

BERKSHIRE COMMUNITY COLLEGE VIDEO SUBMISSION GUIDELINES

Using the BCC Zoom backdrop

- For consistency, BCC has a universal backdrop image used in our Zoom videos, available within your Zoom settings.
- [Click here](#) to learn how to set your backdrop in Zoom.

Setting up your Zoom video

- When shooting your video, always record in horizontal format.
- Choose a quiet, well-lit space to record.
- Position yourself close enough to the camera for your face and shoulders to be visible – similar to a photo ID.

Recording through Zoom

- [Click here](#) to learn how to record a video in Zoom.
- Once your video has been recorded and tested, please upload the .mp4 file to your OneDrive folder and share the link with the Marketing Department.

FRAMING YOUR VIDEO:

