Best Practice for Recordings and Caption Accuracy

- Do a quick test recording to ensure audio and video are captured and of acceptable quality.
- Remove desktop screen clutter and close all unnecessary applications e.g. email notifications while recording.
- Describe mouse movements and actions that take place on the screen.
- Avoid unnecessary and fast mouse movements across the screen to reduce viewer distraction.
- Speak at a moderate pace and articulate.
- Use special effects sparingly.

Additional considerations to recording in the classroom

- Request students raise their hand and speak one at a time before asking questions.
- Repeat audience questions and important contributions to ensure capture in the recording.
- To capture hand illustrations etc, use a visualiser or tablet instead of the whiteboard.
- If you are a dynamic lecturer and like to move about during your presentation, ensure that you use a lapel or clip-on microphone to capture the audio.

Recommended captioning practices

- Captions should accurately reflect the audio
- Timing of captions should align with the audio
- Describe sound effects that impact meaning
- Improve readability with caption breaks at natural linguistic breaks
- Clearly identify who is speaking when there is more than one person recorded.