1. Structure and plan the content.
   - Summarize key points, illustrate and explain concepts using visual aids, video or other props.
   - “Chunk” recordings so they are 20 minutes or less in length.
   - Record in a quiet location that minimizes background noise and distractions.

2. Inspire and motivate students.
   - Vary your tone, pitch, and speed to convey enthusiasm and add interest to the presentation.
   - Provide commentary on images and illustrations.
   - Speak clearly projecting into your microphone for quality audio.

3. Provide follow up and further activities.
   - Invite students to participate in a discussion forum or other learning activity to discuss concepts presented in the lecture.
   - Use the lecture to further research or as preparation for other learning assessments in the course.
   - Consider utilizing a survey for students to provide feedback on the effectiveness of the recorded lecture capture.

   - Write a script for each concept which will help organize the presentation of the material.
   - Rework your PowerPoint slides to act as a storyboard for your script.
   - Reduce the amount of text to that which should be “take aways” or critical notes relevant to important concepts that you’re trying to convey.
   - Time any text or images that appear on your PowerPoint slides to display at the same time that you are discussing them.
   - When using PowerPoint in your lecture capture recordings:
     - Be concise
     - Organize logically
     - Focus on main points in slides
     - Use personal stories and examples
     - Use visuals as much as possible
     - Limit text on the screen