Best Practices for Instructing in a Video Environment

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Today’s Presentation:

• Board Use
• PowerPoint Use
• Proper Wardrobe

• Audio
• Camera Operator Communication

• IMS’s Best Practices Video World Premiere
Best Practice #1

- Break chalkboard or dry erase board into sections
Best Practice #2

• Keep your writing on the upper two thirds of a board

Let them eat cake
Best Practice #3

- Always be aware of how object placement in the room might affect the camera shot
Best Practice #4

• Write legibly and large
Best Practice #5

• Use dark colors on dry erase boards
Best Practice #6

• Avoid jumping back and forth between points or equations written on the board
Best Practice #7

- Step away from written points or equations
Best Practice #8

• Board Alternatives
Best Practice #9

• Keep PowerPoint slides simple

• Use Sans-Serif fonts, 40/32/24 font sizes

• Avoid red text on blue backgrounds, also blue on red and white on yellow

Good Example B

• Great Image
• Good Font & Size
• Simple Slide
Best Practice #10

• Avoid wearing all white or anything with thin striping
Best Practice #11

- Always wear the supplied lapel microphone
Best Practice #12

• Wear microphone six inches below chin
Best Practice #13

- Avoid bumping or touching microphone during lecture
Best Practice #14

• Remember, you are wearing a microphone…
Best Practice #15

• Communicate with the camera operator