

General Advice for Lecture Recording

If you are planning on pre-recording your lectures, whether you choose to narrate your PowerPoint slides, record with YuJa Lecture Capture or record in Zoom and share via YuJa, there are a number of things you can do to ensure a better quality audio and video and a more efficient approach to recording your lectures.

Following are some guidelines to help you optimize your recording quality:

1 Avoid large files and long recordings

Try to keep your recording as short as possible. It is important not only for pedagogical best practices, but also for technical ones. Many students may have limited access to technology, so watching long files can pose serious challenges. For that reason, it is important to try and keep your videos between 5-20 minutes long. If the content you need to cover is longer, **consider splitting it up over different modes of delivery or into smaller video segments.**

3 Optimize audio and video quality

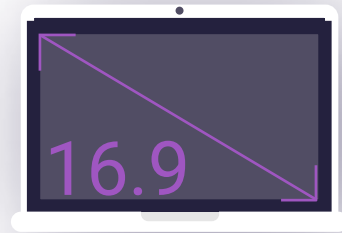
Choose a quiet, well-lit room or office in which to record. Consider the following to ensure recording efficiency:

A. SCRIPT

Write a full script or a detailed outline for each of the videos. You will still be able to adlib, but the script will give you a clear idea of what needs to be covered so that you don't forget anything in the moment.

2 Prepare your lecture and slides with video in mind

Whichever presentation software you use (PowerPoint for Windows, Keynote for Mac, Google Slides for both) make sure that:



- ✓ Your slides are in wide format (16:9) so they cover the entire video frame.



Sans-Serif fonts: Arial, Calibri, Helvetica, Lucida Sans



Serif fonts: Times New Roman, Garamond, Georgia

- ✓ Use Sans-Serif fonts, not Serif fonts. They look better on video and are easier to read on a digital screen for students with accessibility challenges.
- ✓ Avoid using bright colours in your presentation slides such as yellow. Make sure there is a great contrast between your background and fonts.

B. FRAMING

- ✓ Position your webcam so it sits at about eye-level, no higher than your hairline.
- ✓ Place yourself in the center of the image.
- ✓ Look directly into the web camera: When recording, try to avoid looking at yourself or the PowerPoint presentation when you can.
- ✓ Consider your background: Avoid sitting in front of anything that looks busy or cluttered. If you can, choose a plain wall as your backdrop to ensure the focus is on the content of your presentation.
- ✓ Remember not to sit too close to the camera: Position your webcam far enough away to capture your shoulders and your entire face with some room to spare.



C. LIGHTING

- ✓ Make sure the room is well-lit: low light will create shadows and make the video look choppy.
- ✓ Minimize any light sources behind you, particularly from windows.
- ✓ Always light yourself from the front with soft, indirect light: You can place a desk lamp or two in front of you and behind your webcam/laptop.



For advanced control of your image, you can use paid software like [iglasses](#)

D. AUDIO

Before you start recording, consider the noise and echo of the room.

- ✓ Avoid recording in big rooms or rooms with little or no furniture as they will have a lot of echo. You can reduce echo by hanging towels or blankets on the wall behind your webcam or laptop.
 - ✓ Plan to record at a time of day when there is minimal outside noise.
 - ✓ If noise quality remains an issue, you may benefit from using an **external USB Mic** (a microphone that plugs into your USB port). There are some affordable USB condenser microphones available for purchase. Blue Yeti is a popular brand for podcasters and is available at a variety of price ranges.
 - ✓ Alternatively, you can use your standard **earphones with a built-in microphone** to record your audio.
- ✓ Try to minimize other sounds in the room: fans, air conditioners, fridges, computers with loud fans, and other background noises can compromise the audio in your lecture video. Turn off any machines that may create excessive white noise.



E. WARDROBE

- ✓ Solid colours are preferable to bold busy prints which can be distracting.
- ✓ Avoid small prints and pinstripes. They can create a moire effect on camera - they appear to strobe or move.
- ✓ Avoid any accessories or jewelry that may make noise when you move.
- ✓ Once you have your lecture material and recording set up and ready to go, make sure to record a test video to check the quality of your audio and video.

Reach out

If you are missing equipment to accomplish what you need, or need specific technical assistance, we offer a number of options for support to help solve your problems. Please direct your query to help@concordia.ca