

## Best Practices for Learning Glass Video Instruction

### DURING YOUR PRESENTATION:

1. Organise topics to keep presentations short. (6-minute attention span)
2. Decide where you will write key points, drawings or graphs on the board. (Do not write in front of your face.)
3. Decide where you will stop if you need to erase to create more space.
4. Smile, introduce yourself and topic at beginning of video. Summarise and provide a defined ending.
5. Look at camera periodically to encourage perception of eye contact.
6. Use normal gestures and lecture style.

### VIDEO PRODUCTION:

1. Frame image inside the Learning Glass.
2. Adjust table height so bottom of image is at waist.
3. Wear medium to dark solid shirts clothing. White, black, small stripes, bright prints will distract. Logos will appear backwards in final footage.
4. Attach microphone below the collar or neckline (to the side) about 6-8 inches from your mouth. Run microphone wire underneath your clothing so it does not show. Attach the transmitter to the back of your pants, skirt or belt. Gather any excess microphone wire and tuck it out of the way. Don't wear heavy jewelry that can bump microphone.

5. Check footage for lighting and audio levels early in recording. Adjust as needed.
6. If you need to stop during recording, pause to stop then pause again to begin recording. Do not speak during break and pick up where you left off.
7. Don't feel you have to start over if you make a small mistake. Keep going as you would in a face-to-face classroom situation.
8. Review your recording. It can be difficult to see and hear yourself on the recording, but if you can view yourself as a compassionate critic, it will help you improve.

**BE CONFIDENT! USE YOUR CREATIVITY! BUT, MOST OF ALL, BE YOURSELF**

## POST-PRODUCTION

1. Download video footage from memory card, if using camera. Use video software to flip image, if necessary.
2. Don't make abrupt cuts if editing out segments. Use a transition such as a fade or cross-cut if available within the program.

## CLEANING THE BOARD

Most writing and marker residue can be removed with clean terry cloths. For a deeper cleaning, use a foam cleaner such as ZEP or Sprayway. Spray the glass and let the foam sit for a minute. Starting at the top of the board, use the provided squeegee to clean off the foam. Touch up with clean terry cloth.

If you are seeing smudging or specks on the board in the video, it is likely the blue LED strip is turned up too high. It only needs to be bright enough to make the marker writing glow. If that does not resolve the issue, you may need to adjust the settings on your camera. Additional questions regarding camera settings contact:

[Info@learningglass.eu](mailto:Info@learningglass.eu)