

 | elearning
The CERN logo, consisting of a circle with the word 'CERN' inside, is positioned to the left of a vertical line. To the right of the line, the word 'elearning' is written in a large, blue, sans-serif font.

Short online tutorials

Points for speakers' preparation

Before recording

- Write down every word you plan to say
- Give a structure to your text.
 - Tell them what you are going to tell them
 - Tell them
 - Tell them what you just told them.
- Say where you are as you go on.
- Remember to:
 - Introduce yourself
 - Clearly say: "This tutorial is about...", "I will show you"
 - ... We have just seen "How to install..."
 - ... we shall now go through "How to configure..."

Still before recording

- Rehearse, rehearse, rehearse...
- Ask colleagues familiar with the domain to be your public and give you feedback
- Check what is already available on the web before you do your tutorial
- Make sure the web pages of the application you present are clear for new-comers

Recording – general rules

- Measure the time
 - Short online tutorials should not exceed 5'
 - Dropping from 8' to 4' requires **many** rehearsals
- Use a teleprompter, so your speech is fluent
- Make sure the web site (or tab, application, etc...) you present is on the screen when you mention it

Recording - technicalities

- Check the “neutrality” of your environment:
 - Sound turned off (no email notifications)
 - Desktop icons hidden
 - Language relevant to your audience
 - Skype and other such applications quitted
 - Advertising blocked
- Select the 16*9 landscape format for the slides’ dimension and point at the area you are describing on each slide.

Recording - consistency

- Check that what you show matches what you promote, e.g. open source vs proprietary applications
- Comply to computing security rules
- Show no personal email addresses, logins, passwords etc... Make special ones for the tutorial.
- Use a logo for a visual identity. E.g. for CERN see the first slide of this presentation.

Recording – in the process

- Starting web page should be the homepage of the application you present – or a corporate one
- If you record in a busy environment, write "Do NOT disturb" on the door to avoid people making noise during your best try
- Use a normal chair to minimise body movements & keep hands visible
- Make sure no commercial products' labels will get in your video, i.e. refreshment brands etc...

Recording – Technical rules

- Avoid typing commands 'live'. Rather make slides, screenshots or web page tabs with the commands on. This will save time and avoid stress for you and the viewers
- Explain what happens if the package you are describing is already installed and you skip a step of the real process in the tutorial
- Say: “**READ**” the terms of use before agreeing for the license agreements, to set the example.

Recording – be user friendly

- When encouraging users to contact you, show them where is the link for them to write
- When skipping installation details say if it is standard installation process & provide another edited (e.g. accelerated) video to show the installation process
- To avoid copyright issues with video file formats in some browsers, make multiple versions of the same video available.

Last but not least...

- Smile while speaking
- Live, act and record like you could not fail at **all!** (adapted from a text by Casey Neistat)

Thank you!

