

Instructor Guide

Getting Started with Video Recording

What is it? (Pedagogical Overview)

Asynchronous instructional video plays a vital role in all modes of learning.

- **Traditional Class:** Students can be better prepared for classroom interactions by watching a pre-recorded video with a summarized overview or fundamental knowledge before attending the class.
- **Hybrid/Flipped Class:** The instructor can have more flexibility to engage students with active learning activities in the classroom by assigning pre-recorded lectures with reflective tasks to substitute traditional lectures and/or enhance some instructional activities in the classroom.
- **Remote/Online Class:** Pre-recorded video is a great knowledge transfer tool in online education. Instructor's presence is one of the critical factors that influences online student's learning success. The weekly overview and instructional videos fulfill students' learning needs from attending the classroom lectures.

There are various ways to take advantage of pre-recorded (asynchronous) videos for supporting active teaching and learning:

- **Welcome message and course overview**
- **Weekly or module (content) overview**
- **Asynchronous lecture videos (substitute the in-class lecture)**
- **Concept explanation or hands-on demonstration**
- **Ad hoc video announcement or Q & A (review) video**

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Getting Started in Video Recording

Generally speaking, the recorded video file is in the .mp4 format that can be directly played using a web browser (e.g., Chrome, Safari, or Firefox) or a video player (e.g., QuickTime and Windows Media Player). You will follow the five simple steps below to record a video and share it with your students.

Step 1: Prepare for the recording equipment and the content material

Step 2: Choose a suitable recording tool and start recording

Step 3: Edit the recorded video as needed

Step 4: Identify a suitable online video platform

Step 5: Share the videos with your students

Things to Consider

Equipment

In order to deliver quality video content, you will need a webcam and a type of audio hardware. Making sure your students can both see and hear you clearly will impact student engagement, and increase the longevity of your video content.

Microphone vs. Webcam

Your microphone is the most important piece of equipment for recording your lectures, and should take priority over your webcam. Viewers can forgive lower video quality, but bad audio will make videos difficult to understand, harder to absorb, and make automatic captioning less accurate. If your internal computer microphone does not provide adequate audio, there are plenty of [affordable mics](#) online that plug into your computer via USB and provide crystal clear audio.

Lighting

Proper lighting will help add a level of professionalism to your recordings. Make sure you have adequate lighting facing towards you, such as having windows in front of you or a

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window behind speaker



window in front of speaker

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small desk lamp helping to illuminate your face. If you have windows behind you, make sure to close blinds or reorient yourself to avoid being backlit.

Environment

Before you begin recording your lecture videos, you want to make sure that your environment- be it office, home studio, garage- wherever you plan on recording your lectures, is optimal for video and audio recording. Clean audio is the most important technological consideration for lecture recording, so try to reduce background noise that may interfere with your voice. Find a quiet room away from foot traffic, or record during points in the day that are generally quieter. For example, if you live on a busy street that may cause car noise, avoid recording your lectures during rush hour or other heavy traffic times.

PPTs or Other Visual Content

Keep PowerPoints or PDFs clean and free from clutter. Students may be viewing lecture videos on all sorts of devices, including smartphones, and visual materials that are overloaded with content will become difficult to read on small screens. Keep text to key ideas, not your full script. Don't overlay text and images, and keep images and animations to a minimum (no more than 2 per slide.)

Beware of margins! You don't want important text/images situated all the way to the border of your slide. Certain electronic devices may crop your video if students are viewing in full screen, and this could cut off important information if you don't leave margins clear of information.



The yellow and red lines on this frame indicate areas of your video that will be cut off when viewed full screen on certain devices.

Best Practices Teaching with this Tool

The more time and consideration you put into pre-production and preparation for lecture recording, the easier your recordings will go!

Provide Content in Multiple Formats

Provide your students with a video, mp3 audio file and transcript of your content. Zoom recordings can provide you with both the mp4 video and mp3 audio files separately, and videos uploaded through the YuJa platform will have a transcript attached to them. This will help assist different learning styles and make it easier for students to review content.

Chunking your Material

Attention spans online are not the same as they are in the classroom, and students are more receptive to several small videos rather than fewer long videos. Aim for **7-10 minute** videos in length when possible. Storyboard out a full lecture, and find the subtopics within that lecture. Each subtopic can be its own video. You can also look for points in a lecture where you would ask your students questions- this might be a good place to stop a lecture video and have students complete a quiz or assignment before moving on to the next lecture video.

Script it Out

If you are more comfortable reading your lectures from a script, type the script out on a word document and place it at the top of your computer screen near your webcam. You can then read your script while maintaining eye contact with your webcam.

Describe Images

When presenting alongside visual presentations, describe images and graphs rather than using directional words (left, right, top, etc). Directional words don't provide the necessary information students need, and may make your presentation inaccessible to students with visual impairments or who are listening to your lecture as a podcast.

Avoid the Date

Increase the longevity of your videos by avoiding the date recorded or date of lecture. You might also consider leaving out the course name, and only including the lecture title in the event you

are able to use a lecture video across multiple courses. If you're spending time creating lecture videos, you want to be able to use them again!

Resources

Video resources (free images/b-roll/music):

- [Pexels](#)
 - Thousands of free video clips and images. Creating an account is free, but not necessary to download. Attribution is not required.
- [Pixabay](#)
 - Thousands of free video clips, images, illustrations, and songs. Creating an account is free, and sometimes necessary to download images or videos in their highest resolution. Attribution is required on a case-by-case basis, make sure to check if attribution is required when downloading.
- [CC Search](#)
 - Thousands of free images, all under Creative Commons licenses. Attribution is required.
- [Internet Archive](#)
 - Thousands of archived video clips-good for historical footage. Check to see if attribution is required.
- [YouTube Audio Library](#)
 - A great resource for free music tracks and sound effects to add to your videos. You can sort through music by genre, mood, and duration to find the perfect background music for your videos. All tracks are free, check to see if attribution is required.

Tutorial Resources:

- [iMovie Tips and Shortcuts \(Mac users only\)](#)
- [Setting up your Recording Environment](#)
- [Download Adobe Creative Cloud through UCI](#)
- [10 Best Practices for Recording Online Lectures \(Pitt Online\)](#)
- [UCSC Resources for Video Editing](#)

Webinar Recordings:

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- [Best Practices for Pre-Recorded Materials](#)
- [How to use a Mobile or Smart Device with Zoom](#)
- [How to Record a YuJa Video](#)
- [How to Edit in iMovie \(Mac users only\)](#)

Technical Support and Consultation:

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- [DTEI Office Hours](#)