

Preparing and Managing Video Recordings

Pre-production: Create



Write a script

Not quite sure how to get started? Try the following approach:

1. Make a list of all of the videos that will support students in your course.
2. Write down the topic for each video.
3. For each topic, write a paragraph describing what will be in the video.
4. From that paragraph, write the subtopics or key terms you will address.
5. For each subtopic, add a few bullet points outlining what you want to say. Identify visuals to be included.
6. Expand your bullet points into full sentences and insert transitional sentences. Don't write very long sentences, those are the hardest to get right during filming.
7. Add an introductory paragraph that briefly describes the contents of the video and the context in which it should be understood.
8. Add a paragraph at the end to review key take-aways.

If writing is not for you, try voice-to-text: On a Mac, use the “Accessibility” features or on PC under “Ease of Access”, turn on voice or speech recognition. Smartphones also have this capability. This means you can “lecture” while the computer records your words in Word or Google Docs. This will give you a good first draft as a script to be further edited.

When organizing your script, keep in mind:

- **Keep it brief and connected to learning objectives.** The ideal length for videos in online learning environments is 6-10 minutes (approximately 2-4 pages of written text, single space).
- **Identify key terms or questions in advance.** This will help the post-production team signal these terms appropriately in the video.
- **Include graphics to convey appropriate key points.** Include graphics (photos, diagrams, charts, etc.) in your script. Include the source for each visual you include.
- **Include your citations.** While a script isn't a peer-reviewed paper, it is important that you include your sources in your script to be incorporated into the video.
- **Make sure the material feels like it is for *these* students in *this* class. Avoid references to past and future content in your script, or anything that would “date” the video. So, avoid phrases “last week” or “next class” or “in the last/next video.”**

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Pre-production: Prepare

☐ Ensure good quality of video and audio recording

Choose a location that has:

- Minimal background noise
- Consider a background that is not too distracting. Your office, home office, or an empty classroom are common locations.
- Good lighting includes:
 - Natural: Face windows to highlight your face. Do not have window behind you.
 - Artificial: Add lighting around your desk.

Set up your computer/camera to:

- Set the camera at eye level. Maintain eye contact at camera level while speaking.
- Frame yourself in such a way that your elbows are on screen
- Use a headset with microphone close to your mouth (if not using audio equipment)

Consider your wardrobe!

- Wear bold, solid colors; do not wear clothing with logos or thin stripes, or clothing which will closely match the recording background.
- Avoid wearing jewelry or accessories that will make noise when you move.

Get comfortable with recording yourself. Practice, practice, practice!

- Record a short test clip before creating the full recording. This way you can review it before spending time recording all of it and finding out you need to re-record.
- Use a conversational, enthusiastic style to enhance engagement.

Additional Resources:

- [Effective educational videos](#)
- [Learn About Recording Best Practices](#) (Panopto)

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Production: Recording



Record in Panopto

If you do not have a recording and would like to record in Panopto, follow these steps in the instruction here. Make sure you access Panopto via your Canvas course. If you do not have Panopto enabled in your Canvas course, follow the steps in [How to Enable Panopto in Canvas](#).

- [How to record with Panopto \(Windows\)](#)
- [How to record with Panopto \(Mac\)](#)

Once you are done with the recording, the video will be automatically saved in your course Panopto folder. You can disregard the following section on “Post-production: Manage Videos”.



Record in Other Software

You can also record your videos using other software that you are familiar with such as [Zoom](#) and Quicktime.

Post-production: Manage Videos



Upload Your Recordings to Panopto

If you’ve created a recording using a non-Panopto tool (such as Quicktime) and it’s ready to upload, follow these steps in [How to Upload Videos to Panopto](#).



Move Videos in Panopto

If you have an existing recording in Panopto that you would like to move from one Canvas course to another, follow these steps in [How to Copy Videos in Panopto](#).

Want to learn more about Panopto? Visit [Panopto Georgetown](#) for more guidance.

1. [Enable Panopto in Your Course and Make Recordings Accessible](#)
2. [Download and Install the Panopto Desktop Recorder](#)
3. [Record and Publish](#)
4. [Edit a Recording](#)
5. [Use the Panopto Mobile App](#)
6. [Embed Panopto Recordings in a Canvas Course](#)
7. [Move Recordings \(from one course to another\)](#)
8. [Upload Media Files From My Computer \(.mp4 .wmv .mov, etc.\)](#)
9. [Create a Playlist of Recordings](#)
10. [Download a Panopto Recording \(for faculty only\)](#)
11. [Create Panopto Quizzes](#)
12. [View Recording Statistics](#)
13. [Fix Errors Caused by Third-Party Cookies](#)



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