A. Plan Your PPT Presentation

Remember that the time and attention students are willing to spend looking at a screen is much less than when watching an in-person lecture. Your PowerPoint should be planned accordingly.

- Include a title slide that introduces the subject
- Introduce yourself
- Get students’ attention
- Give students a framework/overview of what to expect in the lesson
- Chunk your content into small pieces, so it’s easy to read and remember
- Be concise
- Organize content into a logical order
- Organize around BIG IDEAS
- Present content visually—use graphics or video instead of text, when suitable
- Use visual variety to keep students’ attention (Avoid clutter, though)
- Try to connect content to students’ prior experience or knowledge
- Summarize what you expect students to gain from the lesson on a slide at the end

B. Prepare Your Audio Script

- Write a script of what you’ll say and do during the recording
- Use your PPT slides as storyboards
- Write as if you are speaking to students in person
- Read your script out loud. Revise any wording that is unclear or awkward to say
- Time your script for each slide. If longer than 2 min., condense the narration or chunk the content onto more slides
- Copy your script into the Notes area of each PPT slide (It will be used as a transcript)

C. Recording Strategies

- Practice before you record. Make a test recording and replay it
- Be energetic and personable
- Avoid reading what’s on the PPT slide. Act like you’re talking to students (because you are)
- Speak clearly and don’t rush
- Record in short intervals, if needed (ex. slide-by-slide or by section)
- Turn off your phone and other devices, like fans
- Avoid tapping the keyboard or rustling paper during recording
- Stick to the script—it becomes the transcript
- If writing or annotating slides during recording, plan and practice your drawing
- Review your recordings critically. Pretend you’re a student seeing/hearing them for the first time
- Edit or re-record narration or screencasts if words are mispronounced, not audible, or clearly not understandable

Where Do I Record?

CLT has recording booths and a studio set up to meet your recording needs. If you can only record outside CLT, contact us first. Your equipment (microphone, etc.) and the audio/video quality must be tested beforehand.

D. What to Provide CLT

- Your PPT and script
- Any audio/video embedded in your PPT, so it can be tested before recording
- Links to audio/video, if it’s not embedded
- Your narration (MP3) and/or screencast (TREC)

* Did You Know... Student engagement drops after 6 min. when they watch video lectures (Guo, Kim & Rubin, 2014). By comparison, attention drops after 10 min. of listening to an in-person lecture (Bligh, 2000).