



Create a Welcome Message

Create a welcome message designed to calm your students' fears and let them know that you are committed to their continued success. Share how you intend to support them in the course and include any directions or resources students will need to get started. Be sure to include how to best communicate with you.

Key Recommendations

- Reassure students that you are there to help them and they should not hesitate to reach out to you.
- Record yourself. Your videos can be very informal and creative.
- Use your webcam or smartphone. Try to choose a relatively quiet place with good lighting. If recording on your smartphone, consider using a tripod to keep a steady, centered frame. To make the video more personal, you may also want to record in a fun or relevant setting.
- Use PowerPoint to easily record voice-over narration to slides. You can get creative and show engaging visuals and/or examples of your work.
- Ensure that your video is accessible by attached a transcript and providing the option of closed captioning.
- Use free video recording/editing software. If you are a Mac user, you can use iMovie to turn your pictures, music, and text into a movie trailer-style course introduction. For more information, visit <https://support.apple.com/en-us/HT210410>
- If you are a PC user, you can use Screencast-O-Matic. Access the "Beginner's Guide" here: <https://screencast-o-matic.com/blog/beginners-guide-free-screen-recorder/>