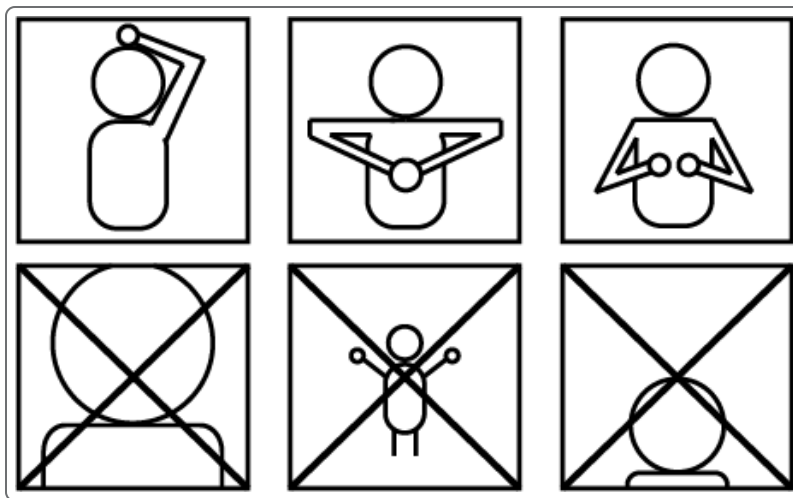


Recording tips

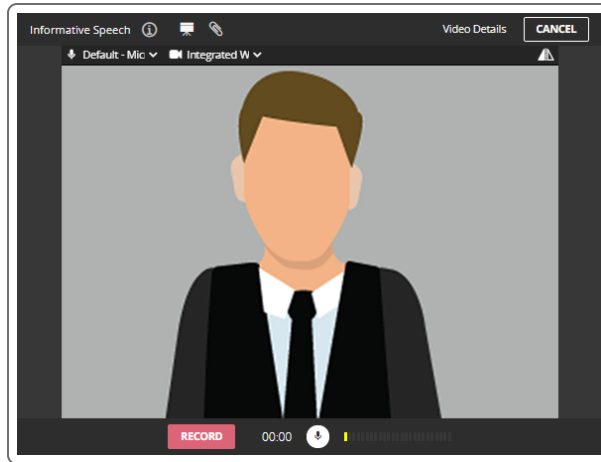
Follow these tips to create a quality recording environment.

□ Framing -

- **For in-class presentations**, ensure you're capturing ALL of the presenting space, including any on-screen slides.
- **For teacher observations**, position the camera as best as possible to capture the widest classroom area. However, be sure you can still pick up quality audio.
- **For self-recording**, be sure your head, shoulders, and elbows are in the picture frame. You should allow a little space above your head, below your elbows and on the sides. This also ensures that your hands aren't cut off at the edges of the frame if you sign.



- ### □ Background -
- If possible, stand in front of a solid colored background. Be aware that some cameras do not record bright white backgrounds very well. Remove clutter and make sure there is nothing inappropriate showing.



- **Lighting** - Make sure you have adequate lighting. Particularly, try to have more light in front of you than behind you. Otherwise, your face may be badly shadowed. Household lamps may help if self-recording.
- **Clothing and appearance** - Wear contrasting, solid and appropriate clothing. Keep hair away from your face, and lose the gum or candy.
- **Audio** - Speak from the location where you'll be presenting and **check the audio bars** at the lower left to make sure you're getting sufficient sound (green, not red, or yellow).



- **For self-recording**, be sure to sit an appropriate distance from the camera. (Being too close can result in garbled/poor audio.)
- **For in-class presentations**, be sure the presenters project their voices well and face the microphone source. You may wish to try a remote mic.
- **For teacher observations**, using a camera such as the Logitech Orbit that is designed for room recording will usually be better than a desktop webcam for audio. Alternatively, you can use a remote mic.