

Guidelines for Recording Videos

Before you start

- **You should save always keep a copy of the video for yourself**
1. There is no expectation that you create professional quality productions. The use of titles, opening and closing credits etc. are best left to the professionals.
 2. It is important however that the quality of the video be sufficient for the lecturers to assess and understand.
 3. As a general rule of thumb it is important that the sound on your device is working and is of good sound quality so sound checks are vital before recording begins.
 4. Please ensure that the video is of good quality.
 5. The video should be continuous and there should be no interruptions.
 6. The student needs to be visible and their voice needs to be audible.
 7. Students should start with an outline of what they are going to present (i.e their main points).
 8. The presentation should be no more than 10 minutes long
 9. There should be a minimum of 8 slides.