

# Lecture Recording Checklist



Follow the steps below to ensure you record the best possible lectures for your online courses.

## ***Pre-Recording Checklist***

- Make sure your slides are in wide format (16:9) so they cover the entire video frame.
- Maintain plenty of white space. Avoid long paragraphs of text.
- Create your lecture slides. Less is more. Make sure they are not cluttered with information. Use large sans-serif fonts. Use royalty free photos from sites such as <http://pixabay.com> or <http://pexels.com>
- Use a Three-Point lighting setup: Key, Fill, Back (Explanation here: [https://en.wikipedia.org/wiki/Three-point\\_lighting](https://en.wikipedia.org/wiki/Three-point_lighting))
- Background should be not distracting. Either a solid color or add to the theme of the course without clutter
- Webcam should be setup at eye level
- Your head should be in the middle of the frame
- Your eyes should be aligned 1/3th from the top of the frame (see rule of thirds: [https://en.wikipedia.org/wiki/Rule\\_of\\_thirds](https://en.wikipedia.org/wiki/Rule_of_thirds))
- Record in a quiet room (no noise from AC, fridge, street, ideally carpeted floor)
- Use external USB microphone
- Check your audio levels before recording. When you speak the levels shouldn't be too low or too high
- Make sure your appearance and attire are appropriate (avoid bright colors, plaid shirts, reflecting jewelry)

## ***During Recording: Teaching Your Lecture***

- Take a deep breath and make sure you are relaxed and in a happy mood before and during recording
- Rehearse at least once to warm up
- Make sure you look at the camera so your students feel you are looking them in the eye
- Only show the webcam layer when you are addressing your students and remove it when you want them to pay attention to your presentation slides
- Speak loud, clear, with confidence and passion (don't forget to smile)
- Make sure your lectures are between 5 and 10 minutes (if they are considerably longer, try to break them into more lectures)
- Take a break and stretch often between takes

## ***Post-Recording: Editing Your Lecture***

- Make sure your canvas is set to 16:9 HD 1080p format (1920x1080). You can also use 720p (1280x720) if you want smaller file sizes at the expense of some resolution loss

- Edit out any mistakes (if possible remove "errs" and "uhms")

### ***Post-Recording: Video Export Settings***

- Set video compression format to H.264 or MPEG-4
- Data Rate/Bit Rate: 3000 kbits/seconds
- Dimensions: 1280x720 or 1920x1080 (16:9 Aspect Ratio)
- Frame rate: 30 Frames Per Second (30 FPS)