

Pre-Recording Lectures

Tips and Tricks

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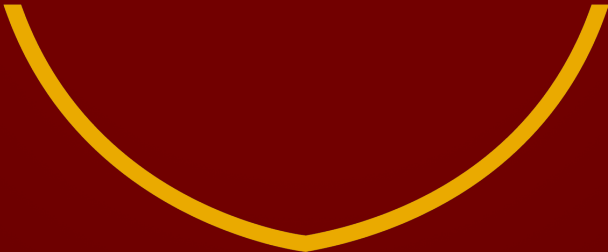


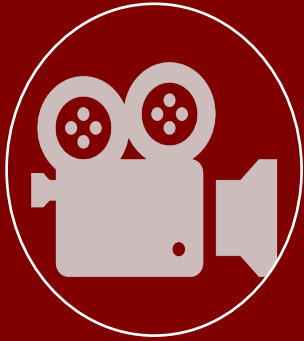
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BASIC TIPS AND TRICKS





Video

- ❑ **Background:** Blank, or University branded
- ❑ **Camera Level:** Head in middle of frame, mid-section and hands can be seen
- ❑ **Lighting:** muted light directly behind camera, avoid bright light behind you



Audio

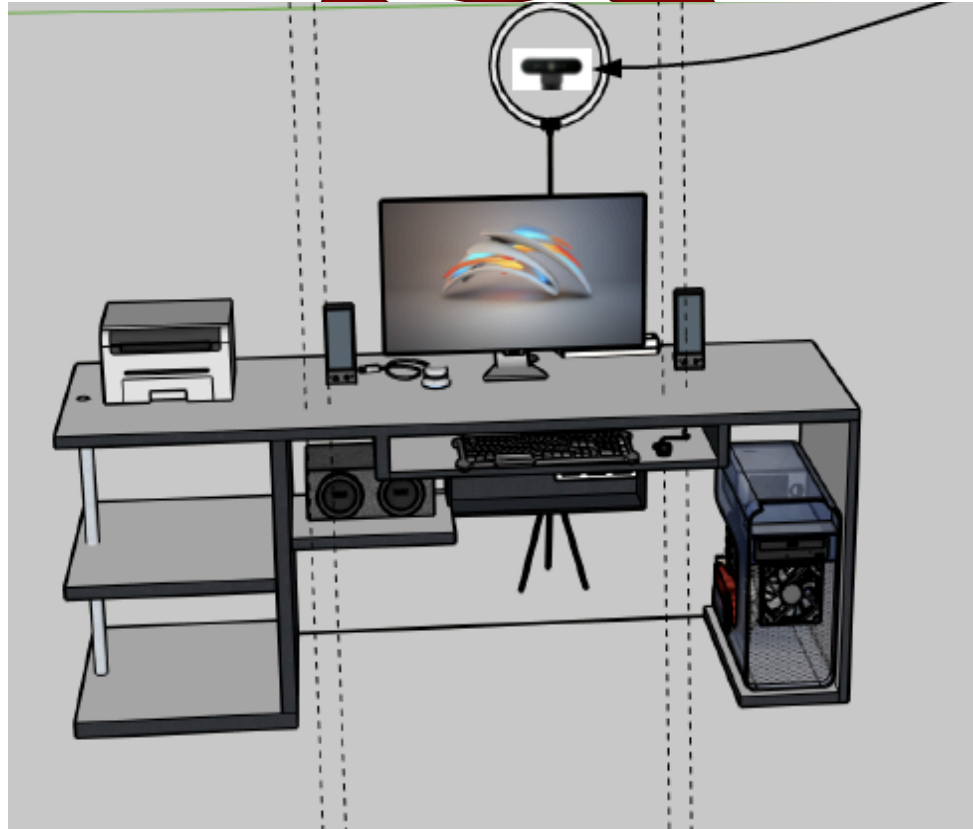
- ❑ **Mic:** Use earbuds or external mic if possible
- ❑ **Speak directly into mic** while presenting, and don't fidget with the cable



Presentation

- ❑ **Dress:** Comfortable but professional
- ❑ **Look into camera**, not another screen
- ❑ **Reduce text** on slides to a few key ideas
- ❑ **Keep it visually interesting**, e.g. by annotated slides







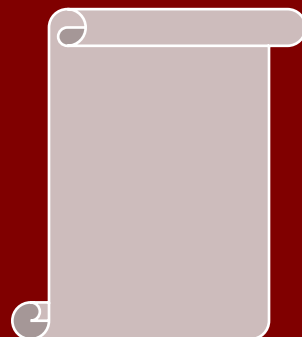
ADVANCED TIPS AND TRICKS





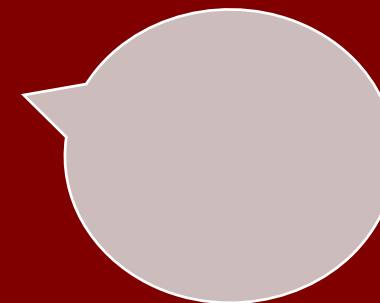
Conveying Emotion

- Emotion and excitement can be difficult to convey
- Use signal phrases like– “I am excited about this”, smile and pause periodically.



Using a Script

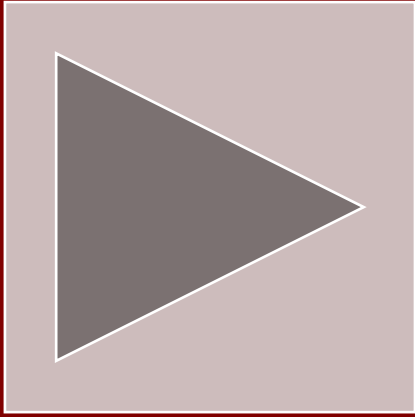
- ☐ Have a script to refer to periodically.
- ☐ Be sure to return your gaze to the camera.
- ☐ Your PPT can be your script – or you can have something off screen



Guest Lecturers

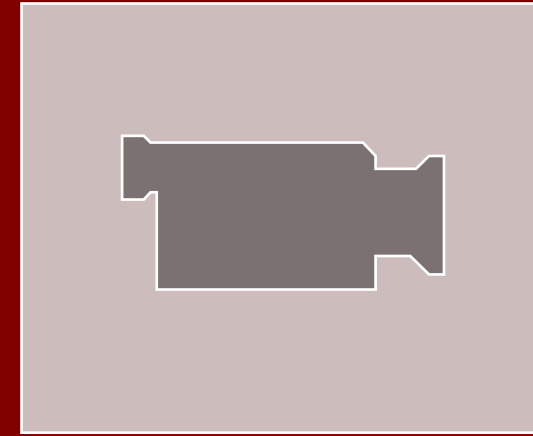
- Prepare questions and send the questions to the guest before hand.
- Guests can prepare their thoughts in advance for fewer pauses/gaps.





Consistent Openings

- With the camera on, open your PPT, greet students and describe your purpose for the video.



Consistent Closings

- ❑ Close your PPT and wrap up the video with 3 highlights from what you discussed.



Supports Available from the Teaching and Learning team:

- ☐ Video-editing.
- ☐ Advanced recording equipment kits as needed.
- ☐ Drop-in working sessions for help with your video lectures or other material.
- ☐ Training by appointment on teaching and learning best practices.
- ☐ Visit online.uchicago.edu for more information and to access these slides.
- ☐ Contact information: online@uchicago.edu