Central Pool Classroom Lecture Recording Suggested Best Practices:

PRIOR TO CLASS:

- Before your first classroom recording, please meet with your Local Support Provider (LSP) and review the operation of the AV System.
- Classroom recording is an automated process and will begin at the time scheduled. Early arrival to the classroom will help to ensure that you are ready to begin at the appointed time.
- Remove sound producing accessories from your person, such as chains, bracelets, and necklaces.
- Microphones:
  - Make sure that your microphone is on and not muted.
  - Position the lapel microphone for optimal audio quality.
  - Be aware of the field of reception on podium microphones.
- Make sure all audio and visual sources you intend on using for your lecture are on and operational, including the installed computer(s), the DVD/BluRay player, and the document camera as necessary.
  - Make sure that you know how to connect your laptop. Before your class, contact your LSP for assistance if necessary.
  - If your laptop requires a video adapter to connect to the AV System, please bring that adapter with you, as Classroom Technology Services does not provide them.
  - Please note that selecting a source that is powered down will have a negative result.
- Queue up your presentations before the lecture begins for smooth transitions.

DURING CLASS:

- Remind the students that the lecture is being recorded. At the beginning of each class session, advise students to remain quiet, keep doors closed, and avoid unnecessary interruptions and distractions.
- Keep in mind that the recording will typically be posted in its unedited form on Canvas. Personal conversations should be held outside of the room and/or away from the microphone(s). Personal or private data should not be opened or viewed when using the desktop computer in the classroom or any laptop connected to the AV system. (Note: If video mute is selected for the projection system, this does not prevent a video source from being recorded.)
- Remember that you are recording:
  - Maintain volume of voice and distance from microphone.
  - Once you have placed the lapel microphone, do not remove it in the middle of the lecture.
  - Keep your hands off of the lapel microphone and the podium microphone during recordings.
  - Vary your speaking tone to avoid monotonous voiceover.
  - Do not over-enunciate your “B”s and “P”s as it may result in a popping sound in the recording.
• If students ask questions during a session, repeat the question before answering it. The microphones available are incapable of capturing audio produced by the audience.
• Since there are no cameras in the classroom, please be sure to use the annotator instead of the chalkboard, and use the annotator cursor to direct attention instead of a laser pointer.
• Hand movements and gestures will not be recorded.
• What you write on the chalkboard will not be recorded.
• Indications made with a laser pointer will not be recorded.
• Make sure to provide information to your students about how to access the course recordings.

AT THE END OF/AFTER EACH CLASS

• End class on time.
  • Classroom recording is an automated process and recording will automatically stop once the designated time requested has been reached.
  • A class whose instructor has also requested recording services may be waiting to begin after yours, so please practice common courtesy and do not use the ten minutes between class sessions as your own.
• Review your recordings yourself. See what works and what does not and remember... practice makes perfect.