AUDIO RECORDING BEST PRACTICES

Well-recorded audio is essential to your content and can make a big difference in your course. Follow the best practices below to ensure you have crisp and clear audio incorporated into your course.

Do:

- Write a script. This will help you organize your thoughts, stay focused on the topic, engage your students, and make your content accessible.
- Read the script aloud and with fluidity before recording.
- Keep same level of voice during entire recording.
- Use your "normal" everyday voice with good inflection and appropriate pauses.
- Keep your head in the same position and distance from the microphone.
- Stay relaxed and calm while recording.
- Pick a quiet area and time to record as background noises (e.g. car or air traffic, pets, lawn services, airflow vents, dishwasher, etc.) may be heard.
- Complete the entire recording session in a single session.
- Use a dedicated headset. Contact the EDT team if you do not have one.

Don't:

- Record in an environment with a lot of ambient noise.
- Move around a lot or move your head from side to side or back and forth.
- Leave cell phone on or on vibrate.
- Move papers or other items.
- Wear jewelry or hold a pen that can make a lot of noise.
- Say "next slide", or specific dates and times.
- Say "um" "ah" or "oh" too frequently.
- Correct yourself right away. Pause for 3 seconds then repeat the sentence and continue with the recording. If you're working with EDT, we can edit the audio.
- Speak in a monotone voice.
- If possible, do not use the built-in microphone on your laptop.
- Touch the microphone while recording.

Room Setup:

- Take your pets to another room. This will prevent unwanted cameos and noises from your pets.
- Make sure your windows are closed.
- Turn your phone off. Even vibration can be heard in recordings.
- Close all applications on your computer which could make sound (i.e. Outlook, Microsoft Teams, etc.).