

**INSTRUCTOR'S GUIDELINES –EERC B45 VIDEO STUDIO****General Classroom Rules/Information**

- Please let the studio operator know if you will need to show a video, use a slide projector, or use any other type of technology at least 2 to 3 days prior to the class.
- The studio has seating for 49 students with tablet armchairs.
- Please enforce the no food and drink policy. Students may leave any food or beverage on the tables in the studio lobby.

**Visual Notes**

- When using pre-printed notes to show in class, use font that is at least **24 point** and in **Helvetica** or **Arial** styles in bold. Do not use serif font.
- All notes should be on 8 1/2" x 11" light blue paper in a landscape format. Do not use glossy paper.
- Keep information to ~7 lines per visual
- Use one side of the paper
- Do not use your own pens or pencils when writing. Please use only the pens provided.

**Computer Graphics/Simulations**

- Resolution on computers should be kept to 640 x 480 as close as possible. Higher resolutions tend to lose detail when converted to NTSC television standards.
- Leave a safe area of about 1" around the edges of the image so important information does not get cut off.
- Keep information to ~7 lines per visual or slide
- Use solid fonts (no serifs) that are large in size and **BOLD**
- Avoid highly saturated colors. They tend to bleed on television monitors.

**Class Instruction Tips**

- When using a laptop computer, try to place it in a position so that you are not blocking the prompter monitor.
- If you have students giving a presentation in class, do not let them stand in front of the instructor's console. The students should stand behind it so that we can pick up their voices better with the desktop microphone.
- Avoid standing in the darker areas of the stage such as on side/in front of the large projection monitors.
- When a student asks a question please repeat it once so that the distant learning students clearly understand what was asked. This is very helpful when a student may talk softly and the microphones won't pick up what was said.
- Walking and natural gestures are fine, but please avoid quick movements. Quick movements across the stage make it difficult for the cameras to follow along.

**Clothing**

- You need to dress for television when you are teaching in the studio. Don't wear overly warm clothes because the studio light and the room full of students can make the studio quite warm. Try to avoid extra bright colors, especially red. Bright colors appear to vibrate on the screen. Subdued colors work best on television. Also avoid finely patterned clothing and excessive jewelry.

If you have any other questions or concerns, please see us immediately or contact:

Stephen Wilmers

Educational Technology Services

487-0058

[swilmers@mtu.edu](mailto:swilmers@mtu.edu)

<http://www.ets.mtu.edu>

Thank you. We look forward to working with you.