

How to use your smart phone to record educational videos

Step 1. Planning

Content

Storyboard what you plan to show. Script what you plan to say.

1. List the learning goal(s) of the video
2. Show don't tell. If you can show how to do something simply on screen, use the voice over to explain the details (e.g. why something is done that way) rather than narrate what you are doing
3. Use simple, plain and conversational words. Don't "leverage convoluted statements to augment your dialogue"
4. Practice your script. Ensure it flows
5. Have someone else review the plan
6. More time planning = Less time editing (e.g. removing unneeded detail, splicing together transitions, avoiding reshoots)

Environment

Find and set-up a space where you will not be interrupted.

1. Ensure the lighting won't change during filming (e.g. draw curtains)
2. Prevent noise pollution (e.g. close doors, put up signs to redirect any staff walking through or to stop slamming doors)
3. Minimise background distractions. Objects 6m behind the camera will still be in focus if using an iPhone 8
4. Ensure the background suits the content

Lighting

Bright lighting improves video quality

1. Turn on all ceiling lights
2. Add additional lights e.g. table lights, lamps
3. Remember you need to light yourself, the background and any other focus points in the scene
4. No lights? Film facing a window

Camera (Phone)

Ready the equipment

1. Choose how you will record
 - i. **Rear-facing camera:** Involve a 2nd who can make sure that the lighting and framing remains optimal whilst you record
 - ii. **Front-facing camera:** You are able to view yourself whilst filming however the quality will be lower
 - iii. **Screen capture:** How to record your iPhone screen ([2:27](#))

Go to Settings > Control Centre > Customise controls > Add Screen Recording (by clicking green plus sign)

Scroll up on home screen to bring up your menu > Turn on record (+/- toggle microphone on and off) > Turn off record when finished > Publishing options will appear

2. Clean your camera lens!
3. Keep the camera still. Use a tripod or an origami iPhone holder ([3:13](#))
4. Position the iPhone just below the presenter's eye-level
 - i. If you plan on moving the phone during filming, use a stabiliser (e.g. a selfie stick) **not your hands**
5. Change your phone settings
 - i. Go to Settings > Camera > Record video – choose quality (increase to highest quality possible) and deselect “Auto Low Light FPS”
 - ii. Go to Settings > Camera > Preserve Settings – select “Camera Mode” and “Creative Controls”
 - iii. Note videos are huge, make sure you have enough phone storage for your video! You don't want it to cut off at the end or not save! 1080p videos = 2.5megabytes **per second**, 4k = 5-7megabytes **per second**
 - iv. Enable flight mode. You don't want filming to be interrupted by a call or text.
 - v. Turn on “Do not disturb” setting to ensure you are also not interrupted by social media notifications.

- vi. Tap and hold the iPhone screen on what you want the video to focus on (i.e. the presenter's face, a piece of equipment). A yellow box will appear and then flash before confirming that the focus and lighting is now locked.
- vii. To make brightness adjustments after locking, scroll up (brightness up) or down on the right side of the iPhone screen.

Step 2. Record

1. Do a test 20 second recording to ensure your video and audio are working correctly
2. Whilst recording remember keep eye contact with your viewers (by looking at the camera lens, not the screen)
3. Be aware of changes (passing clouds, a noisy truck has pulled up) and stop to correct the environment as needed
4. If you make a mistake **don't stop!** Pause and restart just before the mistake. You can always edit out mistakes at the end.

3. Transfer the video from your phone to your computer

Use [Airdrop or plug a cable from your iPhone into your computer or send it wirelessly to an editing program.](#)

4. Edit

There are many different software programs, free options include QuickTime or iMovie

1. Create a new project
2. Import your media, both video(s) & audio
3. Drag all of the media you want to include into the project timeline

Edit video first

4. Start trimming video you **don't** want included
5. Drag, shuffle and add video to create your final story
6. Add a title screen (plus any other title or transitions screens)

7. Apply effects to some or all of your video as needed (e.g. zoom in to highlight a piece of equipment, slow the speed to focus on the steps of a manoeuvre)

Then audio

8. Add the audio track
9. Trim and reshuffle the audio track as needed to align with the story
10. Apply effects to the audio as required (e.g. increase volume, dampen background noises)

Finalise for publishing

11. Maximise the video quality (enhance brightness, colour correction)
12. Make sure the project has a title and summary/take home message card
13. Export the completed file as a video with audio