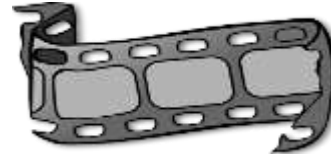


Instructor Introduction Video



Step I

Pre-Production: Storyboard

Instructor Tips:

1. Keep information general enough that it may be used in all of your courses.
2. Keep it “current” as long as possible; avoid numbers when referring to time (“I’ve been here since 2010”, rather than, “I’ve been here 3 years.”)
 - a. Avoid wearing clothing that dates the video.
3. Wear colors that contrast the background and compliment your skin tone.
4. Remember that most unwanted content may be edited out of the final video. No need to memorize a script. “Ums”, pauses, and repeats may be cut out, so there is no need to start over.
5. Include relevant photos, graphics or callouts to keep the video interesting.

Clips - may be reordered, changed, or deleted. These are suggestions only.		Info - These are suggestions for what to talk about. There will be a pause between each clip to gather thoughts about what to say or glance at notes.	Design - Choose intro title clip, music, color scheme, credits, citations, and include relevant photos or graphics.
1	Title	<i>Meet Your Instructor</i>	Theme: Music: Color Scheme:
Notes:			

2	Introduction	<p>Name, title, department, and courses you usually teach, etc.</p> <p>I've been teaching since ...</p> <p>Or I've been on this campus since...</p>	<p>Callouts: name, title, department</p> <p>Photos:</p> <p>Images:</p>
Notes:			
3	Education	Undergraduate and graduate degrees and locations	<p>Callouts: names of schools</p> <p>Photos: graduation photos</p> <p>Images: school logos</p>
Notes:			
4	Personal (optional – but helps students identify with you and see you as a human)	Family, hobbies, interests, things about you that are unique or would surprise students	<p>Callouts:</p> <p>Photos:</p> <p>Images:</p>
Notes:			

5	Contact Info	<p>The best way to contact me is... The best times to contact me are... Tip: If you don't have an office phone and want to avoid giving students a personal number, sign up for a free Google Voice number.</p>	<p>Callouts: email address and work phone Photos: Images:</p>
Notes:			
6	Office	<p>My office hours are posted..., or My office hours are... (if they are usually the same each semester) My office is located... Virtual Office Hours (if online) are...(mention tool or way to log in)</p>	<p>Callouts: screen shot of Blackboard page with info circled, office address and hours Photos: photos of office building Images:</p>
Notes:			
7	Communication	<p>Explain where students will find course content: Blackboard, website, etc. What will they find there? How are things organized? What features do you use often? How often should they check it?</p>	<p>Callouts: Photos: Images: Blackboard logo</p>
Notes:			

8	Teaching Philosophy	I teach because... or I teach here because...	Callouts: Photos: Images:
Notes:			
9	Importance/Relevance of Course	This class (or subject area) is important because... or useful in life because... If there is a sequence of courses, an explanation of their differences may go here. Prerequisites may also be mentioned here.	Callouts: Photos: Images:
Notes:			
10	Credits/Copyright	I would like to thank... Cite photos, graphics, music	This video is the property of <i>Missouri S&T</i> . It may not be duplicated or modified without permission from the producers: Dr. Instructor instructor@mst.edu Educational Technology edtech@mst.edu © June 2013

Step 2

Production: Film –

See Best Practices for Web Video Production:

Location, Camera, Lighting, Sound, Shooting for Editing, Editing, Web Compression

http://www.youtube.com/watch?feature=player_embedded&v=MUzPssEnfDE

A few more tips:

1. **Background** – solid color is best.
2. **Recording Sound** – test the camera's built in mic, they often record poorly. A lapel mic may be needed.
3. **Background Noise**- turn off cell phone and email reminders, put a sign on the door to keep people from coming in and interrupting. Record indoors where sound is more controlled. Turn off air conditioning or other loud noise-makers if possible.
4. **Lighting** – Avoid overhead florescent lights and sunlight from a window. Watch the video or read up on this. It is very important! Use the white balance on the camera.
5. **Camera** – Don't overuse the zoom, HD isn't necessary and isn't often flattering. If you can record in a format that doesn't need to be converted, it will save lots of time.
6. **Chair** – Use a chair that doesn't swivel or rock, and place about 2 feet in front of backdrop.

Step 3

Post-Production: Editing

1. **Camtasia** –
 - a. **Cut out all unwanted footage**

- b. Audio Editing – Enable Noise Reduction
 - c. Add title and credits/copyright (Camtasia Library)
 - d. Add intro/exit music (Camtasia Library) Fade in and out
 - e. Captions – best under video
 - f. Zoom and Pan
 - g. Callouts
 - h. Library
2. Kaltura – video streaming/hosting
 3. Blackboard or Website
 4. Creative Commons images:
 - a. <http://photobucket.com/>
 - b. <http://www.flickr.com/>
 - c. http://commons.wikimedia.org/wiki/Main_Page
 - d. <http://www.clker.com/>
 5. Keep video short <http://wistia.com/blog/does-length-matter-it-does-for-video/>