

Revised August 2011

Video Dubbing Station Available (For faculty and students)

There are several instances where students are required to make video recordings as part of an assignment, such as classroom observations for Education majors. As a convenience for students, the Telecommunications Department provides a dubbing station with the necessary equipment for students to transfer original recordings to a portable and viewable format per your instructor's directions. Faculty is welcome to utilize the lab, too! **Please contact Ms. Dina Roman in the Telecommunications Department, Russell 308, ext. 2108, if you have questions or need assistance with the process.** The lab is available by appointment only. See schedule below.

- a. The station is available on:
 - i. Monday 1:00pm – 4:30pm
 - ii. Tuesday 2:00pm – 4:30pm
 - iii. Wednesday 1:00pm – 4:30pm
- b. The dubbing station will be closed the week before and week of finals.
- c. The purpose of this station is to transfer the original recording to a portable and viewable format for the instructor.
- d. Students must bring a blank DVD-R (not +R) for the final copy.**

Various Situations for Converting Video Files for Viewing on a Computer

- **To Save on a DVD from the original recording**
 - a. This is the easiest way to move a recording to a DVD for the assignment. The finalized DVD should be viewable on the computer, using Windows Media Player, and/or a DVD player.
 - b. Students can utilize the dubbing station, located in Russell 308, for saving their original recording straight to a DVD, without any re-formatting. VHS recordings (excluding copyrighted materials) can also be captured into the computer. This is done in "real time." For example, if the video is 45 minutes in length, it will take 45 minutes to save it to a DVD. Please plan accordingly.
 - c. Students **must have their camera** and **all the cables to the camera** for this process. We **do not have** cables for the multitude of different cameras.
- **8MM Tape Recordings**
 - a. Students will need to leave these recordings with Dina. There is a minimum 3-day processing time.
- **Video Recordings Saved to a Flash Drive, SD Card, or FLIP Video camera**
 - a. A computer with the necessary software for saving these video recordings to a DVD will also be available in the dubbing room.
- **Video Files That Students Save on DVD**
 - a. If a student saves their original video file on a CD or DVD in the WMV, MP4, AVI, or WAV format, they typically do not need to visit the dubbing station.
 - b. The instructor can view these types of files on a computer by inserting the CD/DVD and then opening the file through **My Computer**. It will not start automatically. (Students may need to mention this to their instructor).