Before you arrive at the Assisted Recording Rooms

A checklist to make the best use of your recording time in the room

# Do you have everything you need!

* Prepare all **slides**, **documents** and learning **resources**.
* **Save your files** to **OneDrive** or onto a **USB memory stick** to access in the room.
* Make a **list of any applications** or **web links** you need to access.
* Watch and **read the help** on making a recording.
* Bring your **headset**, if you have one.
* Bring your own **pens, paper** and **stationery**.

# Technical considerations

* **Notify DTS** well in advance of your booking if you intend to use any **specialist software**.
* Decide on a **naming convention** for your recordings.

# How much can you expect to record?

* Allow roughly **3 mins for every 1 minute** you need to record.
* Your recording will **automatically upload**, and you can **make another recording** while this is happening.
* You can **review your recordings in Microsoft Stream**. Allow up to three times the length of the recording before you see it appear.

# Plan and design your screencast

* **Write summary notes** of what you want to say as prompts
* Make **short individual recordings,** between 5 to 10 minutes is recommended.
	+ Use **natural breaks** in your material to divide it up.
	+ Cover a **single topic**, concept or idea per recording.
	+ Keep **editing to a minimum**.
* **Don’t replicate your entire lecture as videos**. Use a combination of online activities, learning materials and videos.
* **Structure** your video with a clear **start**, **middle** and **end**:
	+ **Start** with an introduction – What is the focus? What are they going to learn? Engage students with an example or thought-provoking question.
	+ **Middle** – Cover the main content. Don’t go off topic. Pose reflective questions. Ask the students to pause the recording to think or work something out. Reference other resources.
	+ **End** - Recap and wrap-up. Summarise the key learning points. Tell students what they can do next?