

Student Guide: Vodcasting using your smartphones

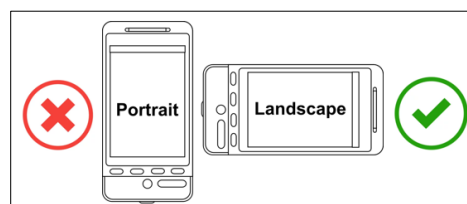
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Overview:

The guide will illustrate how to record a video of a group discussion meeting for a group assignment using smartphones.

What guidelines I should be aware of before recording?

Always record with your smartphone positioned horizontally (landscape).



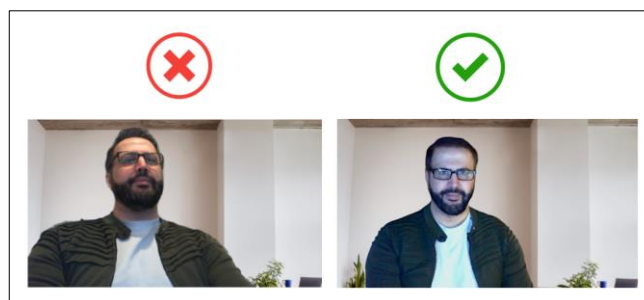
Avoid using the selfie camera, where possible. The “back camera” is usually higher quality and will give your video a more natural look.



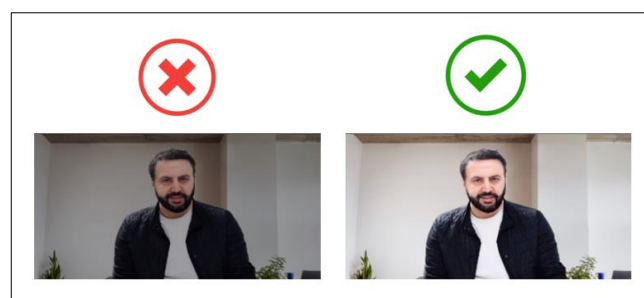
It is advisable to use a tripod, to avoid shaky footage and to keep well frame. Remember, you will need to raise it up to eye level. However, other tripod alternatives could be used.



Position the Camera: Position your smartphone so you are in the frame and clearly visible. Make sure the camera is at an appropriate distance and angle to capture the desired footage. (if you can, avoid angles where the camera lens is looking up or down on you)



Position yourself so windows or your main light sources are facing you, not behind you.



Adjust Camera Settings: Depending on your camera app, you may have access to various settings and options. You can adjust settings like resolution, focus, exposure, and white balance to ensure optimum video quality.

- Make sure you are shooting one of three formats: 1080p at 30fps, 1080p at 60fps, or 1080p at 24fps. 720p and 4k is fine too.
 - On Android phones, the settings are usually in the main camera app behind the gear settings wheel

- On iPhones, the camera settings are in the main settings icon in the photos and camera section
- If you are unsure, no worries, your camera's default setting should generally be ok.
- Check the sound of your video. Do a short recording test to make sure you can see and hear yourselves clearly otherwise try to connect your device to a microphone.

How do I record a video using a smartphone?

Note: This step to be completed by the smartphone user.

Follow these steps:

1. Open the Camera App: Locate and open the default camera app on your smartphone. It is typically labelled "Camera" and can be found on your home screen.
2. Start Recording: Look for the video recording button, usually represented by a red circle or a camera icon with a video symbol. Tap the button to initiate the video recording. The button will typically change colour or display a recording indicator to signify that it is actively recording.
3. End the Recording: Once you have captured the desired footage, tap the same video recording button again to stop the recording. The camera app may take a moment to process and save the recorded video.



How do I access the recorded video?

Note: This step to be completed by the smartphone user.

- On Android, locate the recorded video in your device's gallery app or file manager. It should be saved in the default storage location under the "Videos" or "Camera" folder.
- On iPhone, locate the recorded video in your iPhone's Photos app. It should be saved in the default storage location under the "Videos" or "Recently Added" album.

If you have multiple camera apps installed, be sure to check the specific app's settings for the storage directory.

Note: The location of the recorded video may differ, so please check with your smartphone provider.

How do I copy the recorded video to a different location?

Note: This step to be completed by the smartphone user.

Although it is possible to copy your video to cloud storage services such as Google Drive and DropBox, however, **OneDrive** is the University's first choice platform for storing your University work to keep them secure and safe. There are two ways to do so:

1. On your smartphone, you need to have Microsoft OneDrive app installed first. On your device, locate the video, click Share button, select OneDrive, and place your video in the desired folder.
2. Alternatively, you may want to connect your smartphone to a desktop/laptop using a USB cable. You should be able to see your device in the File Explorer, locate your video and copy it to the desired folder in **OneDrive - The University of Manchester**.

How do I edit the video recording?

Note: This step to be completed on one desktop by either one member or more (working together).

Edit the video recording if necessary. Few free applications are available for basic editing:

- **Shotcut:** Download [Shotcut](#). See the [user guide](#) and watch the [tutorials](#).
- **VideoPad:** Download [VideoPad](#). Watch the [tutorials](#).
- **Lightworks:** Download [Lightworks](#). See the [tutorials](#).

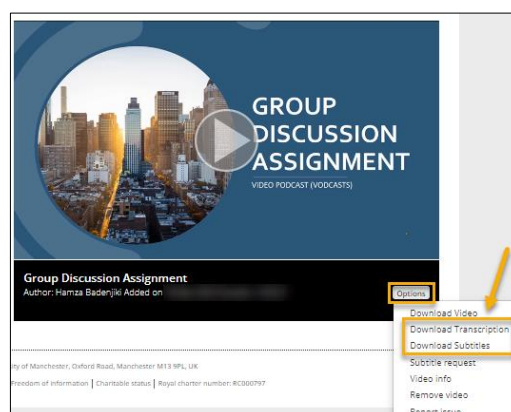
Note: the applications above are self-learning tools and not supported by the university.

You could also book a video editing suite with Media Services to use [Adobe Premiere Pro](#) (please note this is a more advanced video editing tool and is not suitable for beginners, however Media Services team would give a demonstration, if requested) . To book a suite contact, Media Services via this email address: mediaservices@manchester.ac.uk

How do I upload the recording to the video portal and submit the recording video in Blackboard assignment?

Note: This step to be completed by one of the group members on behalf of the group. It consist of two sub-steps:

1. Upload the video recording to the video portal. Transcription and subtitles will be available when you select 'Generate subtitles' tick box following the instructions in the guide below, however, Download Transcription and Subtitles links may take few minutes to show on your video under 'Options' button.



2. Submit the embedded code of your video to group assignment link on Blackboard course. **(Note: Your Course Leader will provide you with more details on the assignment)**

Follow the instructions in this guide to complete the two sub-steps above:

[Student Guide: How to Submit a Video to a Blackboard Assignment using the Video Portal \(Embed Method\)](#)

Helpful Checklist:

Prepare:

- Set a time for your vodcast recording.
- You may find it helpful to do a [Doodle poll](#) to find a time that works for everyone.
- Set up a Teams meeting and ensure everyone has the link.
- It is highly recommended that you practice your discussion before recording, prepare notes and/or allow yourself multiple recording attempts to get more familiar with Teams and confident in presenting/discussing ideas while being recorded [See these [quick wins](#)]
- Allow plenty of time to resolve any technical difficulties on your smartphone
- You may even want to schedule enough time to do multiple takes with your group.

On the day:

- **Location:**
 - Plan well in advance where you're going to be recorded. Use a quiet location with little background noise. Avoid areas with lots of echoes. The audio recording is just as important as the video recording.

- Make sure the room you choose is tidy, as possible, and use a clean and simple background. Choose a non-distracting background. Avoid windows, moving objects, people in the background

- **On-Camera Presence:**

- Make sure all group members appear in the camera frame.
- Keep your hand movements/gestures to a minimum.
- Start and end with a smile, avoid awkward faces.
- Begin and end your recording with a brief moment of silence to allow room for any editing that may be needed.

After the meeting

The video recording(s) will be stored in the smartphone' dedicated app

- Copy the recorded video to SharePoint OneDrive – The University of Manchester
- Edit the video recording if necessary. [See [How do I edit the video recording?](#) section]
- Upload the video recording to the video portal and make a submission to Blackboard [See [How do I upload the recording to the video portal and submit the recording video in Blackboard assignment?](#) section]