Learning Glass – Faculty Best Practices

Preparation

- Make sure to wear dark, plain clothes (*no lettering, patterns and stripes discouraged*)

- Short online lecture videos have been proven more effective
  - Keep your lectures under ~7 minutes
  - Use the board as your guide: *1 board = 1 topic = 1 lecture video*

- Create a script and/or storyboard for your lecture
  - Plan for reusability - remove anything from the script that’s specific to one course so you can easily re-use the video
  - Storyboard out when and where you’re going to write on the board
  - You don’t need to read your script while recording, but writing one helps you keep lectures short
  - If your lecture video needs to be longer, organize your script into topical segments that each take around 7 minutes, but definitely no more than 15 minutes

- Close the studio door to avoid distractions, extra light, and ambient sounds on your recording

- Practice! Do a test recording, and then review it
  - Make sure room lighting is configured for the learning glass (*ask MPC staff*)
  - Make sure a microphone is picking up your speech (*ask MPC staff about this*)
  - Make sure your writing is large enough to be legible on video (*2 inch minimum*)
  - Don’t strive for perfection, small mistakes make you more human – just as in classroom

During Recording

- Make sure to hit the “record” button on the camera before you begin, and when you’re done

- Try to look into the camera while talking

- Avoid making extraneous noise with your hands (*placing marker on table, playing with marker cap*)

- Erase the board with the microfiber cloth

Editing & Sharing Your Videos

- Editing your video (*ask MPC staff about these steps, or use Camtasia if you’re familiar with it*)
  - Flip the screen horizontally so your writing reads left to right
  - Create different video clips for each topic in your lecture
  - Edit out “dead air” at the end and beginning of each clip

- Sharing your video
  - Upload your video to your Canvas course using Arc
  - Make sure to request automatic captions in Arc, and then clean them up