

MICROLECTURE QUALITY CHECKLIST

In this document you find a checklist for designing and recording a microlecture. If you need any support or feedback on your microlecture, please contact the Centre of Expertise on Learning and Teaching.

Design of your microlecture

	Topic	Guideline
<input type="checkbox"/>	Format	You choose the right format for your content (green screen format or split screen format) See the video on our website for further information.
<input type="checkbox"/>		You thought about where to go full screen and where you want a total shot, you used the script.
<input type="checkbox"/>	Content	The microlecture will become no longer than 10 minutes
<input type="checkbox"/>		You welcome text is about 10 seconds to explain what your lecture is about (the objective, target group)
<input type="checkbox"/>		Your references to sources is included in your presentation
<input type="checkbox"/>		The screencast is independent on literature (in case of durability)
<input type="checkbox"/>		The microlecture has a clear set up with an introduction (arouse interest, setting the content) – body (given the information) – and conclusion (summary).
<input type="checkbox"/>		You mentioned always the resources (text, images, video, etc.)
<input type="checkbox"/>		You used only pictures from high quality (enough pixels)
<input type="checkbox"/>		You thought about what you want to tell in your closure (thank the viewer for watching)
<input type="checkbox"/>	Materials	Your slides are in 16:9
<input type="checkbox"/>		You optimized your normal materials for a microlecture. (see video of Cindy)
<input type="checkbox"/>		My font and font size is readable and each sheet contain maximum of 6 lines.
<input type="checkbox"/>		Pictures are clear visible, make sense and focus on what you want to tell
<input type="checkbox"/>		You highlighted important elements in pictures (with circles)
<input type="checkbox"/>		On each page a logo from University Twente is present
<input type="checkbox"/>		There is movement in your sheets (visuals should change according to your story e.g. powerpoint animations, highlight with colors)
<input type="checkbox"/>	Voice	You speak clear and loud and make sentences not too long. Bring in some breaks and deny stopgaps (ehh, well, uhh, so..). A script will help you with this.
<input type="checkbox"/>		You are really enthusiastic (you can hear it..)
<input type="checkbox"/>		You breathe slowly and low

Execution of your microlecture

	Topic	Guideline
<input type="checkbox"/>	Preparation	My materials are complete
<input type="checkbox"/>		I made an appointment for the studio
<input type="checkbox"/>		I print my script three times (one for yourself, one for the operator and one for a coach or college)
<input type="checkbox"/>		I bring my materials with me on a USB stick (the sheets, the videos you want to use)
<input type="checkbox"/>		I practiced the lecture
<input type="checkbox"/>	Clothing	I wear no green clothes
<input type="checkbox"/>		I wear no small dots and stripes
<input type="checkbox"/>	Posture	Your bearing is powerful, straight on two legs
<input type="checkbox"/>		Look the whole lecture straight into the camera
<input type="checkbox"/>		You have an open look, a small smile is desirable