


## RECORD A LECTURE ON VIDEO

### Make Engaging Learning Videos

An effective lecture on video is engaging and creates an active learning experience for students. Here are some tips for delivering a successful lecture on video.

#### BEFORE RECORDING PREPARE & ORGANIZE YOUR THOUGHTS

- Outline course modules and topics
- Write talking points in sequential order, for each lecture
- Write a script (estimate about 150 words per minute) 
- Incorporate PowerPoint slides when appropriate.
  - Avoid text-heavy slides and instead,
  - Include idea highlights or concepts
  - Include contextual cues such as pictures, illustrations, charts, graphs, infographics etc.
  - Only use your graphics or those you have permission to use. Royalty free images have terms and conditions. For questions on copyrights, please contact our Library Director, Hai-Thom Sota at 510-879-9264.

#### KEEP VIDEOS SHORT

2-3 minute videos are succinct, focused, and emphasize important concepts.

7-10 minute videos work very well also.

For lecture or demonstrations that require lengths longer than 10 minutes:

Divide content/ideas into small chunks that can be recorded in short clips, and can be viewed independently.

#### REHEARSE YOUR LECTURE

- If possible, practice in front of someone and be open for feedback.
- Keep your audience in mind. The camera lens is your audience.
- Avoid reading your PowerPoint text, word-by-word
- Elaborate on the main ideas, concepts and visuals.

#### PROPS

If needed, small objects to point to, or for demonstration

#### WHAT TO BRING TO THE RECORDING?

- |  |   |
|--|---|
| <input type="checkbox"/> Notes                               | <input type="checkbox"/> Comb or brush              |
| <input type="checkbox"/> Laptop for accessing your resources | <input type="checkbox"/> Compact makeup             |
| <input type="checkbox"/> Extra shirts/tops if you wish       | <input type="checkbox"/> A favorite drink and snack |

#### ENGAGE YOUR STUDENTS

- Stand or sit
- Look straight in the camera lens
- Smile naturally
- Use hands and body language as necessary
- Project your natural voice
- Put emphasis on important concepts/terms, etc.
- Look to your notes if necessary
- Demonstrate your passion and love for the subject matter, and you will inspire and foster learning.

#### WHAT TO WEAR?

- Professional attire
- Avoid busy patterns, whites, and fluorescent colors
- Neutral and pastel tones are best

*Bring a lots of smiles!*