

Academy of Pelvic Health Physical Therapy
Zoom Recording Guidelines for Instructors

Here are tips to help ensure your recorded course recordings look professional and are easy to follow.

Camera & Setup

- Use a phone, webcam, or computer camera in **landscape (horizontal) mode**.
- Keep your camera **steady**—use a tripod, stand, or stable surface.
- Position your camera at **eye level** to avoid looking down or up. We recommend placing your laptop or device on a slightly elevated surface so that your camera is at eye level, helping you avoid the appearance of looking down on your audience.
- Make sure your **face is well-lit**—sit facing a window or light source (avoid backlighting). We recommend using lamps or other steady light sources, since natural lighting can change during your recording—especially if you begin in the afternoon and continue into the evening.
- Use a **quiet location** with minimal background noise.
- Avoid using virtual backgrounds; choose a real background (office, practice, or neutral space).
- Look **into the camera lens** (not the Zoom preview) to connect with learners.

Audio & Speaking

- Use an **external microphone or headset** if possible for clearer sound.
- Run a quick **mic check in Zoom** before starting the full session.
- Avoid shuffling papers, typing, or other background noises while speaking.

Voice & Delivery


- **Vary your tone:** Avoid speaking in a flat or monotone voice. Use natural inflection to keep learners engaged.
- **Maintain a moderate pace:** Not too fast (hard for captions/editing), not too slow (risk of losing attention). Talking too quickly can cause captions to be inaccurate and makes it harder to edit out filler words like “um” or “uh.” Please note that the Academy may make minor edits to your video using AI software to remove filler words or overly long pauses.
- **Emphasize key points:** Slightly slow down and add energy when covering important concepts.
- **Be conversational:** Speak as if you are teaching one person directly rather than addressing a large group.
- **Pause intentionally:** Allow short pauses for learners to process information and to make editing cleaner




Screen Sharing & Slides

- Always **share your screen** when presenting slides, so learners can follow along.
- Keep your slides in **full-screen or presentation mode** for the best viewing experience. If you are using dual monitors, make sure the speaker notes view is not displaying in the recording instead of the audience view.
- When switching between slides and demonstrations, **pause briefly** so the recording transitions smoothly.

Breaking Up Your Recording

Instead of recording one long continuous video, we recommend breaking your course into **chapters or modules** if your course is longer than 1.5-2 hours.

-  **Record in sections:** Each module or topic should be a separate video.

-  **Easier for learners:** Participants can quickly navigate to the module they need in our learning center without scrubbing through a long recording.
-  **Simplifies editing:** Shorter sections are easier to edit and upload. For example, it's simple to trim the first or last few minutes of a module if you were setting up or practicing before starting.
-  **Flexibility to re-record:** If something doesn't go as planned, you only need to re-record that specific module rather than the entire course. This approach is especially useful when updating your course content—allowing you to re-record only the modules or chapters that contain new evidence, rather than the entire course.

Test Run

Do a **short demo/test recording (1–2 minutes such as your intro bio)** before your full session to confirm:

- Audio is clear and Lighting is good
- Slides/screenshare are visible
- Video layout looks correct
- Review your test clip and make any adjustments before recording your full session.

Video & Screen Share Display Differences

Some devices and Zoom versions display your video differently during screen sharing:

- On certain setups, your selfie video may **overlay the presentation** (often in the top right), blocking some of your content.
- On others, your video appears **side by side with the presentation**, which is ideal.
- Because this can vary, we strongly recommend doing a **demo/test recording** before your full session. If your video overlaps key content, you may need to **adjust your slide layout** (e.g., shifting text away from corners) to ensure nothing important is covered.

Extra Tips (Optional but Helpful):

- Close unnecessary tabs to improve computer performance and avoid pop-up notifications.
- Enable “**Do Not Disturb**” on your computer/phone during recording.
- Place your notes near the camera so your eyes stay forward.
- If demonstrating an exercise or movement, check that your camera captures your full range of motion.

Before You Submit

- Watch your video start-to-finish to confirm:
 - Audio and lighting are consistent
 - Screen sharing worked throughout
- Save your file as: **YourName_CourseRecording** (e.g., *JaneDoe_PH1Lecture.mp4*) so that we know the clear order of the videos.

Disclaimer on Video Editing

The Academy will perform only **minor edits** to instructor recordings. These edits may include:

- Removal of filler words (e.g., “*um*,” “*uh*”) and long pauses using AI technology
- Trimming the beginning or end of a recording if you were practicing, adjusting equipment, or wrapping up after the presentation.

Please note that the Academy does **not** provide advanced or customized video editing. If you would like additional edits (such as rearranging content, adding graphics, transitions, or more extensive polishing), you are responsible for editing your own video or contracting with a professional video editor. Professional video editors are widely available both locally and online through platforms such as Fiverr, Upwork, or other freelance contractor directories.