How to create video content for MyVideoTutor.com

Steps:

1) **Check you have the necessary equipment and software**
   a. A computer running Windows 8.1 or higher or MacOS 10.13 or later
   b. A microphone
   c. A webcam
   d. Any programs required to display your work, e.g. Microsoft Office, Google Docs, Open Office
   e. *Optional equipment: second monitor, drawing tablet/stylus*
2) **Download and configured required recording software**
   a. Open Broadcast Software (OBS) – free
   b. Configuring OBS for video and audio recording
3) **Create your lesson content**
   a. Tips on screen organisation
   b. Recording and retrieving recordings
4) **Creating and uploading your Workbook**
5) **Record your lesson**
6) **Upload to MyVideoTutor.com**
7) **Manage your video's options and your payment settings**
8) **Potential issues**

1) **Check you have the necessary equipment and software**

   a. A computer running Windows 8.1 or higher or MacOS 10.13 or later

To check this in Windows, click the Start button and type 'About this PC' and click enter. Windows will display a dialogue box informing you of your computer's processor, RAM and your version of Windows.

On MacOS, select the Apple menu in the corner of the screen and choose About This Mac. You will then see details about the version you have installed.

   b. A microphone

You will require a microphone to record your audio instructions. Many webcams come with microphones built into them, but external microphones are always of a far superior quality for sound recording. Many external USB microphones are available at online stores and any of these will be appropriate to record your audio. High grade ones can cost from £50 upwards, but there are plenty available for £20 which will be perfectly adequate and offer a significant improvement on an webcam's built-in version. They are usually 'plug and play' via a USB port.

   c. A webcam

At MyVideoTutor, we want our tutors to create a personal relationship with their tutees. Whilst this can come through optional marking of their work, it begins by having students see your face – a huge amount of communication is non-verbal and it is vital for students to see your expressions and your body language for them to fully appreciate the lessons you are teaching, just like in a real classroom. Logitech are the market leader currently and offer many affordable and high quality webcams from

£20, such as the C270 model. If you are able to spend a little more, their 920 and Brio ranges offer outstanding picture quality on a par with professional recording.

d. Any programs required to display your work

You will likely have these installed already, but ensure that any package you require is installed. Commonly used packages in lessons are Microsoft Office, Google Documents, Open Office, Smart Notebook or any one of many online whiteboard and annotation-based apps.

e. *Optional equipment: second monitor, drawing tablet/stylus*

Whilst these items are certainly not required, they will make the process of recording your lessons significantly easier. A second monitor will allow you to host the screen recording software separate to the lesson itself. Whilst this is not required, and there is a free workaround by using Virtual Desktop, which effectively copies your single screen without spending any extra money. That said, if you have a spare screen lying around from an old computer, it's worth plugging it in as a secondary display.

A tablet/stylus is particularly useful if you wish to annotate sections of text, draw diagrams, write equations or other symbols which are more difficult to produce using a keyboard or to label worksheets interactively. These are very affordable in today's world, with very competent options being available from £25, including a stylus.

2) **Download and configured required recording software**
   a. Open Broadcast Software (OBS) – free

One of the simplest to use video recording tools is OBS. It is available at https://obsproject.com

Once you have downloaded the software, click the icon to launch the installer, as you would with any other application. Click Next to proceed with the installation and select where you would like it to be installed.

Once you have installed the software, open it up and you will see a screen similar to this:
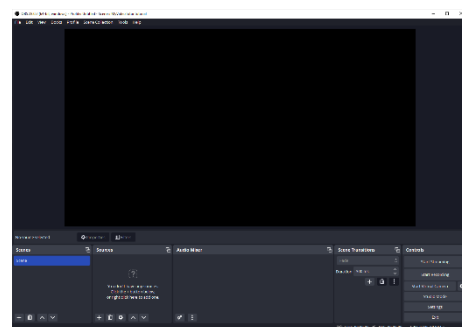
b. Configuring OBS for video and audio recording

First of all, you need to organise your desktop(s). If you have more than one monitor then place the OBS software on one monitor and leave a monitor separate for your resources, e.g. PowerPoints, PDFs, Word documents.

If you do not have more than one monitor you should create a second virtual desktop. This basically gives the illusion of having a second monitor without actually having one. To do this on a Windows computer, press the Windows key + CTRL + D at the same time. However, before you do: don't panic. This guide and your screen will disappear, but you can get it back by either pressing Windows key + CTRL + the left arrow (near the num pad) or Windows key + CTRL + the right arrow. Think of them as actual screens lined up against each other and you are switching between them in a line.

If you are using a Mac, you will need to press CTRL + up arrow key. To return to your previous desktop, you should perform a three-finger swipe to the left or the right. This will then allow you switch between them quickly.

Once you have OBS open, you need to start configuring it to capture your lesson content.
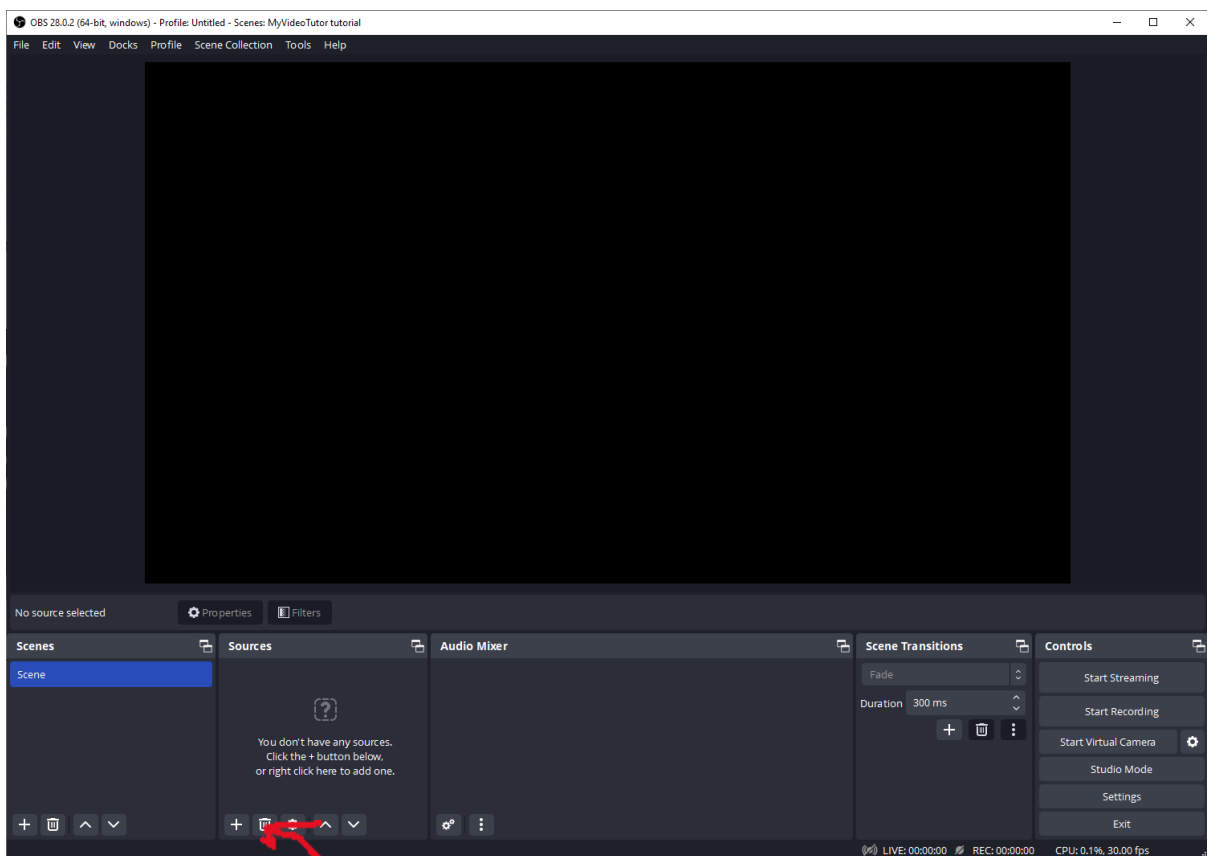
Return to the monitor, or virtual desktop, that you have OBS on and select the plus sign and then click Display Capture. This will give you several options relating to capture method and your display sources if you have more than one monitor. This will select the screen and area of the screen that the program will capture for recording. Ensure you are capturing the screen or virtual desktop which OBS is not located on – you do not want your students to see the OBS program.
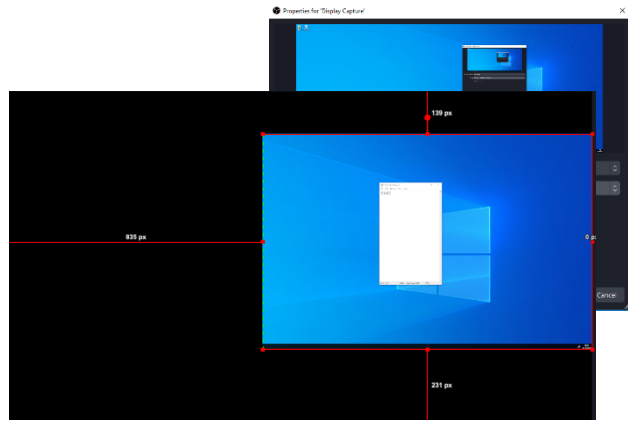

The screen will then capture the background of your monitor and whatever programs you have open in that area.

You will then need to resize the capture area accordingly. Open a PowerPoint or Word document to test and place it in the area the screen is capturing.

Return to OBS and resize the capture area so that it captures that area only. Drag the corners of the screen to resize. Hold CTRL to keep the capture area in proportion as you resize. If you wish to cop the screen, use one of the red points which are in the middle of the capture area (mid left, mid top, mid bottom or mid right) and hold the ALT key whilst dragging. This will reduce the capture area. You will then have a cropped area for capture.
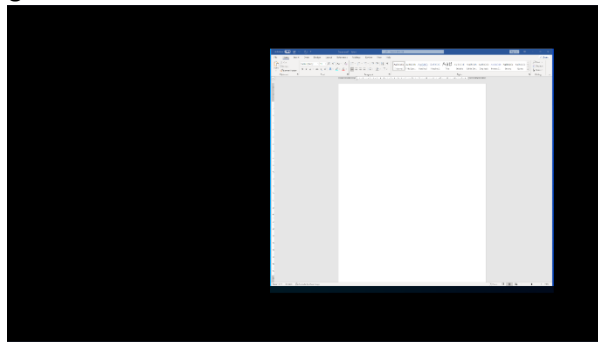

You then need to capture your webcam so students can see your face whilst you are teaching. Click the plus icon at the bottom of OBS again, where you added the desktop capture, and select Video Capture Device. Select your webcam in the device area and you will see a preview (probably of your face!). If you do not see anything or it is blank, generally one of two things are wrong. Either your webcam is not installed or another program is already using your webcam. Only one program can use it at once. Close any software that could be making chat/video calls (e.g. Skype, Google Meet, etc.), close the dialogue box then re-open and try again.
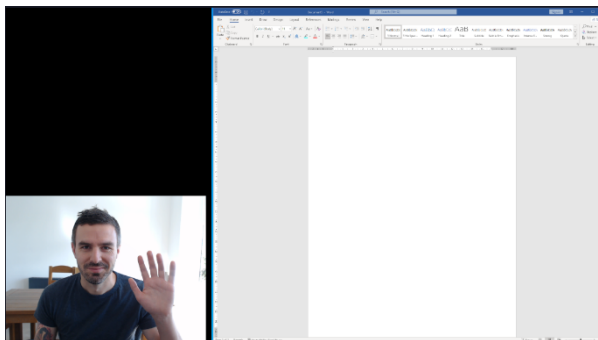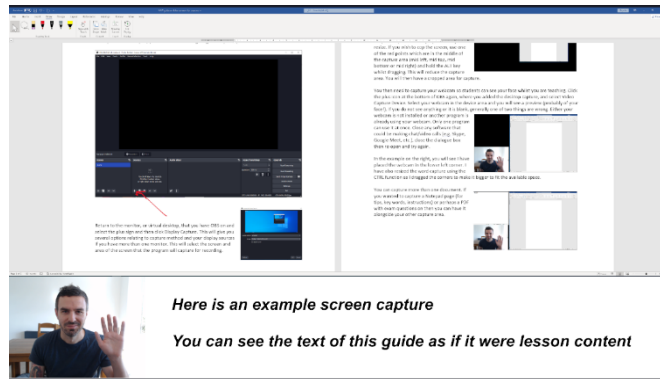

In the example on the right, you will see I have placed the webcam in the lower left corner. I have also resized the word capture using the CTRL function as I dragged the corners to make it bigger to fit the available space.

You can capture more than one document. If you wanted to capture a Notepad page (for tips, key words, instructions) or perhaps a PDF with exam questions on then you can have it alongside your other capture area.
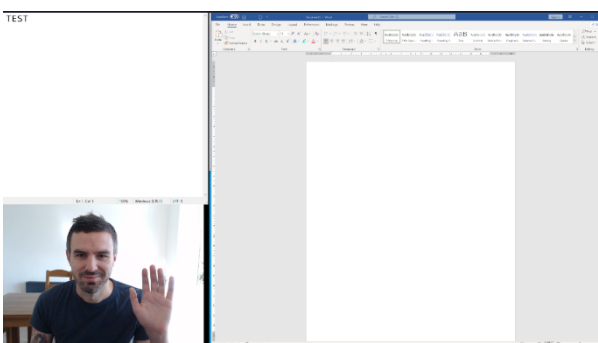
With a small amount of practice, you will be able to tidy up the screen so it looks neater. You may also wish to experiment with exactly where you place your capture area and webcam to get the past out of your screen space. Here is another example, which uses this guide as its content.

Here is an example screen capture

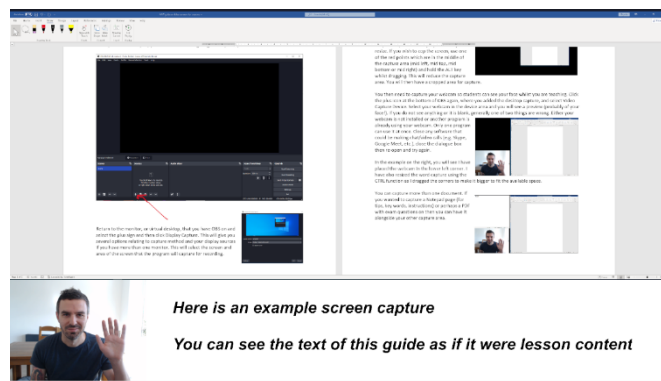*You can see the text of this guide as if it were lesson content*

To insert the text content at the bottom, click the plus sign where you selected the Display Capture and Webcam options and choose the text menu. You'll then be able to type, adjust the font and size and position appropriately.

3) Create your lesson content
a. Tips on screen organisation

Whilst you will need your webcam capture in a clear position to create a relationship with students – and for them to see the hugely important non-verbal communication cues from your face – you do not want it to occupy a large amount of space. If you follow the example on the right, you maximise the screen space available to your resources as it follows the

Here is an example screen capture

You can see the text of this guide as if it were lesson content

typical widescreen layout of modern monitors. You do not want to display more than 2 documents or resources at once as students will not be able to see the text clearly. In addition, if you have lots of information on screen, or small text, only display one thing at once. Some of your students will use relatively small laptop screens, or even mobile devices, and so tiny text is a no-go.

Remember, if you have a second monitor your OBS software will be situated on that, so it doesn't get captured as part of your lesson. If you have one monitor then you will be using virtual desktop and you will need to tab between them (see section 2b).

b. Recording and retrieving recordings

Click the Settings button in the lower right of the OBS window then select the Output tab on the window that appears. You will then be able to select where your videos are saved by selecting the
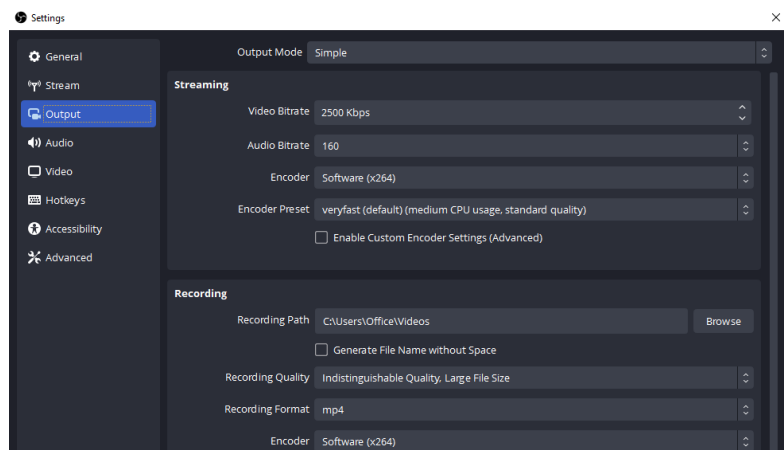
Recording Path option and defining a folder. This defaults to the Videos folder in Windows.

You will also want to ensure that your bitrates (which define recording quality) are set to a good level. 2500 for video and 160 for audio should be sufficient. Ensure your recording format is set to MP4 also. The screenshot to the right indicates the settings I have used for some of my own videos which are features on MyVideoTutor.com

It is strongly recommended that you use x264 as your encoder and the 'indistinguishable quality, large file size' option in the recording quality section.

Once you have done that, set your microphone up to record by clicking the 3 dots near the Mic/Aux option in the Audio Mixer. Then click Properties. Then click OK.

If your microphone is plugged in and installed correctly (most are USB connections and install automatically) then your microphone's name should appear as one of the options. Ensure you select it, rather than your webcam, as the quality of a separate microphone is far superior.

If your microphone is on and working, try speaking and the levels in the green/amber/red area of the mixer should adjust as you speak. This indicates your sound is being received, though not recorded as no recording has yet begun.

At this point, try a test recording. Click the Start Recording option on the right hand side and say a few words, then click End Recording. Navigate to the folder to the Recording Path folder you specified earlier in this section using the Windows File Explorer tool or to the equivalent location in Mac. When you find the folder, you will see a video recording has been created. The recording will be named with the current date and time the recording was created. Click the video to play it. If you struggle to play back the MP4 format, install VLC Player – a highly effective and lightweight piece of video playback software. This is free and can be found with a quick Google search.

4) **Creating and uploading your workbook**

At MyVideoTutor, we want all students to know what they will gain from a video before they pay for it and watch it. As such, we require all videos to be a minimum of 15 minutes in length and preferably 20 minutes. Once combined with the work students are expected to complete as a result of the video's instruction, students will then have between 40 and 60 minutes of learning for their money. Once a video starts getting to be above 20 minutes of instruction, you should consider splitting it into a series of videos and using our in-built playlist function to sequence them together. This allows the site's videos to be consistent in their length, students' expectations to be fulfilled, but also for you to generate additional revenue for lengthy content.

All content should be geared towards a particular area of the GCSE curriculum for a specific subject. Additionally, where content is specific to one or more exam boards these **must** be tagged appropriately. As you will know, it is vital for students to be covering the correct material for their board. Frequent or deliberate mislabelling of content will result in removal of site access. Please check accordingly.

Workbooks are a primary feature of our site. If you select from the main menu, we currently have 3 types of workbooks available on site. These are the whiteboard, text and file options.

The whiteboard option allows you to create something from scratch, much like the name suggests. You can draw (using a mouse or tablet/stylus), add text, move elements and adjust thickness and colours. Students are then able to annotate and modify your workbook.

The text workbook is a comprehensive text editor. You can use different fonts, sizes, colours, highlight different areas and even upload pictures. If you want students to complete a paragraph you have started you can paste it into here. It will even transfer formatting and highlighting of different colours from applications like Microsoft Word.

Finally, the third option allows you to upload pre-existing files like pictures or PDFs which you would like students to annotate. This could be a copy of a poem, the diagram of the parts of a flower or even a pre-existing PDF you have with mathematical formulae or equations on them.

You need to create your workbooks using the above options to copy what you have on screen to allow students to work along with the video – this is fundamental to the functionality of the site. Once you have finished recording your video, look to create your workbook(s) straight away.

5) Record your lesson

This is the main event! Think carefully about how you will spend your time during the recording. You may want to write a brief plan, just like you would for a lesson, and ensure you have all of the documents and resources you need on your computer ready to go. Also, do ensure that you do not have any sensitive/personal/inappropriate information displayed in your recording area before beginning. Before you begin, ensure your microphone is recording (perhaps doing a brief test, as explained earlier in this guide, to check) – there's nothing worse than recording a full lesson only to find out your were on mute. If you experience any uncomfortable noise or feedback loops, mute your speakers or record using a pair of headphones if sound is required as part of your lesson.
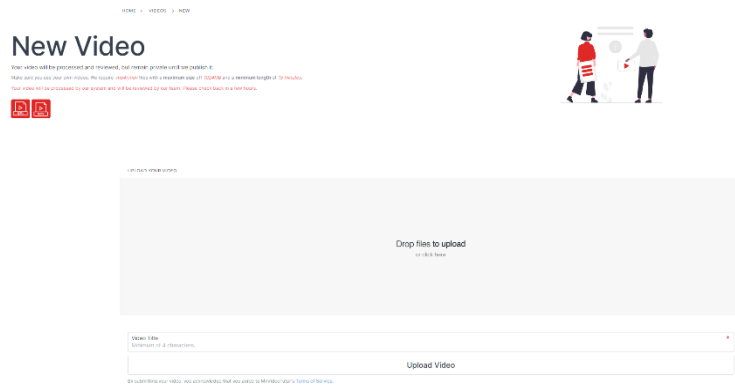
If you are typing during the lesson, ensure your microphone isn't too close to the keyboard – the sound of loud keys can be quite off-putting, though a little noise is expected, of course.

Whilst recording, don't worry if you fumble your words for a second or two. Correct yourself and carry on – exactly the same as you would do in your live online lessons or in a classroom scenario.

You don't need to re-record your entire 20-minute video if you mispronounce a word before correcting yourself or briefly cough or anything like that.

6) Upload to MyVideoTutor.com

Assuming you have a login for the site, click the Add Video button at the top of the page. This will then take you to an upload page. You will need to ensure your video is in MP4 or MOV format (we recommend MP4 – see earlier in this guide for a guide to settings), a maximum size of 1024 (1 gigabyte) and a minimum length of 15 minutes. If your video is only 14 minutes long then the site will reject it – this is part of our quality control features.

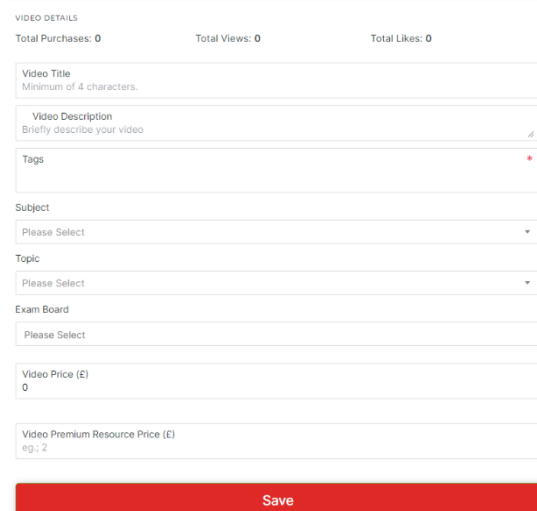Drag and drop your video into the grey box and click upload.
Dependent upon the size of the video and the speed of your internet connection, this may take 3-10 minutes, on average. Time to make a cup of tea!

Please be aware: once your video has uploaded it will take time to process on the server. Do not be alarmed if it does not appear straight away: you may need to check back later in the day.

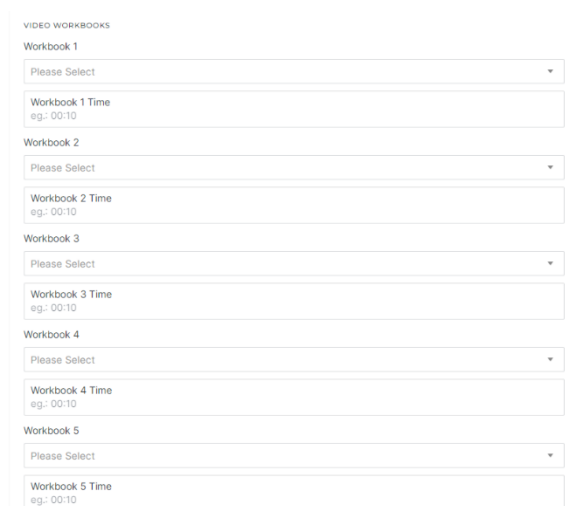### 7) Manage your video's options and your payment settings

Once you have your video uploaded and it has processed, and you have created your Workbooks (see Section 4), you need to sequence them to the video. Click the 'edit videos' option in the left hand menu and navigate to your recently uploaded video. It will display an 'under review' preview image. When you have clicked it you will get to the workbook sequencing menu. This is also the area where you will add your video's key information.
Look at the image on the right and ensure you have decided what your video's credentials will be. Title should clearly explain its content/key skills/which area of the GCSE exam and component or objective it addresses. Description will expand upon this in more detail. Tags will bring your video up in searches and you should separate them with commas. Subject should be obvious! The topic is the sub-category of the subject. Exam boards must be chosen carefully – students will not come back for more if they accidentally consume content for the wrong board. Ensure you complete this very carefully. If we discover tutors are deliberately mislabelling content in an attempt to attract and mislead students then they will be removed from the platform. Your price is yours to choose within the £2-10 range. We expect most videos to cost £3-4, which is approximately

10% of the price of a comparable live tutor and you should use this as a rough guide. Additional resources can be uploaded and these are free of charge to students. Premium resources are optional and should be priced between £1-5. We expect most tutors to charge £1-2.

Once you are ready to give your Workbook timings, navigate to this menu. You need to have uploaded the workbooks in advance and named them appropriately so you know which is which. Once you have done that, enter a timestamp as guided, e.g. 1:45. This would mean that this workbook appears at this time in the video's playback. Students are free to override this and click between workbooks as they see fit, but the system will use colours to advise which workbook they should be on to 'match up' with the video at a given time during playback.

And that's it for video creation! Please remember to click the large 'save' buttons when making any changes to the options demonstrated in any of the above screenshots or your edits will not take effect.

8) Potential problems

If you are encountering any issues with content, please read the following:

- Skipping video. This is where your audio or video becomes disconnected or stutters during playback. This often means that your system is struggling with the demands of recording. Often affects laptops more than desktops, but newer laptops should record fine. The main issue here is to ensure you only have the windows open your need (OBS, any resources for recording) and don't have other things in the background like Chrome, which uses lots of memory. If this is still an issue then the quickest, cheapest and most effective way to increase the capability of your PC here is to upgrade the RAM. This can often be done for around £50 at a computer shop.
- Audio sounds doubled/strange/echoing. This usually means you are capturing the audio twice in OBS. If you have a headset, ensure that your playback audio is turned off, so that the audio from your earphones is not being picked up again on a loop by the microphone which is close to your ears. Also check to ensure you don't have two audio sections being picked up in OBS.