

# Best Practice to Lecture Capture in the Classroom

## Plan & Setup

- ◆ Do a quick test recording to ensure audio and video are captured and of acceptable quality.
- ◆ Remove desktop screen clutter and close all unnecessary applications. Turn off meeting reminders and email notifications while recording.
- ◆ Reiterate questions from the audience so that it is captured in the recording.
- ◆ To capture hand illustrations etc, use a visualiser or tablet instead of the whiteboard.
- ◆ If you are a dynamic lecturer and like to move about during your presentation, ensure that you use a lapel or clip-on microphone to capture the audio.

## Edit

- ◆ Edit your recording to improve production quality and reduce the file size.
- ◆ Playback your recording with headphones to help isolate the audio.
- ◆ Use special effects sparingly. Effect should be used as an aid to capture viewer attention to important detail.
- ◆ Divide lecture recording into logical topic chunks or points of learner activity. Aim to average 6 minutes for each recording.
- ◆ Avoid over-editing to eliminate all mistakes. Humanise the viewing experience.

## Review & Publish

- ◆ Ask a colleague to briefly review your video before making it available to students.
- ◆ Allow learners control over their learning by providing navigation options.
- ◆ Ensure all content added has appropriate copyright permissions and are acknowledged.
- ◆ Retain the original video recording file and edited project file. This provides the option to edit at the highest possible quality and export in different formats as needed.