

Online Lecture Quality Checklist

By Grumo.com

VIDEO

- ☐ Video is in landscape mode (with a 16:9 aspect ratio)
- ☐ Video is high definition (1080p or higher)
- ☐ The camera lens is clean (image is not cloudy or blurry)
- ☐ The video fills in the entire frame (there are no black bars around the video)
- ☐ The video is not shaky
- ☐ My face is centered in the frame
- ☐ My eyes are 1/3rd from the top of the frame
- ☐ The camera lens is at the same level of my eyes
- ☐ My face is evenly lit and can be seen clearly
- ☐ My face is always in focus
- ☐ The camera is properly white-balanced
- ☐ The exposure is fixed
- ☐ The background is darker than my face

AUDIO

- ☐ I can hear my voice loud and clear
- ☐ I'm using a dedicated microphone for recording
- ☐ There are no background noises (AC / traffic / fans / barking / kids yelling)
- ☐ There are no random pop noises
- ☐ Audio and video are in sync
- ☐ I have a dedicated room or area to record my lectures

STUDIO

- ☐ My camera is secured and stable either on a tripod or solid surface
- ☐ I've taken measures to ensure my studio is as sound proof as possible
- ☐ The background in the video is clean and organized
- ☐ The background is blank or with items that are related to the topic
- ☐ I can control the light that enters the recording room
- ☐ I'm using at least two light sources which I can control with a dimmer
- ☐ If using a chair, I made sure it doesn't squeak

DELIVERY

- ☐ I have a clean professional appearance (hair is not a mess / food in teeth)
- ☐ I'm wearing proper attire (avoid wrinkles / checkered patterns)
- ☐ I have good posture
- ☐ I'm looking at the camera lens when I'm talking
- ☐ I'm relaxed and talking in a friendly manner
- ☐ I don't forget to smile at least once per lesson
- ☐ I have edited all mistakes
- ☐ I've deleted or avoided filler words such as "um" / "uh" / "er"
- ☐ I've rehearsed at least once what I'm going to say
- ☐ I get to the point and avoid ranting
- ☐ I have a glass of water near me when recording
- ☐ I'm keeping a positive attitude
- ☐ I have a clear idea of Why I'm teaching this course