webcam / camera feed (optional). The software behind MHC is called Kaltura and you may hear both names used interchangeably.

You will need to install a small program called Media Hopper Create Desktop Recorder on your computer (either a university managed computer or your personal machine). This only has to be done once via the Media Hopper Create web portal.

1. Navigate to Media Hopper Create in your browser, making sure that you are logged in. Click on the *Add New* button and choose *Launch Desktop Recorder*.
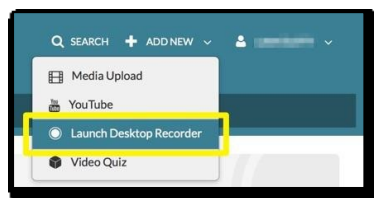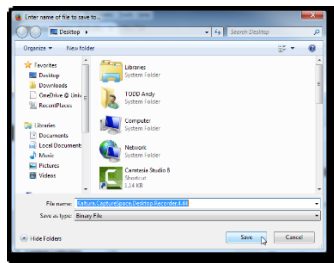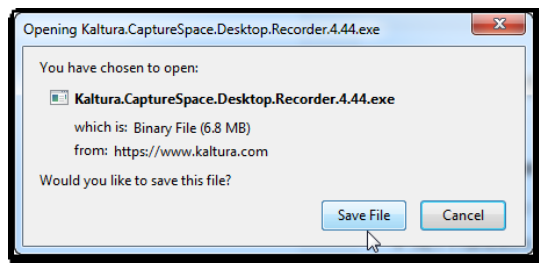


2. The *Desktop Recorder* page will now load. It provides download links for both Windows and Mac systems.
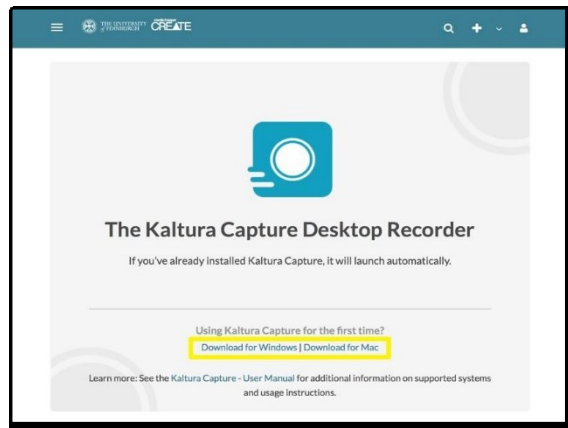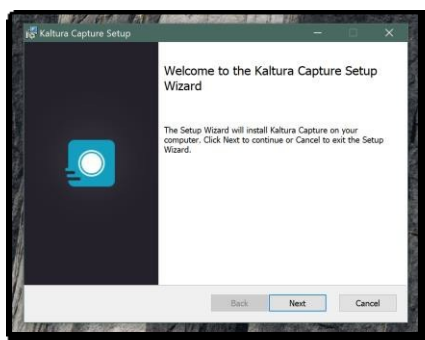
Click on the *Download for Windows* (or *Download for Mac* if you use Mac) link



3.  When the dialog box appears, click *Save File*. Select a location to save the file to and click *Save*.



4.  Open the installation file to start the process.



5.  Navigate to Media Hopper Create (http://media.ed.ac.uk) in your browser, making sure that you are logged in, and click on the *Add New*

button from the menu at the top of the screen, and select *Launch Desktop Recorder*. The Desktop Recorder will now open.

## 2. Step 2 Recording

- ## 2.1 Recording Step-by Step

1. Click on the 'Manage' link (otherwise the 'Gear' button if the 'Kaltura Capture Window' is already open) to change the software settings.  You may choose 'Highlight cursor' and 'Auto minimise when recording' options. If you're planning to play any audio files (or video files with sound) as part of your presentation, make sure that 'Record System Audio' is switched to Yes.



OR
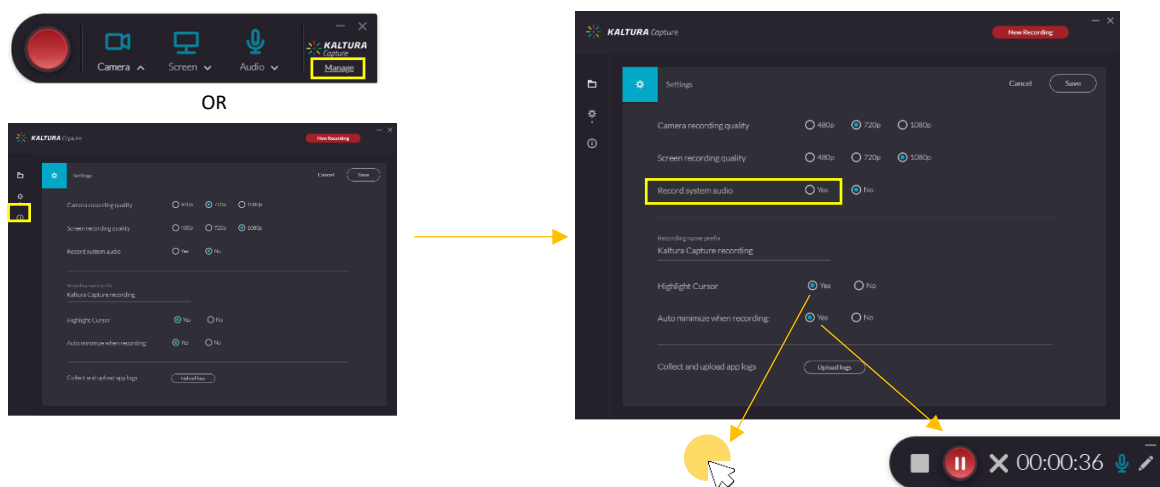
2. Click on the 'arrow down' under each of the icons 'Camera, Screen and Audio' to choose your input source. If there is more than one camera or microphone, select the one you want to record from. Make sure that your desktop is show in the screen window.
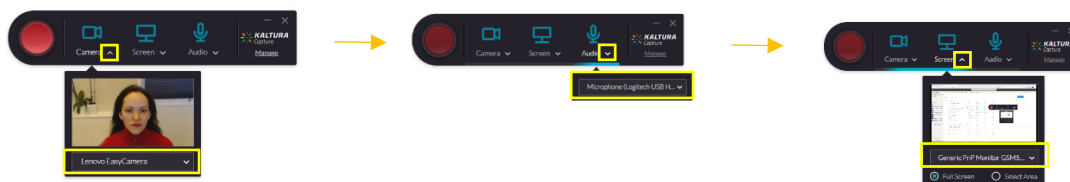


3. Select 'Full Screen' to record the entire screen, or choose 'Select Area' to record a set area of your screen display. Drag the frame to the size you want to record.
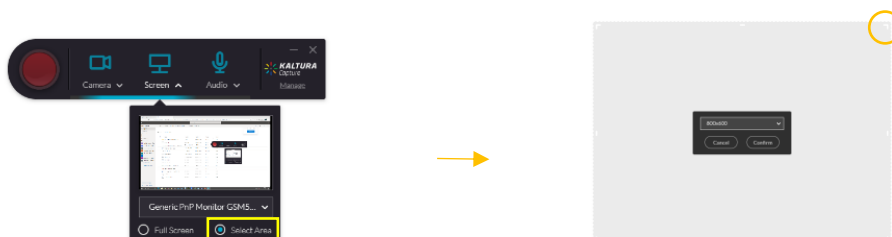
4. You can click on the icons 'Camera, Screen or Audio' to disable the webcam recording, screen recording or audio input. In the picture bellow the camera recording is disabled.
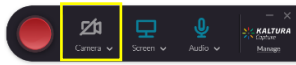


5. If you are using a PowerPoint presentation, open your file then hit 'Record', which is the 'red button' on the left. If you have selected the option record 'Full screen', choose 'Slide show' in PowerPoint.
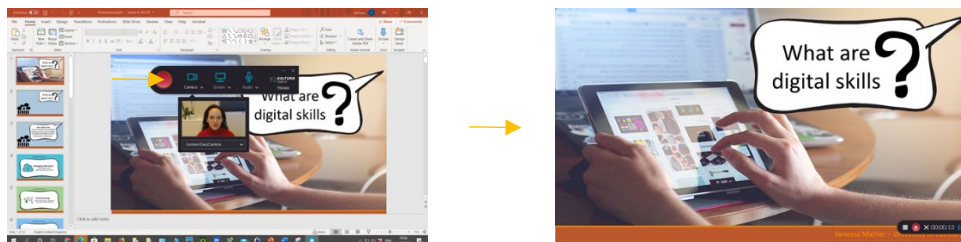


6. If you decide to cancel your recording during the 5 second countdown, click on the 'X' button.



7. You recording will start. The duration of the recording is displayed in the 'Recording Menu'. You can pause your recording at any time by clicking on the 'Pause button'. Note that you will be able to edit the start and end of the recording later.
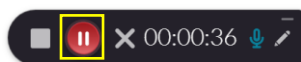


8. Important! Click on the button '-' to hide the menu, otherwise it will appear on your recording.



9. You can also use the Draw feature to annotate the screen. Click the 'Draw button' ('Pencil') and a new menu will appear that will allow you to adjust the drawing options and make annotations. Click on the 'Pencil' button again, when you are done.
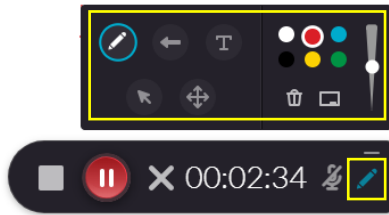
10. When you are finished with your recording, click on the button 'Stop recording' then 'Yes, Stop it'
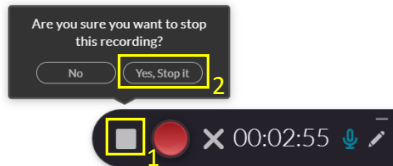


11. The following screen will pop-up.

   (1) Here you can 'rename' your video, give it a 'description' and 'tags'.
   (2) If you 'Save' your video this will save it to your local directory in your computer (…Local\Kaltura\Capture\Recordings).
   (3) If you 'Save and Upload', this will save it in your local directory and also upload your video to your 'Media area' in Media Hopper Create.
   (4) If you no longer want to keep your recording you can choose to delete it by clicking the 'Delete' button.
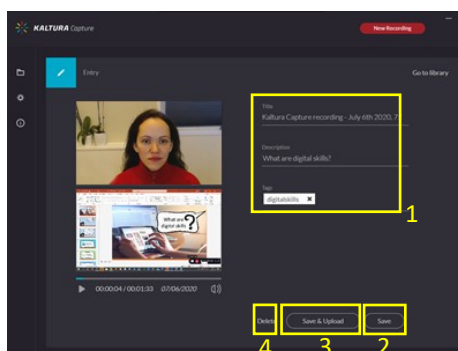


When you 'Save & Upload' a message will pop-up to inform you that your video is uploading and when the upload is successful. A link is also provided for you to click to view your video in your 'My Media area' on Media Hopper Create.

- ## 2.2 Video publishing status / privacy settings

There are three publishing levels for individual videos uploaded to MHC. When you record and upload a video using the MHC Desktop Recorder, it will be set to 'Private' by default.

The three publishing levels are:

- Private – only you can see your video in MHC (but if you embed it on Learn, all users on the course will see it)
- Unlisted – if you share the link, people who know it will be able to access but it won't be searchable. It can be embedded on Learn.
- Published – it is added to the catalogue of videos on MH and can come up in people's search results (& can be embedded on Learn).

To change the video's publishing status, go to My Media at http://media.ed.ac.uk, click on the video title, on the next screen click on 'Actions' under the video and choose 'Publish'. Change the status to the desired level and click on 'Save'.

- ## 2.3 Enabling downloads

If you want to allow students to download your video, go to My Media at http://media.ed.ac.uk. Click on the pencil icon next to the video. On the following screen switch to the Downloads tab and tick all 3 available formats. This will make the file 'downloadable'. Click Save.

# 3. Step 3 Editing

1. Log into 'Media Hopper Create' then select 'My media'. Find the content you would like to edit, then hit the button 'edit' ('Pencil Icon') on the right side of your media.
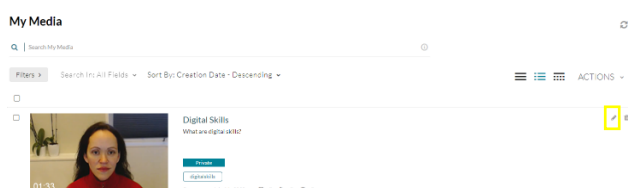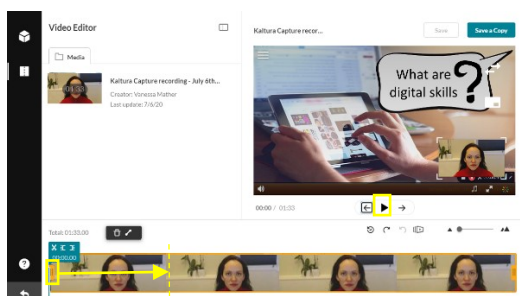

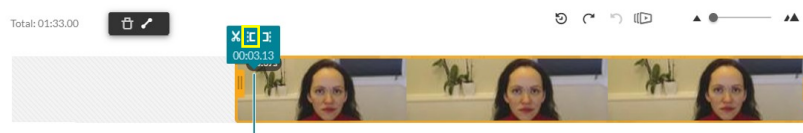
2. Click on the button 'Launch editor'

3. 'Trimming' is where you remove part of the content either at the start or the end of your media.

   Drag the yellow handle at the 'start' of the timeline to the point you would like. This will be the 'new starting point'.



Alternatively, click on the timeline, or click the 'play' and 'pause' buttons to stop playback at the point where you would like the content to start, then click 'Set in' to mark the start of the video.



4. Repeat the process to trim the 'end' of the video, but this time, drag the yellow handle at the 'end' of the timeline to the point you would like. This will be the 'new end point'. Otherwise click on the timeline or use the play and pause buttons, then click on the button 'set in'.
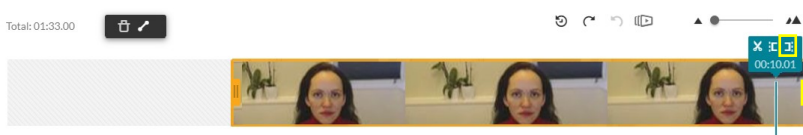


5. 'Chopping' is where you remove part of the content from the middle of your media.

   (1) Click on the timeline at the start of the part you want to remove, or use the play and pause buttons, then click on the button 'Split' ('Pair of Scissors'). (2) Place the playback

cursor at the end of the section you would like to remove and click the split button again.
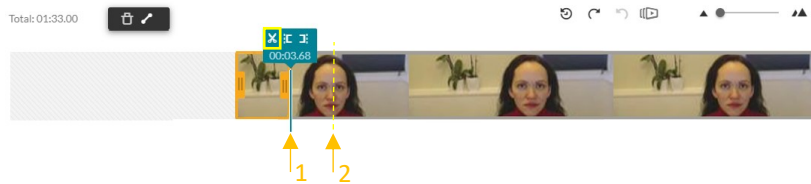


6. Click on the timeline in the part of the video you want to remove. Make sure it is highlighted with the orange outline then click on the button 'Delete'. If necessary, drag part of the content to cover any gaps.
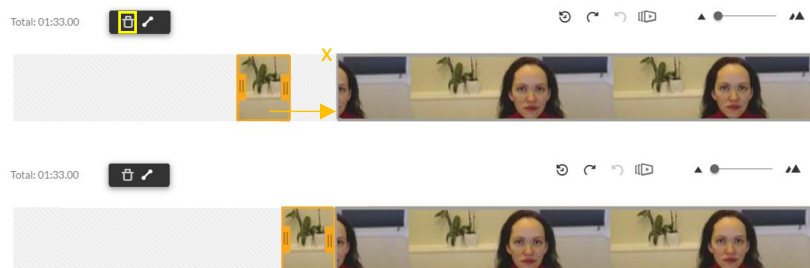


7. Click on the button 'Save' at the top of the page to save your changes then 'Save' again to confirm. This will replace the current video with the new edited video. Important! This action cannot be undone.
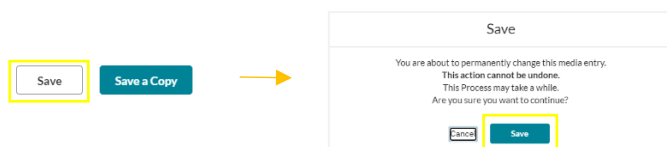


Alternatively 'Save a Copy', this will create a new version of your video on your 'my media page'. The original video will be left unchanged.



# 4. Step 4 Linking video to your course on Learn

Once uploaded to Media Hopper Create your videos can be linked / embedded on your Learn courses.

To add the video on Learn, log in to Learn and go to the area of the course where you'd like to add the video.

Make sure that you are in Edit Mode and click on Build Content->Media Hopper Create Media. Choose the video from 'My Media' tab.

Choose 'No' when asked if you want to submit as assignment.

On the next screen provide the title, description (optionally), change 'Permit Users to View the Content Item' to Yes and click on Submit. This adds the video as separate item.

It is also possible to embed the video in an existing item on the Learn course (e.g. an item which already has text in it). Start editing the item, place the cursor where you'd like to insert the video and in the Editor bar choose Mashups->Media Hopper Create Media. Then follow the instructions from the paragraph above.