



Parvatibai Chowgule College of Arts and Science  
(Autonomous)





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## **CENTRE FOR TEACHING LEARNING**



### SLIDE PRESENTATION GUIDELINE FOR ONLINE TEACHING

The following are suggested guidelines to create slides for the purpose of your online classes that you may be recording or through video conferencing softwares:

**MARGINS:** Leave 1 inch on all sides (to avoid clipping in video)

**TYPEFACE:** Kindly use sans serif typefaces (sans serif typefaces are better viewed on the web, and screens), or please use the same typeface through all your slides, and across slide presentations that you will create through your courses. Create your Style!

**FONT SIZE:** Headings - 32pt, Body text - 24pt

**SLIDES CONTENT:** follow college template, please ensure that citation/references is present.

**FOOTER:** Please add your Name, Dept., College title in short (eg. Asst. Prof. Harry Potter, Dept. of Literature, PCCAS)

**LOGO:** Add college logo (short) on top right corner of each slide; Departmental Logo can be also be added (on title slide/each slide)

**CONTENT:** Don't pack your presentations with info, in fact, the less the better; Aim for clarity with brevity! Use clear relevant images.

Some suggested links:

<https://business.tutsplus.com/tutorials/best-fonts-for-powerpoint-ppt-presentations-cms-33372>

<https://www.thinkoutsidetheslide.com/selecting-the-correct-font-size/>

<https://venngage.com/blog/presentation-ideas/>

<https://in.pcmag.com/gallery/133079/6-tips-for-creating-great-powerpoint-presentations-fast>



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## VIDEO GUIDELINE FOR ONLINE TEACHING

The following are suggested guidelines to create slides for the purpose of your online classes that you may be recording or through video conferencing softwares:

**LIGHTINGS:** Choose a location with good light, ensure there is no shadow beneath your eyes, nose, chin in case your light source is overhead. Think of getting a small light source (table lamp/led light) if you are recording with your laptop.

**LOGOS:** Start with college animation. You may add your department logo animation, and title animation for your department.

College logo, departmental logo can be on top right, top left corner of the video (leaving room for a margin of .5 inch). Please apply transparency (if possible) of around 50%.

**TITLE CREDITS:** Should contain the topic title, Course name, Semester, faculty name, department, college title

**RECORDING:** Please record in landscape mode only (if recording on your phone), 16:9 format in video.  
The final output should be at a 1080p or 720p resolution.

**SLIDES:** Export your slides as a jpeg/png and you can insert them into your video!

**IMAGES:** Use images clicked by you, or images from creative commons, or google for images without copyright.

**VIDEOS:** Use video footage shot by you, or video from creative commons.

**ANIMATIONS:** ideally create your own, or source from creative commons if available.

Some suggested links:

<https://elearningbrothers.com/blog/7-technical-tips-for-creating-video-lectures/#:~:text=%207%20Technical%20Tips%20for%20Creating%20Video%20Lectures,tips.%20When%20recording%20narrations%2C%20make%20sure...%20More%20>