Lecture Capture- Best Practices

Preparation

☐ Keep ‘em short, 15 min or less

☐ Present no more than two or three major issues (objectives) with examples
   ☐ Determine the critical message/concepts,
   ☐ Use signaling phrases to indicate overall organization such as: “Let me give you an example”, “In this section I will Introduce the 3 critical ideas of..”, “this is a key point”, “as a result”.

☐ Provide examples, analogies and stories that clarify, differentiate and make memorable

☐ Build in short reviews and summaries

☐ Reduce your slide text

☐ Replace text with meaningful graphics

☐ Sync/reveal text with narration

☐ Give students the opportunity to reflect after each video

Capturing Your Video

☐ Be prepared – have all necessary programs open, unnecessary programs closed
   ☐ Have a script or notes available – use notes section in PowerPoint and print it

☐ Test the audio first

☐ Relax - speak slightly slower than normal

☐ Speak with enthusiasm(smile) and emphasis

☐ Use the pause button! Stop and prepare what you will say, take a deep breath, get a drink, etc.

☐ Position the microphone slightly below your mouth

☐ Review your video before sending for processing