

Making Video for your Online Class

Tips for a More Professional Recording



Making a video for your online class is about making a connection with your students. Consider using the [OFDIT Media Studio for full video support](#). If recording from home, below are tips to increase the production value of your recording. In filmmaking, there are three general stages: Pre-Production, Production, and Post-Production. Below are tips mainly for the Production stage.

Pre-Production

Start the process by planning your video. Visit our [Pre-Production page](#) for tips on script writing and planning your visuals.

Production

Visit the [Production page](#) for details on hardware and typical production concerns. Note, we **highly recommend using Panopto** to create video. See the guide [How to use Panopto Capture](#) for recording your video. While you are recording, follow these common Do's and Don'ts:

AUDIO: Audio is the most important element in your video. If your audience can't hear you clearly, they won't watch it. Be sure to:

- Record in a quiet place
- Use an external microphone
- Record a test and listen back to check the audio quality
- Project your voice and speak (don't read) your script

LIGHTING: A well-lit video means a higher quality image. When recording think, "Find my light," and be sure to:

- Position the brightest light source so it's on your face (not behind you)
- Move light(s) or yourself to "find your light"
- Pro tip: Natural light produces best result, it's warmer
- AVOID strong back light
- Note, your computer monitor is also a light source



SHOT COMPOSITION: Be mindful of your shot composition. We highly recommend a "medium shot," where you fill the frame from the top of your head to about chest level.

- Adjust your camera so your eyes intersect the top third (left, right, or centered)
- Note, shot composition influences the meaning of your video. See [6 Keys for Quality Videos](#).



EYE LINE: Consider your eye line. You can create a connection with your audience by looking into the camera lens. It's like making eye contact when face-to-face.

- Look directly into the lens of camera as much as possible
- Adjust the height of your camera (or yourself) so your eye line is EQUAL to the camera lens
- Avoid having your eye line looking up or down at hard angles
- Hard angles convey a negative message to your audience



BACKGROUND: Consider your surroundings. Some tips on backgrounds are:

- Create some depth
- Give your audience something to look at (besides you)
- White walls tend to be a little boring

Post-Production

At SPS we **highly recommend using Panopto** for both Production and Post-Production. See more on Panopto here: [Panopto for SPS Faculty](#).

UPLOAD: If recorded outside of Panopto, you'll need to upload your video to a hosting platform. **Please do not upload a video file directly to Blackboard.** It will cause problems for your students. You can upload any video (created on Screencast-o-matic, on a smart phone, or from Zoom). Follow these steps on [how to upload media](#) if you recorded your video with another software tool.

EDITING: Often a small trim at the beginning and end of your video is all that is needed. See [How to trim and cut your video in Panopto](#).

SHARE: Once uploaded/trimmed, you'll need to embed the video into Blackboard. Panopto is integrated into Blackboard. Follow these steps to embed your video: [How to Embed a Panopto Video in Blackboard](#)

CAPTIONS: All video in an SPS course should have captions and/or a transcript. Always request captions when finishing your video: [SPS Academic Video Caption Request Form](#).