

Lightboard Studio Guide

LIGHTBOARD STUDIO GUIDE

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Introduction to the Lightboard Studio

Welcome to the Lightboard Studio

A lightboard or learning glass is a device for creating interactive videos for teaching and learning. It is a glass panel with LED lights that can be written on with markers. The instructor faces the camera and writes on the glass, and the image is flipped for the viewers. It helps the instructor communicate effectively and illustrate complex concepts visually. It can be used for various subjects that involve technical or graphical content .





One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.usask.ca/lightboard/?p=17#oembed-1>

360 Studio Tour

Explore the Lightboard Studio BEFORE you arrive with this interactive 360 tour. Click and drag on the screen to change your view and click on the interactive assets to move about the room and get more information.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.usask.ca/lightboard/?p=17>

Step 1

Book the Lightboard Studio by contacting us at media_production@usask.ca or by calling 306-966-2500.

Step 2

Prepare your lesson plan and the materials you'll need for your presentation.

Step 3

Show up to your session time and bring a USB drive as well as any presentation materials. We will help you with the setup process.

For more information or to book a tour or session today

email: media_production@usask.ca

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[PART I]

Lightboard Studio Quick Start Guide

Studio Configuration Options



Popular Use Cases

Writing

The lightboard is a great tool for explaining complex concepts, processes, equations with visual impact. Drawing or writing directly on

the lightboard with florescent markers provides an illuminated image for the instructor to stand behind and explain. Through gesturing and facial expressions common to their face-to-face teaching environment, instructors can deliver a teaching experience similar to a live classroom with the enhancement of dynamic visual aids.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

[https://openpress.usask.ca/
lightboard/?p=20#h5p-2](https://openpress.usask.ca/lightboard/?p=20#h5p-2)

Keying

Taking things a step further with the lightboard, instructors can incorporate slides, animations, videos and more as part of the on screen materials with which they can interact. Using the keying functions of the lightboard studio hardware, we're able to overlay Power

Points, animation, images and video for instructors to annotate, label, and draw over top of within the same video capture.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

[https://openpress.usask.ca/
lightboard/?p=20#h5p-3](https://openpress.usask.ca/lightboard/?p=20#h5p-3)

Your Recording Session



LOGISTICS


USASK
MEDIA
PRODUCTION
UNIVERSITY OF
SASKATCHEWAN
BE BOLD THE WORLD WINS

Technician On Call

306-966-4285

TECHNICAL SUPPORT

One of our professional technicians will be in studio waiting to greet you when you arrive. Your technician can help you find the right look and configuration for your session on the day, but it's best to let us know ahead of time if you know what type of set up you're looking for so we can have it ready to go when you arrive. Technicians will be close at hand

during your session and help is just a quick call away should you need some support. There is a phone in the room and you can call **306-966-4285** to get a tech to pop back in anytime.

What you'll need to bring with you

1. **Your presentation materials** – Bring your slides, images, video files, etc. with you on a USB Drive. These can be loaded onto the UCreate computer console for use during recording. A presentation slide clicker will be provided.
2. **A USB Drive for your Recordings** – Your media will be recorded directly to your USB Drive with should be formatted to a **FAT32** standard. **16-32GB drives** work best with the studio hardware.

Recording your Media

1. Login to the Lightboard Computer Console on the right with your NSID.



2. Load your presentations onto the console desktop from your USB Drive using the USB Hub on the cabinet.



3. Insert your FAT32 USB Drive into the Recording Hardware in the cabinet below the computer console.



4. Once you're ready to go, just press Record on the control box on the cabinet. Once the flashing light turns solid, its Lights, Camera, Action!

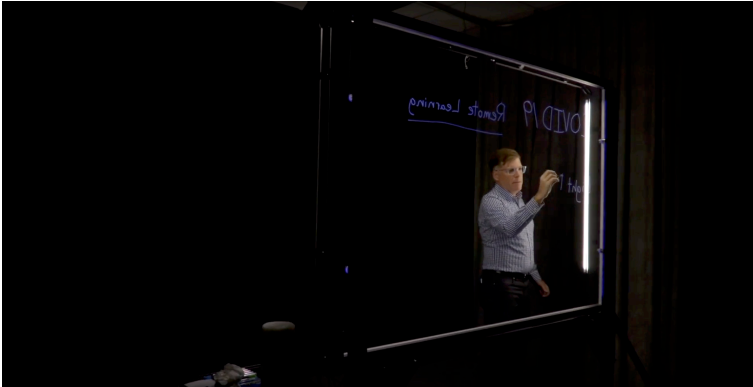


Note: Each time you **start** and **stop** the recording a new video file will be created on your USB Drive.

Wardrobe Considerations

1. Dark clothing works best for blending into the background. Light colours can make the neon markers hard to read. Greys, navy, deep red, etc. are perfect choices.
2. Avoid black. If your cloths are too dark you may find your body disappearing all together when you step away from the lightboard lighting.
3. Avoid logos or text. Graphics, logos and text can be distracting and will also be reversed when the Lightboard image is flipped for student viewing.

Shooting the Lightboard Video



Shooting Best Practices

There are a few helpful tips to keep in mind when recording your Lightboard Videos.

- Stay close to the Lightboard. Moving too far away from the lightboard may

cause you to plunge into darkness and also appear out of focus for the camera which is sharpest at the glass.

- Identify the Lightboard edges in the Preview monitor before you start. The camera frame may not be able to capture edge to edge of the lightboard.
- Try to keep your face in an open area while explaining things you've drawn. This allows students to engage with you the instructor and ensures they can clearly see the writing.
- Point to your written content from off to the side of it. This will give students the best perspective to see what you're talking about.
- Look at the camera. Think of the camera as your audience and engage directly with them whenever possible.
- Don't cap the marker throughout the presentation. This can be louder than you think on the recording and may be distracting to viewers.

Things to remember

- Slow down. If you think you're talking too slow, that's probably perfect.
- Editing is inevitable. Don't feel like you have to do the whole presentation perfect from end to end. If you stumble just pause for a few seconds and start from where you left off. You can edit out the slip ups in Panopto when you're done.
- Practice ahead of time on a regular whiteboard to get the spacing of your layout sorted before you start.
- There's lots of examples out there online so search for some ways people have used the lightboard in your discipline before for some great ideas.

[PART II]

Lightboard Media Design

Lightboard Media Design Best Practices



When developing educational media for your course it's important to consider HOW this media will connect within the overall course design. Here are a few questions you might want to ask as you begin to plan out your recordings:

1. Which course learning outcomes is this media connecting to?
2. How/where will I be delivering this media (canvas course, f2f class, etc)?
3. Why is video the best format for this learning material (visually present a concept, demonstrate something, enhance engagement)?
4. What accompanying learning material will this media connect to (written intro or preamble in Canvas, formative review questions or reflective activity to follow, discussion questions, etc.)?
5. How might I assess the students' learning related to this media.

Designing your Media

Making a plan before you arrive will ensure you get the most out of your recording session time and your media will have the impact you intend. Creating videos is an effective way to deliver presentations to supplement lectures as well as reinforce and emphasizing concepts that are harder to explain. The Lightboard Studio is a great facility for creating lectures

for use in online and distance education or a for use in a flipped classroom. Like with any curriculum design, its best to have a plan and make sure the anticipated outcomes are clear before you start. Ask yourself, why is it important to present this material using video? How will I use this video along side my other course materials? How will I integrate active learning opportunities into and around this video recording? An Instructional Designer in Media Production can help you think through your media design and come up with a plan to help ensure your media serves the outcomes you intend.

Pre-production

A little pre-production planning can save you a lot of time down the road. Preparing your presentations visual elements as well as giving yourself some talking points for each video can be helpful when it comes time for your session. Making use of the Media Production DIY Script Template can help you organize what you're going to say and do in your recording. The Lightboard is a 4×6' writing space that can fill up fast. Drawing out your completed board of visuals on a piece of paper

to bring with you or practising on a regular chalk board or whiteboard ahead of time is a great way to ensure you'll be able to fit the whole concept on one board.

"Chunking" Best Practices

You may already have a number of presentations and lectures prepared from your face-to-face class, but remember that without the ability to see your audience and without their ability to ask questions, or interact with you in real time you may want to consider "chunking" your presentations into more digestible pieces. A 30 minute lecture can feel a lot longer when students are watching a small screen and have no way to ask questions or show confusion with body language. The recommended length for most educational videos is **5-15 minutes in length**. Often the shorter the better, which is why it's a good idea to look at your presentations for logical places to start and stop a new concept or topic.

It's recommended to try and create short concise videos that present a single concept at a time. These short segments can then be supplemented with some text, examples,

learning activities, and opportunities for formative learning assessment such as review questions, reflection exercises, or check your knowledge quizzes. Canvas provides an excellent platform for mixing written text, embedded readings and interactive components with video and collaborative peer-to-peer discussion tools. Consider how these videos will be delivered along side these other elements of your overall course design.

Additional Tips:

- Set a clear objective (one topic) for each recording.
- Be able to meet your objective with one board's worth of content or develop a transition statement for a "part 2".
- Consider pre-drawing some content BEFORE you hit record to save some time.
- Speed up long drawing sections with no dialogue in

post.

- Images and graphics you want to key over the Lightboard should be on a black background.
- Practice on a similar sized whiteboard before your session.

Here are a few additional resources to help you consider how best to “chunk” your learning materials into effective bite sized segments.

- What is Chunking? WHY Does it matter for online course design?
- A more in-depth look at chunking and sequencing your online course materials
 - Organizing Content
Overview: Course Design Plan
– <https://youtu.be/FRGKPX9Yo8o>

- Organizing Content
Overview: **Chunking Content**
– <https://youtu.be/gLvXNOt-qA4>
- Organizing Content
Overview: Sequencing
Content – https://youtu.be/2CRX_O3BafI

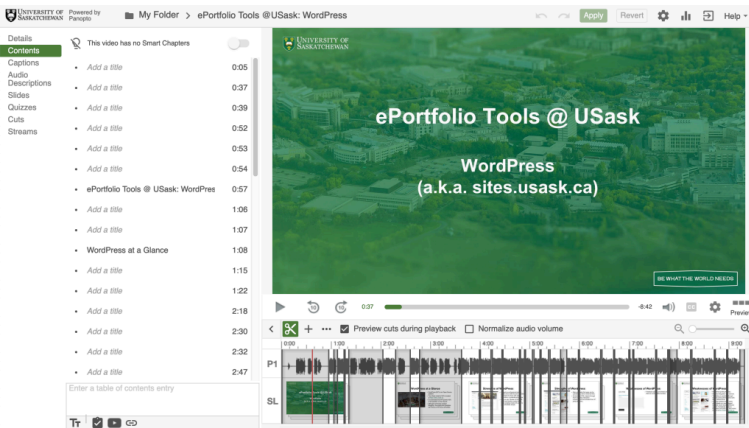
[PART III]

Edit, Engage and Deliver

Editing your Lightboard Videos

Basic Editing in Panopto

Now that you have your video recordings from the UCreate Studio safely stored on your USB Drive there is likely some minor editing that you'll want to do before you share your masterpieces.



At a minimum, you'll likely want to trim the front and back off of each video to give it a clear start and finishing point. This can be easily done in Panopto if you're not familiar with other video editing platforms. Follow the link below to learn more about the USask supported Panopto software and how to edit and distribute your work using this integrated tool from the USask Learning Technologies Ecosystem.



<https://teaching.usask.ca/learning-technology/tools/teaching-guides/panopto-resource.php>

Adding Active Learning Enhancements

Doing more with your Lightboard Media

In a face-to-face class students would have the opportunity to ask questions and check their understanding through discussions and interactions with peers and their instructor. Give students the same opportunities to interact as they watch the Lightboard media you've produced by adding in active learning opportunities through Panopto. Here are 5 great ways to make your media into an interactive learning experience.

- How to add Discussions into Panopto videos– <https://support.panopto.com/s/article/How-to-Use-Discussions-in->

Videos

- **Add quiz questions to any Panopto video**– <https://support.panopto.com/s/article/How-to-Add-a-Quiz-to-a-Video>
- **How to embed a YouTube video INTO a Panopto video**– <https://support.panopto.com/s/article/Embed-a-YouTube-Video-into-a-Panopto-Session>
- **How to Add a Table of Contents to a Video in the Editor** – <https://support.panopto.com/s/article/Table-of-Contents>
- **How to Use Smart Chapters** – <https://support.panopto.com/s/article/How-to-Use-Smart-Chapters>

Embedding Your Media

Embedding in Canvas

If your media was developed for teaching and learning purposes then it's likely that you're wanting to incorporate your videos into an online course along side your other learning materials. In this case Canvas and Panopto will work together to ensure students have the access they need and that Banner automatically sets permissions correctly each term.

Proper course provisioning for your Panopto videos is important for several reasons. When copying content into a new Canvas course shell for subsequent terms, for example, you'll ensure that the videos you want to keep move over properly and that your students can access them without issue.

Here are a couple Knowledge Base articles to ensure that the transition to Summer or Fall course builds goes smoothly for your Panopto videos.

Step one: Upload video to Panopto

- How to Upload Video File

Step Two: Enable Panopto in Canvas

- How to enable Panopto for my Canvas Course

Step Three: EMBED Video USING THE Canvas Editor

- Embedding Panopto Videos in Canvas pages (what to do if you're getting requests to access videos from students)

See the Panopto page on the Learning Technologies Ecosystem webpage for more information and support.

