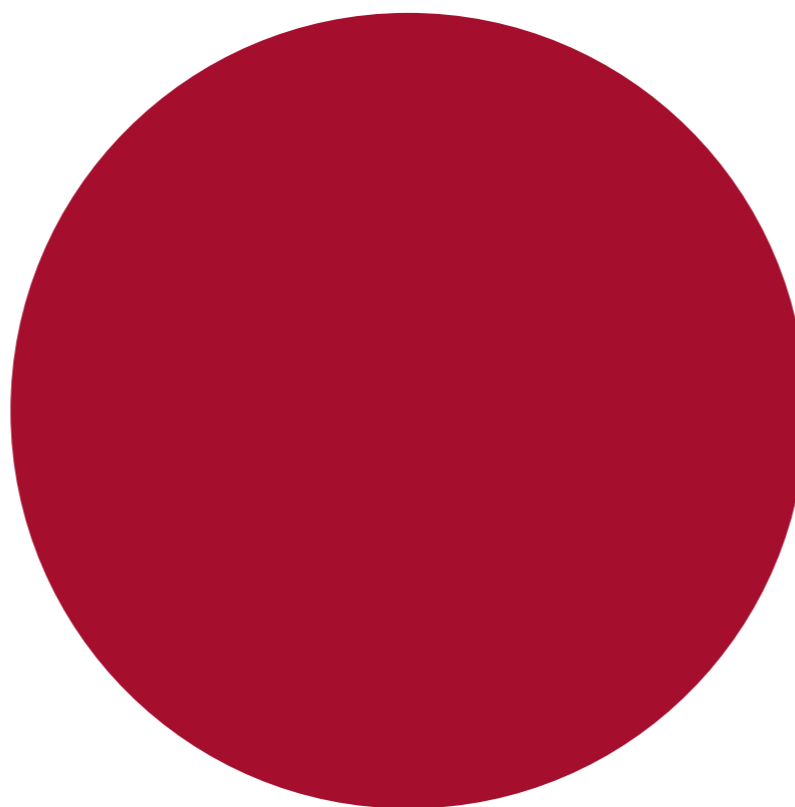




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#1 • STEP ONE ▶ PREPARE

- ➔ Book online 2 weeks in advance
- ➔ Use the PowerPoint template to script and design your presentation
- ➔ Practise your presentation duration and check your spelling and grammar
- ➔ Save your presentation to a USB thumb drive and bring with you on the day
- ➔ Check your staff email and calendar to confirm your booking

#2 • STEP TWO >> RECORD

- ➔ Arrive at the WOS Studio early
- ➔ Bring your USB thumb drive and a bottle of water
- ➔ Fashion Tip: No logos, small stripes, checks or dark coloured clothes
- ➔ Bring make-up and/or a hair brush if needed
- ➔ WOS is a supported facility. Staff will assist you with the recording and post production process

#3 • STEP THREE >>> DELIVER

- ➔ Support staff will be in contact about your completed pod in 5 working days
- ➔ Check completed recording for accuracy
- ➔ Check the recording on your nominated hosting platform (vUWS etc.)
- ➔ Backup your video and presentation files for updating and use next time
- ➔ Smile, relax. Your pods are up-to-date and ready to be viewed

FULL DETAILS OVER LEAF

Need help? [dft@westernsydney.edu.au](mailto:dft@westernsydney.edu.au)

MAKE IT WITH WOS!



# WOS studio

**Western One Stop Studio is a custom-built lecture pod capture system designed in-house for simple, high quality lecture pod creation. PowerPoint Prompter, a bespoke app designed by Digital Futures, guides the lecturer through the recording process.**

**The studio camera, lighting and video capture are all pre-set, using tailored AV equipment. You'll only need yourself and a PowerPoint file to achieve professional results for your vUWS sites, presentations and much more.**

## STUDIO LOCATIONS >

WOS Studios are currently available for use on Parramatta South, Parramatta City (IPSQ), Penrith (Kingswood) campuses, and Nirimba (Blacktown).

Studios will be available at more locations in the future. Currently there are plans for additional studios to be established at Liverpool and Campbelltown campuses. Check the website for more details:  
[westernsydney.edu.au/wos](https://westernsydney.edu.au/wos)

## HELPFUL RESOURCES >

For a complete guide for WOS Studio, visit:

➔ [westernsydney.edu.au/wos](https://westernsydney.edu.au/wos)

To find out more about technology enabled teaching and learning, visit:

➔ [dft.westernsydney.edu.au/tel](https://dft.westernsydney.edu.au/tel)

To practice using a teleprompter online, visit:

➔ [cueprompter.com](https://cueprompter.com)

## 1. PREPARING FOR WOS ■

Make a WOS Studio Booking via the WOS website at:  
[westernsydney.edu.au/wos](https://westernsydney.edu.au/wos)

Your booking will be confirmed via email by a WOS Studio Team Member shortly after submitting your WOS Studio Booking Request.

Studio support staff will email you a PowerPoint Template and guide upon confirming your booking. Prepare early, download the template and guide from the WOS Studio website.

At the heart of the WOS Studio is the teleprompter. This ensures your presentation is of high quality. To achieve this quality it is important the user develops a presentation script. This script is inserted in the Presenter Notes section at each of the corresponding slides in your presentation. This script is then displayed on the teleprompter during the recording session.

WOS has a range of features to aid you in making great video pods. Visit the website for a complete guide to lecture pod preparation for WOS.

## 2. RECORDING WITH WOS ●

On the day of your recording bring along your presentation in two formats (PDF and PowerPoint) on a USB memory stick.

Please ensure you're not wearing very dark colours or patterned designs like fine stripes or checks. Clothing branded with large logos or similar is not recommended.

You may wish to bring a hair brush and makeup to use prior to your session. Use of translucent powder will reduce cranium flare.

Studios are supported by the WOS Studio Team. WOS Staff will guide you through the recording process and be on hand to answer your questions.

If you are a first-time user, a WOS Studio Team member will provide a short orientation to familiarise you with the process before you begin. If you are new to the studio please advise us of this when booking, so extra time can be allocated to you.

## 3. DELIVERING YOUR CONTENT ►

Video pods will be post produced by a WOS Team member and will generally be ready for deployment within 5 working days. Please confirm your desired mode of delivery for your completed pod to support staff.

Your completed pod may need to be hosted online via a video hosting service such as YouTube or Panopto. WOS Studio Team and Digital Futures can advise staff on the most appropriate platform for their individual needs.

Once you have received your completed pod, check it through thoroughly. Make a backup of this file along with your original PowerPoint file for future use and revisions.

**DF** THE WESTERN ONE STOP  
STUDIO SYSTEM IS A  
DIGITAL FUTURES INNOVATION |