

Digital Media Classroom

Teaching with Mediasite



Introduction

One of the tools that makes the Digital Media Classroom (DMC) unique on campus is the Mediasite Recorder. The Mediasite Recorder creates presentations using video of instructors teaching in the DMC synchronized with slides created by recording any object or application shown on the instructor's computer. These presentations can be viewed by students off-site as the presentation occurs or on-demand after the presentation ends. The Mediasite presentations are accessed via a web link. No special equipment or software are needed to watch the presentations; viewers only need a computer with a sound card and speakers or headphones and an internet connection.

While the technology used in the DMC allows instructors to teach without having to make many adjustments for the technology, it is required that instructors meet with a CIAT instructional designer prior to their first recording in the DMC for an orientation to the room and its capabilities. In addition, instructors should arrive 30 minutes prior to the start of class when teaching in the DMC to allow time to set up for class and discuss any specific needs with the DMC technician.

The tips below will guide you in using the DMC effectively. However, the best advice for making a good presentation in the DMC is to prepare for your class. Your instruction will be archived and reviewed again and again by students. Make sure you are happy with this permanent artifact of your teaching.

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Preparing Yourself

When you are teaching with Mediasite, you will be videotaped. A technician will be operating the cameras in the room. Here are some tips to make sure your presentation includes the best video quality possible.

1. Meet with the technician prior to class to discuss any special filming needs. For example, let the technician know if you are going to demonstrate a skill or share an object with students. This provides the technician with the opportunity to create a preset camera angle to best capture the object or skill.
2. Wear solid, light colors for best color balance on the video.
 - Do not wear stripes, checks, or other small patterns as they sometimes create distracting optical vibrations on video.
3. If you are teaching a face-to-face class in the DMC, make sure the students are aware they are being filmed. Ask them to speak clearly and loudly during questions and discussions to ensure their voices are captured by the room microphones. You may also want to repeat any questions asked during class to ensure they are captured by the videotape.



Preparing Your Materials

When you are teaching with Mediasite, any materials displayed on your computer screen will be captured as still images and

synchronized with your video. A new image of your computer screen is captured after a certain amount of "change" has occurred to the screen. Follow the guidelines below for the best slide capture:

1. In order to run the classroom management software, you will need to use one of the tablet PCs in the DMC. To ensure you have access to all of your teaching materials in the DMC, make sure to save these materials to a flash drive, CD, or your H:) drive before your recording session.
 2. Open all of your presentation materials before class begins. You can then toggle back and forth between materials without capturing each step of opening a resource or program.
 3. If you would like to "point" at an object displayed on your computer screen, either annotate the screen to clearly indicate the object or make sure you describe what you are pointing at. Moving the mouse to point at an object may not create a large enough change to capture the screen.
 4. Make sure the screen resolution is set to 1024 x 768 pixels. Making the screen larger or smaller may create problems for viewers playing back the presentation.
 5. Complete the tablet tutorials and practice using the tablet prior to use during a presentation.
- Make sure you know what you can annotate easily (Microsoft Office files, digital images imported into Microsoft OneNote or Windows Journal) and cannot (dialogue boxes within a program, web pages).



Using PowerPoint

Many instructors use PowerPoint as a resource. Here are some tips to make sure your PowerPoint presentation displays properly during Mediasite playback.

1. Use font sizes larger than 24 pt, especially if you expect students to view the slides and video simultaneously. Smaller font sizes may be difficult for students to read without using the max slide function.
2. If possible, do not use animation on your slides. Since Mediasite captures still images only, animation effects will be lost. In addition, you should not use animation to build a slide. If the slide change is too small, Mediasite will not capture the build. Think about using either a series of slides to create the effect of a build or using annotation for emphasis or to create a build.
3. Design your PowerPoint slides carefully.
 - If you plan to annotate slides, leave yourself plenty of space on the slides for annotation. Use a light background color so that annotations are easily visible.
 - Make sure font color is easily visible against the color of the slide background.
4. Refer to slides by the slide title rather than by the slide number. The Mediasite Recorder may capture a given slide more than once, especially if you use annotation. Therefore, a slide's number in your presentation may not match up to its number in the Mediasite Viewer slide list.
5. You should make certain characters, like the equal sign (=) and plus sign (+), boldface to make them clearly visible in the slide window at smaller font sizes.



Demonstrating Software

You may use Mediasite to demonstrate software applications or to build tutorials on technology skills.

1. If possible, increase the text size in the applications you use or use to zoom function to improve readability.
2. Be deliberate in working through your tutorial. Pause at the end of every step. This will allow the technician time to capture a screen change if the auto-capture function does not work.
3. Clearly describe what you are doing.
 - Use proper names for commands or menu items.
 - Let students know when you are using the right or left mouse button.
 - Explain your actions before you take them.