

Microteaching Audio-Visual Instructions

[J.Harlow Sep. 12, 2016]

Set Up - when you arrive

- Set up and Turn on laptop for presentation and playback [NEED PHOTO OF THIS SURFACE WITH ARROWS to headphone jack and power]
- 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 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)
- Attach the camera to the tripod (there should be a quick-release)
- Turn on the camera:



This should be set to "Auto" which is the little green box with an A+. (Unless you find a better setting you like)

At the start of each of the 4 talks

- Click the Record button. Make sure to stop the presenter after 10 minutes.

After each talk

- Stop recording (click the record button again)
- Turn off the camera
- Remove the SD Card. Open the little side compartment by pushing down with your finger and sliding:

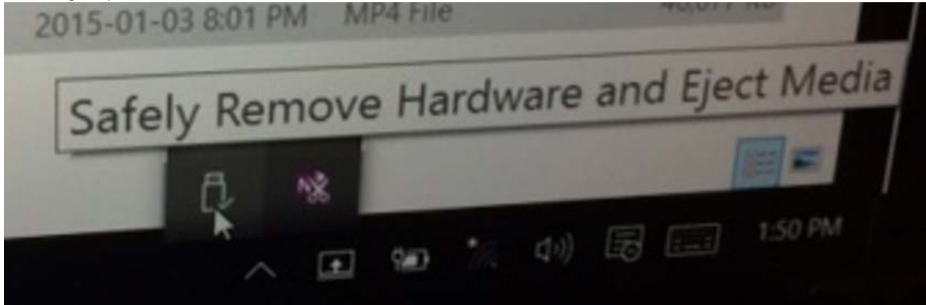


- Push in on the SD card and it should spring out, so you can grab it:



- Insert the SD card into the laptop.
- Bring up File Explorer and copy the video you just recorded (from DCIM/100CANON on the SD card drive) onto the desktop of the laptop.
- Double-click on the copied file on the laptop to play the video.

- To make a copy for the student, insert a USB key in the laptop and copy it on there. It takes a few minutes to write such a large file onto USB.
- Safely eject the USB drive and SD Card:



- Pull out the USB drive, and give it to your presenter for their records.
- Put the SD card back into the camera.

Before You Leave

- Turn off speakers
- Power off the laptop and put it back in the case
- Turn off room projector
- Charge the battery for the camera somewhere. [NEED PHOTO FOR THIS]
- Remove the Camera from the tripod (quick-release) and take it with you. Do NOT leave this \$1k camera in the room unattended!
 - Bring the laptop with you! Do NOT leave it in the room unattended!