

An Instructor's guide to making the most of lecture recording

Introduction to this guide

Media Hopper Replay, The University of Edinburgh's new lecture recording service has been rolled out to 114 core teaching spaces around the University as part of a three-year programme to equip 300 rooms, allowing students to access their recorded lectures through the University's virtual learning environments (Learn and Moodle).

This guide has been designed to provide Instructors with 8 simple tips to help you make the most of your lecture recordings.

1. Consider your clothing

Give careful thought to your choice of clothing for your lecture. Choose clothing with solid colours, avoiding pinstripes and patterns where possible as these can judder when footage is viewed, especially on small devices.



wearing a lapel microphone will ensure that what you are saying will be recorded as part of the video. The lapel microphone can be found in the charging cradle on the desk at the front of the room.



Here are some useful microphone tips to get you started:

2. Inform students of recording

It's important that you make your students aware at the beginning of each lecture that it is being recorded.

Due to the location of the cameras, audience members won't necessarily appear in recordings, however, those who are located on the front rows or those who demonstrate or participate in an activity at the front of the class may appear in the recording. Ensure audience members are comfortable with this by informing them early on in the lecture.

3. Love the microphone

As most lecturers move around the room in order to engage and interact with their audience,

1. Always use the microphone – it is an essential part of the recording process and required to capture your voice.
2. Ensure it is securely clipped onto your clothing (chest area), pointing towards your mouth, and that it is switched on.
3. Don't hold the microphone or speak directly into it.
4. Return securely to the cradle when you are finished so that it can be charged and used by the next presenter.

If a lapel microphone is not available, you can use the hand-held microphone instead.

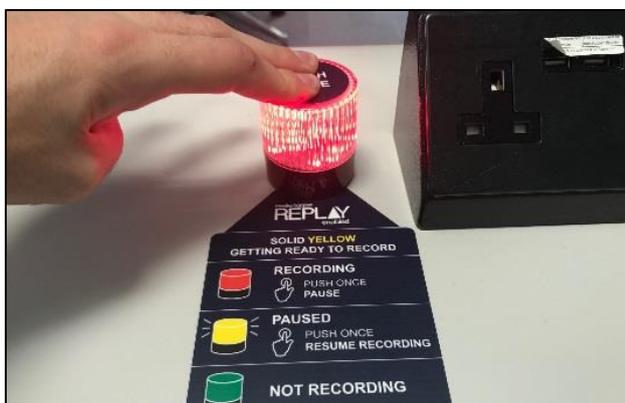
4. Use media content correctly

If you are using content created by someone else (e.g. images, videos or music), it's important to ensure that you have used it correctly in line with the terms of the licence they have applied to it. If you are looking for completely free to use (without attribution) media content, try Pixabay.com. Information on copyright can be found on the Creative Commons website: www.creativecommons.org.



5. You're in control

Although the lecture is being recorded, there may be certain sections which you don't wish to record. You can always pause your recording momentarily, and resume when you're ready to go again by gently pressing on the recording light located on the teaching desk.



Being able to pause recordings can be very useful for short group discussions which you may not wish to be included as part of the main lecture recording.

6. Repeat any questions

Repeat any questions you are asked before answering them. This will ensure that they are recorded as part of the video. Even if a roaming microphone is being used by audience members to ask questions, it's good practice to repeat questions or suggestions for all to hear.

Repeating questions will also help to contextualise your answers for those watching the recorded lecture.

7. Chalkboards, whiteboards and document cameras

It's likely that at some point you are going to show your audience content via the whiteboard, chalkboard or via the document camera.



Where possible, use the document cameras to ensure what you are writing is being recorded. As long as it's visible on the projector screen, your students will see it when reviewing the recording.

8. Review your recordings

Reviewing your own recorded lectures can be a very useful way to reflect on the way you deliver them, as well as the content you cover.

If you are particularly happy with a recording you've made, you may wish to share it more widely than just through VLEs (downloading and uploading to Media Hopper Create). Your videos could be integrated into your classroom teaching, or sent to students as pre-lecture material.

Further help and support

For more information on Media Hopper Replay, please visit our web pages at www.ed.ac.uk/is/mediahopperreplay.

If you're interested in attending one of our staff lecture recording training events, find out when the next event is running by visiting the Training section of the Media Hopper Replay web pages at: <http://edin.ac/2uQd3cj>.