

WEBCAM BASICS

This guide supports QM Standards 1.8 –Instructor Introduction and 4.5 –Variety of Instructional Materials. This guide discusses pointers that are good to know when creating a webcam recording for your course.



Set Up

Plug the webcam into the computer and install any additional software if needed, following the manufacturer's instructions. Test the camera and make sure it is working before you start recording.



Placement & Angles

Place your camera at eye-level or even a little higher if you can. Avoid shooting at an upward angle to your face. Frame your shot making sure your head is completely inside the frame. Don't get too close to the camera or you can distort the image, making your face appear blurry and much bigger than it really is.



Environment

Choose a room with a good source of natural or artificial light. Make sure it's quiet or with low background noise. Also ensure that it is a place where you are not going to be frequently interrupted. Make sure the background wall has a pleasant color (avoid strong colors like red or black), and is well organized. Pictures in the back, books or plants can help to create a more personal environment; but make sure not to have something that is too distracting or inappropriate.

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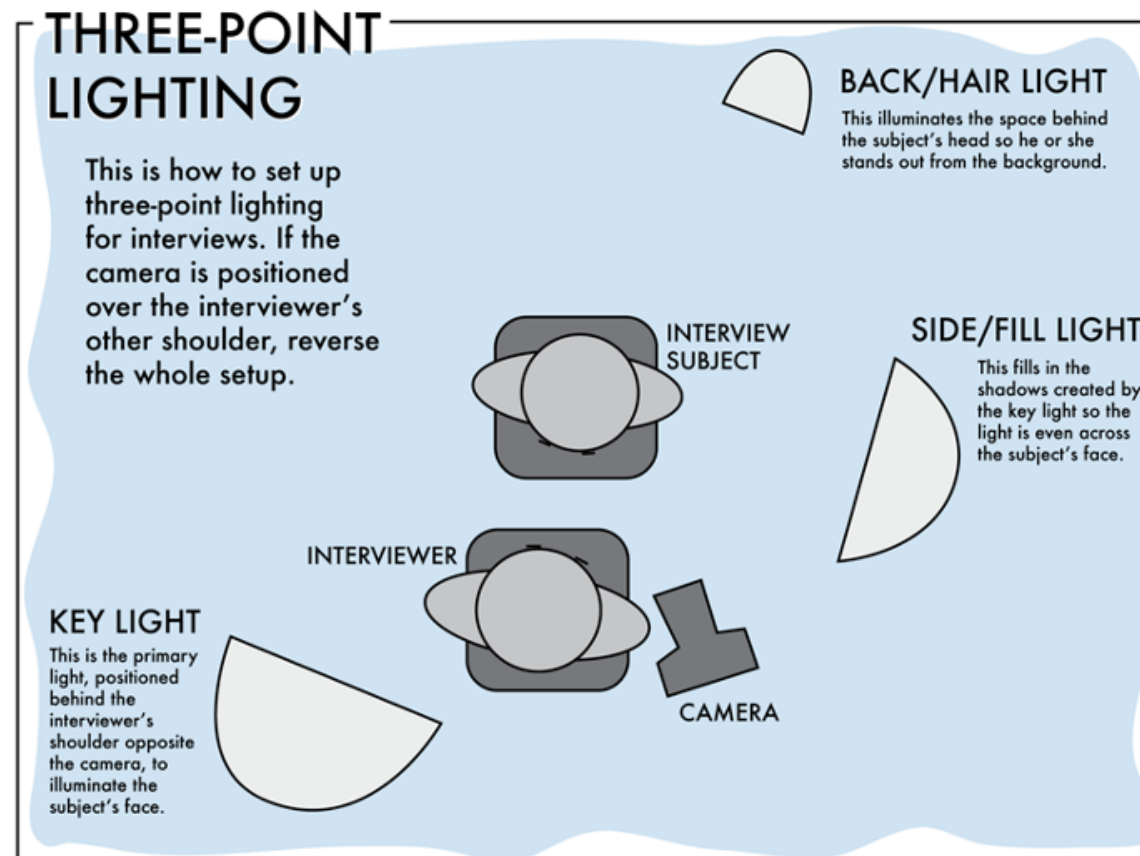
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Lighting

Use desk lamps to lighten the room, especially when the room doesn't have a good source of natural light coming from a window. Use lamps with the same color temperature (either yellow or fluorescent). Avoid placing the main source of light behind you since this can make you look too dark and give undesired shadows. Placing the light source directly in front can also make you look too shiny or too white, and if you have glasses this reflection can cover your eyes. The best way of lighting the scene would be by using the three-point lighting approach, when possible:



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Audio

Be aware of any background sound or noise like the radio, TV, fan, air conditioning, fridge and turn them off. Any background noise can interfere with the sound of your voice, especially when not using a professional external microphone.



Speaking

Be aware of your posture and hand movements when recording yourself. Speak clearly and articulate your words. Keep a nice pace when talking so that it is easy for the audience to understand what you say.



Rather than reading the content from your computer, make it more relevant and personal, like you are having a conversation.



Content

The idea behind these videos is to give a more personal feeling to your online course, and simulate a one-on-one connection with the student. Therefore, try to sound conversational. Be concise; have quick and relevant content for the topics you are supplementing with the video, to ensure that your video doesn't go longer than 2 to 3 minutes. Use these short snippets for introducing yourself to the course, introducing or concluding topics, sharing a personal story or example related to the topic, and giving feedback to students.



Resources

Light & Background color: [Tips for Webcam Video](#)

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