1. Before Production
   - Determine nature of video
   - Prepare script – outline - notes
   - Conduct a dry run
   - Keep video lengths short
   - Take advantage of technical assistance from others
   - Get tips from experienced instructors
   - Expand on one specific topic and accompanying subtopics
   - Decide on video storage site

2. During Production
   - Maintain consistent professionalism with background, lighting, clothes and visuals
   - Wear ideal clothes for consistency
   - Look directly at the camera
   - Pace signing appropriately and allow for pauses
   - Keep timelines generic

3. After Production
   - Review entire video before uploading
   - Insert captioning
   - Label video files appropriately
   - Create post-viewing student comprehension assignments
   - Collect evidence of student learning
   - Solicit feedback from students
   - Back up your files