Pre-Recording Lectures
Tips and Tricks

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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
LIGHT BEHIND CAMERA
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