

What about... A/V support?

Topic Summary

Although lecture capture is an easy-to-use tool which does not require extensive training before it can be used, staff generally do need some level of technical support when making recordings. This takes the form of both 'behind-the-scenes' support (e.g. hardware upkeep) and more direct guidance (e.g. hands-on training). This document details some guidelines on how A/V technicians might best support lecture recording in teaching spaces.

Resource Summary

Topic: A/V support for staff

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Target audience: Managers, A/V technicians, Estates, Schools

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Comment:

Things to Consider

- Why lecture recording is useful or important
- How the software or hardware works
- How lecturers use the room
- What is best practice for academics being recorded
- What to do or who to contact if it isn't working
- Checking procedure (daily)
- Protocols on updating on technology, implementation

Practical Suggestions

- Daily check on batteries, connections, etc.
- Contact details for emergency support
- Hands-on training
- Guidance for staff on recordable area (i.e. tape markings on floor), use of the microphones
- Video guidelines (i.e. laminated document)
- Protocols for updating on information regarding lecture capture from IT Services / Learning Spaces

Resources

ELTAC document: Preparing for your session?

ELTAC document: What About... delivery tips?

ELTAC document: Community Experiences - Support needs when adopting lecture capture

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