WVU Teaching & Learning Commons Lightboard Guidelines
(Located in EVL G4)

Equipment Check
- Canon XMF205 mounted on tripod in the middle of the control room
- Dry Erase EXPO NEON Markers in stand
- Two Compact Flash 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 Setup
- There are two ribbons of LED lights, one under the glass, and one the runs around the outside. BOTH sets must be plugged in to turn them on. The dimmer controls the instructor lighting (to adjust the illumination of the presenter for the camera).
- Glass should be gently cleaned with the cleaner (vinegar diluted with water), and microfiber cloths in the bucket prior to filming.
- Mark lines on the glass as to where the frame stops for recording (try to get camera 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
  
  | Brightness: | -10 |
  | Contrast:   | 0   |
  | Color:      | +10 |
  | Sharpness:  | +4  |
  | Luminance:  | ON  |

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

Instructor Preparation
- Wear light or mid-tone colors. 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 on the board, step to the side to explain the most recent idea so that it is visible.
- Leave yourself a window so you don’t end up blocking yourself with text.

CREW
- Store markers caps down in their tray so they don’t dry out.

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