VANDERBILT
Office of Digital Education

Best Practices for Recording Lecture Videos

Pre-Recording and Preparation

- Prepare your Script and Materials
    - Outline clear objectives for your lecture
    - Write a script to help you organize and edit your thoughts before you begin recording. While time intensive, we would recommend scripting your recording for the very best production output.
    - Chunk videos around manageable content segments – **no more than 10 minutes long** – to keep engagement at its' highest
    - Share "nice-to-know" content and additional examples as supplemental reading or videos
    - Make several practice videos (via Zoom so you can view your progress) - practice is key to a successful recording session
- Lecture Style
    - Before you record, think about the materials you would like to utilize to support your script. Options include the following:
        - PowerPoint *template provided
        - Presenting in front of a green screen
        - White board to write on while recording
        - Interviews and round tables
        - Glass lightboard
- If you are using PowerPoint:
    - *ODE will provide you with a PowerPoint Template to use and can assist with slide design or editing as needed
    - Be Concise; use key words or phrases
    - Make sure that you are recording lectures that align with your presentation and reinforce the material appropriately; practice carefully to ensure proper transitions
    - Use white space; add visual examples
    - Use high contrast backgrounds and font color (PowerPoint Template)
    - **Please have your PowerPoint ready prior to the recording session; while it does not need to be in its' final state, it is much easier to indicate slide transitions during the session**
- What to wear:
    - Solid colors work best!
    - Everyone looks good while recording in blue.
    - Please **do not** wear green or white
    - Please avoid wearing jewelry that makes noise

- Consider a practice session:
  - Before recording, we suggest scheduling a 30-minute session in the studio
  - The purpose of a practice session is to familiarize yourself with the equipment, get more comfortable in front of the camera and view your initial performance so you can be better prepared for your full recording session

Example:
- Law Faculty Recording

Recording Considerations

- Structure and engagement:
  - At the beginning of the lecture, provide learners with a brief big-picture overview of the topics that will be included in the remainder of the lecture.
  - Ask learners to complete reflection questions, a discussion board post, or similar assignment after viewing the recorded lecture.
  - Active Learning recommendation
    - "Pause the video here, solve the problem, play the video and we'll see how close you got. PAUSE NOW"
    - "Work the problem for one minute and submit the practice quiz to continue the video"
- Performance Notes:
  - Be yourself! It helps to be animated and passionate about the subject matter.
  - Use a conversational tone when recording a lecture
  - Use normal pace to speak, as if students were present
  - Make eye contact with the camera
  - Use voice and facial expression more than normal, especially in emphasizing key points. It helps to align your oral delivery with keywords on your presentation to avoid cognitive disturbance.
  - Feel free to use gestures as you would naturally
  - Please stand while recording
  - We are happy to do a playback of the first take to ensure it meets your needs and give feedback on your performance

Silence your mobile device

Production Notes

- Marking
  - Be sure to state which module you are recording so we can follow along in the materials (script, PowerPoint or otherwise)
  - If you plan to insert a visual later, refer to what image you would like to show during that section
- Editing
  - If you do need to re-do a point or sentence in the middle of a module recording, know that you can simply say stop and start up again where you are within the thought process or script. This pause can be resolved within the editing process.
  - Clapping is also a good indicator on where you need to stop the recording and pick back up

Time Commitment

- Overall, you can expect a 3-6-hour time commitment depending on the amount of lecture content. It usually takes between 7-15 minutes to record one 5-6 minute video.
- You are welcome to break up the time recording in the studio into two 2-hour sessions or more, as you need.
- Your total time commitment may vary depending on the number of takes you feel you need to properly record your materials.

What to Expect

- Roles and Responsibilities
  - The Office of Digital Education (ODE) will facilitate your recording session; look for an invite in your email based on your availability
  - Please let us know if you require more time to assemble your assets, lecture materials and script
- Upon arrival
  - When you arrive at the studio, expect to get an overview of the equipment for the first 15 minutes
- Upon completion
  - ODE will coordinate with the production team to ensure post-production runs smoothly. We will share the edited content with you for review before it is finalized.