



Handbook for students filming their vocational skills

Introduction

A great way to show your technical and vocational skills through video. This allows to show skills that are not easily conveyed otherwise. Videos allows you as a student to create a holistic CV, which improves your chances of employment. This handbook will help you create such videos in the best possible way.

Planning

The most important step when recording a video is planning. Decide early what you want to achieve with the video. Keep in mind that it is easier to film a short, specific task, rather than a long and complex one. You should then write down all of the tools and components you need for completing the task.

You should also design a storyboard, where you detail all the steps that you need to complete. The storyboard needs to include all the scenes, the script, and the different filming angles. Add notes where you describe when to start and stop the different clips.



Checklist for planning:

- When
- Location
- What kind of Learning outcome will be documented?
- What kind of activity? make a short description step by step
- Do we need to prepare a dialog?
- What kind of equipment is needed?
- Other digital materials needed?
- Any props needed?

- The persons involved
- Any security Issues

After you have planned the activity, you should make sure that you have the right filming equipment. A phone should be sufficient, as long as you film in landscape mode. It is very useful to have equipment to record the audio. A second phone, placed next to you, should be enough. While it is best to have a partner to film, the filming can also be done using a tripod. Remember to also add any graphical, text, voice over or other objects that will be added in post-production to the script. If you are adding a dialog, it is extremely important to practice, it is harder than you think when the recording starts.

Checklist for storyboard:

- Focus on the main objective, keep it simple.
- Create a list of each phase of the recording. from start to finish.
- Have a clear beginning, middle, and end
- Tell a story: Connect with your audience and frame the video in the most effective way possible.
- Not everything needs to be spoken
- Narrative style or should the persons speak to each other?
- Will it be necessary to add graphical elements or voice in post-production? If so, keep that in mind when creating the screen play.
- Remember still photos might be very useful for highlighting certain areas etc
- Go through each step of the recording, and if needed (practice) before the recording

Filming

When you are ready for the actual filming, make sure that all the filming equipment and technical equipment is ready and rightly placed. Control that the light is adequate, and that the camera captures the right angle. It might be useful to do a test run, so you check that the light and audio are good enough. Then, proceed with the filming. While filming, take note of the different clips in the storyboard, so you know which clips go where. This will help a great deal in post-production.

Suggestions for recording in a laboratory environment:

- Before you start have a final look at the script/storyboard
- Clear the desk as much as possible, remove objects that are not needed.
- Remember to present the topic for the video (this can also be done in post-production)
- Present the tools/equipment/chemical substances that will be used in the video.
- Any security equipment and risks to be mentioned?
- As far as possible: limit the number of persons in the room.
- Try to record in front of the person (dependent of the activity of course).
- Split the recording in overview and detail

Test record:

After recording a few minutes, check:

- Exposure; under exposed, some areas overexposed?
- Focus: is the subject in focus?
- Sound level ok? to low or to high (avoid clipping, disruptive sound)
- Headphones could be very useful for checking sound level/quality.

During recording:

- Look towards the camera, if you are in the picture (frame) and if you are explaining something.
- Speak slowly and keep the language “simple”
- In each clip add a small “internal “dialog of what to be presented, that will make the post-production easier.
- If you need to move the camera/angel of view or the recording subject in any way, stop recording, adjust and continue.

Examples of typical problems:



- Backlight problem
- Noisy environment
- Video recording/clip not good: Panning to fast



- Colour cast/wrong white balance (colour temperature)



- Look into the camera

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- Hard to see...



- “Activity” in the background



- To Close
- The left arm is in the way

Post-production

Post-production is arguably the most important part of a movie production. Here you will combine all of your clips, audio files and graphics into a finished movie. In this project, we recommend the free version of DaVinci Resolve, which is a comprehensive and easy-to-use programme. There are a lot of good tutorial videos on YouTube. You could also use Windows Movie Maker or similar programmes, or even apps directly on your phones.

Remember to add any subtitles and graphics you need. Subtitles could be useful in a laboratory setting, especially if the task performed includes some noise. You could also add pictures or diagrams to further explain the process of the task.