Should be aligned to the lecture’s intended learning outcomes.

If there are multiple questions (highly advisable), intersperse questions at various points where appropriate throughout the video (using timestamps). This helps to sustain student engagement with the lecture.

Use software that allows adding of quizzes in videos, such as Panopto and Camtasia.

Panopto has several useful quiz-related features, e.g. preventing viewers from advancing in the lecture if they have not attempted the quiz questions, option of retaking quizzes. Feedback can be provided promptly as follows:

- In the quiz feature itself, under “Correct answer explanation (optional)” (Figure 2), or
- As part of the video lecture right after the quiz timing.

Should not be used for graded assessments.

Useful feature, especially if audio quality is not optimal

Two ways to add captions retrospectively (i.e. not real-time captioning of live lectures):

- Using third-party captioning services in Panopto or Zoom
  - Note that the automatic speech recognition captioning function is often and largely inaccurate and will require editing. (e.g. It did not recognise my Singaporean accent at all.)
  - Only supports English language
- Manual captioning (Panopto)
  - Can be (very) time-consuming. Progressive enhancements are strongly advised.
  - Prepare a script (a more efficient way to create captions manually). Care should also be taken to avoid sounding overly scripted and unnatural during recording.

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