

Recording best practices

1. Eye level gallery view. Place computer at high or waist level (not on floor). Avoid being back-lit.
2. Check in: name, pronouns, how far along/when was baby born, physical "complaints", share something (whatever you want)
 - hold space, **facilitate connection**
 - Connect with local chiropractors or resources
 - "Let's investigate together"
 - Know what's within your scope of practice
 - Remind students that if they need to leave class early, they can email us at info@andreadysetgrow.com to request a recording
3. Once you've checked everyone in, ***mute everyone*** a box will pop-up, uncheck that they can unmute themselves, but let them know that if at any point they have questions, need you to slow down, etc. they can either wave at you on screen and/or "raise their hand" (it's in the chat box). If you need to address someone in the class personally, you can **pause** the recording.
4. Put it on "speaker view", ***PIN YOUR VIDEO*** so you're in the big window, let them know "I'm going to start recording" - then hit record (to the cloud) and start class.
 - *If there is no way to pin video on the device you're using, **muting all participants** should still keep them out of the video but it MUST BE DONE ON YOUR END and make sure you **uncheck the box that says "allow participants to unmute themselves"**
5. Once you hit record, say your name, pronouns, name of class and reiterate any props you've asked students to bring (we have "prop hacks" we like to share as well, see below), maybe mention what areas you'll be working on. Basically you want to give a brief little "intro" as if you're starting class so that those watching the replay feel like they get a beginning, middle, and end.
 - "If you have the following props, go get them:"
 - Yoga blocks / books
 - Bolster / couch cushion (side or back cushions)
 - Blanket / beach towel
 - Yoga strap / Scarf or bathrobe belt
 - Set up near coffee table, chair, or bed
2. Reiterate people can interrupt class. "Feel free to "raise your hand" and interrupt to ask questions or go over something. PEOPLE DO IT ALL THE TIME. I can always pause recording to answer questions" - **Pause, don't stop recording.**
3. After savasana, again say a little "outro" (thank you for coming, whatever you like) THEN **stop recording** and invite everyone to do a check out. Unmute and put it back to "gallery view" if anyone wants to.
4. You want to walk a line between making the people present feel like you're there for them while ALSO making anyone watching the recording feel like they are part of a class and community.

***It's very important to both mute students and pin your video if you can before hitting record so that students don't show up in the recording.**

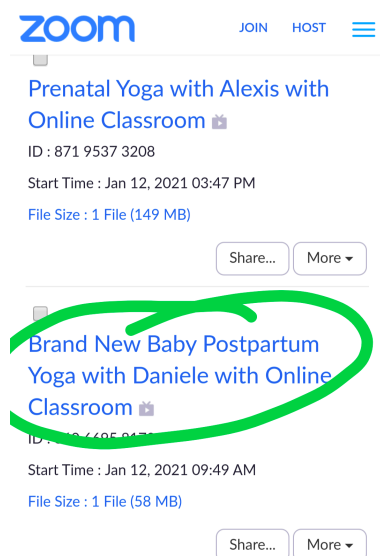
Please scan your recording before sending to students!

Pay particular attention to the beginning and end of class as this is where students most often show up in the recording by accident.

If a student appears in the video, you can edit the recording in Zoom before sharing. Simply cut off that section, having the video start later/end sooner, cutting out the part where the student is showing. If it is uneditable (student shows up throughout or in the middle), please **DO NOT SEND**. We need to send an old recording instead and you can notify Whitney. This is really important. We are not legally allowed to share anyone's image without their permission.

How to check your recording & edit:

- Go to Recordings
- Click your class
- Press Play (new window/tab may open)
- Check beginning and end of video for students
- If you need to edit, click the scissors icon in the bottom right corner
- Select playback range, click Save



Make sure before you copy the recording link to send, it looks like this:

