Recorded Lecture Checklist

Pre-recording Guidelines

1. Prepare a script or outline.
2. Plan for segments of 10-15 minutes (no longer).
3. Use the provided EP template (if applicable) for your presentation.
4. Spell check & proofread all slides before recording.
5. Lecture materials used in accordance with copyright law.

Slide Appearance

1. The text on all slides is readable – Smallest size is 24 point.
2. Titles and headings are easy to distinguish from other text.
3. Each lecture segment begins with a title slide.
4. No more than six bullets.

Audio Quality

1. Recorded narration is clear and easy to hear.
2. No static or other distracting audible defects.
3. Ambient noise is minimal.
4. Pace of narration allows students to take notes and follow presentation without feeling rushed.

Learning Quality

1. Each video segment includes an introduction.
2. All video segments include transitions.
3. Last lecture slide includes a conclusion.
4. The combination of multimedia elements with words and images are superior to what could be accomplished with either alone.

Video Quality

1. Video is in .MP4 format.
2. Visuals elements on all slides are in focus and not pixelated.
3. Use animations sparingly.
4. Links within the video (if applicable) work properly.