

# 7 Step Guide for At-Home Filming (COVID-19)

## Guide for Academic Staff and Content Providers

\* Please note that all content created during the COVID-19 outbreak is temporary.  
All content will be re-recorded at a later date to meet SOL quality assurance guidelines. \*

Planner / Video Schedule Meeting .....	1
Pre-shoot Meeting .....	2
Test Video .....	2
Test Video Feedback .....	2
Filming Your Videos .....	3
Uploading Video Footage / Content to Sharefile.....	3
Approving Videos and Transcripts - SEACOW .....	4

1	Planner / Video Schedule Meeting
	<ul style="list-style-type: none"> <li>→ Meet with Learning Technologist and Video Producer to discuss the video / media schedule derived from your completed course planner.</li> <li>→ Learning Technologist will outline the project phase requirements.</li> <li>→ Video Producer will discuss creative approach, formats, recommendations.</li> <li>→ Please read <a href="#">Pre-recorded Teaching guidance</a> for filming at home:               <ul style="list-style-type: none"> <li>○ video quality</li> <li>○ video framing</li> <li>○ lighting</li> <li>○ audio quality and microphones</li> <li>○ screen capturing</li> </ul> </li> </ul> <p>Where applicable, you may be required to adapt your planner to reflect any changes discussed about video formats following this meeting.</p>

2	Pre-shoot Meeting
	<ul style="list-style-type: none"> <li>→ Meet with Learning Technologist and Video Producer to discuss technical aspects of at-home filming and screen capture.</li> <li>→ Video Producer will provide filming guidance and make recommendations for your equipment and setup, such as framing, lighting, choosing an appropriate background, as well as guidance for presenting to camera.</li> </ul>

3	Test Video
	<p>* You are welcome to book a live Zoom session with the Video Producer for instruction and guidance on getting started with your home video. *</p> <ul style="list-style-type: none"> <li>→ Follow the <a href="#">Pre-recorded Teaching guidance</a> for filming at home.</li> <li>→ Record a short, 10 second video of yourself with the setup in which you intend to film your videos.</li> <li>→ Use the camera and microphone you intend to use.</li> <li>→ Film in the location you intend to use.</li> <li>→ Pay attention to details shown in the guidance documents such as framing and lighting.</li> <li>→ Title this video <b>ClassCode_YourName_Test #</b> and upload to the designated Sharefile folder. For example: <i>ABC123_John_Smith_Test1</i></li> <li>→ You will be added to the Sharefile folder after the pre-shoot meeting and provided with a link to the Sharefile location.</li> </ul>

4	Test Video Feedback
	<ul style="list-style-type: none"> <li>→ Video Producer will receive your test and provide feedback if needed.</li> <li>→ You may arrange a Zoom session with the Video Producer for live instruction and guidance on how to improve your setup and audio/video settings.</li> <li>→ A second test shoot may be requested to improve your video.</li> <li>→ Video Producer will approve your test video.</li> </ul>

## 5

### Filming Your Videos

- After your test video is approved, you can start recording your videos.
- Follow the [Pre-recorded Teaching guidance](#) for filming at home.
- Name your files to **exactly match** the video title in your media schedule.
- Include the **class code** in the file name, for example *ABC123 Name of Video*
- In case of splitting videos, name files *Part 1, Part 2, Part 3*.  
For example *ABC123 Name of Video Part 1, ABC123 Name of Video Part 2*

## 6

### Uploading Video Footage / Content to Sharefile

- Video Producer will retrieve your footage from Sharefile for editing.
- Learning Technologist will add you to the Sharefile folder.
- Your footage **must** be uploaded to this Sharefile space:  
<https://strathcloud.sharefile.eu/d-s0dad836bdb34e90b>
- In Sharefile, you will see a **Class Folder** where you must upload your footage to unless agreed otherwise.
- In your **Class Folder**, create new folder/s for each session and name them:  
  
**ClassCode\_YourName\_Session01**  
**ClassCode\_YourName\_Session02**  
**ClassCode\_YourName\_Session03**  
  
 For example:  
*ABC123\_John\_Smith\_Session 1*  
*ABC123\_John\_Smith\_Session 2*
- Please email the Video Producer to confirm you have uploaded footage.
- Upload any Powerpoint, PDFs that are included in your videos. Name these files to include the class code and title of the video.

7	<h2>Approving Videos and Transcripts - SEACOW</h2>
	<p>* You are required to review the <i>academic accuracy</i> of your video content. Style, editing and visual attributes are managed by the Video Producer. *</p>
	<ul style="list-style-type: none"> <li>→ All videos will be edited and finalised by the Video Producer.</li> <li>→ Once edited, you will be required to review and approve your videos and transcripts.</li> <li>→ You will review and approve your videos via a web based platform called <b>SEACOW</b>.</li> <li>→ Your videos will be uploaded for you to review and approve, or to give feedback via SEACOW.</li> <li>→ SEACOW will automatically notify you via email that your videos are available for review and approval.</li> <li>→ Once approved, SEACOW will automatically send your video for transcription and subtitling.</li> <li>→ You will review and approve your transcripts via SEACOW.</li> <li>→ Your approved transcripts will be available on eStream to post to Myplace.</li> <li>→ Transcripts (pdfs) will be available to download from SEACOW and can be posted to Myplace.</li> </ul>