PREP LIST: Recording a Presentation

PREPARE	• Plan presentations in conjunction with your instructional designer. • Will you use PowerPoint? Will you record video or just audio? Will the recording be a screen capture? Do you have sufficient lighting? • Plan to record in 3-7 minute chunks/topic sections, each with a clear topic. • Make slides clean, not busy. Include graphics, but use images only when they significantly add to your content. Avoid clipart. • *Plan your content to be lasting and reusable.*
CONDUCT A TEST	• Begin by conducting a test recording. Recorded audio should be clean and easy to hear.
INTRODUCE YOURSELF	• Introduce yourself at the beginning of your presentation (name, affiliations if apropos, etc.). What interests you in this topic? How is the topic relevant to the class? What do you intend to accomplish in recording the presentation (learning objectives)? Begin by asking a high-level question that the upcoming information can answer. Be explicit about what students should focus on.
RELAX	• Aim for a relaxed, conversational delivery and spontaneous feel. Avoid reading a prepared script. Know your topic well. Be mindful of ums & ahs.
ENGAGE	• Engage your audience. Pose provoking questions. Describe memorable experiences. Make connections with a current situation. Share a "truth" you've learned. Use examples from student life.
CONNECT	• Imagine you are speaking to *one* student, not a group. Make imaginary eye contact with the student, as in a personal conversation. Use the singular "you" to create a more active listening experience for each student.
CRITICAL	• **Do *not* refer to due dates, assignments, the weather, holidays, seasons, as these elements change over time.**
PAUSE AS NEEDED	• Pause as needed by using the pause button. • Stop and redo if you need to.
CLOSE	• Close the lecture with a brief summary and a thought-provoking question.
STUDIO TOOL HELP	• How to Use Canvas Studio (formerly Arc) • Canvas Studio Training Webinar (formerly Arc)