

Creating and uploading multimedia content

The best approaches for sharing lecture recordings, videos and multimedia

With continued reliance upon hybrid teaching, many staff are thinking about ways to deliver lecture and multimedia-rich content in an online format. The aim of this short article is to highlight several techniques for recording content in the simplest and most reliable way.

The simplest solution

If you are looking for the easiest way to record and share a presentation, we highly recommend Canvas's inbuilt and easy to use screen recorder, 'Canvas Studio'.

Canvas Studio allows you to record your screen simultaneously with your voice and/or webcam feed and upload directly to Canvas. Making it an ideal tool for making recordings of PowerPoint (or any other resource) that you want to talk your students through. You can launch Studio directly through the homepage of Canvas (<http://liverpool.instructure.com>).

It does all the technical 'heavy lifting' so you don't have to, automatically uploading the compressed video to your secure Canvas account and processing the video so that it will play well over different connection speeds. It gives options for generating automatic captions (subtitles) and you can even embed quiz questions to aid engagement and retention. From there, you can easily place the video exactly where you need it within your Canvas or VITAL course spaces.

To get started, take a look at these guides from CIE:

- [Record a presentation within Canvas Studio](#)
- [Automatically generate captions \(subtitles\)](#)
- [Share Canvas studio resources within a Canvas course](#)
- [Embed quiz questions](#)
- [Wider resource on using Studio within Hybrid Active Learning](#) (on Canvas, requires login)

Where possible we recommend breaking down lecture recordings and videos into chunks of between 5 – 15 minutes duration, maybe based around a theme or concept.

Recording inside of PowerPoint instead

Many people are still used to record their presentations directly within PowerPoint.

When doing this, we recommend that staff export the PowerPoint recording as an mp4 video file, rather than sharing the actual PowerPoint file (.ppt or .pptx extensions). You can do this from the File menu in PowerPoint, as demonstrated in the first guide below, and then can upload the resulting video to Canvas Studio for use. We recommend this approach, as it avoids the large file sizes seen when PowerPoints contain video or audio (often in excess of 800 megabytes in size). Large files like these take much longer to upload, eat into your Canvas file storage quota, and are often unusable to students if for example they have with poor or capped internet or are having to use a mobile device.

To get started with this approach take a look at these guides. Once you have a video file, you can upload this to Canvas Studio.

- [Save a presentation as a video in PowerPoint](#)
- [Upload a video to Canvas Studio](#)
- [Adding automatic captions](#)
- [How to share Canvas studio resources within a Canvas course](#)

Tips for sharing high resolution media such as images, visualisations or data sets

If you share high-resolution images with students, rather than embedding them within a PowerPoint file (which quickly increases the overall file size), you may like to instead consider sharing the original files with students elsewhere.

One successful approach used by colleagues is to share large files from their university OneDrive account, for which Canvas features [an easy Office365 integration](#). This is a particularly useful option if you need students to engage with images at a deeper level for example use the files in some way. Consider these [tips for getting started with sharing files from OneDrive](#).

Even simple photos taken on your mobile device or from the web can result in a large overall file size (anything about 10 megabytes is considered large). A way to reduce the file size before sharing with students is to save your PowerPoint as a .pdf file. This is done from the main 'File' menu, and it would be worth running PowerPoint's [Accessibility Checker](#) to check for any other issues. If instead you need to share your presentation as a PowerPoint file then here is an easy way to [reduce the default picture resolution for all images in a document](#) (we recommend 100dpi).

A general guide to file sizes and megabytes

- [Infographic on file sizes](#) (external website)
- [Storage Capacity and File Size](#) (external website)
- [What is a Megabyte compared to a Gigabyte?](#) (YouTube video)

