Presentation tips when making a recording

## Before

* Make a test recording to check the sound and screen.
* Open all the applications and windows you need. Have them minimised ready to use.
* Close any applications you don’t need, for example, Teams and Outlook.
* Put your mobile phone on silent.

## During

* Speak clearly and keep a steady pace.
* Use a conversational tone and smile when speaking.
* Remember to pause.
* Describe any on-screen images, graphs or diagrams. This helps orientate students and anyone with a visual impairment.
* Provide a warning if your video contains flashing images.

## After

* Preview your video in Microsoft Stream.
* Make any additional edits to the title and description.
* Check and correct the transcript for the video.
* Use Permissions in Microsoft Stream to let individual staff view your video.
* If you are making lots of videos, you may want to organise your videos into Channels (playlists) in Microsoft Stream.
* ***Coming soon***: Apply permissions to only allow students on your Blackboard module to view the video.