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All Development Worksheets

# Lecture Video Checklist

## Before Video Recording:

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| * Create your slides and include relevant images to help students visualize your talking points. * Create a script, notes and storyboard to help you stay focused and on-time. * Make it interesting, keep your audience engaged with interesting facts, stories and humor. * Plan on 7-15 minute videos, this helps maintain attention and makes it easier for you to edit later. * Learn the basics of video editing and software options (ZOOM, Kaltura, Adobe Spark, Adobe Rush, iMovie etc). * Ensure your camera has plenty of storage space and is fully charged. |

## During Video Recording:

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| * Test your video and audio equipment to make sure everything is working correctly. * Use a good quality microphone to improve audio clarity. * If you’re using a web camera, align it to be eye-level. Avoid distracting backgrounds. * If you are using a smartphone video camera, turn it horizontally. * Have some type of movement (pointer arrows, new images, zooming) on the video every 5-10 to improve audience attention and focus. * Use the pause button if you need a break. * It doesn’t have to be perfect, small mistakes are normal and sometimes helpful and funny. |

## After Video Recording:

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| * Edit the video if necessary using video software:  - Add text/graphics, zoom-in on the screen to improve audience attention.  - Delete any parts if necessary. * Use a video software (Adobe Rush, iMovie) to edit your video. * Publish the video to Canvas via My Media. * Once in My Media, you can post your video to any Canvas page or the Media Gallery. * Visit the Digital Media Center located at our library for video editing help. * Show your video to people that can give you constructive feedback. |

## Resources:

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| Free background music:   * <http://freemusicarchive.org/curator/Video/> * <https://www.youtube.com/audiolibrary/music>   Free images:   * <https://www.flickr.com/creativecommons/> * <https://search.creativecommons.org/> |



Contact [kaltura@du.edu](mailto:kaltura@du.edu) if you have questions or need help.

# Presentation Storyboard

|  |  |  |
| --- | --- | --- |
| Slide Title | Copy/Content/Notes | Image(s) |
| Use this column to identify the slide number, section title, etc. | Use this column to provide a brief outline of the information to be presented either on the slides, through the notes, or in in an audio track by the presenter. | Use this column to paste in images you plan to use, describe the visual you’d like to accompany the copy/content, and/or keep track of original image URL’s and citations. |
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