

Student Guide: Vodcasting using AMBS Podcast Studio

Overview:.....1

What is the podcast studio?1

Where is the podcast studio?2

How can I book the podcast studio?2

How can I access the podcast studio?2

How do I record in the podcast studio?2

How do I watch the video recording?.....5

How do I get the video recording?7

How do I edit the video recording?8

How do I upload the recording to the video portal and submit the recording video in Canvas assignment?.....9

Helpful Checklist:9

Overview:

The guide will illustrate how to record a video of a group discussion for your group assignment using the AMBS Podcast Studio. (Note: Podcast Studio is available for AMBS staff and students)

What is the podcast studio?

Podcast studio enables users to record video or audio podcasts for activities such as group discussions, interviews, meetings and more in a very simplified way.

The suite equipped with high quality cameras, microphones, and other supporting production set.



Where is the podcast studio?

The podcast studio located on the third floor in AMBS Building. **Room number is 3.039**

How can I book the podcast studio?

You will need to liaise with your course leader who will book the studio on your behalf.

Note: You need to request the studio booking from your course leader at least **three weeks** in advance.

Important Note: On the day of recording, please make sure one of the group members to bring their laptop to save your recording video file as a backup.

How can I access the podcast studio?

Once your course leader booked the studio for you. They will give you the **lock door code** to enter the room. **Note:** you need to turn the handle to the left.

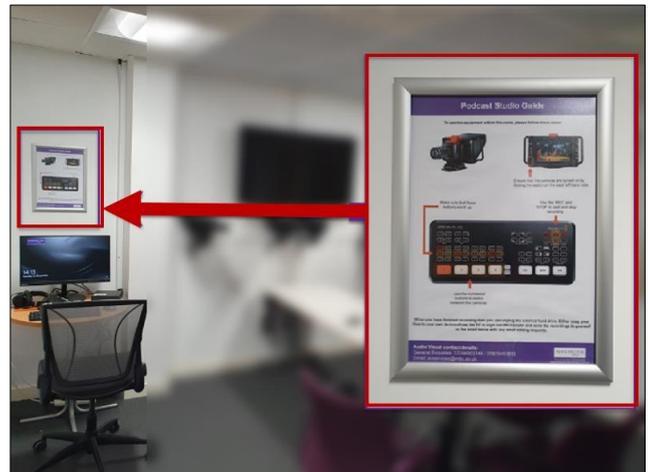


How do I record in the podcast studio?

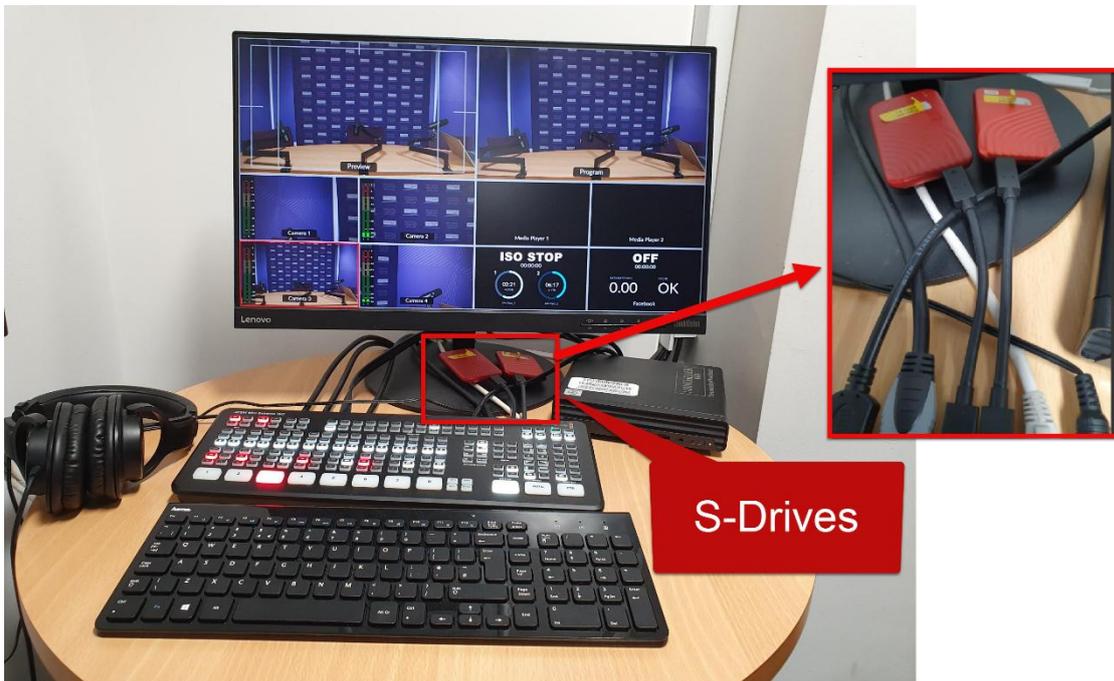
1. Before start recording a video, check the following: Read the Podcast Studio guide (pictured on the right).

Note: All equipment (e.g. cameras, TV, microphones, etc.) will be switched on by AV team prior to the booking time.

2. Use the remote control if the TV is not already on.



- Two **S-Drives** will be plugged in the switcher (if not, contact AV team)



Note: AV & Multimedia Services team is located on the second floor of AMBS building- **Office Number 2.093.** [See the [location](#)]. **Email:** Digital-FoH-N@manchester.ac.uk. **Phone:** 0161 275 6334.

- Make sure the **DISK** light is **green** on the switcher, **camera 3** is selected and the **switcher** resembles the picture below.

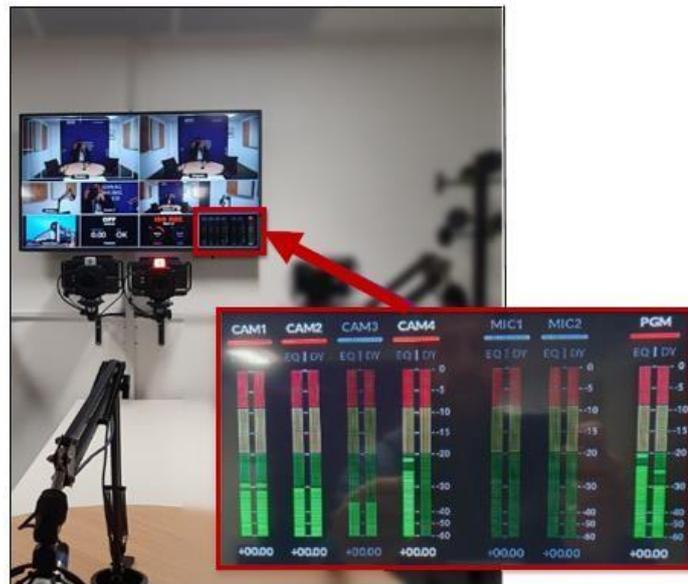


Note: For this discussion meeting purpose, **camera 3** will capture the whole location

Note: More chairs can be asked for.



5. Ensure the microphones are working, by checking the **audio volume** on the monitor.



6. Once everyone in the group is ready to start a discussion, someone should press the **Rec** button on the switcher. Doing so, The **DISK** light and the **Rec** button will turn **red**.



Note: the recording time will show on the TV to help you checking the timing.



7. Once finished recording, click **Stop** button on the switcher. Your recording will be saved by default to one of the two **S-Drives**.



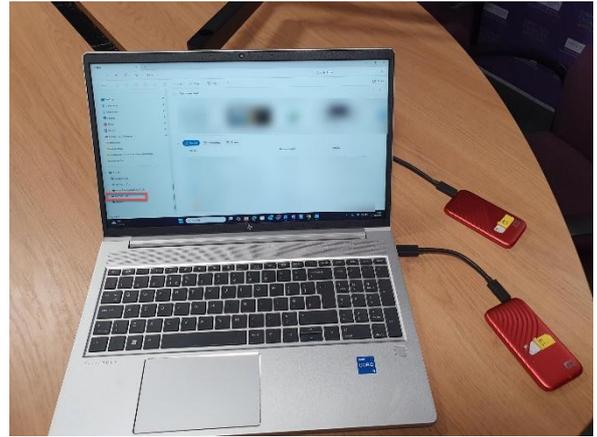
How do I watch the video recording?

Your video recording will be saved on one of two S-Drives. To view your video recording:

1. **Very gently** unplug the S-Drives from the back of the switcher.



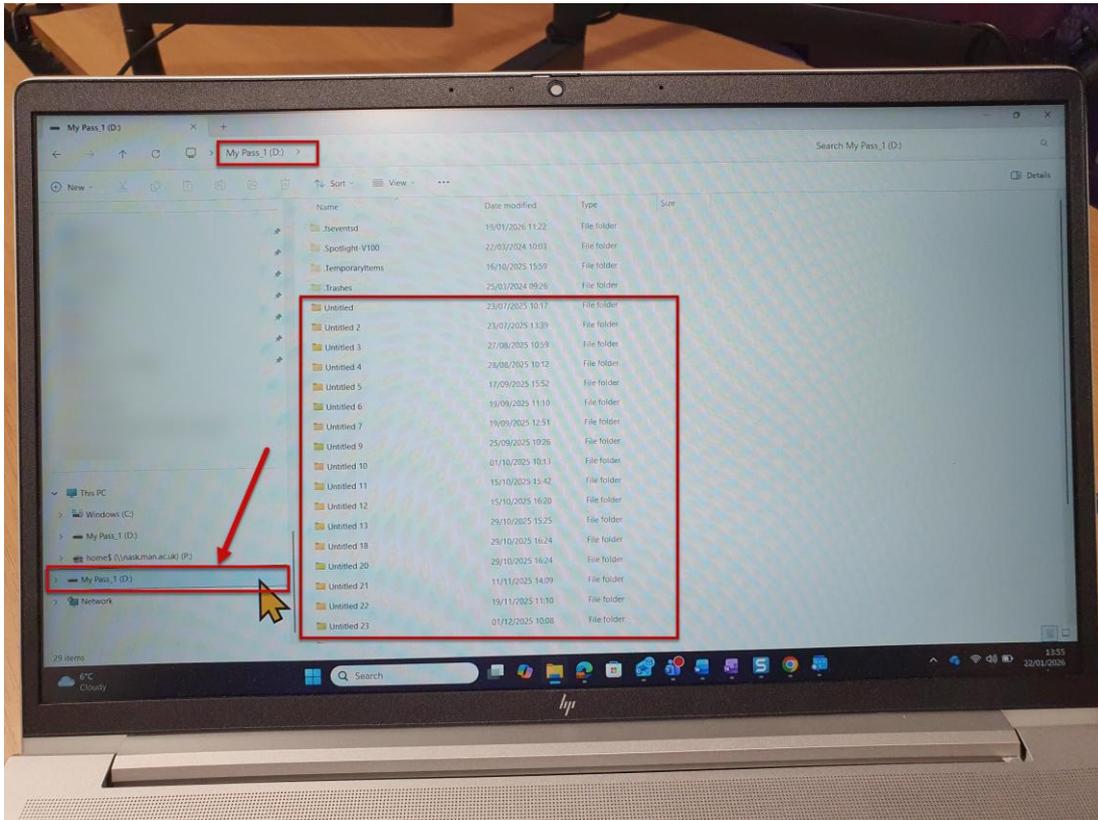
2. Insert either **S-Drive** in your laptop.



4. Open **File Explorer** on your laptop, in this example, **My Pass_1 (D:)** showed

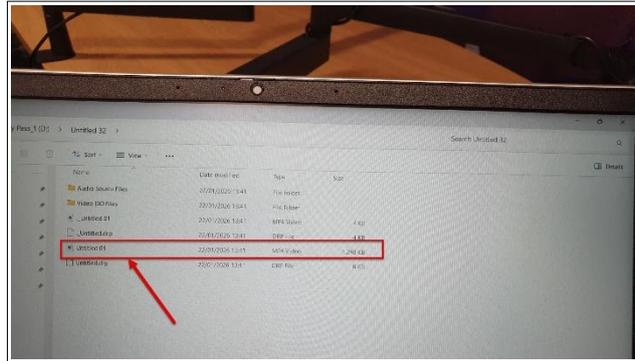
5. Click **My Pass_1 (D:)** and you will see a list of folders

Note: The recording video folder might be found at this location. Please verify the date and time to locate the desired folder. **If it is not present**, insert the alternate S-Drive **My Pass_2 (E:)** and follow the relevant steps outlined above.

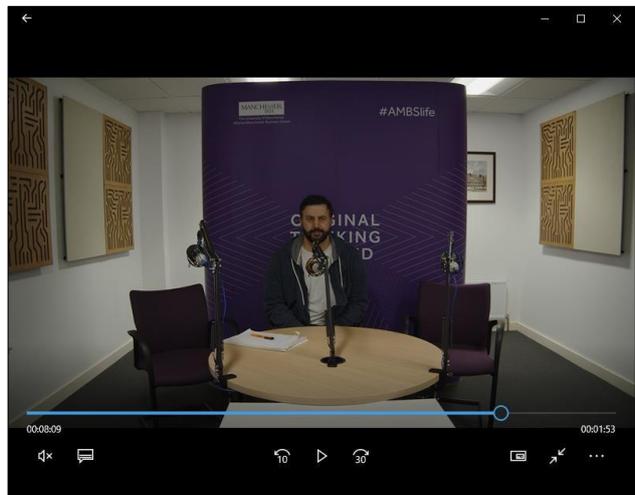


Once you have located your folder on either S-Drives, **My Pass_1(D:)** or **My Pass_2 (E:)**

- Click your **folder** to display all related folders and files, however, for the purpose of this guide, only this **MP4 file** video is required (pictured on the right), normally it has an enormous size. Alternatively, you could access it in **Video ISO Files** folder and select **Untitled Cam 3 01** video file.



- To watch the video, double-click the video file to open it in your default app, like Films & TV player (example pictured on the right)

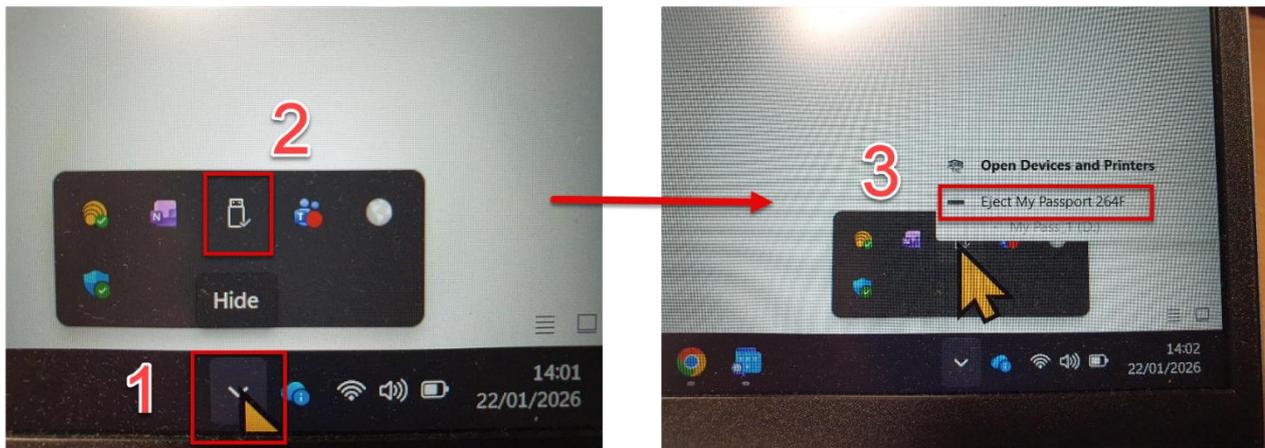


Note: The file size of the video recording will be large (e.g. for a 10-minute video recording, the size could be around 3, 110,636 KB = 3+ Gigabyte). AV team recommended to condense the video file.

How do I get the video recording?

If you are satisfied with the video recording, commence the following:

- Since the recording is for an assessment (i.e. high-stake activity), it is **highly recommended** to **COPY** the video recording (MP4 video file) from the folder to your C Drive or OneDrive for a backup reason.
- Contact AV team: Digital-FoH-N@manchester.ac.uk to condense the video file and for any small editing requests, if needed.
- Close **File Explorer** on your laptop.
- Eject the **S-Drive** from your laptop (following the steps pictured below)



Note: The AV team will pick up the S-Drives afterwards which contains your video recording.

Note: The AV team would normally send you a compressed version of your original recording. You are advised to contact Digital-FoH-N@manchester.ac.uk to confirm your request.

How do I edit the video recording?

Note: If you've received a size-reduced video from the AV team but still need to make additional edits, please follow these instructions:

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](#).

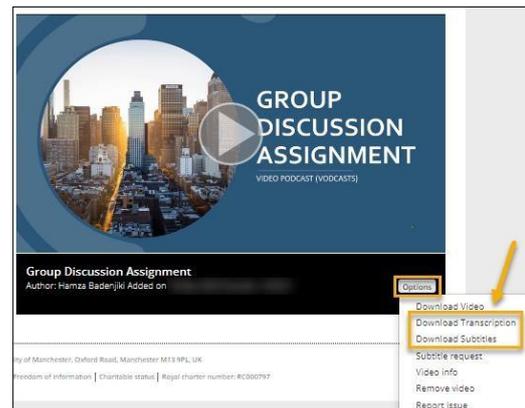
Note: the applications above are self-learning tools and not supported by the university.

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 mediaservices@manchester.ac.uk

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

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

1. Upload the video recording to the video portal. Transcription and subtitles will be available when you make sure '**Generate subtitles**' checkbox is selected following the instructions in the guide below. 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 Canvas 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 Canvas 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.
- 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 AMBS Podcast Studio and confident in presenting/discussing ideas while being recorded.
- You may even want to schedule enough time to do multiple takes with your group

On the day:

- On-Camera Presence:

- Keep your hand movements/gestures to a minimum. ○ Start and end with a smile, avoid awkward faces.
- Begin and end your recording with a moment of silence to allow room for any editing that may be needed.
- Follow the instructions above:
 - [How do I record in the podcast studio?](#)
 - [How do I watch the video recording?](#)
 - [How do I get the video recording?](#)

After the meeting:

Note: Wait until you receive the reduced video from AV team, then:

- Upload the video recording to the video portal and make a submission to Canvas [See [How do I upload the recording to the video portal and submit the recording video in Canvas assignment](#) section]

Note: These instructions are accurate as of the date this guide was published. If you encounter any discrepancies, please reach out to the AV Team.