

Microteaching Audio-Visual Instructions

[J.Harlow Sep. 5, 2014]

Set Up – when you arrive

- Set up and Turn on both laptops (one for presentations at the front, one for recording at the back)
- Use the remote control in the room to turn on the projector, select Computer1 input, lower the screen.
- Hook up speakers and VGA cable to the presentation laptop, so that it is projecting onto the front screen (you may have to push Function-F5 in order to toggle the display to the screen)
- On the recording laptop, start the Logitech Webcam software, aim the web-cam
- Click Quick Capture (it is a bit slow at first...)
- Resolution should be “Medium: 360p”
- Click Controls → Advanced Settings, unclick “RightLight”, dial exposure to fairly low, dial gain to fairly high, click Save
- Unclick “RightSound”

At the start of each of the 4 talks

- Click the Record button – you can watch the video and see how long the talk has been going on

After each talk

- Stop recording (click the record button again)
- Insert a USB drive, a Documents window should come up
- Find the video in My Documents / My Videos / Logitech Webcam (there is a shortcut in the desktop)
- Copy the most recent video file onto the USB drive (drag and drop)
- Safely remove the USB drive
- Pull out the USB drive, and plug it into the presentation computer.
- Go to My Computer, find the USB drive, copy the video onto the desktop (it plays faster that way)
- Safely remove the USB drive, eject it and give it to the presenter
- Double-click on the video (it looks like a pylon)

Before You Leave

- Turn off speakers
- Turn off both laptops
- Turn off room projector
- Bring the presentation laptop with you! Do NOT leave it in the room unattended!