

HOW TO CAPTURE A master:CLASS USER GUIDE



It is very useful to assign member(s) of the team to capture the master:CLASS, whether it is for future knowledge exchange to be distributed online, or for the team to reflect on the organisation of the classes. One team member should be in charge to ensure the visual aesthetics is consistent throughout.

Please see below for the different ways to capture a master:CLASS.

1. VIDEO RECORDING

- The most direct way to fully capture any master:CLASS
- It can be from a first person angle-like using a go-pro, or in a more formal setting like recording an interview at a stationary position
- Take videos of each activity and of the main 'master'
- Remember to ask for permission
- Please see the user guide of 'How to video a master:CLASS' for more information





2. PHOTOGRAPHY

- An easy way to capture a class
- Photos can be useful when putting together an online open source knowledge exchange material as it is one of the easiest visuals to produce
- Take photos of : the 'master', the 'CLASS', the venue, every activity
- Remember to ask for permission

3. DRAWING

- By illustrations of the class
- By drawing diagrams
- Important quotes can be illustrated in speech bubbles
- Invite participants to draw on a big piece of paper which can be placed in the middle of the table
- People are also more likely to read about it with nice illustrations.



4. NOTE TAKING

- To quickly write down important information you come across in a class and your own thoughts
- To evaluate the class on the spot
- Invite participants to write on a big piece of paper together while discussing a topic