W e are delighted that you are interested in the Learning Glass. Here at the ITS Video Studio you have the opportunity to meet with our creative and technical team to tailor the recording to your individual instructional needs. We encourage you to try out the Learning Glass in an informal, relaxed environment before scheduling a live recording and hope we can answer any questions you may have.

Contact polly.card@mail.sdsu.edu to set up a trial session.

Please consider the following before your informal trial session:

**MATERIALS** ► Please prepare a 5 to 10 minute sample of your lecture.
► Should you wish to use PowerPoint slides, please bring them on a USB.

**WARDROBE** ► Wear darker solid colors. Avoid blacks, whites, logos, thin stripes, and other busy patterns.
► Button shirts or V-neck tops are best for easy mic placement, and tops should be somewhat loose-fitting.
► Do not wear noisy or highly reflective jewelry.
► If you use vision correction, non-glare lenses or contacts are preferred.

**PRODUCTION** ► You can choose to record with a live audience of up to 15 members or choose to record solo.

**TITLE** ► Please let us know the title and the course that your video relates to so we can archive it accordingly.

**DELIVERY** ► Mediasite
    Live Streaming
    On-Demand Playback
► Youtube
    Hosted on personal account
    Hosted on ITS Video Production account
► Digital Copy
    Provide us with an external drive for MP4
    Deliver via Google Drive