



CLASSROOM STUDIO

Preparation and Tips

Part I: Things to do the day before your recording

1. Request your appointments three to four weeks in advance.
2. Create PowerPoint slides or other materials you plan to use during your session and test your in advance.
3. Discuss any special requests you might have ahead of time with MediaVision.
4. If you need help chunking your class recordings for online courses, contact Center for the Advancement of Faculty Excellence (CAFE).
5. If desired, select a background image you would like on the video backdrop.
6. Bring your materials on your own laptop or on a thumb drive/flash drive to the recording session.

Part II: What to expect the day of your recording

1. Arrive a few minutes prior to your scheduled start time so that the technician can load the materials from your flash drive onto the desktop computer. Note: You may bring your own laptop; the technician will connect it to the recording system.
2. Instead of using a dry erase whiteboard, you can use a notepad, which is provided. An overhead camera will capture the notes, diagrams, etc. you write on the notepad. We also have a touch screen computer available for you to draw directly on the screen.
3. A few days after your recording session, you will receive an email from MediaVision including the links to your recorded sessions.
4. There is no need to worry about what is being recorded; the technician will “switch” between your camera, the students’ camera, the overhead camera, and the output of your computer.

Part III: Five tips for the recording session

1. The final output is most effective when you remain sitting at the presenter’s table.
2. Repeat students’ questions prior to answering the questions.
3. If you plan to utilize the green screen effect, please refrain from wearing green colored clothing because it will disrupt the effect.
4. Conduct your presentation as if you were in a normal classroom setting.
5. If recording presentations for an online class, it’s best to chunk the presentations into smaller segments.

Accessibility Requirements

The California State University (CSU) has set forth requirements stated by the Accessible Technology Initiative (E.O. 926) for all instructional and web material hosted by Cal Poly Pomona or any other CSU entity. Please note that all video materials must contain time synchronized closed-captions and all audio materials must be accompanied by a verbatim transcript or captions and all instructional materials must be accessible. We ask that you provide a script or transcript to us to ensure your audio or video recording meets these requirements.

MediaVision contracts with a vendor to provide captions at a rate of \$90 per hour of video or audio.

Please contact mediavision@cpp.edu for details.