

RECORDING TIPS

1. **Use a Headset Mic**

Invest in a good computer microphone. Audio is more than 50% of the lesson and would affect student's perception of quality.

2. **Resize Your Window/Check Your Background**

Seeing other unimportant icons, windows, etc. makes your screen recording look unprofessional. Before you start your recording, resize your window to fit the recording size exactly. Alternatively, carefully examine what can be seen in the video frame and avoid any distracting objects (like ceiling fans, flickering lights, messy environment, etc.)

3. **Find a quiet environment**

People talking in the background, cars in the street or buzzing machines can ruin any lesson.

4. **Use appropriate marks**

If you want to use a whiteboard in your recorded lesson, make sure that the marker is wide/bold enough and the color dark enough so it can be easily read in the video (do a little test ahead of time.) Green and blue markers become hard to read when recorded from a whiteboard.

5. **Keep it short**

It is more difficult to keep students engaged with lots of static slides.
Consider: under 10 minutes – ideally under 5 minutes.

6. **Plan your key points ahead of time**

Knowing where you are going can help keep you on track.

7. **Give it structure**

A face to face lecture will have a beginning, middle and end. Remember these elements when recording as well.

8. **Have fun** – it shows!