

Columbia Engineering

CVN Guide:

Video Recording



TRANSCENDING DISCIPLINES, TRANSFORMING LIVES

1. **Setting Up Your Recording**
2. Recording Software
3. Recording Tips
4. Uploading Your Recording
5. Resources



Setting Up Your Recording

In this presentation we will go over video production techniques, hardware, software and tips to give you the tools to record videos at home.

The three main components of video production will be **Video, Audio, and Lighting.**

CVN Production Team will work with you to identify your teaching preferences and come up with a solution to be able to record quality videos at home.

CVN Home Recording Kit

Recommended Kit

DIY Kit

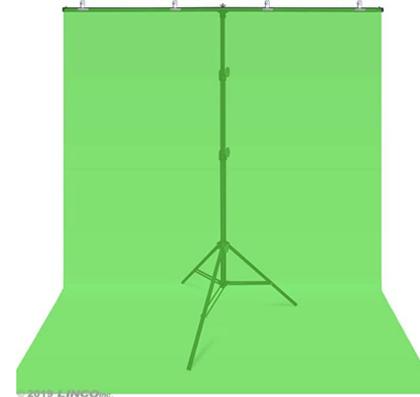
	Recommended Kit	DIY Kit
Video Camera	Logitech C920s HD Pro Webcam	Laptop Camera
Microphone	Audio-technica AT2020USB	Laptop Microphone/ headphones with mic preferred
Lighting	ZoMei 10" LED Ring Light with Tripod Stand	Natural lighting/ Desk Lamp with soft white bulbs
Backdrop	Collapsible Gray Background Sheet Backdrop	Flat wall / book shelves / neutral background
Backdrop Stand	Clamp Stand/ T Bar Stand	Anything to attach to the wall
Writing Tablet (optional)	Wacom Cintiq 16	iPad/Android Tablet

1. Setting/Location

- Avoid a space that is too cluttered as it can be distracting to the viewer.
- Choose a quiet space. Turn off anything that produces unwanted sound such as air conditioning, overhead lights, and anything that produce a hum.
- Choose a space with lots of natural light, especially if you do not have access to lighting equipment.

Background Options

- **Option 1:** You can use a plain wall or a space with minimal decorations.
- **Option 2:** You can hang a bed sheet or large cloth behind yourself (using a stand or tape) to give yourself a uniform background.



2. Camera

- Make sure you are eye level with the camera. Avoid low angle or high angle shots.
- Make sure you are centered in the frame and not too close or far away from the camera. You
- If you do not have a webcam on your laptop or desktop, you can use this one: [Logitech Webcam](#) with [Gooseneck Stand](#)

3. Audio

- Sound is essential in video, so make sure you are shooting in a quiet space.
- Try to limit unnecessary movement, as your mic will pick up any rustling or extra sound.
- If there's loud noise while you're recording, please consider re-recording the segment.

Microphone Use

- **Laptop/ Headphones with Mic**

Laptop microphone will pick up audio as well as headphones that have a mic attached. Be sure to select them as your Audio Input in the Video Recording screen.



4. Lighting

An easy way to make your video look professional is to have good lighting. Here are some things to keep in mind:

- Don't frame yourself with your back to a window
- If you wear glasses, adjust the lights and move it further back to try avoid creating a glare on your glasses
- For backdrop screen, stand ~1 meter (~3 feet) in front of it and use 4 lights to prevent shadows

4. Lighting (Cont'd)

- Keep the light source facing you. DO NOT place main light source behind you.
- To diffuse light or to avoid creating shiny spots on your face, you can try pulling the light source back farther away from you or changing your light's direction.

Lighting Options

Option 1: Natural Light is better than artificial lights. Shoot in an area with lots of windows and face the light/window.



Option 2: You can also use a desk lamp or anything with a soft white light bulb. You can use a lamp shade or a piece of paper to diffuse your light so the light won't be too harsh. LED lights with a soft white temperate will also be good for this.



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Mac Users: Quicktime

QuickTime Player is our highly recommended option to use as it can record high quality videos.

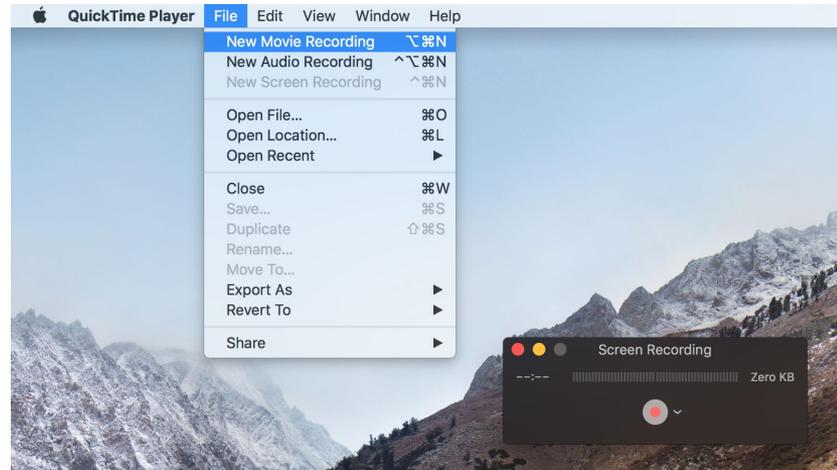
- Only available with Mac OS.
- You can record your webcam video and screen capture as two separate resources.

QuickTime files are saved locally. You will need to upload your recording to the designated Google Drive folder that CVN has assigned to you.



Getting Started With QuickTime

1. Open QuickTime and click “New Screen Recording”, then click “New Movie Recording”. The movie recording will be your webcam stream.



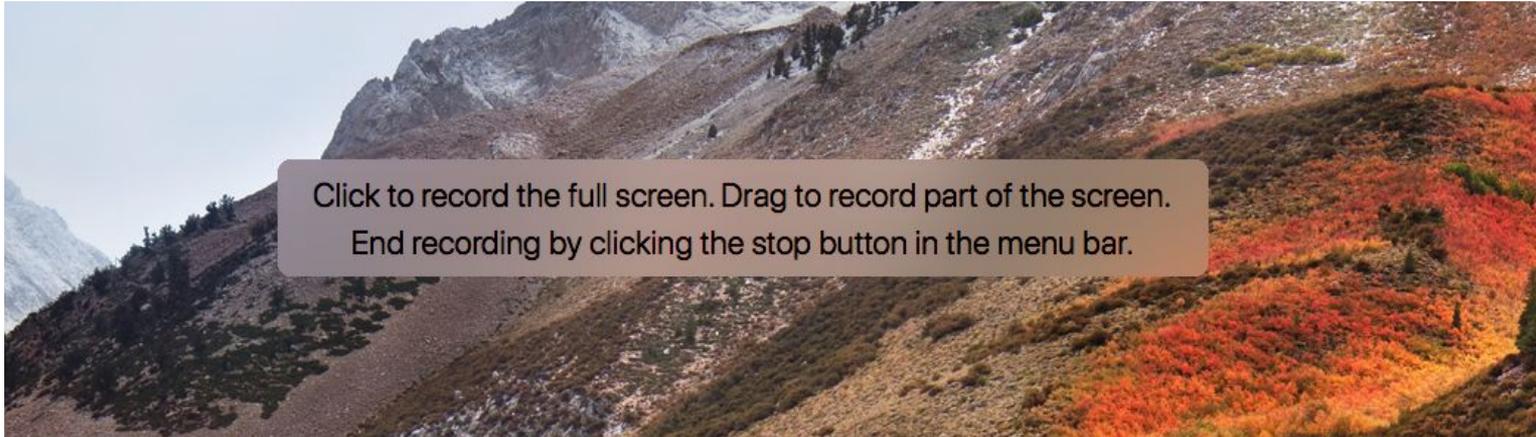
Getting Started With QuickTime

2. Make sure to select “Internal Microphone” under each recording window. Making sure both feeds have audio will help with editing once you are done.



Getting Started With QuickTime

3. To record the screen of your tablet, you would need to highlight the screen of your tablet. A message will appear for you to record that screen.



Getting Started With QuickTime

4. Use the button highlighted below to stop and start your screen recording.



Getting Started With QuickTime

5. Once you're done recording, hit the same red record button to stop both your movie and screen recordings. Name each of your files so that it is clear which file is the screen recording and which is the movie recording. We recommend using the following format:

Course Code(with section) - Semester on Date - Movie/Screen”

Ex.: “EECS6767-001-S20 on 4-16-20-Movie.mov”

and “EECS6767-001-S20 on 4-16-20-Screen.mov”

Windows Users: Open Broadcaster

If you teach from a Windows device we recommend the **OBS App** and the Camera app.

- Free to download for Windows.
- Use OBS for screen capture and camera app for capturing your face.



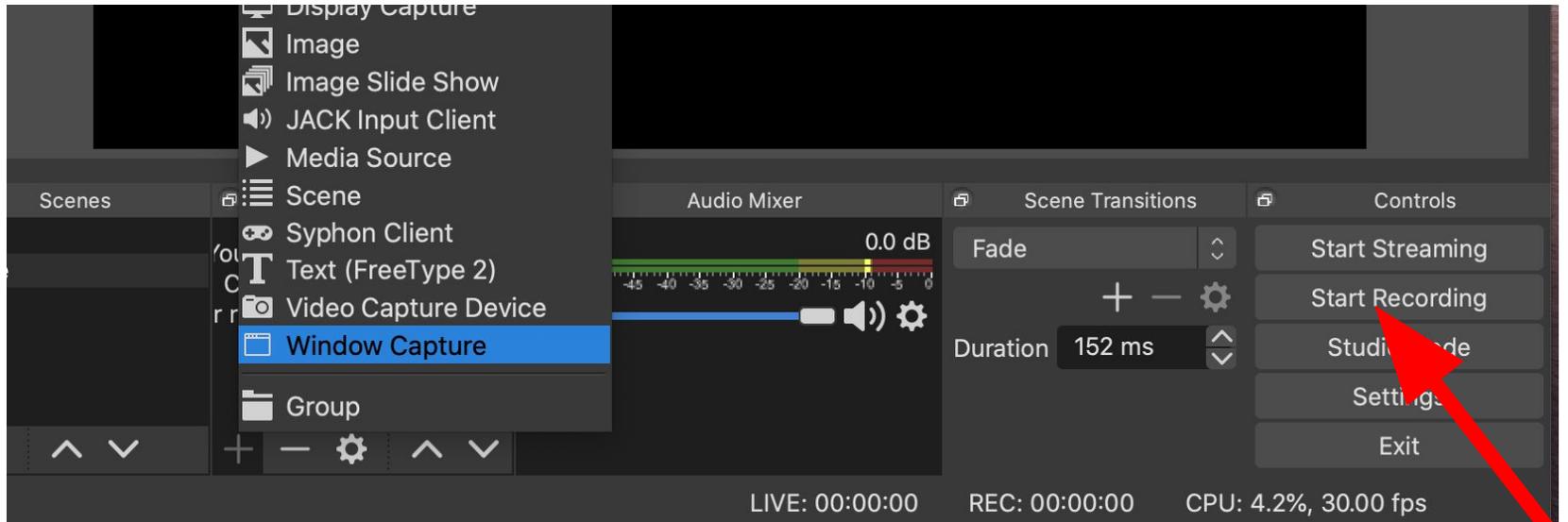
**Open Broadcaster
Software**



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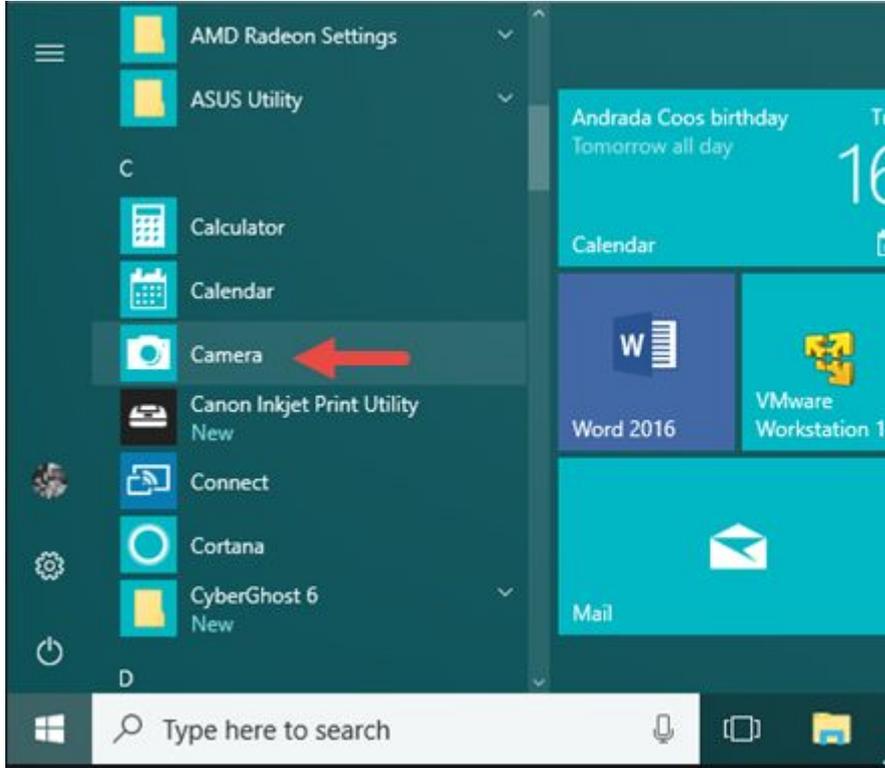


Recording Software



1. Open OBS and click “+”, then click “Window Capture” and select Desktop. Then hit the Start Recording button. You will need to click the same button again to stop recording.

Recording Software



2. To record your face, go to your menu and look for the camera app.

3. Click the take video button. Click the same button to stop recording.



Panopto™ For Recitations

Panopto App is a recording app for quick recordings, but not recommended for high quality. Please discuss this option with the CVN team before recording to see if it suits the format of the course you are working on.

- Free to download for Windows/MAC.
- Simultaneous recording of webcam video, screen capture, and audio.

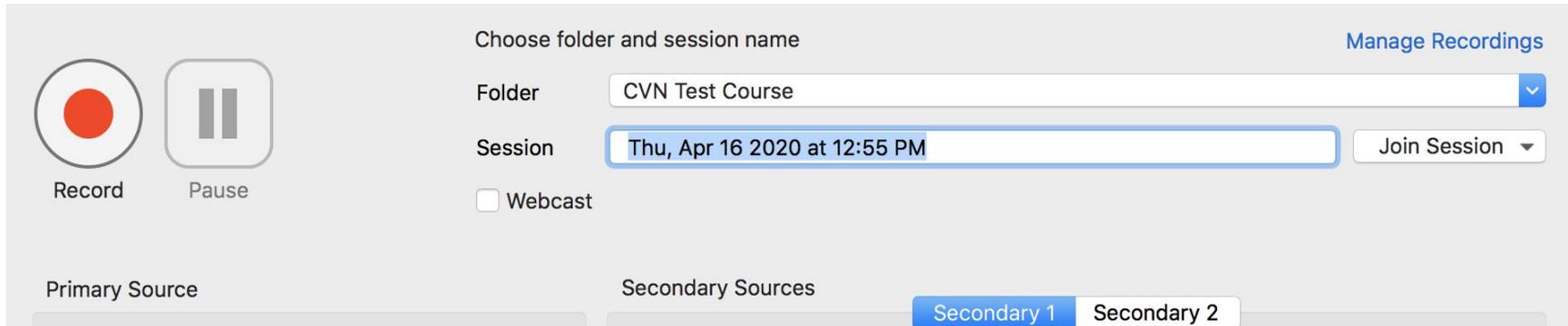
Log into **Panopto**, select your course folder and begin recording. Your video file is placed in the “Video Library” section of your CourseWorks page.

Getting Started With Panopto



Record Directly on Panopto

If you used Panopto as suggested on our previous slide, you do not need to do anything else. Your videos should be uploaded already if you selected your course folder. You can check your videos on your Courseworks Video Library tab.



The screenshot displays the Panopto recording interface. On the left, there are two large circular buttons: a red circle with a white dot labeled "Record" and a square with two vertical bars labeled "Pause". To the right, the "Choose folder and session name" section includes a "Folder" dropdown menu set to "CVN Test Course", a "Session" text input field containing "Thu, Apr 16 2020 at 12:55 PM", and a "Webcast" checkbox which is unchecked. A "Join Session" button with a dropdown arrow is positioned to the right of the session name. A "Manage Recordings" link is located in the top right corner. Below these controls, there are sections for "Primary Source" and "Secondary Sources", with "Secondary 1" and "Secondary 2" tabs visible.

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Recording Tips

- Turn off all electronics that might interrupt your narration (cellphones, email notifications, etc.)
- Be animated and smile while talking.
- Have plenty of liquids available. Keep your vocal cords hydrated with clear, room temperature liquids (avoid coffee, carbonated beverages, and milk products). Have some throat lozenges handy, and take breaks if your voice starts to feel strained.

Recording Tips (Cont'd)

- Don't forget to breathe... But pay attention to your breathing. Loud inhaling or exhaling sounds are irritating for the listener, though subtle natural breaths are okay.
- Got a cold? Take a break. Your “sick voice” will be hard to reproduce if you need to redo narration later.
- Slow down and take breaks! Remember to go slowly. Plan to take breaks between each 5-10 minute segment.

What To Wear

- Dark, solid colors work best (blues, grays and earth tones).
- Avoid wearing white or any color that might potentially look too washed out.
- Do not wear shirts with logos.
- Avoid bright colors or patterns / checks / stripes / corduroy.

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Upload Your QuickTime Videos

- Locate your files on your local desktop.
- If you haven't done so already name your recordings with the recommended naming scheme
 - Ex.: "EECS6767-001-S20 on 4-16-20-Movie.mov"
 - and "EECS6767-001-S20 on 4-16-20-Screen.mov"
- CVN will provide you with a google drive folder to upload your recordings to.

Upload Your Panopto Videos

- If you have recorded using Panopto, your recording should already be uploaded to the Panopto folder. No further action is required.



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Additional Resources

Reach out to CVN Instructional Design Team:

production@cvn.columbia.edu

212-854-6447

cvn.columbia.edu

[SEAS Teaching Online Website](#)

[How to Record a Video with Panopto](#)

[CTL Video Production Best Practices](#)



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Backdrop and Stand

- Our recommended backdrop and stand:
[Background Panel](#)
[Clip Stand Kit](#)



Camera

- We recommend using the [Logitech Webcam](#) along with the [Gooseneck Stand](#). You may have already received this webcam and stand from Graduate Student Affairs.



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Microphone

- An external microphone is meant to sit on the table where you're lecturing. This is ideal if you don't plan on moving.
Position the microphone 1-2 feet in front of yourself. We recommend the [Tabletop USB Mic](#)



Lighting

- For a smooth, flexible, easy-to-use light source, we recommend the [Ring Light with Tripod and Phone Holder](#). Many vloggers and YouTubers use this light to great effect in their online videos.



Thank You!