

Lecture Video Checklist

A checklist to evaluate quality of asynchronous recorded lectures

Introduction

The Office of Educational Innovation and Scholarship has developed the following checklist for College of Pharmacy faculty to evaluate their asynchronous lecture videos both based upon pedagogical and technical considerations.

Pedagogical Considerations

Criterion	Yes/No	Recommendation
Required: Is your video brief?		Consider breaking your video length down to chunks of 6-10 minutes (Brame, 2016; DiPaolo, Wakefield, and Mills, 2017). Because students can re-watch your videos, it is helpful to keep focused on key points (Choe et al., 2019).
Required: Is your presentation broken down into multiple, meaningful chunks?		Use multiple videos for a given lesson to promote engagement (Brame, 2016) and break down presentation into meaningful segments (Fiorella & Mayer, 2018).
Required: Does your video use a conversational tone?		A conversational tone can promote instructor presence in your video that facilitates a connection between you and your learner (Brame 2016; DiPaolo, Wakefield, Mills, & Baker, 2017). Asynchronous video content that is impersonal decreases engagement and satisfaction. Instead, talk directly into camera to establish a connection with your students. (Choe et al., 2019).
Recommended: Does your video ask students to take notes or write explanations?		Asking students to take notes or write out explanations (i.e., generative activities) can prime cognitive processes of learning (Mayer, Fiorella, & Stull, 2020).
Recommended: Does your video show you drawing/building/constructing diagrams rather than narrating over pre-drawn diagrams?		Aim to draw/build/construct diagrams as you proceed through your lecture as this can promote a “sense of self-reference”, guides students’ cognitive processing, and shows students where to look within graphics (Mayer, Fiorella, & Stull, 2020).
Recommended: Does your video include more illustrations, animations, and schematics than a face-to-face lecture?		Ensure that your asynchronous lecture includes more illustrations, animations, or schematics than face-to-face lectures as this maximizes learning through engaging both visual and audio processing of information (Mayer, 2008; Brame, 2016; Choe et al., 2019)



Technical Considerations

Criterion	Yes/No	Recommendation
Required: Does your video's audio sound clear?		Before sharing the video to your course, test your audio with both with and without headphones to determine.
Required: Did you record with a headset or external microphone?		While built-in microphones can work, these are not optimal when recording. For best results, use a headset or external microphone.
Required: Do you avoid using color alone to convey meaning on slides?		Pair color with additional textual representation on your slides.
Required: Are images on slides high quality?		Ensure that images provided on slides are of adequate resolution which can viewed on the recording and on accompanying slides.
Required: Do your slides have appropriate color contrast?		Ensure that text color choices do not clash with background colors, etc. for ease of viewing.
Required (as applicable): If you recorded your video outside of Echo (i.e., Zoom), did you check to ensure that your recorded webcam didn't cut off some of your slide content?		Record in Echo 360 so that slide content isn't cut off. If you need to use Zoom to record, check your settings in PowerPoint by going to slide show > set up slide show. Under "show type" select "browsed by individual (window)". This will allow your slideshow to be presented without it being in full screen and should prevent slides from being cut off. Just remember when you're in Zoom only to share your PowerPoint slides and not the full desktop.
Required: Did you play video or audio through your recorded lecture from another source?		Often the audio or video isn't well captured when trying to play it through Zoom or Echo. It is best practice, instead, to point the students to the resource themselves for their own viewing.
Recommended: Do you avoid large amounts of text on each slide?		Reduce the amount of text on each page and maximize visuals.
Recommended: If you have recorded yourself to appear with slides, are you facing toward windows rather than windows being behind you?		Face towards windows when recording to eliminate additional ambient lighting.

References

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