



Welcome Video Tips Sheet

Common practice for online courses includes having faculty pre-record an Instructor Introduction/Welcome Video and/or a Course Introduction/Welcome Video. The style you select for your video is entirely up to you; you might choose friendly and casual, scholarly and professional, or something else entirely. Once you've identified your video style, here are some additional considerations for your video:

1. **Introduce yourself.** Your background, experience, life passions, hopes for the term, etc.
 - a. Consider including criteria you want students to include in **their** intro videos, if applicable.
**TIP: don't mention dates, course numbers, or other statements that may limit future re-use!*
1. **Introduction to the Course:** Description. Learning Objectives. Etc.
 - a. Pre-requisites, if applicable.
2. Student Expectations: Attendance/participation. Deliverables & Deadlines (avoid specific dates)
3. Clear Instructions for how to navigate your course & get started (consider screen-recording)
**TIP: consider this an enthusiastic sales pitch for your subject matter—not just a restating of the syllabus*

Once you've considered the above **all you need to record your Welcome video is:**

1. A recording device (Computer/ipad with an internal camera and mic (or UBS mic/camera) + Zoom, Panopto, Meet, etc.)
2. A quiet location . . . with
 - a. a good source of light from the front
 - b. a simple, neutral background or an organized & complimentary background
3. familiarizing yourself with your equipment and screen-recording software (if applicable)

Getting good audio and video:

- Be sure your face is well-lit. (Sit or stand facing a window or lamp)
- Position your eyes at or near the top 1/3 of the screen
- Avoid visually distracting backgrounds
- Turn off fans, air-conditioners, and close doors to eliminate background noise
- Press record, smile, and look into the camera

References

http://onlineteaching.kent.edu/library/tutorials/how_to_create_instructor_and_course_introduction_videos.pdf

<https://cph.osu.edu/distance-learning/welcome-video>

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Learn more at: <https://apps.carleton.edu/campus/its/services/learning/video>

Optional Instructional Introduction Script Template (2-3 minutes):

“Hi, welcome to _____ [course name]! My name is _____ [your name], and I’ll be your instructor. I’ve been at this awhile, and I love it. I studied _____ [degrees] at [institutions], researched _____ [topics] for _____ [grants/organizations], have worked _____ [locations/positions], and have taught _____ [relevant courses] . . . which means I’ve got some excellent experience to help us dig deeply into this exciting course with you.

Now that you’ve learned a little about me, let’s get started with our first assignment—which will help us get to know a little more about who’s in our class. Check out the _____ [Forum/Discussion/Assignment] link, below, and be sure to complete the assignment by the date listed.

I hope you enjoy this course as much as I enjoy teaching it, and I look forward to having you in class!

Optional Course Introduction Script Template (2-5 minutes):

“Hi, welcome to _____ [course name]! My name is _____ [your name], and I’ll be your instructor. I’ve been at this awhile, and I love it. I studied _____ [degrees] at [institutions], researched _____ [topics] for _____ [grants/organizations], have worked _____ [locations/positions], and have taught _____ [relevant courses] . . . which means I’ve got some excellent experience to help us dig deeply into this exciting course with you.

This course is designed to help you _____ [purpose/objective], which means you’ll be exploring _____ [topics] and will be expected to _____ [general expectations—including interaction and some specific activities].

Those who excel in this course have likely already taken _____ (prerequisite courses or knowledge), and prior to taking this course, you should be able to _____ [minimum required skills]. You’ll also need to plan on _____ [reading and work-load expectations]. **Optional: this course will also require _____ [hardware/software needs]. Be sure you’ve acquired and installed it in advance. Questions about where you can access the required hardware and software can be answered by _____ [office/person].

You’ll also want to be sure you can navigate our course management system, _____ [Moodle, etc.], and here is what our course site looks like. [Provide a tour of the interface.] Be sure to review the syllabus, here, and then we’ll progress through the term by _____ [systematic process based on your course layout]. You’ll learn more about the specifics as the course gets underway.

If you have any questions or concerns during the course, know that I want you to succeed, so you can contact me at _____ [method/office hours/etc].

Now that you’ve learned a little about the course, let’s get started with our first assignment—which will help us get to know a little more about who’s in our class. Check out the _____ [Forum/Discussion/Assignment] link, below, and be sure to complete the assignment by the date listed.

I hope you enjoy this course as much as I enjoy teaching it, and I look forward to having you in class!