Video recording

in a nutshell

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For educational clarity.

Recording from anywhere

Camera

You'll need a camera, HD or Full HD, preferably not SD. (Ultra HD is overkill and not needed) For example: the built in FaceTime camera on current Macs is HD and works fine.

Do a short test recording. Did you capture the correct video sources? Can you see yourself and your presentation? Is the presentation the primary screen?

You should answer, "yes" to all of the above.

Mic

You'll need a decent microphone that can capture sound without distracting levels of hum. And you'll need to control for distracting sound: fluorescent light buzz, AC, refrigeration hum, employees, children, guests, animals, spouse, etc. Mono is fine (stereo isn't needed).

Do a short test recording and listen to the playback without adjusting your speakers from their normal volume level. How does it sound? Be sure it works before recording an hour-long presentation!

Capturing with Panopto

Navigate to Panopto through LEO. Follow the instructions in in the document: *Setting up Panopto*.

Chunk it up. An hour video presentation is hard to watch unless it's an amazing cinematic spectacle. Three 20-minute topical presentations or even twelve 5-minute presentations will be easier for you to record and for students to ingest.

Foster engagement by creating assessments that can be embedded into the video using Panopto's quiz features. Learn more about this in the document: *Setting up Panopto.*

Foster participation, by asking your students to pause and solve problems or do tasks and then to continue. This technique in video works especially well when you know the answer in advance, but it seems like you wouldn't.

Eye contact & delivery

Look directly into the camera: not at the computer screen, not at yourself on the preview monitor, not your notes or your slides—try to view those in your peripheral vision.

Just like in a live presentation keep your head up, use confident posture and look straight at your audience (the camera lens) as much as possible.

Having the camera at your eye level, so you look straight or slightly up into the camera. If you need to—place your computer up on a stack of books. Don't force students to look up your nose for an hour.

Standing is best. If you sit, sit forward on the edge of your seat with a straight back (don't slouch).

Presentation counts; be warm, confident, animated and expressive. Dress professionally—as you represent OSU, CHS, the COM, and your profession. Keep your wardrobe simple; avoid busy prints or pinstripes—as they do weird things to the camera.

If you talk with your hands, hold them up (unnaturally) close to your face, so your gestures will be in the camera's field of view.

Speak up, speak clearly, enunciate, modulate your volume, pacing and tone as appropriate based on your content, don't be a monotone drone.

Slide design

Use a well-designed template that creates a cohesive backdrop for visuals. This includes:

a. Soliciting design help/review from OED.
b. Keep it simple: slides are like billboards, most people are done with them in under eight seconds, so keep moving.
c. Words on a slide should be minimal, legible, and spell-checked. Reference your slides but **never** read them aloud—your students can read.
d. Foster interaction: build it, layer it, draw it, animate it, discuss it—plan for assessment questions in Panopto.

For additional slide tips see the document: *PowerPoint Tips*

Framing & Environment

Frame the camera to film your head neck and shoulders, you should be able to hold two fingers over your head.

Good: Even lighting. Nice framing around head and shoulders. Smiling. Clean background.

Give yourself space by moving your chair back from the camera. But, also keep your chair away from the wall behind you. If you're too close—your camera will distort your face. And, if you're sitting against the wall—you'll appear confined and likely have weird shadows behind you.

Have **plenty** of even diffuse lighting. Overhead lights often create weird shadows on your face. Using a combination of natural light and room lights usually produce the best results. Sit facing, or at an angle to, a window. **Never** have a window or lamp behind you.

Be mindful of your background. Something clean is better than something busy and distracting. Students should be judging your content, not your décor or book collection.

Examples

Left—Bad: Framing is too high cutting off shoulders. Instructor is too close to the wall. Busy background with weird shadows. Looking down at notes instead of at students (camera).

Right—Almost: Nice lighting and clean background. But, too close to camera, distorted face, unflattering view. Looking at screen content instead of students (camera).

Left—Almost: Smiling. Good eye contact. Too close to camera. Busy background. Harsh side light.
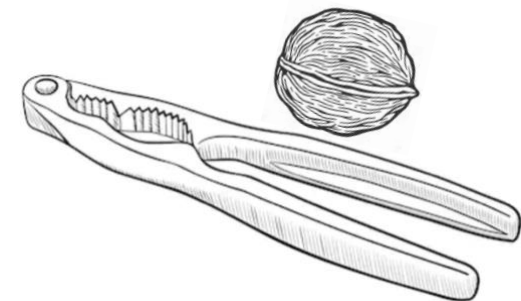
Right: Bad. Distracting décor. Rear light ruins exposure.

Left—Almost: Even lighting and clean background is good. But framing is too low cutting off head. Looking at self on screen instead of at students (camera).

Right— Bad: Poor framing, instructor too far away and small. Harsh side lighting and weird background.

Video recording *FAQ*:

For educational clarity.

Do I need to record a video? Slides with only a voice over recorded in PowerPoint can get the job done. But this is not the best solution for a variety of reasons. In brief, student engagement, progress & completion tracking, file & data management, consistent delivery and accessibility are all addressed better with videos played from Panopto.

Where do I record a video?
You have three options using Panopto:
    1. in the OED video **studio**
    2. in a **classroom**
    3. **anywhere** on your own device

![Panopto logo]

Why should I use Panopto? Panopto is specifically designed for capturing multiple inputs simultaneously—both you and your presentation.

Panopto also provides rudimentary editing tools, to remove unwanted sections. Also, quiz questions can be added that pause the video until students respond. **Results and viewership are tracked.** Scores can be downloaded and imported into LEO.

Panopto will automatically place the video files into your Panopto account. And, Panopto is already linked to LEO—so when the appropriate time comes, you can easily move your files into the correct Panopto course directory, thus making them "live" and accessible to students from LEO.

How do I use Panopto to record?

1. In the OED **studio**: an OED staff member will be present to assist you with the equipment and Panopto.

Schedule a video studio appointment here.

2. In a **classroom**: You can schedule a time with OED to record in any classroom and present your slides—teaching to an empty room, and OED will have the class camera set up to record your presentation automatically.

Schedule a class recording and consultation with OED.

3. From **anywhere**: login to LEO. Use the Panopto link at the bottom of the LEO site. Once in Panopto "Create" a new recording session in your "My Folder".*

*There are more detailed instructions available in the document: Setting up Panopto

What's the difference between recording in the studio, in a classroom, or at home?

1. **Recording in the OED video studio:** All the gear is there. The camera is set up. Lighting is set up and balanced. The mic is set up and the sound environment is controlled and recorded with a quality microphone.

The OED video studio is a hassle-free way to get a quality output, you just have to schedule a slot and show up.

> *Of course, the studio isn't magic—a presentation recorded in the studio, may still be poor, if poorly orated and accompanied by busy, illegible slides.*

Schedule a video studio appointment [here](#).

2. **Recording in a classroom:** If you've taught before, this is exactly how you've always recorded and taught, except the room will be empty. You can bodily interact with content on the projector screen, point, wave your arms, pace around, make faces, do a dance, whatever you want. You'll need to wear the classroom lavalier microphone and the cameras will capture you and your slides—easy!

Schedule a class recording and consultation with [OED](#).

3. **Recording from anywhere:** Recordings from anywhere are convenient as you are free to do it any time.

You will need to have a decent camera, mic and a controlled environment—without distracting background activity, noise or décor.

And you'll need some method of capturing your presentation: we recommend installing Panopto. If you're using an OSU issued device, you'll need to contact IT for installation permissions, [here](#) or at 918-561-1800.

What's the video studio like? The video studio is an office converted to a recording space. Be prepared with your notes/script, slides, props, etc. Bring your presentation (notes/script, slides) on a thumb drive.

You can record against a grey or white background. Wear clothes that would provide contrast from those colors, but avoid busy patterns. Dress professionally, yet comfortably—you represent OSU, but the room may get a tad stuffy.

Camera, lights, and microphone are all set up in front of a desk, computer and chair.

Can I use Zoom to make my recordings? Maybe. Zoom would be appropriate for capturing synchronous student sessions as a means of absentee make-up for Q&A, clinical discussions, etc. The Zoom video would still need to be uploaded to Panopto in a sub-folder separating it from lecture content. Asynchronous lecture content should be recorded in Panopto.

Can I use _____ to make my presentation? Maybe. We are striving for consistency; both for the user experience and educational delivery. We would like faculty, staff and students to have fewer kinds of software and files to wrangle and manage. We would like to track student engagement and completion in one place for ease of reporting. We need technology that is ADA compliant, HEPA compliant and protects intellectual property. The Panopto-LEO combination is our recommended solution.

There are always exceptions, and you can reach out to OED about your specific educational objectives and the software you need.

I don't want to record myself—do I need to be in the video? Yes. It is the preference of the OSU administration that we make every effort to connect personally with students—if you were teaching synchronously in a classroom, students would see your face. You are strongly encouraged to record yourself and your presentation.

Is there anything else I need to know? I'm glad you asked. Check out these additional resources:

Learn how to reach adult learners remotely

PowerPoint slide creation tips

Learn how to set-up and record with Panopto

Learn more about embedded quizzes in Panopto

Learn more about Panopto and video editing

Learn Zoom Basics

Learn Zoom's Advanced Features

CenterNet OED Faculty resources

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