DigiMooD | DIGITAL MODULES OF DIDACTIC
FOR CULTURAL AND CREATIVE INDUSTRY

This is the
DigiMooD
Toolkit
to record
Video

DigiMooD Toolkits to design MOOCs

Toolkit to develop MOOCs	Toolkit to produce STORYBOARDs	Toolkit to record VIDEOs
Guide MOOCs developement	Guide STORYBOARD production	Guide VIDEOs recording
Support Material *Various files*	Templates *Various files*	
Templates *Various files*		
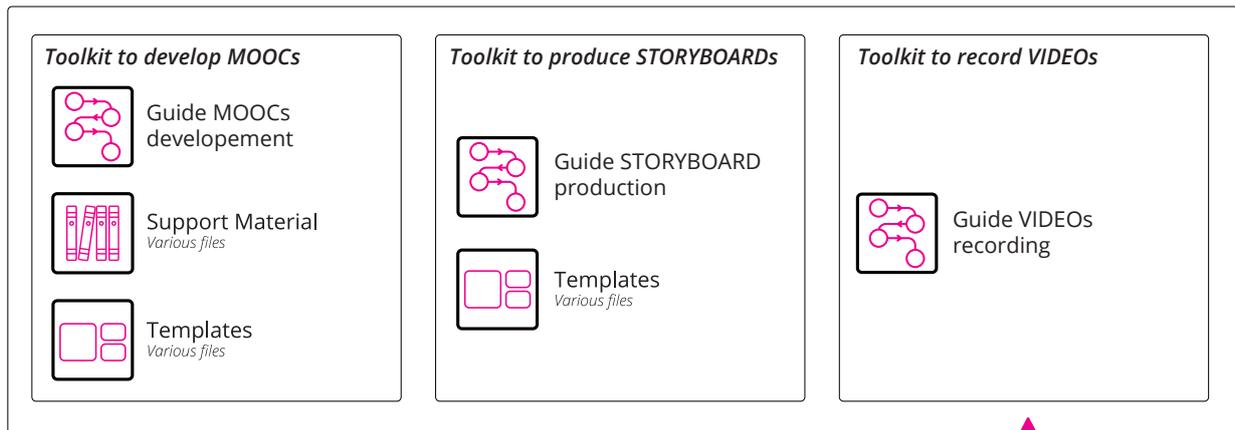
DigiMooD MOOC Toolkit
This document contains the guidelines to design the DigiMooD MOOCs.
It has been developed in collaboration with METID Learning Innovation, the teaching and learning Unit of Politecnico di Milano.

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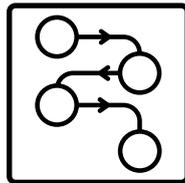
Guide Video recording

This document is intended to be a guide for the recording of the video lesson for the DigiMooD MOOCs. It contains guides for the video settings and suggestion on how to set the environment for filming.

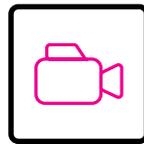Guide VIDEO recording
this document

Structure of the toolkit

Video Technicalities
In this chapter are shown the technical specification for the video.

How to record
In this chapter are shown guides on how to proper set the recording environment.

Video Technicalities

In this chapter are shown the technical specification for the video.

Camera

The majority of the videos for the DigiMooD MOOCs will be shot in collaboration with METID - Learning innovation, the teaching and learning Unit of Politecnico di Milano. The camera which will be used is **Panasonic Lumix GH5**, if is not an option, the recommendation is to use a similar model and brand. This should ensure a similar tone of colour.

The video setting

Besides the model of camera used, the following setting should be garanteed:

• Full HD 1920x1080 (Shooting with 4k, enable an easier editing)

• 25 fps

The physical setting

• If possible, the background should be done with a *green screen,* if is not an option it should be used a monochromatic background.

• The lights are important to obtain an high quality video:
  - check if the natural or artificial light is enough to enlighten your face. Too white is not good either, your face shouldn't look too pale.
  - No backlight: avoid putting your shoulders against a window.

• No logo/written words in the camera field (unless linked to your work or your institution). Check also your dresses (this avoid problem and conflicts on the rights to show certain brand without permission).

Audio

• Try once, before you start the real recording: check the audio quality, your speed and the speech in order to verify if your words are clearly understandable.

• Avoid places with background noises, air conditioning, fan, etc. because these noises are amplified by microphones.

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i **TO REMEMBER**

•   Send us a pilot video and the speech transcription, in order to have a feedback before the real recording.

•   In order to obtain an homogeneous result the final MOOC might be adjusted before the uploaded. In order to do so keep the editing file in case you will need to send to us.
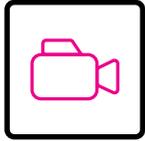
How to record

In this chapter are shown guides on how to proper set the recording enviroment.

Camera take

• Horizontal and not vertical

• The camera should be in line with your body balance, not too high, not too low. Best if it encounters your look.

• Ask someone to help you with the camera or the smartphone (much better if you have the chance to put the camera or the smartphone in a place where it can stay perfectly still)

• If you read your speech try to keep the text as close as possible to the camera, so that your look goes in the direction of both.

• Close up or medium close up; choose the close up if the audio is not good staying farther: if you are close to the camera and the microphone the audio recording is clearer.

• In the camera take the head shouldn't be in the crossing point of the diagonals but a little bit upper than that (otherwise there would be too much space over the head).
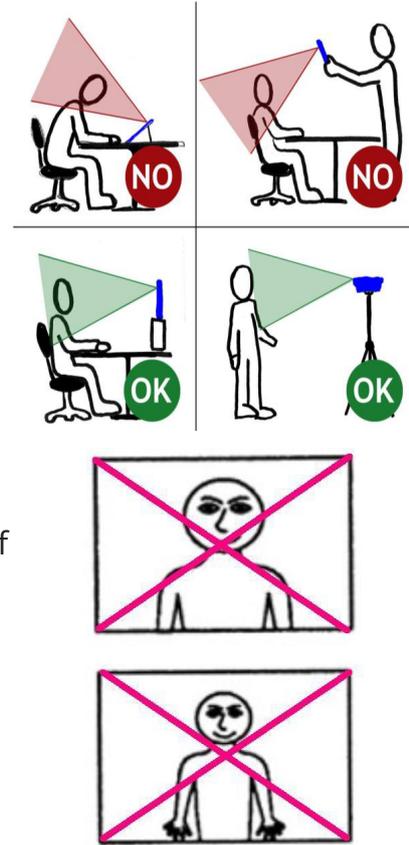
Rythm

• Keep the rhythm high and lively

• If you read, remember to use a natural tone, pretending you are talking to someone and not reading

• If you make a mistake: stop, pause and restart with the mistaken sentence, we will fix it afterwards

• Once the speech has ended, please stay put and still for few seconds, silently, looking at the camera (it will help us a lot in editing)

Notes: