



# TEL Quick Guide - Pre-Recorded Lectures & Screencasts

A **screencast** is a video recording of a computer screen describing the on-screen actions, commonly accompanied with audio narration and visual annotations. Once produced, the video can be shared with students via Brightspace. Educational screencasts are a popular method to enable the inclusion of video based instruction, primarily used as a tool to deliver; pre-recorded lectures/presentations, demonstrations or tutorials, annotations and personalised feedback often used to support blended and online learning.



## FURTHER INFORMATION

UCD Estate Services;  
**[Online Teaching in Shared Teaching Spaces \(UCD Lecture Capture & Recording Studios\)](#)**

UCD IT Services;

- **[Creating Powerpoint videos with audio](#)**
- **[Creating and uploading videos to HEAnet/Brightspace](#)**
- **[HEAnet multimedia hosting](#)**

Carey, M. (2020) UCD School of Mathematics and Statistics  
**[Explain Everything Introduction](#)**

Curran, T. (2020) UCD School of Bio-systems and Food Engineering  
**[How to record an online lecture using Powerpoint](#)**



## USE IN TEACHING AND LEARNING

- To provide a series of pre-recorded lectures often used in blended/online delivery or as an alternative to face-to-face teaching.
- To provide instructional videos; as a means of describing a step by step process, explaining a specific concept or demonstrating an application.
- To facilitate student-centred learning; allowing students flexibility to view recordings at their own pace, time and location of choice.
- To facilitate students utilising recordings for catchup, revision purposes or for international students to revisit/replay.
- To provide high quality audio-visual personalised feedback on assessments.



## EDUCATIONAL TECHNOLOGY

The following is an overview of some suggested technologies useful for creating screencasts and pre-recorded lectures;

- **[Powerpoint & Keynote](#)** - useful for simple narrated presentations where you can record a voiceover to add to your slides and then share the MP4 (video file) with students via Brightspace.
- **[Zoom](#)** - (available via UCD Connect & Brightspace) can be used asynchronously (i.e. without students present) to pre-record lectures. It is suitable to record slides/screen and webcam simultaneously. Zoom offers basic editing (trim start/end of video), auto transcribes with option to edit transcript. See our resources on **[Teaching Online with Zoom](#)**.
- **[Explain Everything](#)** - web based tool /app (android/iOS) free/educator licence (nominal annual fee) enables screencasting, use of interactive whiteboard with annotation, animation and narration features. Ideal to create instructions that contain formulas, model or drawings and easy to use on tablets.
- **[Screencast-O-Matic](#)** - web based tool; free/pro version (nominal annual fee); Ideal for quick screencasts, fast dissemination, non-technical videos, easy to use; Free version; limited editing, recording length (max 15 min) and publishing limitations; Pro version; post production edits, recording length (max 1 hour); publish to YouTube, Google Drive and MP4 (video file) can be embedded in Brightspace.
- **[Camtasia](#)** - once off cost for educational licence, requires software installation (Windows/iOS), used for more sophisticated videos requiring a suite of editing tools.



## GETTING STARTED

- You will need; a microphone for quality audio (ideally USB), a webcam (built-in or USB), a suitable tool (as described above) or you may want to consider using **[UCD Lecture Capture and Recording Studios](#)**
- Design your module to accommodate for video content, plan activities to proceed/follow the recordings ensuring your learning outcomes are met.
- Chunk content as appropriate, it is recommended recordings are no longer than 10-15 mins max.
- Familiarise yourself with the chosen tool, script, rehearse and record.
- Edit your recording if required before sharing with students in Brightspace (via Google Drive, YouTube or UCD HEAnet media hosting service).