Introduction

This document will help you record a video, with 'do it yourself' principle. This includes instructions for how to write a script, but also technical information on what editing software to use. If you would like more hands-on advice on how to create a good video, do not hesitate to get in touch with the Future Learning Office by email.

Table of Contents

Creating a video in Mediacenter comes down to 10 steps:

1. **Planning the form your video will take**. This can be a knowledge clip or an interview. When planning the video consider:
   - The copyright of images and music you intend to use in your video.
   - Getting consent to publish your video from the interviewee.
   - The amount of time needed to record and edit the video.
   - Where and how you will publish the video.
   - Ownership of the video.

2. **Writing a script for your video**. A script is text that you use to cue speech or dialogue throughout. It useful to compartmentalize scenes, this helps maintain your confidence during the recording process. For knowledge clips: you may use this text with an autocue and consider having a script per slide you will show. This text usually includes an introduction to the content of the video. More information about the autocue function can be found in the knowledge clip manual.

3. **Preparing the visual content for the video (see additional resources)**. The visual aspect of video is important. Take into consider who and/or what needs to be visible per scene:
   - For a knowledge clip: what will be in your slides? Or what will you record on your display?
   - For an interview: what types of angles or shots do you intend to take?

4. **Making an appointment to use the equipment.** You can make an appointment to record a video via https://tinyurl.com/Reservation-Mediacenter. Here, you can select an available timeslot. Please explain here as well what the purpose is of your appointment. Also, let FLO know if you would like a brief demonstration or help getting started. You should book about three times the amount of the time you anticipate your video will be, so if your video should be 20 minutes long book the room for an hour or even two. This time can be used to adjust before recording and will save time with editing.

5. **Choosing a manual to follow.** The Future Learning Office has created some manuals to follow. You can find one for:
   - creating a knowledge clip with Microsoft PowerPoint
   - recording an interview using more than 1 camera

6. **Adjusting the camera, lights and background to your preference.** Consider your position in the frame of the image you are recording. Also, you can adjust the strength of the Logitech lights attached to the PC. Moreover, you could use a paper background to limit background distractions.

7. **Recording**. You can record your knowledge clip via Kaltura Capture or Microsoft PowerPoint. Both applications have already been downloaded to the desktop. Follow the instructions as laid down in the manuals to record your video.

- After the recording, make sure to upload the PowerPoint MP4 file to your OneDrive or to put it on your USB-stick. This way, you can access the file on your own device.
- In case of the Kaltura Capture recording, the file automatically gets added to your Kaltura recordings and can be accessed by logging in to video.leidenuniv.nl.

8. **Editing**. If you are not completely content with how the recording turned out, you can edit the video footage with the open-source freeware "Shotcut". Leiden University has approved the user agreement with this application provider.

9. **Publishing**. You can publish your video on Brightspace via your Kaltura MyMedia. Kaltura is the university media server, and there is no file size limit to what you upload. This makes it a convenient and secure tool for sharing videos online, both for students and teachers.
   - After recording with Kaltura Capture, on this screen, you have the options to upload, delete, or only save your video locally. Choose Save and upload to save your recording in your MyMedia - https://universiteitleiden.screenstepslive.com/a/1463449-3-kaltura-capture#opnemen-met-kaltura-capture
   - After recording with Powerpoint or OBS, you can upload your video to your Kaltura MyMedia, see this article: https://universiteitleiden.screenstepslive.com/a/1130287-how-do-i-upload-a-video-to-kaltura-and-place-it-in-the-course-content
   - Kaltura gives you the option to generate captions for your video to ease accessibility and searchability. See this article for how to activate captioning: https://universiteitleiden.screenstepslive.com/a/1463524-6-make-captions

10. **Leaving the mediacenter**. Upon leaving the mediacenter, please make sure you have logged out from your ULCN account and have turned the desktop off. Please make sure you leave nothing behind on the desk and that you take all your belongings with you. Please turn the ventilation back on, turn the red 'bezet' light off and lock the door.

Additional resources
- Leiden University Video Toolkit: https://www.staff.universiteitleiden.nl/vr/video-toolkit/step-4-record/tips-and-tricks-for-recording-your-own-video?cf=governance-and-global-affairs
- A practical guide to filming: https://www.leidenlearninginnovation.org/stories/how-to-improve-your-home-recordings/
- Obligations for Copyright sources: https://www.library.universiteitleiden.nl/researchers/copyright-information-office/copyright-on-teaching-materials

Recording your knowledge clip in PowerPoint

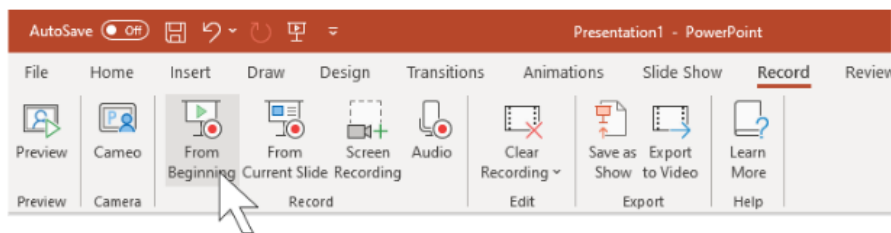**Example:** https://video.leidenuniv.nl/media/t/1_0zcskoth/265296592

What you need:
- Have your text and slides ready.
- Prepare your speech for each slide using the 'Notes' section.

Steps to take to achieve a video like in the example:

Step 1 – Start the recording.
- ➢ Go to the **Record** tab and press **From Beginning**.

Step 2 – Select the correct microphone.
- ➢ Before you start the recording, please make sure that the right microphone has been selected.
- ➢ To select the Rødecaster microphone, select the **three dots**, then **microphone** and select **USB AUDIO 24BIT**. This is the name for the Rødecaster microphone.
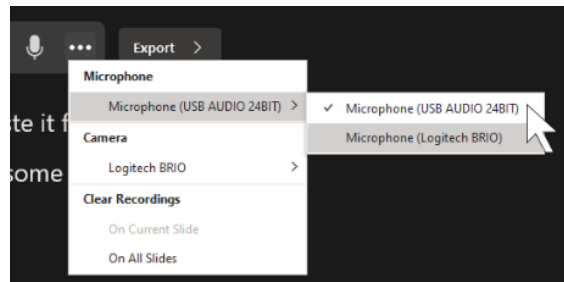

Step 3 – Turn on/off the webcam and enable autocue.
- ➢ During the recording, you can choose to have the webcam record you as well. You will then see yourself in the bottom right corner of the slide.
- ➢ If you do not want students to see you, then you can disable your webcam by clicking on the camera icon.
- ➢ **Please note**: You can also turn this the webcam off halfway during the presentation! Press stop and disable the webcam.
- ➢ To use the autocue function, simply copy your text in the **Notes** section underneath your PowerPoint slides. You can only do this outside the recording environment. This allows you to read your text from the screen during the recording.

Step 4 – Recording and retakes.
- ➢ To start the recording, press the **red button**. Once you're done with the slide, press the **stop button** and continue to the next slide.
- ➢ You can also record everything in one go and simply go to the next slides without clicking the stop button.
- ➢ If you are not happy with your recording, you can redo it by clicking the **retake video** button. You can choose to retake the video for the current slide only or for the entire presentation all together.
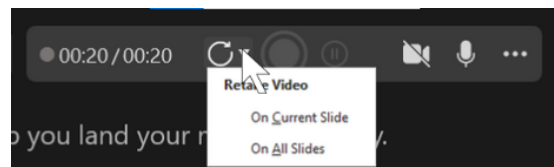
Step 5 – Saving and exporting the video
- ➢ Once you are done, you can export the video by clicking on the **export** button on the top right of the screen.
- ➢ Choose the file name and the file location and start the export.

Step 6 – Uploading a video to Kaltura
- ➢ To upload a video into your Kaltura database, go to video.leidenuniv.nl and log in with your ULCN account.
- ➢ Then, click on **Add New** and **Media Upload** and upload the export of the recording you just made in PowerPoint. Once you have completed this, the video has been saved to your Kaltura Media Gallery.

Step 7 – Add the video to your Brightspace course
- ➢ Log in in Brightspace and navigate to your Brightspace course.
- ➢ Go to **Content**, create a **New Unit** or select the Unit you want to insert the video in.
- ➢ Click on **Add Existing** and select **Add Kaltura Media**. Now you can select your recent PowerPoint recording and upload it to Brightspace.

Options for recording dialogue

Example: https://video.leidenuniv.nl/media/t/1_f8atsbl0

In general, what you need:
- Laptop with minimally 2 USB ports
- Webcam(s)
- *Optional:* Rødecaster PRO
- *Optional:* micro-SD card, lamps

There are two options for recording a dialogue. The audio can be recorded together with the video or as an additional multi-WAV file. However, there are different steps that must be taken for each of these options.

Option 1: Recording a dialogue to one videostream

- To create a video that is similar in form using 2 cameras, you will end up recording onto one video stream; the two camera inputs will output a single (.MP4) file.

What do you need?
- **A moderator**. Someone must physically change between the camera sources, throughout the dialogue by clicking a button on the screen in Open Broadcaster Software (here forth "OBS"). This can be yourself or another person.
- **The Rødecaster Pro**. The audio source for the (.MP4) video file is the Rødecaster PRO. You can use the faders and buttons to have more control over the video output during the recording session.
- **Editing software "Shot-cut'**. If parts of the audio must be edited (postproduction) because someone errs, the video should be edited as an entirety with the audio that comes in the (.MP4) video file.

Option 2: Recording a multi-WAV podcast as a video

What do you need?
- **A moderator**. Someone must physically change between the camera sources, throughout the dialogue by clicking a button on the screen in OBS. This can be yourself or another person.
- **The Rødecaster PRO**. The audio source for the (.MP4) video file is the Rødecaster PRO. You can use the faders and buttons to have more control over the video output during the recording session.
- **A micro-SD card**. When you would <u>also</u> like to record the podcast as a multi-WAV file, you can do so simultaneously with a micro-SD card in the Rødecaster PRO.
- **Editing software "Shot-cut".** If you change audio output of the multi-WAV file in postproduction and the (.MP4) video (which is recorded with stereo/ single channel audio), aligning these two files will require you to spend more time learning how to use video editing software (we recommend Shot-cut, as it is freeware that LLiNC approves). Please note: FLO currently does not support advanced editing (like for adjusting lighting etc.).

Steps to take to achieve a video like in the example:

Step 1: Install OBS on your laptop
- ➢ If you are using a university computer, navigate to the software center to download the program. Go to Start > Software Center.
- ➢ If you are using a PC, navigate to https://obsproject.com/ to download the program

Step 2: Connect all the hardware and set up the sources
- ➢ Connect all the hardware (webcams and Rødecaster Pro) to your laptop.
- ➢ Set up all the sources you need on OBS and give them clear labels, e.g. label your webcam as "My webcam" and the other webcam as "Guests webcam". This article explains how to add the webcams as a source: https://streamshark.io/obs-guide/adding-webcam or you can see this video about setting up sources on OBS

Step 3: Get acquainted with switching sources
- ➢ Test that you can switch between sources fluidly by hiding and showing the source. Tip: you might want to use short keys

Step 4: Position the cameras and lamps
- ➢ Make sure the cameras are positioned in a way that the image of the speakers is flattering for your recording. You can adjust the height of the cameras and the distance from the speaker.
- ➢ Also, now you can see if the speaker is well lit. Optional: add more light to the desk by positioning the lamps, or download G-Hub to adjust the camera settings.

Step 5: Recording
- ➢ Before starting a recording on OBS, make sure the Rødecaster PRO faders are suited to each speaker's voice.
- ➢ Optional: if you would like to synchronously make a multi-wav audio recording, insert your micro SD in the Rødecaster PRO and press the REC button. (Remember to check that the multi-track setting is switched on for the Micro-SD card on the Rødecaster)

Step 6 – Uploading a video to Kaltura
- ➢ To upload a video into your Kaltura database, go to video.leidenuniv.nl and log in with your ULCN account.
- ➢ Then, click on **Add New** and **Media Upload** and upload the export of the recording you just made in PowerPoint. Once you have completed this, the video has been saved to your Kaltura Media Gallery.

Step 7 – Add the video to your Brightspace course
- ➢ Log in in Brightspace and navigate to your Brightspace course.
- ➢ Go to **Content**, create a **New Unit** or select the Unit you want to insert the video in.
- ➢ Click on **Add Existing** and select **Add Kaltura Media**. Now you can select your recent PowerPoint recording and upload it to Brightspace.

Evaluate the Mediacenter

We have created an evaluation form for the Mediacenter to ensure that FLO keeps improving the Mediacenter experience. It would be greatly appreciated if you could fill out the evaluation form and give us your feedback.

The form can be filled in through this link:
https://www.formdesk.com/universiteitleiden/evaluationMediacenter