

AUDIO/VIDEO:

Audio is the most important component; your audio/students' audio need to be clear. Students will forgive less than perfect video over poor audio everytime



Use an External Microphone or headset (ask students to also, if possible)

Minimize Distracting Noises (turn off TV, loud refrigerator, close windows)



Minimize distracting backgrounds (a plain wall or bookcase works best)

Avoid motion/traffic in your background (as well as unmade bed, notes on refrigerator, etc.) so that the content/instruction is the focus of attention

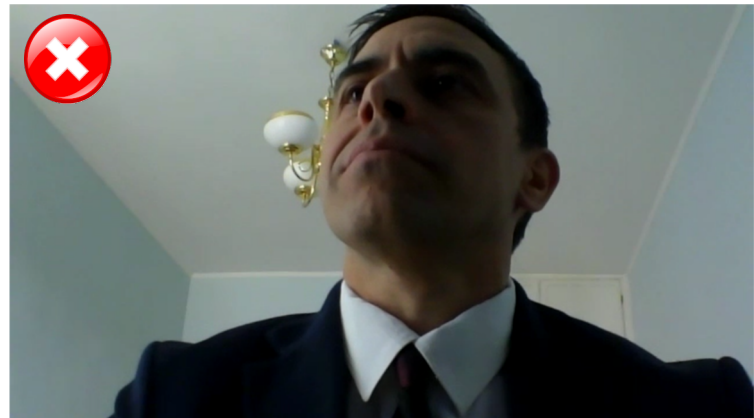


LIGHTING: Ensure that you are properly seen on camera (require the same from your students) to ensure that all can properly read the emotion and intention of the video presentation. Have a light source like a sunny window or lamp in front of you so that it shines on your face and/or overhead lights for general illumination.



ANGLE & FRAMING:

Position camera (laptop/cellphone) so that your face and part of your torso with hands can be seen (allows for the most effective communication). Be conscious of the camera angle; it should be inline with your eyes to maximize effective/active communication. Be sure to **look at the camera**, not the computer screen when talking (this improves *instructional presence*, 'eye-contact," and impact).



Good lighting, angle, framing, background, & eye contact **BAD** lighting, angle, framing, background, & eye contact

CLASSROOM FACILITATION/MANAGEMENT:

Schedule classroom meetings (allows for more settings adjustments)

Recommended settings: Require meeting password (adds security), Video On for host and participants (at least initially, helps bolster presence/engagement), Audio: Telephone & Computer Audio, *Advanced Options:* Enable waiting room (for maximum security), Enable join before host (so students are ready), Mute participants on entry (they can unmute later when needed).



Ensure students use real names, not email address/usernames so all can be addressed properly (ex: *Brent Anders*, not *superman123*). **Give a class on netiquette expectations!**