



# 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 considerations you're your video content:

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

Once you've considered the above **All you need to record your Intro video is:**

1. A recording device (Computer with a camera and mic—built-in or UBS-- + 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](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 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 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 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]. 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!