



Tips for Audio and Video Recording

When recording a teaching session, please consider the following points, which will ensure the recording is an effective resource for students.

Audio:

- If using a fixed microphone, be sure to stay within range of the microphone when speaking. If it is necessary to turn away (for example to write on the board) stop speaking and resume when facing the microphone again.
- A wireless lapel microphone should be used instead of a fixed microphone if necessary, for example if movement is expected to accommodate board work/moving around the room.
 - place the lapel microphone approximately 15-20 cm below your chin
 - ensure a clear path to the microphone (e.g. no scarves covering the mic)
- In large spaces echo can be a problem. To overcome it don't stand too close to the sound system speakers.
- Repeat questions from the audience before answering as they might not be picked up clearly in the recording.
- Describe visual information containing core learning material. This is especially important for audio-only recordings but will help people with visual impairments in all cases.
- Use the slide numbers during the lecture (ie "here on slide 6...") to make it easier to follow any accompanying slides on audio-only recordings.

Video:

- Face towards the audience and the camera whenever possible, especially for important points. Looking at the camera will make the experience more engaging for students.
- Stay within the camera frame.
- Adjust the lighting to remove glare from overhead lights.
- Maximise the visibility of handwritten notes and drawings and be conscious of size and readability. Is the text readable from camera distance? On a whiteboard use fully inked markers in high contrast colours such as black or dark blue. On a blackboard press firmly so chalk leaves a solid white image
- Consider using a dedicated camera for capturing your whiteboard / chalkboard text and images clearly.
- Consider the background and the image that will appear on screen. Complex patterns or high contrast colours on walls, furniture and even clothing might cause clarity issues for the camera. Muted, solid colours work most effectively.