1. Wear your microphone. Alternatively, keep the microphone close to you. If you don’t, your voice will not be heard on the video.

2. Repeat all student questions. Student responses will not be picked up on recording, so repeating the question before answering it, allows for both question and answer to be recorded.

3. The camera is pointed at the lecturn. If you move away from the lecturn, your voice is still recorded, but you cannot be seen on the video. This can be okay, unless you are demonstrating something where a visual of you is required for the learner to understand the concept.

4. Remind the audience to be quiet if there are microphones near them. If not, even the slightest comments/actions will be heard in the recording.