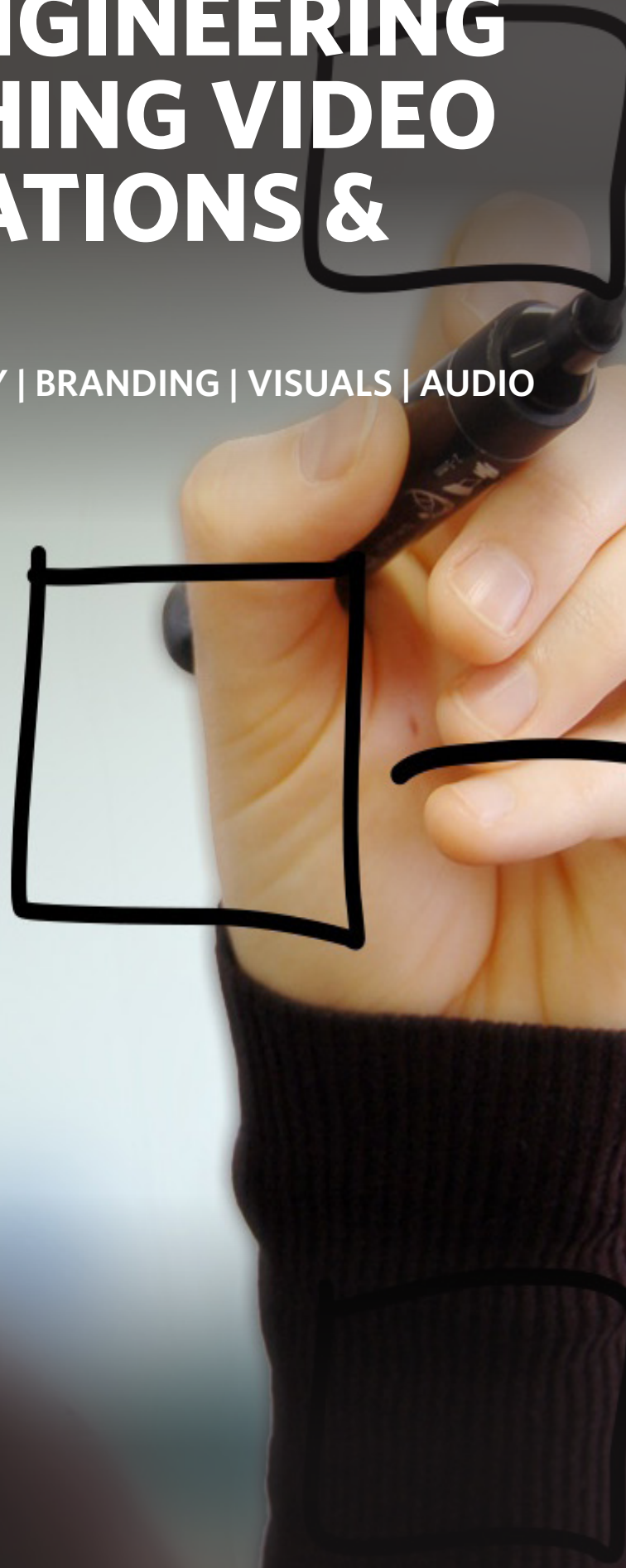# SCHOOL OF ENGINEERING ONLINE TEACHING VIDEO RECOMMENDATIONS & GUIDELINES

QUALITY | PEDAGOGY | CONSISTENCY | BRANDING | VISUALS | AUDIO

UBC

WHERE TO START?

- Before you include video in your online teaching, ask yourself:
- Why are you including video? Will it augment the student experience?
- Who is your audience?
- Can you convey the material in a clear and succinct manner?
- Does the whole lecture or need to be a video or can you use video to emphasize certain content?
- Do you have all the appropriate course content and brand assets?

WHY IS THIS IMPORTANT?

- As a member of faculty, you have an obligation to provide your students with the best learning resources possible
- Embrace this challenge, and help the School of Engineering offer best-in-class content for our students

PRE-PRODUCTION

- Start with your presentation notes and slides
- The slides can serve as a "storyboard" for assembling your video
- Consultation with CTL, UBC Studios and/or Sam Charles would be a good idea to ensure you are meeting pedagogical and production standards
- Review https://ctl.ok.ubc.ca/teaching-remotely/

EQUIPMENT

- You can borrow equipment from UBC Studios
- If you are shooting with your phone or tablet ensure you are shooting 1920x1080

EDITING

For your first video project consider using: iMovie (Mac) & Windows Movie Maker (PC). Both software are free, and have accessible user interfaces and can be learned in a relatively short period of time.

Videoscribe is free for all faculty and staff. Once you are in Connect, click the "Resource" tab, then scroll down to the bottom of the page to register for Videoscribe. Register at https://lthub.ubc.ca/guides/videoscribe/request-license/

TIPS & TRICKS

- USE A TRIPOD
- If using a phone or tablet - always shoot landscape
- Always use a microphone (wired or wireless headphones with a mic also works)
- Consider lighting
- Never shoot into a light source (like a window) -- Use a window as your light source instead
- Good products take time to produce
- Keep in mind that preparation and execution of online teaching takes longer than the process for in-class teaching
- Although preparation is the same, editing and exporting/ rendering can take three or four times longer than the recording itself.

RESOURCES

UBC Learning Technologies
https://ctl.ok.ubc.ca/teaching-remotely/
https://ctlt.ubc.ca/2020/03/26/effective-online-teaching-practices/
https://ctlt.ubc.ca/learning-technologies/
https://keepteaching.ubc.ca/lectures/#record

SOE Online Teaching Resources
https://engineering.ok.ubc.ca/online-education-strategies/

Kaltura is the video platform used by UBC. Learn how you can enhance your online teaching and integrate Kaltura videos into Canvas.
Background - https://lthub.ubc.ca/guides/kaltura/
Training - https://canvas.ubc.ca/enroll/FFTMNN

UBC Studios Vancouver Video Production Overview
https://mediamakers.sites.olt.ubc.ca/930-2/

UBC Studios Vancouver Production Guide
http://mediamakers.sites.olt.ubc.ca/files/2015/08/ProductionGuide1.pdf

Screencast (Inserting Voice-Over into PowerPoint)
https://mediamakers.sites.olt.ubc.ca/933-2/

Online teaching forum
https://www.insidehighered.com/digital-learning/article/2017/11/15/peer-advice-instructors-teaching-online-first-time

Hippo Screen Capturing plug-in
https://www.hippovideo.io/blog/