

Classroom recording quick guide

Camera placement

- Large group: Place the camera approximately 10-12 feet from where you will be delivering instruction.
- Small group: Place the camera 5-7 feet away from the table, to the side of the table and angled toward the students.
- If possible, place the camera to the side of where students sit rather than behind them so that student responses will be captured during instruction.
- If possible, place Swivl in front of windows rather than facing windows to avoid a glare.

Microphone placement

- Make sure you are wearing the primary microphone by checking that the Swivl is following you as you move (with the microphone around your neck).
- If there is a second teacher in the room, he/she should wear the secondary microphone.
- If there is not a second teacher, place the secondary microphone amongst students (i.e. on a shared table or desk) to record their voices.

Things to check before recording

- **Make sure the SD card is properly inserted into the tablet.**
- Make sure all of the equipment is charged.
- If possible, turn the lights on in your classroom.
- If it is a sunny day, draw the shades in your classroom to prevent glare.
- Make sure the camera is at the designated height (labeled on tripod) so that it captures your instruction and student responses. See the Equipment Set-up Guide for assistance.
- The tablet should be perpendicular to the floor (not angled up or down).

When to start recording

- Make sure you start recording as soon as the lessons starts so that the entire lesson is captured on video.
- Make sure you can see yourself and students in the tablet screen while recording.

At the conclusion of the lesson:

- Take a brief, separate video of the board/relevant charts, etc. if appropriate.
- Make sure to complete the lesson cover sheet.

- Email additional lesson materials (PowerPoints, lesson plan, handouts, etc.) that will help us understand the lesson to ffsped@gmail.com