Presenter Guidelines

Online Family History Research Lessons

Background

These guidelines are suggestions that have been compiled after working with multiple presenters and studying hundreds of patron comments from various recorded classes found on familysearch.org. These suggestions are also aligned with effective instructional design principles and application.

This is what your recorded class will look like online. Your recorded class will be posted on familysearch.org. You or your sponsoring organization can also post the class on your website. To see an example of a recorded class, go to Beginning Ireland Research.
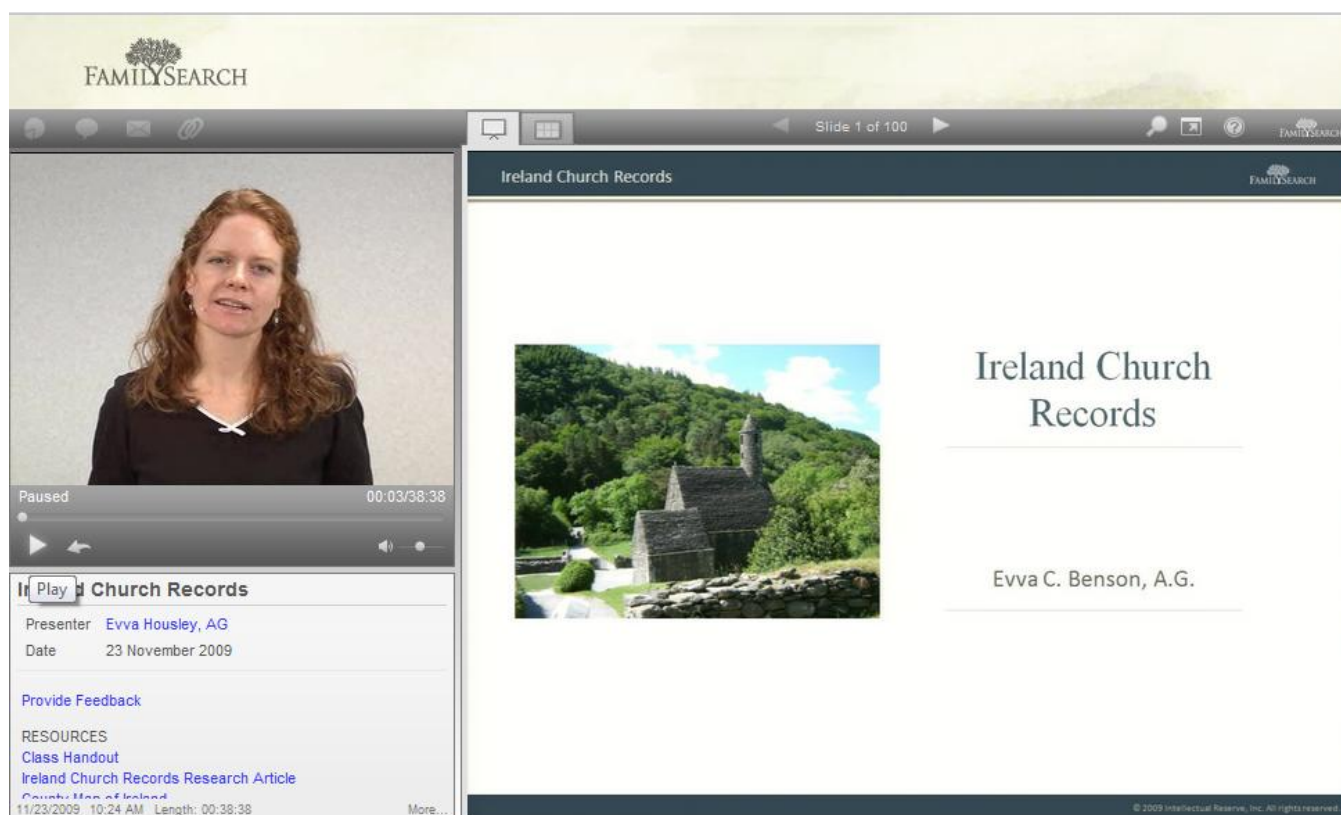

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Lesson Player Branding

If you represent a society, library, or other organization, your class will be branded with the sponsor's logo. If you are an individual contributing a class, you will have a community banner at the top, like this.

Family History Lessons... *for the community, by the community*

Preparation Tips

Tip 1:
Connect with the learner.

- Deliver a personal, warm, and friendly presentation.
- Look directly into the camera to connect with the virtual audience.
- Demonstrate knowledge, confidence, and passion for subject matter.
- Engage the audience; ask reflective questions.

Tip 2:
Be organized.

- Provide an agenda or objectives at the beginning.
- Deliver a clear and concise message; don't ramble.
- Manage your time; less is more.
- Organize content into smaller chunks.
- Present content in simple steps.
- Deliver content in a logical sequence with a natural flow.

Tip 3:
Use Visuals.

- Use relevant Illustrations, charts, graphs, maps, and photos to support your instruction.
- Assure that graphics and text are legible and clear.

Tip 4:
Show examples.

- Use detailed examples or case studies that show how to apply principles.
- Provide practical tips and suggestions.

Tip 5:
Provide resources.

- Provide a printable syllabus; refer to this during the presentation.
- Refer to websites and other useful resources.

Tip 6:
Update your PowerPoint presentation.

- Do not include animation, such as text flying on and off the page. The recording equipment takes snapshots of the computer screen. It does not capture real time movement.
- If you need one bullet point to appear at a time, use the "appear" effect.

Recording Your Class

Step 1:
Wear solid, darker colors. Avoid all white, stripes, dots, or other busy patterns. You will look better on camera by following this guideline.

Note: The video will show you from the waist up. You will also wear a wireless microphone. It is best to have a pocket or place to clip the wireless box near your waist. You will typically have the option to stand or sit.

Step 2:
Bring the materials listed below on a USB flash drive.

- PowerPoint presentation
- Handouts
- Biography of yourself
- Picture file of your sponsor's logo

Note: We will use our computer, projector, and remote during the presentation to ensure compatibility with our equipment.

Step 3:
Arrive on time. The first 10 minutes of the scheduled time will be a lighting and sound check. We will also record a brief rehearsal for your review. If we are not able to perform this check and rehearsal, we cannot guarantee the quality of the recording.

Step 4:

Review the resources you would like to appear as links in the lower left corner of the player with the film crew. Resources may be a:
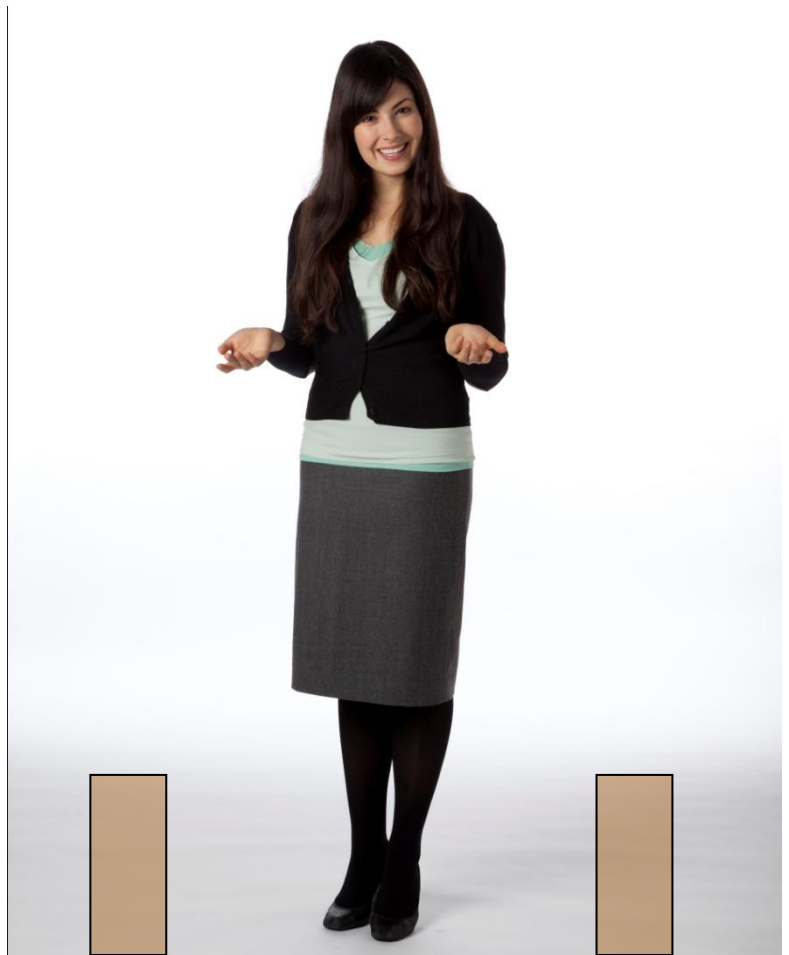
• PDF file

• Website URL

Step 5:

Allow the film crew to make electronic copies of PDF files.

Note: If you are not comfortable with creating a PDF file, the film crew can convert your documents into a PDF file.

Step 6:

Remain in a taped off area. We will review this area with you on the day of filming. If you leave this area, we cannot guarantee the video quality.

Review the Edited Recording

In order to meet deadlines, review the recording within the time identified by the film crew. A crew member will send an e-mail with the deadline and the edited recording. If you do not respond within the designated time, the film crew will assume you are okay with the edits made and post it on familysearch.org. Send written feedback in an e-mail to the assigned film crew as instructed below.

Edit Option 1: Remove sections of the recording

Include where the section begins and ends by time code, not just what you said.
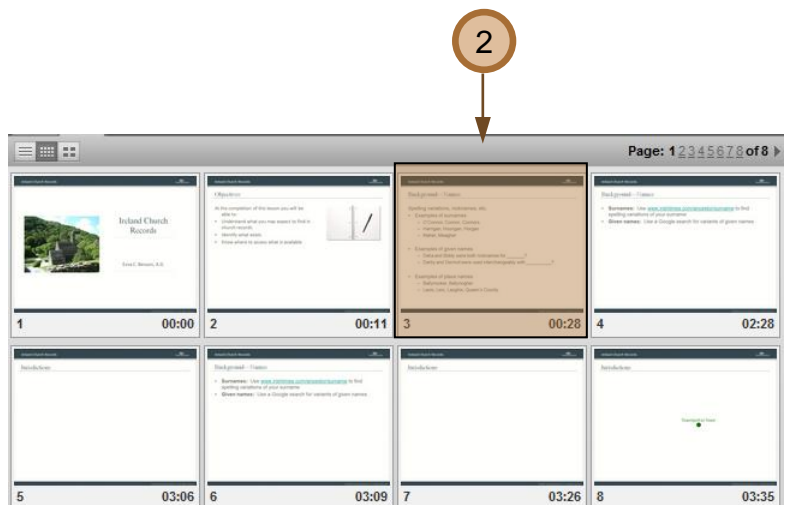
For example, remove the section from 00:09 to 00:30.

Edit Option 2: Update PowerPoint slides

Write the number of the slide to update. Send a copy of the updated slide.

For example, update slide 3 with the attached slide.

Edit Option 3: Add more resources

If you forgot any materials during the recording, send the files or URLs to the film crew by e-mail.

For example, add the attached file and name it as Class Handout in the Resources section.