

# Course Preview Video Recording Guide

Please use this document as a guide to creating your course preview video whether you are recording with a staff host or recording your own video. You can reach out to Encore Learning with any questions via email at [virtual@encorelearning.net](mailto:virtual@encorelearning.net).

## Recording with a staff host

- If you would like to record your video with a staff host, you can [Schedule your recording session online here](#).
- **PLEASE NOTE:** If you are traveling, the scheduling calendar will be in Eastern Standard Time. You can change the time zone to what works best for you.

## Recording your own video

If you'd like to record your own, we request that for consistency you follow these guidelines:

- Record your video using Zoom - [How to Record Using Zoom](#)
- Keep your video to 2-3 minutes
- Do not include any slides or visuals in your recording
- Send the video file (.mp4 format) to [virtual@encorelearning.net](mailto:virtual@encorelearning.net)

## To Prepare your Remarks

1. Write out your remarks ahead of time. Your remarks should introduce you as the instructor, define the format of the course, overview the course content, and identify who might be most interested in your course.
2. Always refer to us a "Encore Learning" and not just "Encore"
3. No need to include details that appear in your course catalog info, or info about dates and times and locations. This is your opportunity to expand more into the class and entice registrants!
4. We will not be featuring any slides or visuals in any preview videos.
5. Practice giving your remarks as you have written them. [Watch an example of a great course preview video here](#).