General AV Guidelines for Recording a Lecture at Home

1. Find a quiet place free of distractions to record. The less extra noise present in the room, the easier it will be for students to clearly hear you.
   a. Put pets in a separate room. Avoid AC units, fans, open windows, traffic, neighbor dogs, etc.
   b. Silence cell phones and notifications on devices.
   c. No additional microphone is necessary if you don't have one set up. Laptop mics are very good. If your room is relatively quiet, your audio will sound just fine.
   d. *Distance matters.* The closer you are to the microphone (in this case, your laptop), the clearer the audio will sound.

2. Use a room with bright and consistent lighting. Try to situate yourself facing the light source, when possible. Having bright light or windows behind you makes it hard for students to see your face.
   a. Try to eliminate ceiling fans or lamps that appear in frame if they cause the light to adjust with movement.

3. If you're using a laptop, consider placing the device on a table in order to avoid any shakiness when recording your camera.
   a. Prop up the computer on a box to get closer to eye level if needed.

4. Remember to maintain regular eye contact with your web camera to establish a connection with your students. If helpful, place a photograph or other object directly next to or above your web camera to help you remember to make eye contact

5. If sharing your screen during your presentation, close any unnecessary applications and to turn off notifications on your computer to avoid unwanted messages appearing during your lecture.

6. If you will be sharing multiple items (PowerPoint, website, etc.) during your lecture, try opening them on your computer before you start recording, that way they are easily accessible during your lecture.

7. It may be helpful to record your first lecture a few times before publishing in order to get comfortable using the online tools.

8. When *speaking with other users in a video conference*, wear earbuds or headphones with microphone. If you use built-in computer speakers or external speakers, audio will be picked up by your microphone and create an echo in the recording. Earbud microphones (like the type on iPod/smartphone earbuds) will improve the sound quality being recorded.