Preparation

- Make a detailed course plan using the course outline template and send it back to IPSDS for review.
- Each complete unit of the course should include a minimum of 1 hour of recorded presentation, up to a maximum 1.5 hours.
- Every unit should be split into several short video segments; we recommend 5 to 8 minutes, no longer than 15 minutes (if possible).
- At the beginning of each unit, present the 1-2 unit learning objectives. Providing a clear goal for the unit will help learners focus on the most important concepts.
- We recommend that you provide a short summary at the end of each unit. New material is better integrated into memory when it is linked to relevant prior knowledge. This process can be supported by asking the learner to recall or reflect on concepts covered in the previous unit or segments.
- We suggest that you also record a short intro video for your students introducing yourself, explaining the course structure, learning goals, assignments and grading, etc. (max. 5 to 10 minutes length). We recommend recording the intro video at the end.

Slides

- Use a simple template for the slides. We suggest white background and blue or black font. You may use the logo of your institution or company, but only on the first slide of each unit/video.
- Use the PowerPoint slide size "widescreen" (Click the *Design* tab, and click *Slide Size* in the Customize group. Then select *Widescreen (16:9)*).
- If you record on your own with e.g. Camtasia, the recordings of you speaking usually will be displayed on the bottom right of the screen, leave some space on the slides.
- Insert title slides throughout the unit to signal new topics or subtopics, e.g., Writing Survey Questions would have subsections for Factual Questions, Attitudinal Questions, etc.
- Indicate your (off- and online) sources clearly.
- Use at least font size 20 and make sure that the diagrams, tables, graphics, etc. are big enough to be read on smaller screens.
- Instead of several smaller images, try to use one large image per slide. Larger images will provide a better display on mobile devices. One image per slide will help learners to process information.
- If you use formulas and Greek letters, check that they are displaying correctly on the machine that will be used for the video recording. The slides will be recorded along with the video of you speaking and font incompatibilities will be shown in the recordings.
- Remove class date or session # references on your slides. e.g. wrong - "Session 5: Course XXX: Simple Random Samples, January 1, 2010", correct: "Course XXX: Simple Random Samples"

References to avoid
- Do not refer to homework, assignments, etc. during the lecture. Future homework, assignments, etc. might be different. Try not to mention that a technique or equation will be part of the upcoming homework assignment.
- Do not use time-specific references because the lecture might be rearranged at a later point or only portions of it used, e.g. "last week's election", "this summer's cell-phone-only data release" or "we covered that last week", "next class, we'll talk about..."

Recording with Camtasia
- You only have to record the videos; the IPSDS staff will do the editing.
- The editing is done by using the red "trec"-files that Camtasia creates when you record your screen. These are the files, which you must save and transfer to your IPSDS contact person. You do not need to produce/render the videos. Please see additional documentation for recording with Camtasia.
- We kindly ask you to record a short test video and send it to your IPSDS contact person for a quality check.
- Please name your files clearly. We suggest a name structure like "unit number-video/segment number-title of segment", e.g. "unit01-01-intro", "unit01-02-db-mgmt" etc.
- If something goes wrong while recording, you do not need to re-record all slides. Just go back to the beginning of the slide where the problem occurred and start again. Write down a short notice for the person editing your videos indicating the file name and the slide number/page and what happened and what has to be done.
- Again, do not worry about editing; we will take care of that in Mannheim or Maryland.

General remarks
- If you record several units, please think of changing your clothes (accordingly to the weekly postings of your videos).
- Please do not wear checkered or striped shirts when recording the videos, as the pattern creates an unpleasant effect in the videos.
- When you come to Mannheim to record the videos, please do not wear green clothes, as we work with green screen technology.
- Remember to have breaks between the videos so that you don't sound too tired at the end.
- Please go through your presentation before recording. Carefully think about what you want to say and from our experience it is best to practice your lecture once or twice before recording. Then it will sound smooth and fluent.
- If you drink coffee before recording, it will reduce the production of saliva and you will get a dry mouth.

Please feel free to call or write an e-mail to your IPSDS contact person, if you have questions or need assistance while recording the videos. We are here to help you.

Mannheim/Maryland, June 2020