

Audio Recording with CTL

Purpose

The Center for Teaching and Learning (CTL) audio recording studio produces high-quality audio recordings for:

- Audio-narrated PowerPoint lectures
- Short audio introductions to topics, modules, and lectures
- Storytelling through podcast-style narratives
- Interviews and long-form conversations such as panel discussions and roundtable sessions

Audio Recording Process

The speaker's role in the audio recording process is explained in the chart below:

Step 1	Step 2	Step 3	Step 4	Step 5
Speaker meets with instructional designer and audio producer and schedules recording session	Optional: speaker sends any slides or images to instructional designer for feedback	Audio producer confirms recording session date, time, and location with the speaker	Speaker records audio with audio producer	CTL publishes final versions of the recording files on CoursePlus

Before a Recording Session

A speaker should take the opportunity to meet with an instructional designer and an audio producer to become familiar with the recording process ahead of their recording session(s). The instructional designer and/or audio producer will contact you with guidelines for any slides, citations, and optimal audio.

Preparing for the Recording Session

- Schedule the recording session(s)
 - A two-hour session is for one hour of lecture content—or multiple revisions in an existing lecture
 - A one-hour session is for an introductory lecture, short lecture, case studies, and a single-section revision
- Follow best practices to develop your lecture
 - Develop learning objectives for the recording that align with the course learning objectives
 - Gather content, resources, and references that align with the learning objectives
 - Break content into 10- to 20- minute sections

- Ensure that the content is modular by not including term-specific dates that can change from one offering to the next (e.g., assignment due dates)
 - Use unique titles for each slide
 - Follow all university accessibility guidelines
 - When using charts and graphs, avoid using color as the only differentiating descriptor
 - Share plans with guest speakers ahead of time (if you plan to have guest speakers)
 - Write a script or outline of talking points to be covered during a recording session (if you prefer)
- Consider copyright
 - Include the source information and citations for content including your narration, as you would in any published document
 - If using images, please include the source, citation, and copyright information
 - We highly recommend using an open-source library (e.g., Unsplash, Pixabay, Nappy, etc.) or finding images in the public domain
 - Avoid using copyrighted cartoons as they don't usually fall under fair use without written permission from the artist
 - Practice delivery
 - If you would like to revise a small part of an already-published lecture, please rerecord the entire section—not just the individual slide (CTL policy)
 - Share content with your instructional designer and audio producer for feedback

Remote Recordings and Loaner Microphones

CTL currently supports both in-person and remote/virtual recording options. If recording remotely, choose a space that is relatively quiet and free of distractions. You may request a loaner microphone (first-come, first-served basis) to improve your recorded audio quality. Ask your instructional designer for more details.

Cancellation Policy

We understand that plans can change. Please read CTL's Cancellation Policy that is included in the booking confirmation email.

Engaging and Sustainable Content

We are here to support you and your guest speaker(s) throughout this entire process so that you can focus on sharing your wealth of knowledge with the learners. We know this takes time, but the finished product will be engaging and sustainable.