

Microteaching Audio-Visual Instructions

[J.Harlow July 19, 2011]

Set Up - when you arrive

- Turn on the power-bar on the cart with the DVD recorder
- Turn on the speakers
- Turn on the DVD
- Turn on the room projector
- Hit the REC SPEED button on the DVD remote to make sure it is on "XP" speed, which is the best.
- Turn on the camera (slide switch on top to the left)
- Start the camera recording onto its VHS - we don't actually use the VHS but you have to do this or else the camera will automatically turn off due to lack of use after about 5 minutes.

At the start of one of the 4 talks

- Insert a new disk (it takes about 30 seconds to load)
- Attach the wireless mic to the speaker, turn it on, make sure you can hear through the speakers
- Point the DVD remote control at the DVD, and press "Record"
- Point the room projector remote control at the room projector, and press "RGB" to switch to the speaker's powerpoint (if needed) - or you can just mute the video

After each talk

- Point the DVD remote control at the DVD, and press "Stop" (it takes about 30 seconds to write to disc)
- Point the room projector remote control at the room projector, and press "Video"
- Point the DVD remote control at the DVD, and press "Play" - watch the talk.
- After watching, use the DVD remote control: press Setup, and use the arrows to select: → Disc → Finalize → Yes. **It will take 5 or 6 minutes to finalize** - this is a good time for the group to discuss the talk and give feedback.
- You might want to rewind the VHS tape on the camera, and press record again (so the tape doesn't run out)
- When you finally see "Title Menu", press eject, label DVD, give to speaker.

Before You Leave

- Turn off speakers
- Turn off camera
- Turn off room projector
- Turn off power bar on DVD cart