Tips for Recording Video

Description: Video recordings can be streamed from YouTube and linked in Moodle for viewing.

Best Practices for Pre-Recorded Videos

- Limit video recordings to 6-8 minutes
- Segment lengthy topics sub-points to record separately
- Write a script or outline for prepared content
- Determine key points; deliver them concisely
- Extend longevity for lecture content intended for reuse by avoiding: references to current events, dates, page numbers, the weather, etc.

Best Practices for Live Stream and In-Class Lecture Capture

- Be intentional about addressing both audiences - the face-to-face students and the students joining by live stream
- Look at the camera regularly to engage your remote students
- Plan how you will Include remote students in class activities and discussion
- Frame yourself in the camera so that your remote students can see (at a minimum) your face and shoulders
- When there is a class discussion turn the camera so that it streams the face-to-face students
- Do all you can to get good audio quality of yourself and the in-class students
- Share slides, documents and/or your screen through Zoom
- Project the Zoom screen in the classroom so that the face-to-face students can see the remote students
- Strive to treat your remote students and face-to-face students as equal members of the learning community

Examples of Use:

- Course lecture content
- Guest speakers
- Interviews
- Discussions
- Demonstrations
- Weekly communication
- Summaries of forums, assignments, blog posts, wikis, etc.
- Video contributions to assignments or forums by students
- Live stream and in-class lecture capture

Apps and Equipment

- Cameras
  - Canon video camera available for checkout from the BU Library
  - Camera apps on smartphones
  - Webcam
- For webcam recordings
  - Windows Camera App
  - Quicktime (Mac)
  - Zoom
  - Webcam and VLC for in-class recording
  - See Tips for Recording Audio for suggested microphones
- Editing
  - Windows Video Editor (PC)
    - Video on how to use the tool
  - iMovie (Mac and iOS)

Locations:

- For pre-recorded slide presentations, audio and video faculty may reserve the Voice Over Booth (ANC265) using this calendar link. It is equipped with a PC, webcam and lighting.
- For live stream and in-class lecture capture faculty can use the Webcam and VLC on the classroom instructor workstation.

Setting

- Ensure that the place you are shooting will remain quiet
- Avoid settings that easily echo
- Static backgrounds make cuts between clips less distracting
- Keep the background simple so viewers are not distracted from the subject

Lighting

- When recording videos of people, softer light sources are generally best
- Large light sources create softer light
- Windows are prone to vary in intensity due to cloud and sun movement, so avoid using them as a light source unless you are confident that the light will remain steady throughout your recording session
- Don't use different color temperatures to light the same subject (e.g., using a tungsten bulb with daylight)
- Never position light sources lower than the subject's face

Video

- Position camera at or slightly lower than the subject's eye level
- Placing the camera closer to the subject will make the video seem less formal. However, if the camera is too close, the subject's face may appear distorted
- Allow for a couple seconds of silence between clips you may be editing together

Sound

- Place microphone as close to the subject as possible, but at least a few inches away from their mouth
- Even light wind can negatively affect sound quality
- Microphone windscreens can help block out wind interference
- An audio recorder or smartphone may be used instead of a wireless microphone if the camera has no external microphone jack. However, this method requires syncing the audio with the video in an editing program
- Make sure audio quality and levels are good by recording a quick test and listening back to it
- Drink water before recording to avoid mouth noises
- Silence all devices
- See Tips for Recording Audio for more ideas, especially for webcam recordings

Tips for Recording From Home:

- Find a quiet room to record in
- Record during a quiet time of the day or night
- Avoid other voices, traffic noises, barking dogs, kitchen noises, etc.
- Mute phones and other devices with alarms or audible signals
- Select a room that has a significant amount of "softness" which will reduce echos. This includes items like:
    - carpeting
    - drapes
    - furniture upholstered with fabric
    - bedding
    - clothing
    - pillows

How To Do It Yourself - Pre-Recorded Videos:

Step One:

- Decide what it is you are going to record
- Develop a script, outline or interview questions
- Practice your presentation
- Share interview questions with your interviewee and ask them to prepare their response
- Schedule the location and time of the recording session
- Record your content

Step Two:

- Edit your footage as needed

Step Three

For Pre-Recorded Video

- Upload your finished video file (.mp4, .mov) to Youtube. (YouTube upload tutorial)
- Once in YouTube, copy the URL or embed code and add it in Moodle using the URL resource, embedding it in a Moodle page, or by linking it in a text box

How To Do It Yourself - Live Stream and In-Class Lecture Capture

- Live stream and record using Zoom
- Stream the recording from Zoom in Moodle