

Tips for Recording Screen Lessons

Always use a headset microphone

This type of microphone (available for checkout from TEE) will provide the clearest and most consistent recording of your voice while reducing noise from the recording environment. Avoid using your computer's built-in microphone because it will not produce a high-quality recording.

Do a test recording

Do a test recording of a few slides and your voice, and then play it back while listening with headphones. This will give you a much more accurate sense of your audio quality than playing the test recording back through your computer speakers.

Send us your test recording

Please send us your test recording—we're happy to provide feedback.

Add a title slide and end slide

Add a title slide and end slide to each of your Screen Lessons (please use our TEE Template – the file and detailed instructions are in the CLE “Screen Lessons 101” course)

Plan to record a few slides at a time

Plan to record a few slides at a time adding your recordings together as you go because most likely you're not going to get through an entire 10-minute+ recording at once

Recommended Tools

TEE is encouraging faculty to use ScreenFlow (for Mac users) or Microsoft Office Mix (for PC users) to produce Screen Lessons. These tools are relatively easy to use and produce common file formats. Both applications and corresponding computer equipment are available for checkout from TEE after attending one of our workshops. Faculty can learn more at the ScreenFlow <https://telestream.net/screenflow/> and Office Mix <https://mix.office.com/en-us/Home> websites.

Please note: TEE does not support Articulate or Prezi because both formats produce a proprietary file format that can be problematic for students to use.