How to record your dissertation video at the LAIC Media Studio

1. Turn on the 3 lights on stands with the switches on the back.
2. Make sure that the grey backdrop is set.
3. Turn on the camera with the power switch on the side. You can also fold out the camera screen and turn it backwards so you can see yourself.
4. Depending on if you plan to have a graphic during your video, place the chair either in the middle of the frame or to the side. See the diagram below for more information.

5. Check the screen and make sure the camera is focused on the subject. Generally, the camera should be in focus, but check before recording to ensure the best quality results. To change focus, rotate the focus ring on the camera.
6. When you are ready to record, press the red record button on the top of the camera. Record your dissertation video in one take. Press the red button again to end the recording.
7. When you are finished and you have a good recording, you can get your files from the camera’s SD card. After turning the camera off, open the vertical door on the back of the camera and press the card in until it clicks to remove it.
8. Go to the LAIC in QBB150D and ask for an SD card reader. When you put the card in and plug it into a computer, it will appear as a removable disk, and you can extract the files and save them to a different flash drive, your email, or the cloud.
9. There is no need to edit your video – the editing, including adding your opening and closing slides, will be completed by Center for Writers staff.
10. For any questions regarding the structure or content of the dissertation video, please contact the Disquisition Processor at ndsu.disq.processor@ndsu.edu.