

What about... preparing for your session?

Topic Summary

We've come up with a short checklist of things to keep in mind when planning to do a recorded lecture using a room installation system.

Doing a trial run of the technology is a useful step which helps you familiarize yourself with the recordings and equipment, get comfortable being recorded, and see what the video will turn out like. It is best to do this in the room where you intend to capture your lectures.

Resource Summary

Topic: Preparing for recording

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Comment:

Things to Consider

In Advance

- Do you need to book the room as well as the recording?
- Have you done a trial run of using the technology to see what it is like?
- Do you know which parts of your media will be captured?
- Is there someone you can contact if something goes wrong?
- Have you decided whether to make the recordings available to students immediately?
- Do your students know where to find the recordings?

On The Day

- Do you know the mic and camera ranges?
- Is the mic turned fully on?
- Have you informed your students that the lecture is being recorded?

Practical Suggestions

Most complications with the technology involve problems with the microphone or camera. This is mainly an issue with radio mics, which sometimes have a 'soft' on setting (in which the light is on but no audio goes through) in addition to the normal on and off settings- the 'soft' on is not captured. If you are using the lectern mic, stay close to the lectern (this can actually be very hard to remember in the middle of a lecture). Camera ranges vary by room, if that installation is even using a camera. Sometimes the camera's recordable area is marked on the floor. Some installations have a visual feedback system where lecturers can change the camera and see the feed of themselves on a lectern monitor.

Most of the time students will not be captured on the video or audio. However, latecomers may cross in front of the camera, or a lecturer with a radio mic who has moved next to a student may catch their voice. It is fair to warn students of the recording in case they want to move elsewhere in the room, etc. Generally a verbal notice or a PowerPoint slide will be suitable.

Resources

ELTAC slide: Notice for Students- This Lecture is Being Recorded
ELTAC document: Echo³⁶⁰ Rooms Package (Coventry University)

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