



For recording video, many aspects need to be taken into account. This factsheet provides you with the first guidelines.

Download factsheet: <https://onlinelearninghub.tudelft.nl/>

1 The New Media Centre

The New Media Centre is the organization within the TU Delft that produces high quality videos for teachers. Besides that, they can also help you with custom made animations, graphic design, web conferences and webinars. If you would like more information, or want to create a video in a professional studio, please visit the website: <https://newmediacentre.tudelft.nl/>
The New Media Centre also offers a do-it-yourself (DIY) studio. You can record a video all by yourself. The DIY studio has the same functionality as the large studio, but can be used by one person. Book a DIY-studio at: <https://newmediacentre.tudelft.nl/bookings/>

Several faculties have their own studio. Please contact the [Extension School](#) for more information.

2 Do it yourself

It's also possible to create a video with your own computer. You can record yourself using a webcam or a handy cam — these cameras can be borrowed from the Extension School. Another option is to record your screen or PowerPoint slides and narrate them.

SOFTWARE

For recording and narrating your screen or PowerPoint deck, you need special software for your computer. The TU Delft provides teachers with a software application for recording called Camtasia.

Camtasia is simple but still offers a range of editing possibilities. Camtasia is used by many teachers and has several recording options. You can download a trial version at www.camtasia.com.

SOUND

Sound is very important in videos. When the sound is bad, students will not watch the video, or they will be distracted. Always use an external microphone (the microphone in your laptop will not do!). You can use a headset or another external microphone. These can also be borrowed from the Extension School (send an email to online-learning@tudelft.nl).

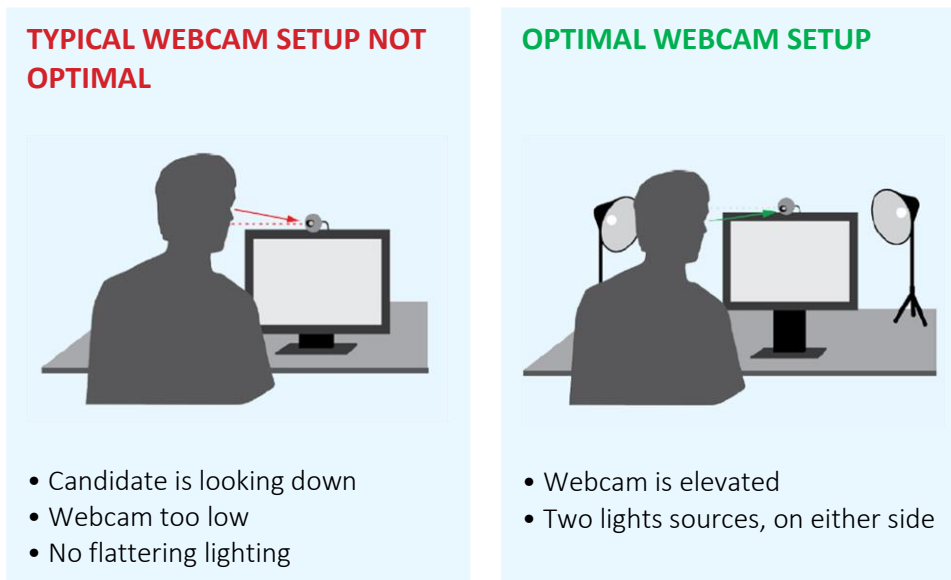
Put on headphones and record for 2 minutes while testing:

- Sound quality of the room (are there any distracting noises in the room?)

- Microphone settings / quality
- Play back recording. If you hear no sound, check:
 - Mic settings in Camtasia (did you select an external microphone?)
 - Sound settings on your pc
 - Mic volume (is the sound level right?)

POSITIONING THE CAMERA/LAPTOP

Make sure that the camera/webcam is positioned at eye-level. This gives a more natural look. You can use a laptop stand, a couple of books or a box to elevate your laptop. If you use a handcam, you should use a tripod to set up your camera.



LIGHTING

Another aspect of a good video is the lighting. With a couple of simple adjustments, you can improve the quality of your videos enormously. A couple of tips:

- Make sure that the room is not too dark.
- Don't sit with your back to the windows, because of the backlight.
- Open the curtains! This gives a more natural look than only the ceiling light.
- Record a couple of minutes and check the lighting.

Watch this video for more lighting tips: <https://youtu.be/fRU-O4D2rRw>

VISUAL QUALITY

- Make sure that the background is not distracting.
- Use a 16:9 screen dimension (for example 1980:1020 or 1280:720).
- Record on the highest possible resolution. It's always possible to reduce the quality.

PRESENTING

- Practice your script several times.
- Do several takes – usually the third take is the best.
- You don't have to redo the whole presentation in each take:
 - Try get a good take for each paragraph / idea
 - Give yourself 15 seconds of breathing room after each paragraph / idea
 - Don't forget to link ideas
- If you are reading a script from your PC, don't forget to look up and engage with the camera.
- Smile!