

PREPARE TO RECORD WITH THE LIGHTBOARD

Planning

At this point, you've already answered the question "[Is the lightboard the right choice for my class?](#)" You've identified a key concept that you can address in a video less than 10 minutes long. Next you'll want to plan and practice your narration and writing. You can [create a storyboard](#) to sketch this out.

Script and Accessible Version

You should also create a script for your narration. This will help you do several things:

- Tighten your narration and shorten your final video
- Shorten your recording time
- Shorten your editing time
- Easily post an accessible version of your content for students with disabilities

Here's a quick, painless way to create a script: dictate your narration in Word Online while practicing.

1. Go to onedrive.queens.edu and log in using your Queens username and password.
2. Click **Word** and create a new blank document.
3. Click the **Home** tab.
4. Click the **microphone icon**.
5. Allow access to your microphone.
6. Click the microphone so it has a red dot.
7. Speak and text will appear!
8. Click the microphone icon again to stop recording.
9. Edit the text by typing.
10. Your work is saved automatically in OneDrive.
11. To rename your file, click **File, Save As**, and **Rename**. Type a new name. Click **OK**.

What to Bring

- A MicroSD card with SD adapter, or an SD card
- Your script and storyboard
- Objects or props, if relevant to your content

What NOT to Wear

- Dark clothes that will fade into the black backdrop
- White clothes that will affect the camera's light balance
- Clothes with text on the front (it will appear in reverse in the final video)

Post-Recording Steps

Usually some editing will be needed. You can do this in the digital studio at the computer workstation with Camtasia software. Plan to save your work on your portable media or OneDrive account.

Please contact Jason Garvey or Laura Lohman for assistance with the lightboard. We can be contacted at garveyj@queens.edu and lohmanl@queens.edu.