

Suggestions for effective recording of lectures in recording-enabled rooms

Before recording

- Make sure the microphone is turned on.
- Unmute the microphone if it is muted.
- Double check your lapel microphone is the one associated with the local lecture theatre you are using.
- Remind the students the lecture will be recorded.

During recording

- It is not recommended that you stop recording during the lecture. If you stop and start you will receive two recording links.
- If you receive questions from students during the lecture, repeat these so they are captured by the microphone.
- If you include discussion-based activities make a note of the time these begin and end, to make editing easier afterwards.
- Use a visual clue such as a powerpoint slide indicating that discussion or activity time is starting. This makes it easier to find these sections later and edit them out if you wish.
- Step away from the microphone if answering questions of a sensitive or private nature.
- Use [Extend Desktop](#) if you want to play a video but not record it.

After recording

Do [edit](#) after your lecture has been recorded and before it is auto published.