**Looking Good Teaching on Camera**

Feeling awkward meeting on camera? Make it comfortable in **4..3..2..1…ACTION!**

**4… Where you sit matters.** You’ll want to be in good light. Background needs to be clear and simple. Be careful not to have anything in the background that looks like it came out of your ear. Movement back there is distracting. Colors should contrast with what you wear, so you don’t blend into the woodwork-literally.

**3… What you wear matters.** Dress professionally head to toe—you might have to stand or reach. Choose a flattering color and simple design. Keep clothing fairly formfitting so it’s easy to see your gestures. Hair and make-up also need to be simple, so that focus is on what you SAY and DO—your message and agenda.

**2... How you set up matters.** Keep needed materials sensibly stored within reach. Put your camera at eye-level or just above. Lift onto a stack of books. Lighting can be natural or focused on your famous good side at eye level. Do you need light for your whiteboard or realia? Important concepts should be the focal point.

**1... Your gestures matter.** On camera, move naturally, but minimize big gestures. Affix a human photo next to your camera lens so that you can keep eye contact with your camera rather than the on-screen audience. Nod to affirm any target information. Smile at appropriate times. If your movement is big, back up.

**Want practice?** **Host a TGIF with colleagues** via camera before it matters!

Still uncomfortable? You can go **voice only** and focus the camera on content. Content (pdf., video, ppt, etc. )can be imported for screen image on most formats.