**ACTION PLAN -1 : OBS TRAINING AND CREATING VIDEO**

**Introduction**

OBS Studio is a free and open-source software suite for  recording and live streaming. OBS provides real-time source and device capture, scene composition, encoding, recording, and broadcasting.

The main user interface is organized into five sections: scenes, sources, audio mixer, transitions, and controls. Scenes are groups of sources like live and recorded video, text and audio.

**Faculty workshop ( 7th & 8th July,2020)**

The faculties were trained in using the various utilities provided in the Open Broadcasting Software (OBS) like: recording lectures through the software, giving a voice over to the power point presentations. The participants were given a hands-on training during the session wherein they were asked to record themselves and also, give a voiceover to the power point presentation. The master trainers assisted the participants in doing the same.

**Some Pointers**

1. **While preparing PPT**
* Font size a) Heading font size : 32 b) Text Font Size : 24
* Style : Simple and readable even on mobile screen , keep same font throughout
* Number of slides : suggested 10/5/5 formaula ( Ten Slides , each slide 5 elements ( sub topics ) and 5 words each sub topic.
* Use standard Chowgule College template 1……10 slide like 1).Title of the topic , faculty , contact details , 2)Agenda …………. 9) references 10 ) Thank you , contact details
1. **While Preparing a video**
* If you are using a mobile phone to record your video , landscape mode to be used as it improves the quality of the video.
* Dress code : Recommended plain colour clothes .
* Speech : Check audibility and speed
* Using ppt and voice over in OBS , ppt screen to be kept in ratio16:9
* Sit well lit room, avoid over shadow on the face.
* Sit opposite to the light source .( ensure light falls on the face )
* Prepare a script before you start recording
* Ensure full face is seen in the camera, whether in standing or sitting position

**Assignment for the week ( 8-10th July )**

1. Each faculty will prepare two videos
2. Introductory video
* introduce the course to the students, highlight features of the course , expected outcomes
* explain the teaching and assessment methodology that will be used in the course.
* Expectations
1. Concept lecture of the first topic ….

All the best

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Principal

8.07.2020