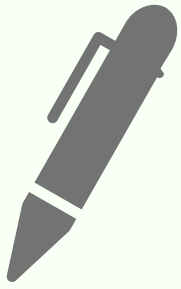


Quick technology tips for teaching video lectures



Prepare your script

Before you start recording your video lectures, prepare a script or outline of the material you want to convey in the video. Doing this will help keep your lessons on point when teaching.



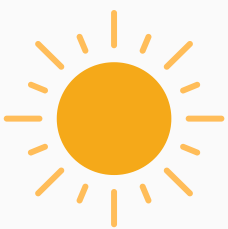
Separate your lessons

Break down your videos to five-to-ten minute sections or, for more complex lessons, up to half-an-hour long. Any longer, and attention spans will progressively decrease.



Find a quiet space

Eliminate background noise by turning off dishwashers, fans, and other noise-generating appliances, and, if you live on a busy street, close windows to minimize the traffic noise. Choose an area that has low family-and-pet traffic and is located away from bathrooms and kitchens, which will affect the audio sound.



Use natural lighting

Locate a well-lit area or room, preferably with natural lighting. For best positioning, sit facing a window and add additional lighting (if necessary) to reduce any harsh shadows.



Frame your video recording at eye level and in the centre

Make sure the top of your head is not cut off or too low where all we see is the top half of your face and the ceiling. Stack a pile of books to raise your recording video device to achieve eye level and centre framing.



Sit close to the audio device

The audio-recording device can be a headset, microphone, or the built-in mic on your laptop, tablet or smart phone. Make sure you speak clearly into the mic when you are recording the audio.

This includes monitoring the pace and pitch of your words – you want to be sure students have no problem hearing what you have to say!