Self-Recording Check List

The following is a reminder of the key points to keep in mind for each recording. You should be familiar with the detailed instructions here: https://www.sbs.strath.ac.uk/staff-it-support before recording.

Before you start recording

- Check the framing of the camera
- Check the sound
- Do you have all the materials you need to refer to
- Have some paper to hand to make notes to give to the editors later
- Write down the code and title of this video you are about to record (i.e. week 3 video 2 = W03.02 What we are Talking About)
- Keep in mind that each video should be as reusable and 'stand-alone' therefore:
    - don't refer to previous sessions or recordings or, indeed what will come next as this sort of contextualisation can be done by the text in MyPlace.
    - In teaching video don't refer to the other learning activities that may take place that week, this should be in the 'informal pastoral' style videos
- Keep it short! Informal/Pastoral videos 2min – 5min. Teaching videos 10min MAX! Better to have more videos than long videos.

During Recording

- Start by talking to the editors
    - tell us the code and title of the video on the recording before you start
- Pause for a second or two before starting the presentation
- Keep your eye on the time
- At the end, again just give a short pause before stopping the recording. Again if you have anything to say to the editors this is a good place to capture that.

    Dealing with mistakes
    This is subjective, in most cases if you simply trip over your words just self-correct and carry on.

    If the mistake means you need to replace section you could keep the recording going but stop and 'talk to us' the editors saying that you need to roll back a bit, then take a breath and start again. If you do this you need to also make a note of the time in the recording and let us know roughly when to look out for an edit.

    Lastly, if there are two or three of these restarts it is probably worth giving up and starting the full recording again as we can't really cover these edits very well

After Recording

- Save the recording with the agreed file name i.e. the code + title (see https://www.sbs.strath.ac.uk/staff-it-support)
- Save any powerpoint, recording notes, or any other files associated with this recording using the same type of file name, so we may end up with several files such as:
    - "W01.02 Overview of this thing-part1 talking to camera.mp4"
    - "W01.02 Overview of this thing-part2 slide show recording.mp4"
    - "W01.02 Overview of this thing-slides.pptx"
    - "W01.02 Overview of this thing-recording notes.docx"
- Upload all of this to the pre-arranged Sharefile folder