

Record Your Training

Recording the session can be beneficial for participants that cannot attend or that would like to review the presented materials at a later time. In this folder there are recordings of a training bootcamp given to faculty to help guide you in planning content delivery and the time allotted for each element.

Best practices when recording training sessions:



Use Proper Lighting

Avoid being backlit, this means that light should always be in front of you, rather than behind. Simply set-up facing a window so that it lights your face, or replace overhead lighting with lamps in the room to help light up your face and avoid shadows.



Choose your Microphone

The use of a headset is recommended to ensure that the microphone is always the same distance from your mouth. Limit distractions from your phone and computer by silencing notifications, as well as other sounds that may be happening around you.



Position your Camera

When setting up your webcam, whether you're using a laptop camera or external webcam, to look your best you will want to position the camera at eye-level. The video thumbnail could block viewers from seeing material throughout the recording, consider turning it off after introductions are made.