

Tips for Recording Video Course Intros

You can create a video course intro on a mobile device like a tablet or phone. It's an easy way to introduce the course, set expectations, and share enthusiasm for the semester ahead. Hollywood quality or talent not required!

Pre-Production

Preparation

- Keep it short and organized: 1 - 5 minutes.
- Identify objectives: Explain course expectations? Review key points of syllabus?
- Write a script: It can be as detailed as you want. **Don't wing it.**
- Create a friendly opening and conclusion.
- Plan on creating a transcript or captions for accessibility.
- Find a quiet place with good lighting to record in. Your face should be well-lit. Don't sit with your back to a window.
- Confirm you have the right equipment. External mics are not always needed. Putting your device on a tripod is suggested.
- Make sure your device is fully charged.
- Decide how your students will access the video. It is suggested you upload your videos to Box and link to Blackboard from there.

Rehearsal

- Practice recording on your device.
- Rehearse adequately so the actual recording goes smoothly.
- Listen to your playback to ensure the audio level and performance are acceptable.

Production

- Set aside time for multiple takes.
- Get rid of potential distractions, like cellphones or email notifications.
- Put a "Recording in Progress" sign on your door.
- Consider your setting. Busy background are distracting — if your office is in the video, tidy it up beforehand.
- Put yourself in a positive frame of mind. Your enthusiasms will be evident in the audio and video.
- Relax. Take a few deep breaths.
- Engage the audience — look directly into the camera to simulate eye contact with your students.
- Silently count to three before and after you talk. Leaving space makes editing easier.
- Use the appropriate tone — make it friendly, conversational, and welcoming.
- Speak clearly, loudly, and at a good pace. Do a practice Take, then listen to the playback to confirm the quality.
- Remember no take will ever be perfect — a few hiccups are natural.

Post-Production

- Review and confirm the video meets your standards.
- If the video is being edited, trim out unnecessary time.
- Upload the video file to Box in an easily-located file. We suggest naming the file after the course, followed by the year.
- Link to or embed your video on a web page, Blackboard course, or via a link.