

Date: 14, 21, 28 Oct (Wed)

Time: English Session: 10:30-12:00 (1.5hr)

Cantonese Session: 15:30-17:00 (1.5hr)

Venue: Demo Classroom (E6-3112)

Format: PPT Presentation and hands-on practice

Quota: Max. 6 per Session

Target: UM academic staff who plan to make pre-recorded lectures

Registry: Until 12 OCT (First come, first served)

*A certificate of attendance will be awarded to those who complete the 3 sessions.

Section 1: Know the basics

- Introduction of basic concepts of filming education video (why, how)
- Styles of educational video lectures: PPT, Studio, on location
- Equipment needed for filming the video (CTLE studio as a model)
- Preparation before filming: Choose your video style, reference online, writing script, PPT layout, clothing etc
- How to make use of script and teleprompter

Section 2: Three, Two, One, Start!

- Hands-on filming in CTLE studio/ on location
- Things to keep in mind while filming (phone mute, eyesight, filming environment, volume)
- Using props to help with your script

Section 3: Welcome to the world of video-editing!

- Managing your project and footage
- Video-editing applications: Windows Photo Editor, Logitech Capture, Adobe Rush, iMovie, Final Cut Pro X
- Workflow of video-editing
- Rendering, compressing, sharing
- Hands-on video editing in CTLE studio/Demo Classroom