

# COURSE WELCOME VIDEO – SCRIPT TEMPLATE

For any questions or assistance please contact the CLT AV Team @ [clt.comms@anu.edu.au](mailto:clt.comms@anu.edu.au) or Rafael Florez on [TEAMS](#). See the [Project Overview](#) and view this [example video](#) to see what the final video will look like.

Key points:

- **Be yourself + authentic** : Your students will get to know you a little more through this video, but it's not a formal lecture or presentation
- **Address students as “you”** : You are talking directly to the student one on one through this video – avoid saying “they” or “students”.
- **Keep it short & to the point** : This is a welcome video NOT a full course intro video, so we want between 350 – 450 words (**450 words MAX**) for a final length of 2.5 to 3 minutes only (depending on your talking speed).
- **Address all 5 parts of the script** : Some parts will be easier than others, but don't shy away from or skip any of the sections as they are all important. We recommend taking 30 minutes to develop and write the script
- **Acknowledge on campus + remote students**: This could be as simple as one line in the script – but really makes all students feel seen and connected

## Part 1 – The “Hook”

- Ask a couple of interesting and rhetorical questions about the courses subject matter - something that grabs attention or a real world problem. E.g “Did you know/Ever wonder/Have you?”

## Part 2 – Name + Course

- Introduce yourself directly to the viewer
  - You name and title + the course name and code. “E.G My name is XXX, I’m a lecturer in the School of XXX, and in COURSE XXXX we’ll...etc”

## Part 3 – The Course (overview)

- What will students get out of the course?
- How will the course help employability?
- How does this course fit within the broader “Business and Economics” field?
  - Real world examples?
  - Feel free to express your passion for the course/subject
- Who is the course aimed at specifically? (optional)
- What is the assessment for this course?
  - Overview ONLY – don't go into too much detail - 2 sentences maximum.
- Acknowledge in person AND remote students
  - If you know the countries where your remote students are located you should mention these explicitly
    - EG: “...and a special welcome to all our students studying remotely. We have students joining us from China, India, Brazil, and the Maldives.

## Part 4 – More About You

- What else you teach (courses etc)
- Your topic/research interests/passions
- Your relevant background and/or personal history
  - e.g. How you came to ANU
  - Hobby you have outside of work
  - A personal anecdote/story

## Part 5 – The Outro

- What are YOU hoping to get out of the course?
- Looking forward to seeing them in class

What happens next?

- Make sure to read your script aloud **before** and change any wording or things that don't translate well to the spoken word.
- Send script to CLT AV team via [THIS FORM](#)
- Don't forget the KEY POINTS above and note that we will need a script submitted BEFORE we film you!

# OPTIONAL VIDEO EXTRAS

If you have more time and want to connect with your students more – take some time to review these extra videos below. CLT AV team is happy to film additional content with you during the 30 min booking – *if you have a script written for us to put on the teleprompter.*

## Part 6 – The Course (*details*)

- Delivery + Planning
  - How are lectures delivered?
  - How are tutorials/labs/workshops delivered?
    - Explain the sign-up system
    - Make sure to explain this for both “in person” students and “remote students” - and to separate each group clearly
  - How can students access course materials?
    - Lecture content, discussions
    - Which platforms will be used
- Assessment
  - Outline the structure of the assessment for the course
  - Emphasis planning and importance of due dates in their calendars
  - Remind them where this information can be accessed later
- Communications
  - Who do they contact for what type of questions/information?
    - EG tutors, convenor, etc
    - Specific consultations times (for “in person” AND “remote” students)
    - If not decided yet explain where they can get the information later
  - ZOOM sessions
    - Explain location of links within WATTLE and that it’s like a “virtual office” that students can enter during these times

## Part 7 – The Wattle Site

A **screen capture** recording introducing the student to WATTLE via the Wattle site for the course itself. You’ll need a microphone/headset for this video for best audio. This does not feature your face and would just be you talking as you take them around the site showing the following:

- 1) Class Summary
- 2) Echo Recording Tab
- 3) Tutorial/Workshop signup
- 4) Consultation Links
- 5) Importance of frequent checking

*If you are interested in updating your Wattle Site then contact the [CLT Ed Design Team](#) who can assist and advise you in that process.*

*There is also an [Exemplar Wattle Site](#) that has been designed as a template for you to use.*