

TOP TIPS FOR RECORDING VIDEO AND AUDIO

- **Keep it short** – The shorter you can make while still getting your message across the better.
- **Remove extraneous material** – Anything that might distract from the core message should be cut. Try to avoid digression.
- **Keep it conversational** – Imagine you are speaking with one student rather than a whole group.
- **Avoid overly academic language where possible** – The language used in an online video should be as straightforward as possible. Media isn't consumed in the same way as written text and must be easy to digest on first viewing/listening.
- **Segmenting/chunking information** – Structure what you are going to say so that the information builds in logical sections or steps.
- **Ask questions** – Asking the students questions within the video gets them thinking while they are watching has been shown to improve engagement and retention.
- **Try to get across your passion for your subject** – Students learn more effectively if they are engaged and excited about what they are studying.

PRACTICAL TIPS

- If recording yourself, do not place yourself in front of a window. The light will wash you out and the audience will not be able to see you.
- If recording audio, try to use a quiet space and use a headset with a microphone that is always a set distance away from your mouth.

ACCESSIBILITY CONSIDERATIONS

- Provide captions and transcripts for all pre-recorded audio and video content.
- Provide captions for all live audio content.
- Provide audio description for all pre-recorded video.

WORKSHOPS AND TRAINING

- [Creating interactive learning resources utilising Kaltura.](#)
- [Recording, editing and uploading videos.](#)

QUICK GUIDES

- [Recording Video Content for Asynchronous Delivery.](#)

