

Home Recording Tips

Before recording:

1. Turn on lights and make sure your computer is connected to power.
2. Start a recording software of your choice (Zoom, Capture, Photo Booth etc.)
3. Connect headset/microphone.
4. In system preferences check the correct microphone is being used and that the levels register well.
5. Make sure your image shows up on the webcam
6. **Turn off your cell phones and close your email to avoid any notifications**

Microphone:

- Use a good quality microphone if you have access to one. If you are investing in buying one, [Blue Yeti Nano Microphone](#) or [Logitech USB Headset like this](#) is a good one to have. **Phone earbuds with a microphone** (such as Apple earbuds) also work very well. Built-in microphone in your computer picks up the internal fan noise so we should avoid using it unless you have no other option.

Room Setup:

- Please record in a **quiet room** with a natural light or lamp shining on you.
- **Avoid** any backlighting (such as a window behind you).
- Adjust your camera to be at eye level, setting the laptop on books if needed.
- Sit so you appear **in the center** of the video. Don't lean to the left or right much since it will be cropped. Your face should be slightly above the horizontal center. Tilt the webcam as needed to get the right angle.

During the Recording

- Start a recording by welcoming students
 - "Welcome (back) to Week # of COURSE TITLE."
 - "Hello students, this week we are going to focus on....."
- Keep an eye on the levels. If you make a mistake, don't end the recording session and keep the recording running. After a mistake, give yourself a pause and start over from the beginning of the sentence you made a mistake in. Any mistakes can be edited out later.

- If recording makes you nervous, it helps to prepare a script.

After the recording:

- Talk to Kaori and decide how you'd like to transfer recording files. For most cases, the FOR directly uploads the recording to the CLE if the recording doesn't need editing. If you'd like to request editing, upload the file to Box so that Kaori can edit/post to CLE.

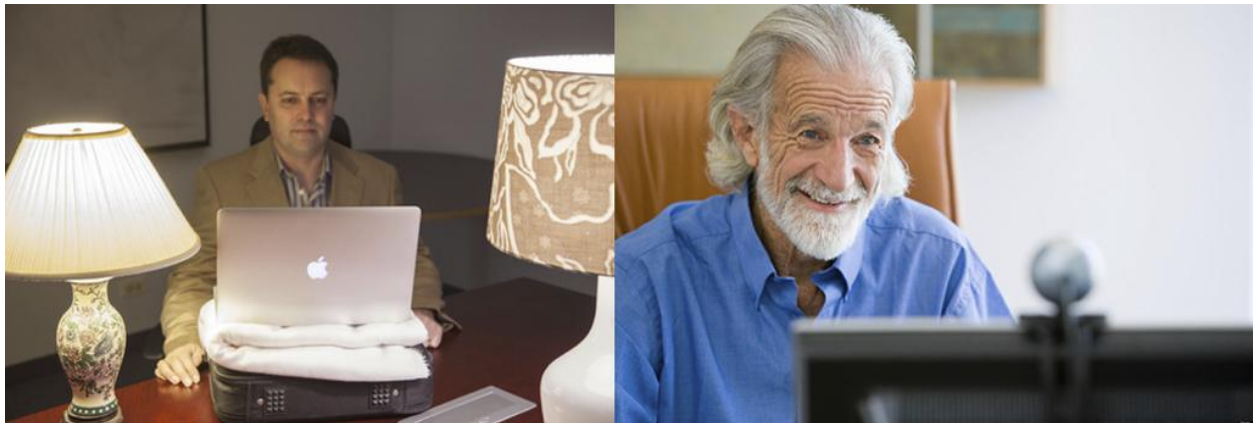
Lighting

Film and TV lighting comes from the front or sides, not above, like in most offices. This allows us to see the subject's eyes and face better. Light from above creates big shadows, especially around the eyes.

To look good without a studio, during the daytime, it would help if you sit **FACING** a window - or with a large window to the side and some reflective material (a whiteboard) on the other side to reflect light back into the subject's face.

If the recording occurs at night or in a windowless space, you should not sit under overhead lights (or turn them off) and place a table lamp or floor lamp several feet away with the bulbs or shades at about eye level or slightly above, so that you are lit from the front, not the top.

A setup like this one will give the desired results:



Make sure the background is professional and neat. It should not be distracting, i.e. people moving around or a TV on.