Illinois Institute of Technology
IIT Online Technical Services

Best Practices for Teaching on Camera

Before Class

Attire	Wear solid colors, no white, no black.
	Avoid patterns, stripes, or plaids.
Room Set-up	Get to know the room you're teaching in.
	Test your PC in your classroom before using it in class.
	Familiarize yourself with the toggle switch to use for display to both the PC monitor and to send VGA output to the projector.
Materials	Light blue or gray backgrounds work best; white backgrounds are too hot and may not broadcast clearly.
	• Avoid too much content per slide; limit roughly to 5-6 bullets per page
	• Use larger than typical margins (approximately 20% perimeter) due to different resolutions between PC and TVs.
	Good advice on PPT presentations is at: http://www.garrreynolds.com/Presentation/index.html.
Materials: Print	Print one copy of your class materials for display on the document camera.
	Interleave blank pages if using other colors.

	Specs | Font: Sans serif (e.g.,Arial or Helvetica), 18+ points
	           Style: No shadows
	           Paper: Pastel-colored paper. Blue is best as there is no bleed-in from the sheets behind.

Materials: Electronic
(e.g. PowerPoint)
	Specs | Font: Sans serif (e.g.,Arial or Helvetica), 18+ points
	           Style: No shadows
	           Margins: 2" margins left/right, 1# top/bottom

IIT Online Support	Broadcast and Internet versions of your class are a collaborative effort, and our goal is **t**o facilitate your teaching to remote students with the highest quality possible using broadcast and Internet technologies.
	Each TD has complete technical training, but be please patient while they learn your individual teaching style.
	Please communicate any special requests for your class to the TD.
	If you feel like you need practice, let us know. We can set up a session and have a TD scheduled to assist.

Timing	**Start and End on Time**
	
	End your class with a closing statement.
	
	All class broadcasts are automatically terminated on the digitizer 4 minutes after the class's scheduled end time:
	
	    • After a 2-minute grace period, the TD will close down the video and audio.
	    • At the 4th overtime minute, broadcast will end and remote students will not see or hear anything.
	
	  NB: If you are going to be late, please contact us as soon as possible.

During Class

Presentation Technologies	**Microphone** Keep the microphone pointing up and centered about 6" beneath your chin. When possible, wear attire that has an easy anchor point to clip the microphone to (button-down shirts/blouse, ties, etc…). **Whiteboards** Try to remain within the tape or divider boundaries on any one board as this is all that can be on camera at one time. **Monitor** Check the instructor monitor often to be sure that - Papers are aligned horizontally - Focus is set - Zoom is appropriate **Document Camera** - To zoom in, press Tele and then press Auto-focus once. - To Zoom out press Wide and then press Auto-focus once. Note: Be sensitive to the depth of focus, and if it changes, refocus the image. **If you are acting as your own technical director (Rice or Moffett campus), try to avoid keeping the camera solely on a document, application or whiteboard image. Students want to see you, and benefit from your enthusiasm.**
Classroom Interaction	**Please remember you are on-air and students are looking to you to guide the session and coordinate among different student audiences.** Repeat student questions. If there is a phone call, you may need to ask for the volume to be adjusted. If there is a harassing call received, ask for it to be dropped. If this occurs again, ask remote students to wait until after class to call and ask the TD to stop incoming calls. **Above all, be calm if something unexpected happens. You can always take a break and deal with any situation off camera.**
Materials	**For Internet Courses:** You can submit course materials to IIT Online Technical Services several ways: 1. **Immediately after class**: Place all written materials, printouts from the electronic whiteboard, etc… in the envelope provided. 2. **No later than 1:00pm on the day following class**: Submit hardcopies of materials to IIT Online Technical Services, 103 Stuart Building Fax them to x75913 Send them electronically to **onlinematerials@iit.edu** **Internet development staff will return all physical materials via campus mail.** **NB: The quality of our final production is often significantly improved by working with first generation materials in the original format, particularly PPTs.**

After Class

Feedback	Use the yellow faculty response card for any comments or suggestions.
	The TD will return it to the Chief Engineer.

This material, as well as other support documentation, can be found at http://my.iit.edu/iit/ots/how_to/faq2.shtml or by logging into the IIT portal. Under the Training and Support tab, in the Office of Technology Service channel, click the Faculty link under How-To's FAQs.