## **Software and Hardware**

### **Screen Recording Software**

* Please use a desktop-based free screen recorder software like [Loom](https://www.loom.com/desktop), instead of a web-based one as it affects the video quality, with a wide-screen 16:9 aspect ratio in the settings.
* You can move the cam circle anywhere on the window to avoid blocking a section of the window.

### **Microphone and Cam Hardware**

* Please use a podcast or similar quality mic and also provide a short 15-second video using the mic you are using before starting to record. Subsequently, we will check with our AV team if there is a need for noise filtering/reduction.
* For high quality video recording, it is important to have a digital web camera available to you during recording. If not, you are open to use your laptop cam.

## **Environment Setup**

* Select a room that guarantees privacy and no external noise interruptions.
* Select a room with good acoustics (i.e. possibly no echo feedback). Record on your laptop and play back to test acoustics with above software and hardware.
* Select a room with a strong WiFi or Ethernet cable connection to the internet if needed.
* Check into the screen recording platform prior to your recording to make sure cam position is appropriate.
* Test recording webcam, microphone, presentation slides on the screen recording platform prior to recording and check for wide-screen 16:9 aspect ratio in the settings.
* Make sure all notifications and devices (another phone/laptop) sounds are muted outside of those pertinent to your presentation.

## **Content Format**

In order to provide students with a consistent experience we request that you follow the following content format:

**Course layout**

* Top level deliverable is a course (unless it's part of a certification)
* A course is divided into a number of modules
* A module is divided into a number of lessons

**Guidelines:** These are general guidelines and can be adapted on a course by course basis. If courses become to large they can be spread over a number of courses.

* Lessons should be between 10 minutes and a maximum of 30 minutes.
* Modules can contain to 2 to 5 lessons
* Course can contain 4 to 6 modules
* A course should be between 3 and 5 hours

## **Content Delivery**

**Your Course Material should include:**

* **Slides** (or Jupyter Notebook Slides)
* **Recordings**
* **Resources**: Github repo, Notebooks/Collab, dataset files and/or other downloadables needed.
* **Quizzes**: 4 - 6 multiple-choice questions per Module (Single or Multiple answer). [Here’s](https://docs.google.com/spreadsheets/d/1pe0KCdRlABp3qIAPCSlBqaAYyfsdXscZ/edit#gid=519231051) a template and example.

**Your Recordings should include:**

* **Video segments:** Please record separate videos of each *Lesson* in a *Module* (5-20 min each, depending upon the duration of content) one-by-one. That being said, the course outline ([**example**](https://drive.google.com/file/d/16PGMXBtWOx3VShuVpyqwtI8tQwtiOQEW/view?usp=sharing)) should correspond to the video break-down.
* **First module:** Please use the first Module for a self-introduction, to cover the learning objectives, target audience and background story, followed by system/environment setup.
* **Learning objectives:** Briefly mention the learning objectives of each *Module* at the beginning of them respectively, and provide a brief recap of what was covered at the end of each *Module*.
* **Video cam:** You are only required to keep the cam on for self-introduction in the first *Module* and while covering learning objectives of subsequent *Modules.*
* **Practice exercise/activity:** For a hands-on course, please include at least one practice exercise/activity at the end of each *Module* in the recording (as shown in the [**Course outline example**](https://drive.google.com/file/d/16PGMXBtWOx3VShuVpyqwtI8tQwtiOQEW/view?usp=sharing)) to make students apply their learnings. [Here's](https://drive.google.com/file/d/1JKHxqPDiqDFRioV0IMY9_kF96ZU3ZWUw/view?usp=sharing) a good example.
* **Code:** Increase zoom to 120% on coding/notebook run-through. You are open to switch windows between slides and code notebooks.
* **Common filler words:** Avoid the use of filler words (like Ummm, Aahh, Sooo, Actually, Basically etc.) in your recordings, and rather take a *Pause, Think and Speak* as editing out pauses is much easier for our team. Write down a script in bullets points if necessary.
* **Slide deck:** If possible, please use the [**Ai+ branding deck here**](https://docs.google.com/presentation/d/1PN4bIRGKKzarflXSQikIS9dPC_FF9tsY3AmzfMbdV9g/edit#slide=id.p) for slides/repo/notebook.
* **Lesson naming convention:** Lastly, please name your videos like this: “Session Title” - “Module number”.”Lesson number”.   
  (SQL for Data Science - 1.1,   
  SQL for Data Science - 1.2,   
  SQL for Data Science - 2.1, and so on)