

Options for Recording Live Class Sessions

UNC instructors record class sessions for a variety of reasons. For example, an increasing number of students report that they benefit academically from having access to recorded class sessions that they can go back and review. Others are unable to attend class due to illness or quarantine. This document focuses on options for recording *live* class sessions. Recording lectures independently outside a live classroom environment affords instructors with more control over the final product.

At UNC, there are two primary software options for recording a live class session, Zoom and Panopto. Both are pre-installed on computers in ITS-supported classrooms.

NOTE: This document assumes you are using an ITS-supported General Purpose Classroom. If you are teaching in a classroom supported by a school or department, contact that unit's IT support staff for more information about class recording options.

Issues to consider for live recordings:

Who is participating in the class session?

If your class sessions include students or guest speakers who are participating remotely, you will need to use Zoom to record the class session. Panopto does not support video conferencing, and Zoom and Panopto cannot be used together simultaneously. If you have no remote participants, you can use either Zoom or Panopto to record.

What do you need to capture?

Displayed lesson content (e.g., PPT slides, annotations) and a clear recording of your voice will be essential. Keep in mind that for in-person classes, you may be circulating throughout the classroom. A consistent audio signal will be critical to the success of the recording. In smaller classrooms, the microphone in the document camera may suffice. Larger rooms may support wireless clip-on and handheld mics. Finally, many classrooms are now equipped with ceiling microphones (designated as HyFlex classrooms). Learn more about the microphone options in your classroom through the Hotline's [Classroom Info page](#).

What about capturing student voices during class interactions (e.g., whole class discussion)? Again, if that's important to you, you will need to know what microphone options are supported in the classroom you are using. HyFlex classrooms are designed to capture student voices via ceiling mics without requiring use of handheld wireless microphones.

What about your own image and other video feeds? If your experience recording class sessions is limited to remote-only courses, you are probably accustomed to using the

video camera on your laptop or other computing device. For in-person classes, you may prefer to use the in-class computer. If you are moving about the classroom, your recording will not feature a sustained closeup image of your face. There are other camera options that can be utilized to capture alternative perspectives of the classroom ([see example](#)). The document camera can be used as a camera. UNC classrooms designated as HyFlex classrooms are outfitted with pan-tilt-zoom cameras that can be activated, adjusted, and included in your recording. If you plan to include more than two different video/content streams in your class recording, you will need to use Panopto to record your session.

How much time do you want to invest in set-up and editing class recordings?

Each instructor must decide how much time they have to devote to recording, editing, and sharing class videos. Some aspects of the process can be easily automated (e.g., [sharing recorded class sessions via Sakai](#)). Editing class recordings will be optional in most cases, but there may be cases when you need to. For example, you could edit out class segments where students are working together in small groups, but it's not necessary. On the other hand, you may want to edit out class segments where sensitive topics are being discussed because you want students to feel secure about being candid during the discussion. Fortunately, editing out segments of a class recording is straightforward in Panopto. Learn more about Panopto editing features at panopto.unc.edu. Note that pausing and resuming the recording is another way to omit certain segments of class without having to go back and edit them later.

If class recordings play a unique role in your course, you may want to put more time into editing them. Otherwise, you may want to take an approach that largely automates the process but provides students with a reasonable representation of the classroom experience.

What software should I use to record my class session?

IMPORTANT: *All class sessions you record in Zoom are automatically transferred to your University Panopto account.*

This is important because it allows UNC instructors to leverage the benefits of both video platforms. Most instructors use Zoom to record, and Panopto to store and edit.

Again, if remote participants are involved, you will need to use Zoom to record the class session. Otherwise, your choice may depend on other factors (e.g. ease of use, familiarity, number of different video sources you need to capture). For more information on the two products, see the product comparison below.

If you are not sure which software to use to record your class session, we are happy to discuss your options with you.

Consider printing out the appropriate quick reference guide to take with you to class the first few times you are setting up:

- Quick reference: [How to record an in-class session using Zoom](#)
- Quick reference: [How to record an in-class sessions using Panopto](#)

Zoom/Panopto Feature Comparison for Recording and Editing Class Sessions

Feature	Zoom	Panopto
Supports remote participants (e.g. students, guest speakers)	Yes	No
Ease of use	Easier	More difficult
Live captioning	Yes	No
Secured by UNC Single Sign-On	Yes	Yes
No. simultaneous video/content streams that can be captured	2	4 (1 primary, 3 secondary)
Live recording can be affected by poor internet	Yes	No
Direct integration with Sakai	No	Yes
Editing recordings	Limited	Yes
Viewer statistics	Limited	Yes
Captioning	Auto	Auto OR upload
In-video quizzes	No	Yes

Reminder: All Zoom recordings are automatically transferred to your University Panopto account, so you will have access to all post-capture Panopto editing features, regardless of which platform you use to record your class.

Bottom line

If you are already comfortable using Zoom to record class sessions and it captures everything you need, we suggest you continue using Zoom to record sessions and use Panopto to do any desired editing.

If you plan to record class sessions, we encourage you to [schedule a consultation](#) with ITS Classroom Hotline staff to familiarize yourself with your classroom's technology before the semester begins. Again, microphone and camera options vary depending on the classroom.

Once you have configured your classroom for recording, be sure and get some feedback from students early in the semester and make any necessary adjustments.

As always, [ITS Classroom Hotline](#) staff are available to work with you.