Lecture Capture Tips

Goals

- Know the goal for your video.
  - Is it a recording of your full lecture for students who were absent and/or for students who were present but want to review your in-class lecture?
  - Is it for a flipped classroom exercise to fuel in-class discussion?
  - Is it review material in preparation for an assessment?
  - Is it directions for an assignment?

Audience

- Consider who your audience is and tailor your finished video to them.
  - Young folks today have shorter attention spans. Plan your video accordingly.
  - Because of the average attention span of an adult is 20 minutes, it is recommended that you try to keep your video / audio to minimum 10 – 15 minutes. Try to break long lectures up into modules. You can achieve this by segmenting the lecture / topic out. Your audience will be able to retain more, and be able to access certain sections of the lecture quicker. This also will help with video load time, when your audience accesses the video.

Layouts

- Determine in advance what is most important for the viewer to see:
  - Graphics (such as PowerPoint slides) with your voice narrating
  - You on camera lecturing
  - Both; you on camera with graphics as well (side-by-side or PIP)
- If your layout needs to change in the middle of the lecture such as going from you on camera to PowerPoint slides, practice making that move a few times before actually recording.
- Write a script or least an outline of the lecture. This will help you to stay focused and you can refer back to it when recording.

Visuals

- Lighting: if you are on camera, are you reasonably well-lit?
- Dress for the occasion. Avoid wearing busy patterns, reflective items, or neon colors (i.e. reds) that may interfere with the quality of the video.
- Is there anything in the background that would be distracting to the viewer?
- Are you framed in properly? Is the camera zoomed in too much? Zoomed out too much?
- While using graphics, like PowerPoint, is it loaded and ready to play?

Audio

- If using a wireless microphone, is it in the proper location---as close to your mouth as possible?
- Is the wireless mic turned on and unmuted?
- If you are playing back audio clips, are they loaded and ready?

Recording

- Before recording, make sure that you turn off all cell phones, and there are no disturbances around.
- Rehearse and practice from a script or outline before you press the “Record” button. Once you feel comfortable, do a test recording and play it back. This will allow you to test for content, video and audio quality.
- Did you press the “Record” button?
- If you make an error, forget what to say, lose your place, keep recording and repeat the portion that didn’t work---you can fix it with editing after the recording process.
- Try to avoid unnecessary body movement, shifting or fidgeting. This can be a distraction to your viewer, and the points of topic can easily be missed.
- Did you press the “Stop” button when you finished your lecture?

Bonus Tip!

If doing a simple slide show, consider making a PowerPoint, recording your narration directly in PowerPoint with you own microphone at your own computer, and exporting it as an MPEG 4 Video (yes, PowerPoint can do that easy-peasy). Then upload it to Ensemble.

Need more help? Contact the ITS Service Desk.