# Best Practices for Making Videos

## Prepare
- Use key words, phrases
- Use open source images
- Write outline or loose script
- Record yourself for intros, announcements, etc.
- Record screen only for PPT lectures, demos, etc.

## Keep it short, reusable
- Record 4-7 minute clips
- Stop at natural points
- Keep it general (no dates)

## Minimize noise
- Use headset or external mic
- Remove distracting sounds
- Pause if noise interrupts
- Turn off your cell phone
- Close your IM

## Check background
- Avoid light or window behind you
- Wear solid colors
- Check if background is appropriate
- Check angle

## Test and Review
- Record a test clip
- Check picture clarity
- Check sound quality
- Budget plenty of time
- Keep it human; small errors are OK

## Finalize
- Review entire recording
- Post outline/script with lecture
- Or, import and edit closed captioning

## Engage students
- Insert a poll
- Insert a question to check knowledge

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