

Best Practices for Creating Quality Classroom Recordings

Here's a list of best practices for creating high quality recordings during a live class meeting in one of Western New England University's classrooms.

1. Learn how to use Echo360.

Visit the Echo360 support page at <http://www.wne.edu/information-technology/teaching-learning/echo360.cfm> and schedule a training session with Suzanne.Orlando.wne.edu (782-1765) or Steven.Narmontas@wne.edu (782-1778). They will walk you through the recording process, direct you to online documentation specifically related to your teaching situation, and can work with you in a classroom with an identical setup to the one you'll be recording in.

2. Never skip these pre-recording steps:

- a. Make sure the microphone is working by checking the voice level meter.
- b. Make sure the option to record your screen is selected, and that the preview/monitor confirms the video signal is present.
- c. Set the desired quality of the recording ("Highest" is recommended).
- d. Set the length of the recording to exceed the length of your class.

These steps are fully explained at:

- (Capture Appliances) <http://www1.wne.edu/information-technology/teaching-learning/doc/echo360/Echo360AdHocCapture.pdf>
- (Classroom Capture Software) <http://www1.wne.edu/information-technology/teaching-learning/echo360-ccap.pdf>

3. Remind your students the class is being recorded.

Start each recording with a statement like "Please remember that these classes are being recorded", and include a similar statement in your course syllabus.

4. Maintain the level of your voice.

The classrooms either have one or two ceiling-hung microphones, or a single desktop microphone. Desktop microphones require you to stay at the desk. The ceiling mics allow you to roam about a bit more, at the expense of picking up background noise. In either case, familiarize yourself with the location of the microphone(s) in your classroom and use test recordings to learn where you should stand and how loudly you must speak for a good recording.

5. Repeat student questions before answering them.

Generally, the microphones cannot capture voices from the audience.

6. Hold personal conversations away from the microphone(s) and do not view personal or private info on the PC screen while recording.

If you forget to do this, it's possible to edit out segments of a recording. Contact Suzanne or Steve for assistance.

7. Be aware of what your audience can't see.

It's easy to forget that viewers can't see you point to a PowerPoint slide displayed on the projector screen, or your handwriting on the board. You can write on paper under the document camera, which can be recorded, instead of writing on the board.

8. Divide long sessions into several recordings.

Instead of a single three-hour recording, create several recordings with meaningful names like "Homework Review" or "Part 1 of 3".

9. Review your recordings after they are published.

You don't need to watch the entire video, but you should at least use the play bar to skim through the video to sample sections. Do your recordings reflect the best practices listed above? Should sections be cut out? How would you rate the quality of your recordings? What can you improve?

RESOURCES

Call the Office of Information Technology (OIT) Service Desk at 796-2200 if you need immediate assistance for any classroom technology.

Echo360 is supported by OIT's Educational Technology and Training group who can be reached at edtech@wne.edu or 782-1778. The group maintains an Echo360 information page at <http://www.wne.edu/information-technology/teaching-learning/echo360.cfm>