

echo³⁶⁰ Echo360 Lecture Capture General Guidelines



- 1. Wear your microphone.** Alternatively, keep the microphone close to you. If you don't, your voice will not be heard on the video.

John asked if the exam will be multiple choice only...



- 2. Repeat all student questions.** Student responses will not be picked up on recording, so repeating the question before answering it, allows for both question and answer to be recorded.



- 3. The camera is pointed at the lecturn.** If you move away from the lecturn, your voice is still recorded, but you cannot be seen on the video. This can be okay, unless you are demonstrating something where a visual of you is required for the learner to understand the concept.



- 4. Remind the audience to be quiet if there are microphones near them.** If not, even the slightest comments/actions will be heard in the recording.