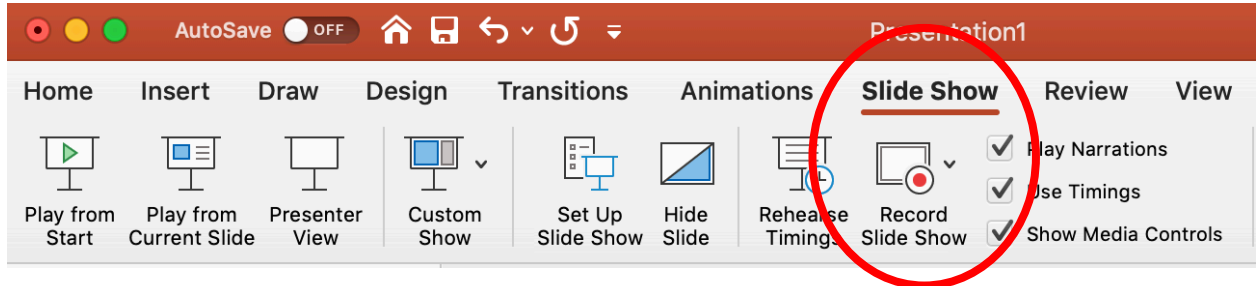


Option 1: Voice over using PowerPoint

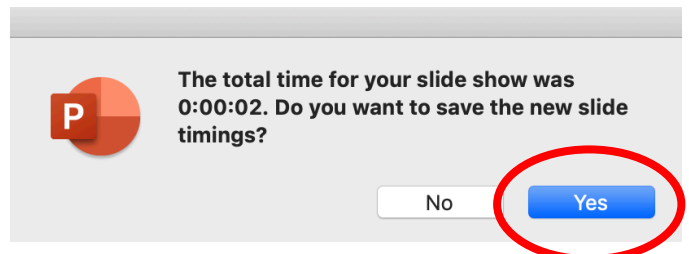
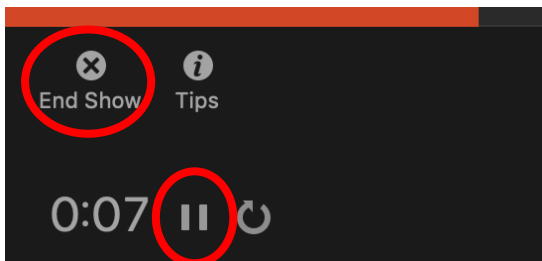
1. Open the PowerPoint presentation on your desktop
2. Click **Slide Show** (on the menu bar), then select **Record Slide Show**. Make sure to start recording from the first slide.



3. The recording will automatically begin or you may need to select **Start the Recording (R)** on top left hand corner (round red button). You have an option of **Pause** **||** and **Stop** **■**.

NOTE: Use forward arrows on the keyboard to move through the presentation. Test the audio after you record a couple of slides.

4. When you are finished, select End Show at the top left corner. Save the recording.

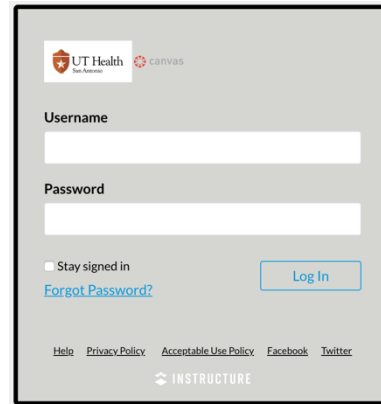


5. Save the file.
6. Upload it to Canvas using the instructions for uploading files to Canvas.

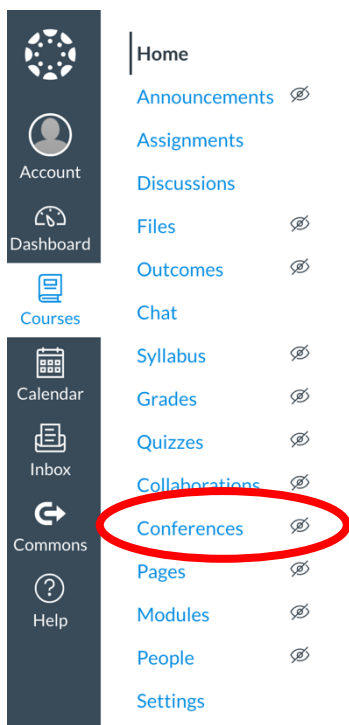
Option 2: Video Recording using Conference Tool in Canvas

You can record your lecture using Conference tool in Canvas. Use **Chrome Browser**.

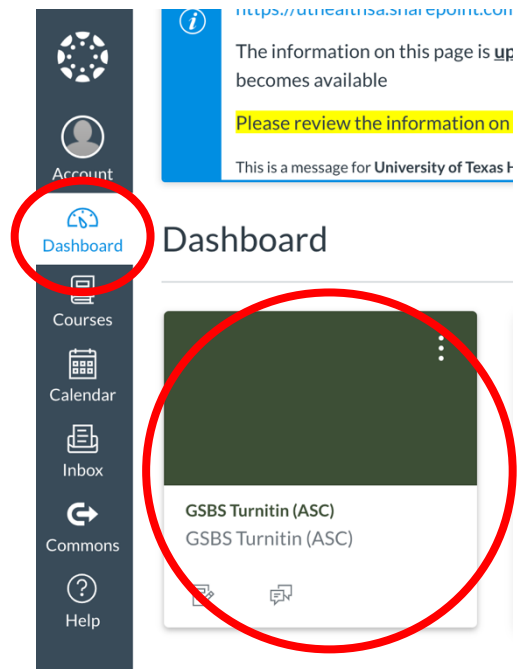
Log into Canvas using your UTHSA credentials:
<https://uthscsa.instructure.com/login/ldap>.



1. From Dashboards, select the course you would like to start a conference for.



2. Click on **Conferences** in the menu on the left side of the page.



3. Select the blue + **Conferences** button at the top of the page.

**It is recommended that you run a practice conference before starting a conference for your class.*



4. Enter a **Name** for the conference (type the lecture title). The type will be BigBlueButton. Choose the Duration of the conference or select **No Time Limit (for long-running conferences)**. Check **Enable recording for this conference**, this will record the conference and store it in Canvas for 2 weeks. Add a description for the conference. Uncheck **Invite All Course Members** if the conference is only for certain individuals. Leave it checked if the conference is for all enrolled students.

Edit "ENTER NAME HERE" ×

Name

Type

Duration minutes

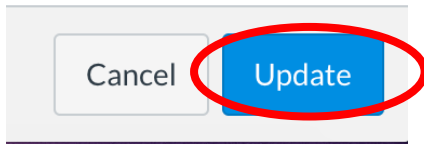
Options Enable recording for this conference
 No time limit (for long-running conferences)

Description

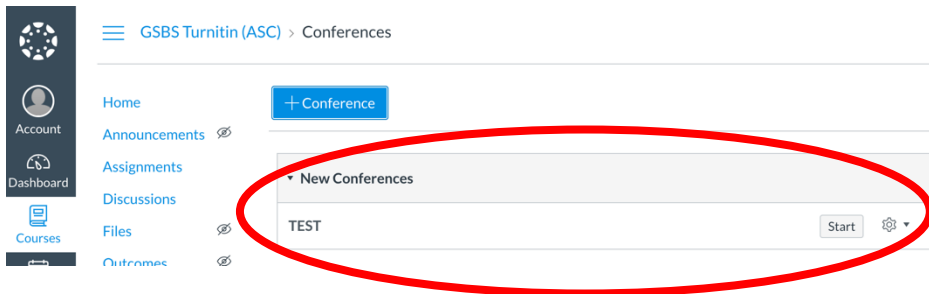
Members

Invite All Course Members
 Remove All Course Observer Members

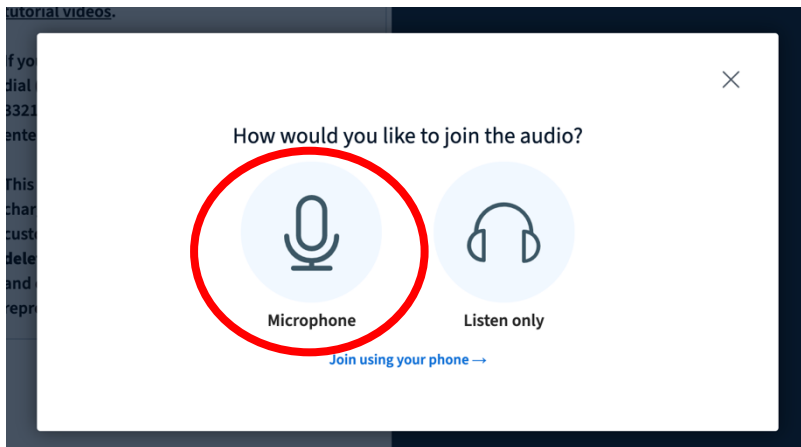
5. Click **Update** at the bottom of the window.



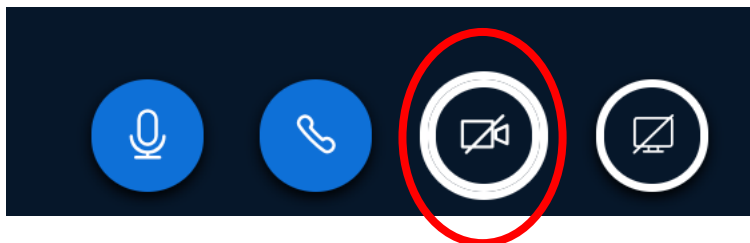
6. The New Conference will be listed at the top of the page.



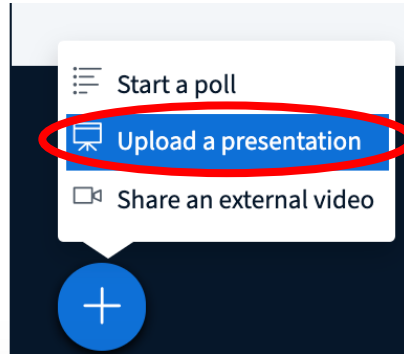
7. Click **Start** to begin the conference.
8. Select **Microphone** to enable your microphone.



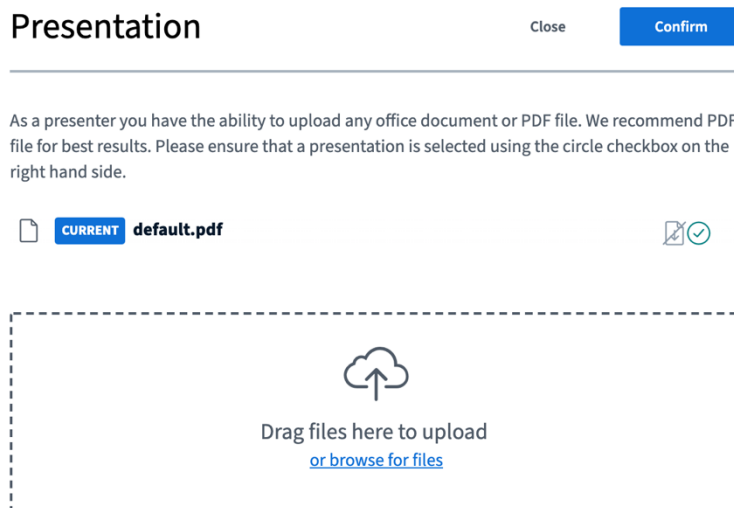
9. Select the Camera icon at the bottom of the screen to enable your camera if you choose to do so.



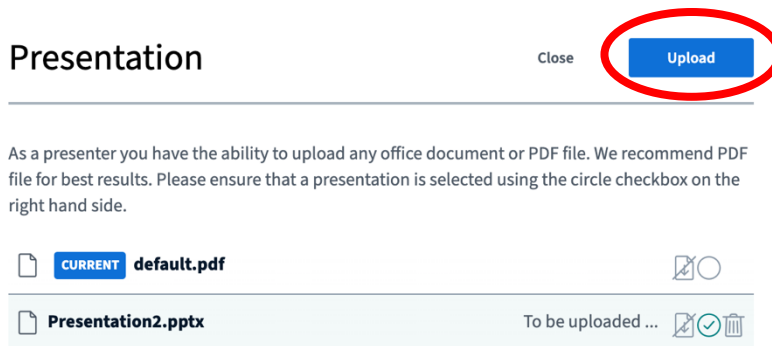
10. To add a PowerPoint to your conference, select the blue plus sign on the bottom left-hand corner of the screen. Select upload a Presentation.



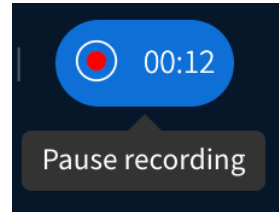
11. Drag a file or browse your files to select a PowerPoint to be added.



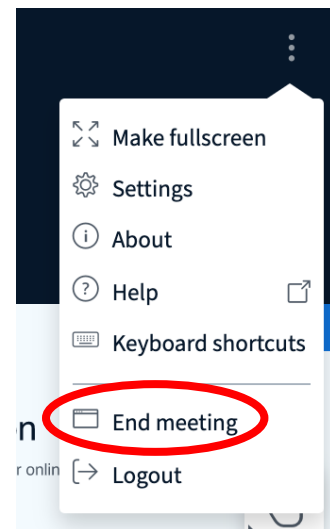
12. Select Upload at the top right of the screen.



13. Once the file has uploaded select confirm at the top right corner of the page. The file will then automatically open in the conference.
14. Click **Start recording** at the top of the screen. Select it again to pause and resume the recording. Use arrows at the bottom to move through slides.

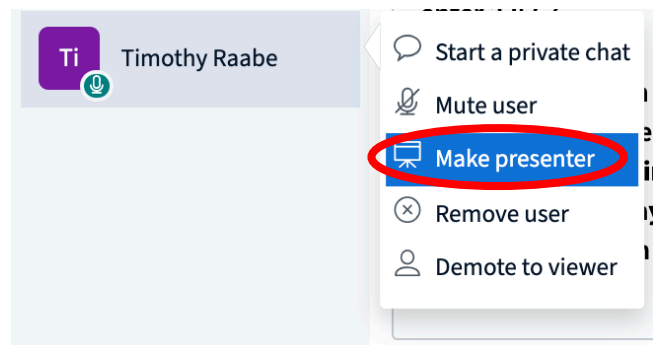


15. Click **End Meeting** using the three dot icon at the top right when you are done. The recording will be saved and appear on the Conference page under the title of the lecture you recorded. The link may take up to 30 mins to appear.



To switch presenters:

If students are presenting, the course instructor has the ability to switch the presenter. Select the students name on the left side of the screen. Select **Make presenter**.

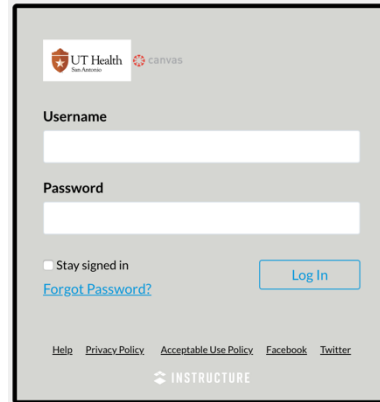


View this link for more helpful information on how to use the conference tool on Canvas:
<https://bigbluebutton.org/html5/>

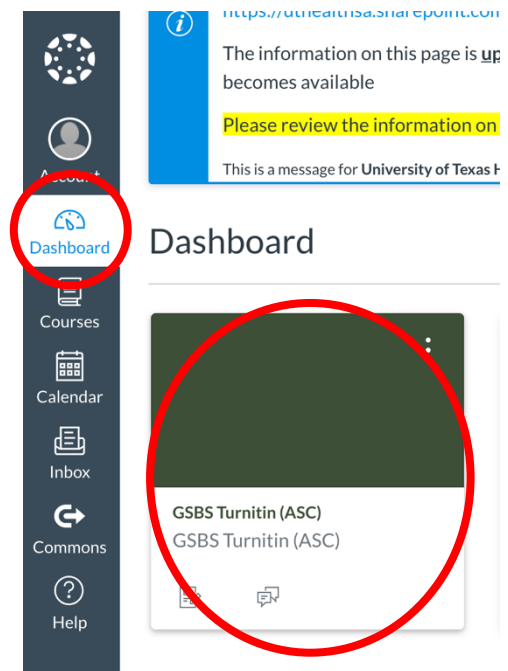
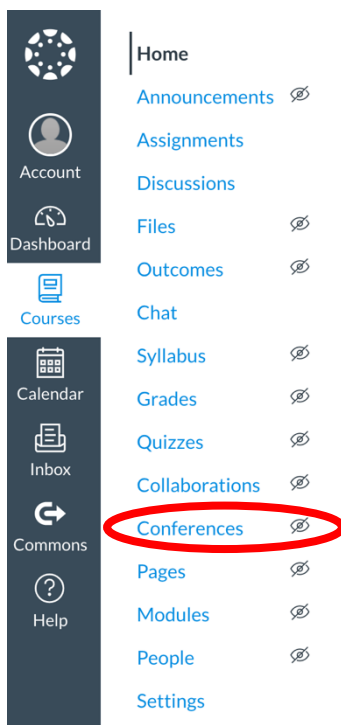
Option 3: Live Lectures using Conference Tool in Canvas

You can hold live office hours using **Conference** tool in Canvas.

Log into Canvas using your UTHSA credentials:
<https://uthscsa.instructure.com/login/ldap>.



1. From Dashboards, select the course you would like to start a conference for.



2. Click on **Conferences** in the menu on the left side of the page.

3. Select the blue + **Conferences** button at the top of the page.
**It is recommended that you run a practice conference before starting a conference for your class.*



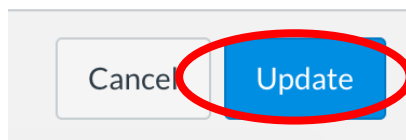
4. Enter a **Name** for the conference (type the lecture title). The type will be BigBlueButton. Choose the Duration of the conference or select **No Time Limit (for long-running conferences)**. Check **Enable recording for this conference**, this will record the conference and store it in Canvas for 2 weeks. Add a description for the conference. Check **Invite All Course Members** to invite all students to join the conferences.

A screenshot of the 'Edit "ENTER NAME HERE"' window. It contains the following fields:

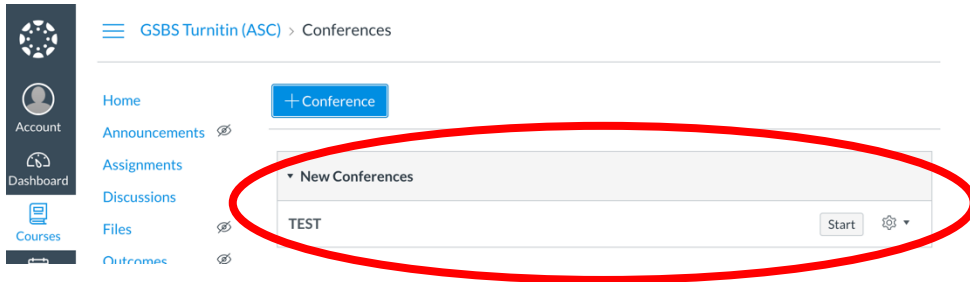
- Name: ENTER NAME HERE
- Type: BigBlueButton
- Duration: 60 minutes
- Options: Enable recording for this conference, No time limit (for long-running conferences)
- Description: (empty text area)
- Members: Invite All Course Members, Remove All Course Observer Members

The 'Enable recording for this conference' checkbox and the 'Invite All Course Members' checkbox are circled in red.

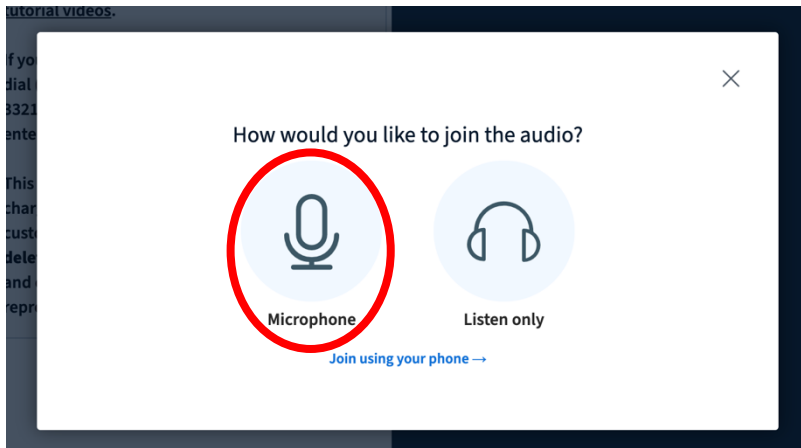
5. Click **Update** at the bottom of the window.



- The New Conference will be listed at the top of the page.



- Click **Start** to begin the conference.
- Select **Microphone** to enable your microphone.



- Select the Camera icon at the bottom of the screen to enable your camera if you choose to do so.

