

Quick guide to recording your first instructional video



1



Prepare your equipment and viewing area

Make sure your space and equipment are properly prepared for the best presentation experience. Lighting that comes from behind you will make the video look too dark. Good lighting should come from behind the camera so the image is clear.

Prepare your content

Consider whether you work better from notes or a script. If you work better with a script, plan on more preparation time. If you need visuals like graphs and diagrams and if you are planning on screen sharing, have this material open and available to prevent having to search for it while recording.

2



3



Prepare yourself

Consider your appearance on camera, ensuring you're presenting yourself professionally. Avoid drinking anything while recording. It's fine to have some water nearby if your mouth and throat are getting too dry, but save your caffeination time for before or after recording.

Present yourself

Remember to look into the camera to better connect with the students. It can be easy to rush through your content when you're recording. It's important to speak clearly and slowly, especially when talking through more complex or technical information.

4



5



Do a test run

7 or 8 minute video only to discover that the sound is far too low. Do a brief test run before you dive in earnestly. Review and do a couple more test runs until you're happy with what you see and hear.