

Build your story

- Create a list of shots you'll need and describe angles or sketch out a frame to represent the intended video.
- Craft a simple script or make a list of points you need to speak about.
- Even if you're doing a no-sound video demo, making a script will help guide your production phase.
- Consider some shots for Voice Over narration, to enhance something like a table-based demo.
- Edit your story *before* shooting; it's easier than re-shooting and re-editing!

What equipment resources do you have on hand (at home)?

- iPhone or tablet
- Laptop with webcam
- Separate webcam
- Dedicated microphone
- DSLR
- Camcorder
- Lighting (a couple regular house lamps would be a great start)
- Tripod

Do you have a quiet space, suitable for recording your lecture?

- Close your windows and doors
- Disable alarms/phone ringers, etc.
- Hang a blanket on one of your walls to deaden sound reflections
- Do a test recording on your device - listen back to your sound - was it clear, distant, noisy?
- Adjust your position to fill the centre third of the image (this usually puts you in the best space for onboard camera mics or iPhones/tablets' mics).

How are you performing your lecture/demo?

- Do we need to see your face?
- Do we need to see your hands as you work?
- Do we need to see some combo of you, your work, and some slides, for example?
- Would a multi-cam approach help? Simultaneous capture from two angles may benefit practices that are not easily or cheaply repeatable (plastics, ceramics, forge, etc.).
- Speak with enthusiasm, and if possible, allow your image to appear on the screen. Your students will be more engaged.

Will everyone see you well?

- Face the camera away from windows or bright light sources (they get overexposed, underexposing the darker regions of your image)
- Use natural light when possible (i.e., set up so you are facing a window and daylight coming in will fall on you softly and evenly). Position the camera in front of the window facing towards you.
- If you can't use natural light, set up a light on either side of you, out of frame and gauge your face brightness, adjusting if you get over-saturation or over-exposure - dim or turn off one if needed.
- Be frame aware - know by doing a test where your face/hands/demonstration is relative to the camera's frame. Adjust your position, or camera position, to accommodate.
- Consider your background. A background that's not too busy and that contrasts with you works well to keep the focus on you.

- FOCUS - if you have a webcam that does this, check that you look sharp (not blurry). If you look blurry, clean your lens with a lens tissue (or microfibre cloth), or try rotating the lens housing (gently). If it moves, it'll be adjusting that focus. Various webcams do or don't have this feature - most seem to auto-focus.

What do I do with the material once the recording is complete?

- After the main video segments are recorded, go back and edit to include images, titles, screen capture, or additional voice over if needed.
- Limit education videos to one subject or segment. Each segment should be 2-3 minutes in length and the overall viewing time per lessons should be between 10-30 minutes in duration.
- Don't strive for perfection. You will get better over time.

Other tips?

- Ask for feedback and listen to your students – they will have great feedback. Use it to improve your videos.