

WVU Teaching and Learning Commons Lightboard Setup and Usage Guide (physically located in Evansdale Library G4)

Latest Important Additions (6/26/2019)

*TAKE THE CAMERA OUT OF "AUTO" AND USE ALL MANUAL SETTINGS. THIS WILL MAKE THE BLACK BACKDROP ALL THE SAME SHADE AND IS CRITICAL FOR EDITING PURPOSES.

**WATCH YOUR FRAMING. MAKE SURE THE BLACK BACKDROP IS BEHIND THE ENTIRE LIGHTBOARD, SO YOU CAN'T SEE ANY WALLS OR ANYTHING ELSE IN THE STUDIO. MOVE THE CAMERA IF YOU HAVE TO.

Equipment Check

- Canon XF205 camera, mounted on tripod in the middle of the control room
- Dry erase Expo NEON markers in marker stand
- Two CF memory cards in camera
- Power supply for camera (direct plug-in to wall is preferred)
- Mics/batteries fully charged
- Make sure black backdrop is pulled tight on all sides to avoid different shades of black
- Headphones to monitor audio

Lightboard

- There are two ribbons of LED lights (one under the glass to light the marker ink, and one that runs around the outside to light the presenter).
 - o The dimmer controls one set, and the plug-in controls the inner strip of lights. BOTH sets must be on.
- Glass should be cleaned with the window cleaner (vinegar diluted 1:1 with water) and microfiber clothes in the bucket prior to filming.
- Mark lines on the glass as to where the frame stops for recording – try to get camera framing** to go edge to edge, if possible.

Camera Setup & Settings*

- Initialize media/format memory cards: **Menu → Wrench Icon**
- Flip screen to reverse image: **Menu → Custom Function → Scan/Reverse Record**
- Color correction settings: **Menu → OLED Setup**
 - o Brightness: -10
 - o Contrast: 0
 - o Color: +10
 - o Sharpness: +4
 - o Luminance: ON

(These settings are subject to change based on your presenter, use your best judgment)

Instructor Preparation

- Wear light or mid-tone colors (jewel tones). No words or logos on clothes.
- Plan the presentation ahead of time. Bring notes to glance at on the side.
- 5 minutes, one topic, one board, stop.

General Tips for Better Production*PRESENTER*

- Once recording begins, instructor waits for a few seconds before beginning lesson.
- DON'T press hard on the markers – it makes the squeaking worse.
- After writing, step to the side to explain the most recent idea so that it is easily visible.
- Leave yourself a window so you don't end up blocking yourself out with text.

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- Store markers caps down in their tray so they don't dry out

For more information, contact WVU's Teaching and Learning Commons at 304-293-5824.