

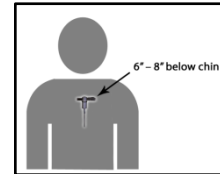


More About Mediasite

Do's and Don't's for Mediasite Captured Presentations

- Use a microphone

Proper use and placement of mics is vital to properly recording your voice. When using a lavalier mic, place it 6–8 inches below your chin and centered. Clip the belt pack to your belt, or place it in your pocket. When using a handheld mic, use the same placement.



- Stay within the lines

The presentation “stage” is marked on the floor with tape in Pharmacy Hall rooms 101 and 201. Staying within this space when presenting will ensure students watching your presentation online will have a similar experience to those students attending your live presentation.

- Repeat student questions

Students at our Shady Grove campus can't hear the questions asked by students during recorded presentations. Be sure to repeat all student questions. Students can't always infer from your answer what question was asked. We know a little extra reminder is always helpful, so large posters have been placed in Pharmacy Hall rooms 101 and 201.

- No laser pointers

Mediasite records what's displayed on the projector, but can't record what you're pointing at with a laser pointer or your hand. We recommend using the annotation tools on the Symposium Displays. If you need extra practice or training, please send an email to our helpline (help@rx.umaryland.edu) to schedule a session.

- Notice for special needs

DVDs and full motion animations require some extra care from our Audio Visual team. If you are planning to use a DVD or full motion animation, please send email to our helpline (help@rx.umaryland.edu) at least 1-2 weeks in advance and let us know what you're planning.

- Recording consent form for guest lecturers

Course masters and speaker organizers are responsible for obtaining a signed consent form from guests prior to recording. The form is available from <http://www.pharmacy.umaryland.edu/mediasite> or when registering a guest instructor at <https://rxsecure.umaryland.edu/invitedinstructors>.