

## Video Recording, Software, Storage, and Captioning Options: Pros and Cons

This is a list of options for recording micro-lecture videos and a brief pro/con bullet list for each. This is not intended to be exhaustive. If you need more specific details, we highly recommend that you research the option more. If you need to talk through what options are best for you, please feel free to speak with a Center for Teaching Excellence instructional designer or an Office of Distributed Learning multimedia specialist.

Options	Pros	Cons
<b>Recording Locations</b>		
Home/Office	<ul style="list-style-type: none"> <li>Convenience</li> <li>Only need basic tech (computer, mic or webcam, software)</li> <li>Recommend good headset mic to reduce background noise</li> </ul>	<ul style="list-style-type: none"> <li>Must be technology self-sufficient</li> <li>Need good audio quality to create a good video (mic tech may need upgrading or may need headset mic)</li> </ul>
ODL Studios	<ul style="list-style-type: none"> <li>Software, technology available</li> <li>Windows and Mac systems available</li> <li>Staff support available</li> <li>May be able to help with editing</li> <li>Super good staff, can help work with you to create great videos!</li> <li>They can provide best practice guidance on video creation</li> </ul>	<ul style="list-style-type: none"> <li>Must come to campus around scheduled studio time (but there is parking next to the Carriage house!)</li> <li>Primarily available for faculty who teach distributed learning courses or who have students registered with SDRC needing captions/transcripts</li> </ul>
<b>Recording Software</b>		
<a href="#">Voice Over PowerPoint</a> **	<ul style="list-style-type: none"> <li>Free, available</li> <li>With minimal tech skills, can create really engaging videos</li> <li>Options for voice-over only or embedding your video into slides to show you presenting</li> <li>Easy to use</li> <li>Can save as mp4</li> <li>**If you need to update, can re-record only one slide, without redoing entire presentation over</li> <li>Can insert screen capture videos</li> </ul>	<ul style="list-style-type: none"> <li>If you embed your video into each slide, you'll need to rearrange text or images so it isn't covered by your embedded video</li> <li>Best videos need to be graphically appealing – which can take time to create instead of 'text heavy' slides</li> <li>People have a tendency to create large PPT decks and embed audio or video – this can become a large file and take up a lot of storage space: Create multiple parts of about 10-15 slides if embed audio or video and upload as PPT into Bb (Lecture 1 – Part 1, Lecture 1 – Part 2, etc.)</li> </ul>
<a href="#">Microsoft Teams</a> **	<ul style="list-style-type: none"> <li>Can record screensharing of files</li> <li>Records and saves directly into Microsoft Stream as an mp4</li> <li>Stream auto captions</li> <li>Free, integrated into Microsoft 365</li> <li>Minimal editing options</li> <li>Can share files, PPT, websites, desktop or other files</li> <li>Good for short videos</li> </ul>	<ul style="list-style-type: none"> <li>A little learning curve, but easy once you learn</li> <li>If you're in a Teams Meeting, and someone else starts to Record, it then saves into their Microsoft Stream account and they must then give you ownership permissions</li> <li>Any errors, must re-record entire presentation</li> </ul>
<a href="#">Blackboard Collaborate</a> **	<ul style="list-style-type: none"> <li>Easy to use</li> <li>Downloadable as mp4</li> <li>Free, available within Bb</li> <li>Options on how to record</li> </ul>	<ul style="list-style-type: none"> <li>Can't edit within system</li> <li>Any errors, must re-record entire presentation</li> <li>Doesn't 'fill screen'</li> </ul>

Options	Pros	Cons
	<ul style="list-style-type: none"> <li>▪ Stores in your Blackboard course, easily for students to access</li> <li>▪ Great for short videos</li> <li>▪ You can upload your PPT into Collab or use it to screen capture or record a website</li> </ul>	<ul style="list-style-type: none"> <li>▪ The recording does not copy over if you do a Course Copy – you have to relink the recording into the new course</li> </ul>
<a href="#">Camtasia</a>	<ul style="list-style-type: none"> <li>▪ Robust editing capability</li> <li>▪ Can embed quizzing into middle of video</li> <li>▪ Can re-record only one slide without redoing entire presentation</li> <li>▪ Available within ODL Studio</li> <li>▪ Educational pricing available</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not Free; not supported by UofSC DoIT</li> <li>▪ If purchase through dept, DoIT is requiring legal approval before IT will allow install</li> <li>▪ Need some tech skills</li> <li>▪ Need time to create and edit</li> </ul>
<a href="#">Screencast-o-matic</a>	<ul style="list-style-type: none"> <li>▪ Easy to use</li> <li>▪ Cloud hosting</li> <li>▪ Basic editing available</li> <li>▪ Good if you need to demo how to do something (i.e., steps to use software)</li> <li>▪ Not expensive for paid version</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requires a plug-in to be downloaded; your IT may not allow you to download on university computer without legal and IT permissions</li> <li>▪ Free version limits to 15-minute videos and inserts watermarks</li> <li>▪ Not supported by DoIT</li> <li>▪ PowerPoint may be adequate alternative to screencapture</li> </ul>
<b>Video Storage/Hosting</b>		
<a href="#">Stream</a> **	<ul style="list-style-type: none"> <li>▪ Free, Embedded in your Microsoft 365 Account</li> <li>▪ Autocaptions for Closed Captioning</li> <li>▪ Can download caption file</li> <li>▪ Accessible with UofSC Network ID and password</li> <li>▪ Can connect a Office365 Form Quiz to increase engagement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limited permissions and sharing capability: Either organization-wide or must individually assign users</li> <li>▪ Cannot share outside of UofSC</li> </ul>
<a href="#">YouTube</a> **	<ul style="list-style-type: none"> <li>▪ Free, easy to use</li> <li>▪ You control your own content and video upload</li> <li>▪ Autocaptions for Closed Captioning</li> <li>▪ Can download time-stamped caption file</li> <li>▪ Can copy script from Word into YouTube to improve caption accuracy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not supported by UofSC</li> <li>▪ Need to create a YouTube account</li> <li>▪ Need to check permissions before sharing</li> </ul>
<a href="#">OneDrive</a>	<ul style="list-style-type: none"> <li>▪ Free, easy to use</li> <li>▪ Good place to store original Presenter or video content</li> <li>▪ Embedded in Microsoft 365</li> <li>▪ 1T storage space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not a video hosting system, only cloud storage</li> <li>▪ Can't caption video(s)</li> <li>▪ May not be easily shareable outside of UofSC</li> </ul>
Vimeo **	<ul style="list-style-type: none"> <li>▪ Free basic membership (with size limitations)</li> <li>▪ Faculty teaching DL-courses can work with ODL for Vimeo hosting (sc.edu/dl)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tons of videos may require paid account</li> <li>▪ Not supported by UofSC DoIT</li> </ul>

Options	Pros	Cons
<b>Captioning/Transcribing</b>		
<a href="#">Microsoft Stream</a> **	<ul style="list-style-type: none"> <li>Auto-captions videos stored in Stream</li> <li>Can download caption file to embed into another storage system</li> <li>Can record in Microsoft Team to save directly to Stream</li> <li>Can access via Microsoft 365</li> </ul>	<ul style="list-style-type: none"> <li>Must edit for accuracy</li> <li>Limitations to sharing permissions (may not be able to share external to UofSC)</li> </ul>
<a href="#">YouTube</a> **	<ul style="list-style-type: none"> <li>Auto-captions videos stored in YouTube</li> <li>Can upload transcript to improve accuracy and punctuation to create captioned</li> </ul>	<ul style="list-style-type: none"> <li>Must edit for accuracy</li> </ul>
<a href="#">Office of Distributed Learning</a> **	<ul style="list-style-type: none"> <li>Faculty work with ODL Staff who have a process and workflow for creating captions &amp; editing for faculty</li> </ul>	<ul style="list-style-type: none"> <li>Available for faculty with SDRC-registered students needing captioning accommodation (which is given priority)</li> <li>Only available for faculty creating videos for DL-Courses</li> <li>Must schedule in advance</li> <li>Must have time to review edited captions</li> </ul>
<a href="#">Dragon Naturally Speak</a>	<ul style="list-style-type: none"> <li>Used widely in healthcare and other industries; recognizes medical terminology</li> <li>Can use for voice to text</li> <li>Can upload audio file for transcript</li> </ul>	<ul style="list-style-type: none"> <li>Not free</li> <li>May require IT and legal permissions to download to university computer</li> <li>Not supported by DoIT</li> </ul>
<a href="#">Office Dictate</a>	<ul style="list-style-type: none"> <li>Voice to Text option included in PowerPoint, Word</li> <li>Free</li> <li>Voice dictation; don't type but talk</li> <li>Easy to use</li> </ul>	<ul style="list-style-type: none"> <li>The more you use it, the better it recognizes your voice</li> <li>Need to speak slower for accuracy</li> <li>Silence/pauses will turn off the feature</li> </ul>
<a href="#">Otter.ai</a>	<ul style="list-style-type: none"> <li>Really accurate transcriptions</li> <li>Used by Office of Distributed Learning for captioning/transcribing</li> </ul>	<ul style="list-style-type: none"> <li>Free account has limitations to quantity</li> <li>Paid account and tech not supported by DoIT</li> </ul>
<a href="#">Amara</a>	<ul style="list-style-type: none"> <li>Free, crowdsourced captioning</li> <li>Can link in a YouTube video</li> </ul>	<ul style="list-style-type: none"> <li>Manual captioning, time consuming</li> </ul>

\*\*Recommended options – the options indicated with an \* might provide the simplest and/or provide you the most support.