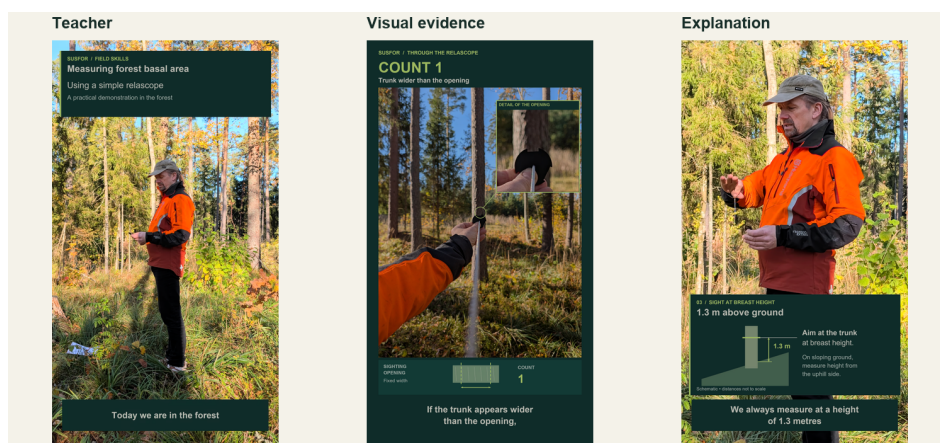


Make a teaching video with AI

Start small. Help someone do one useful task.



This guide is for teachers who are new to digital tools. You do not need to write computer code. Use a phone to record. A computer is recommended for the editing steps.

Our example is a real forest lesson about a relascope, a tool for measuring trees. The teacher speaks Estonian. The finished video has English subtitles, photos and simple drawings.

Learn at your own pace

Read one page. Try its action. Check the result before moving on. You can stop and return later.

First watch the 2 minute 20 second forest video. The separate 5 minute 28 second training video shows how it was made. Read its English screen text; the example clips keep the teacher's original voice.

CHECK BEFORE YOU CONTINUE

Your first goal: a 30-60 second video with clear speech, one useful picture and checked English subtitles.

Use the paid AI you have

This guide assumes you have ChatGPT Plus.

OpenAI lists Plus at US\$20 per month. Your local price and tax may be different. Check your own account. Plus includes access to ChatGPT Work and Codex, with usage limits. [1]

Use Chat to prepare

Ask for a lesson plan, simpler English, a translation or practice questions. You can write your request in the language you know best.

Use Work to make files

In the desktop app, Work can use your computer folder and available tools to make files. Codex can do this too. [2,3] This forest video was edited with Codex and video tools.

The app must first check whether it can read your video and use the needed tools. A written answer saying what to do is not a finished MP4.

Use your plan wisely

Start with one short clip. Ask for a small preview before the full video. Give corrections together. Work and Codex share usage limits. If you reach a limit, save your work and return when access resets. [1]

CHECK BEFORE YOU CONTINUE

Sign in with the same paid ChatGPT account. Use the tools included in your plan. If a tool asks for extra payment, ask for a free option.

Make one video folder

A folder is a place where you keep related files.

1. On your computer, create a folder called My teaching video.
2. Copy your phone recording and photos into it. Keep the files on your phone too.
3. Use simple names, such as lesson.mp4, photo_1.jpg and photo_2.jpg.
4. Make a second copy of the recording in a folder called Backup. Do not edit this copy.

Files in our forest example

One original video, plus three photos: 1.jpg, 0,5.jpg and 0.jpg. The photo name 0,5.jpg uses a comma. Keep the exact name when asking the AI to use it.

If you are new to copying files

COPY AND CHANGE

I am a beginner. I use [Windows / Mac / Android / iPhone]. Explain how to copy my video and photos into one folder. Give me one small step at a time. Wait for me to say done.

Replace the words in square brackets with your own answer. Copy only the request, not this instruction.

CHECK BEFORE YOU CONTINUE

Open the copied video. Can you see the picture and hear the speech?

Let AI find your video

Use the official desktop app and your own ChatGPT account.

1. Open the official setup page linked at the end of this guide. Install the desktop app for your computer, then sign in. [2]
2. Start a project or open your My teaching video folder in the app. A project keeps the files and conversation together.
3. Open the project menu. Choose Edit project, then Add folder. Select your video folder. [4]
4. Start a new chat in that project. Choose ChatGPT, then Work. If you already use Codex, you can stay in Codex. [2,3]

COPY AND CHANGE

Please list the video and photo files you can see in this project folder. Do not change any files yet. Tell me if you cannot access the folder.

Check the file names in the answer. If they are wrong or missing, fix the folder access before asking for an edit.

If a button is missing

App screens can change. Send a screenshot of the relevant app window and ask: Where should I click next? Hide private information first.

CHECK BEFORE YOU CONTINUE

AI has named the correct files. A project name alone does not give access to a computer folder.

Ask AI to check first

You do not need to choose technical video settings yourself.

COPY AND CHANGE

I want to make a short teaching video from lesson.mp4 and the photos in this folder. I am a beginner.

Check that you can open the video, read the photos and work with the sound. Check the picture size, frame rate and colour settings. Tell me which video and speech tools are available.

Keep every original file unchanged. Explain missing tools in simple language. Do not buy anything or use tools with extra charges. If setup is needed, explain it and guide me through it.

Read the answer

The AI should name the real files and say what it could check. If it cannot read the sound, it must not pretend to know what was said.

In our example, the recording had special HDR colour settings. The editing tools checked these before saving the final video. You can ask AI to do this check without learning the technical settings.

Do one small test

COPY AND CHANGE

Make a 10-second test copy from my video. Keep the original unchanged. Give me a playable file and tell me where it is saved.

CHECK BEFORE YOU CONTINUE

Open the test file. Can you see the picture and hear the sound?

Teach one clear action

Choose something the learner should be able to do after watching.

Example: Compare a tree stem with the relascope opening. Decide whether the tree counts as 1, 0.5 or 0. Explain why.

COPY AND CHANGE

I teach [subject]. My learners need to [do one task]. Help me plan a 30-60 second teaching video. Use simple English. Give me: what to show, what to say, and one question for the learner. Keep the plan short.

Record in a language you speak clearly

You can add English subtitles later. Show the real task, your hands and the tool. Record in a quiet place if possible. Make a short test and listen to it before recording the whole lesson.

Use a real photo when the learner needs to identify a real object. Ask permission before recording or sharing other people.

Add a small learning task

COPY AND CHANGE

Write one question for learners to answer before they watch, and one task to try after they watch. Include short answers so learners can check themselves.

CHECK BEFORE YOU CONTINUE

Can you complete this sentence? After this video, the learner can ...

Turn speech into subtitles

Subtitles are words on the screen that follow the speaker.

1. Ask AI to write down the speech. This written version is called a transcript.

COPY AND CHANGE

Write down the actual speech in this video. Keep the original language. Mark unclear words as [unclear]. Include the times when sentences start and end. Do not guess missing words.

2. Listen and check names, numbers and subject words. Correct the transcript before translation.

COPY AND CHANGE

Translate this checked transcript into clear, simple English. Keep the meaning, numbers and technical terms correct. Show the original text beside the translation. Do not add new teaching points inside the subtitles.

3. Ask AI to put the translation on the video and save a separate SRT subtitle file.

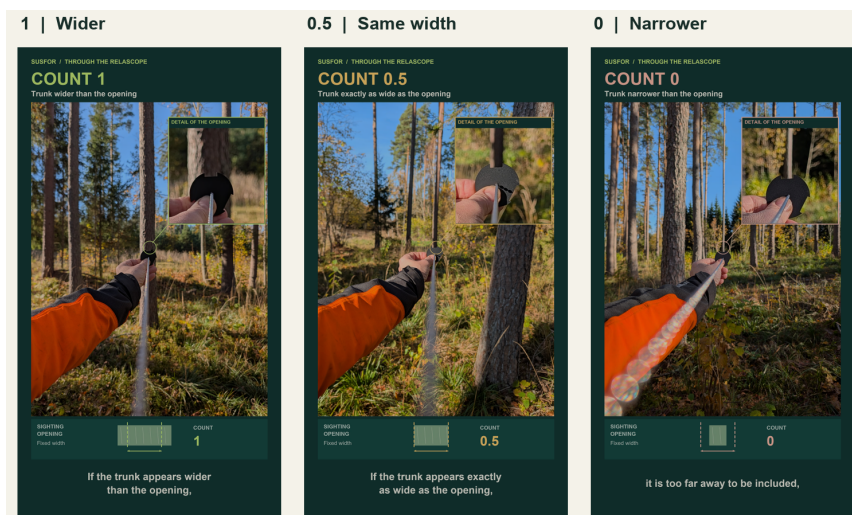
AI times can be wrong. In our example, the first automatic time was 00:00. The checked first subtitle starts at 00:03.340, when the speech begins.

CHECK BEFORE YOU CONTINUE

Read each subtitle while listening. Does it appear with the right spoken sentence?

Follow the spoken explanation

A photo should appear when the teacher explains that photo.



The spoken order in our example is 1, then 0.5, then 0. It is not the order you get by sorting the file names.

Photo	Approximate time in this example
1.jpg	1:01 to 1:07
0,5.jpg	1:07 to 1:16
0.jpg	1:16 to 1:23

COPY AND CHANGE

Show each photo when I explain its counting rule. Listen to the speech to find the exact time. Keep my voice playing while the photo is visible. Do not add silence or repeat my sentence.

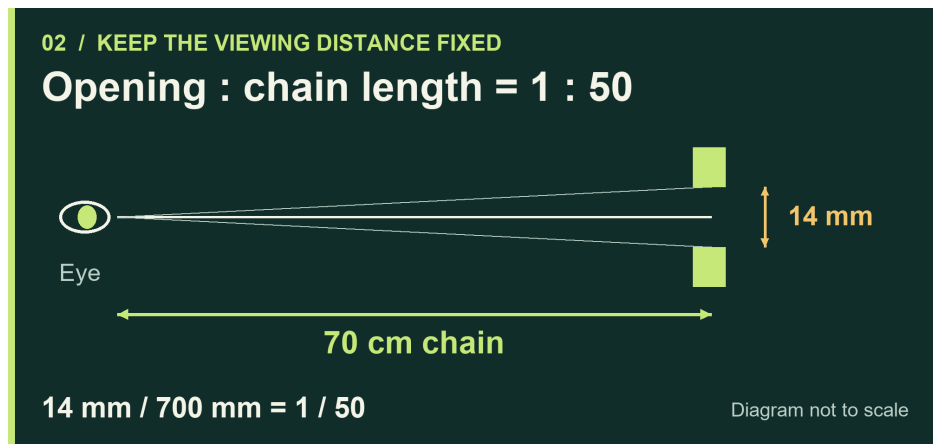
These times belong to this video only. Ask AI to find the times in your own recording.

CHECK BEFORE YOU CONTINUE

Play all three changes. The photo, subtitle and spoken rule should agree.

Make one idea easy to see

Use a label or drawing only when it helps the learner.



The example uses a 70 cm chain and a 14 mm opening. The drawing explains how the two measurements belong together. Its labels can be checked.

COPY AND CHANGE

Add a simple labelled drawing for this explanation. Use the measurements I provide. Check the numbers and units. Keep my face, hands, tool and subtitles visible. If the drawing is not to scale, label it clearly.

Not to scale means that the sizes on the page are not the real size relationship. The written measurements still need to be correct.

Use AI images with care

AI can suggest illustrations or a title image. A drawing that looks convincing can still show the wrong measurement or tool. For a practical method, use your real photo or a checked diagram.

CHECK BEFORE YOU CONTINUE

Can a learner explain the idea more easily with this drawing? Is each number and label correct?

Ask for a short preview

A preview is a small sample you check before the full edit.

COPY AND CHANGE

Make a 15-second preview that includes one photo change and English subtitles. Keep my speech playing during the photo. Use large, easy-to-read text. Save it as preview_v01.mp4. Keep the original files unchanged.

1. Open the preview file. Listen with the sound on.
2. Check the photo timing and the English words.
3. Check whether the text is easy to read on a phone.

Give a clear correction

COPY AND CHANGE

At 00:08, the photo starts before I explain it. Move it to the start of the correct sentence. Keep the rest as it is. Make a new preview called preview_v02.mp4.

When the preview is right

COPY AND CHANGE

Use this approved style for the full video. Save a new file called teaching_video_v01.mp4. Also save the English subtitles as an SRT file. Tell me where both files are saved.

CHECK BEFORE YOU CONTINUE

Ask for the actual files, not only a description of the planned edits.

You make the final check

AI saves time. You still check the teaching and the finished video.

1. Watch the whole saved video, from start to finish.
2. Listen during every photo. Speech should continue clearly.
3. Read the subtitles. Check names, numbers and subject terms.
4. Check that text does not cover the action or the tool.
5. Play it on the phone or computer your learners will use.

COPY AND CHANGE

Please fix only these issues: [list each time and problem]. Keep the other parts unchanged. Save a new version so I can compare it with the previous one.

A lesson from our example

The first video looked dark in one computer player but good on the teacher's phone. Extra changes later looked artificial. The teacher chose the first version. The exact reason for the difference between screens was not established.

If brightness seems wrong, compare the same moment on two devices. Ask AI to check the colour settings and show a short test before changing the whole video.

CHECK BEFORE YOU CONTINUE

Keep the version that teaches clearly. More changes are not always better.

Keep a good copy and a small copy

Large videos take longer to upload and use more mobile data.

Keep the best-quality file. If learners need a smaller file, ask AI to make a separate sharing copy. Do not replace the good copy.

COPY AND CHANGE

Make a smaller MP4 copy for learners who use phones and mobile data. Keep the picture shape and clear speech. Keep the subtitles readable. Check the colours. Suggest a size and show a short sample first. Keep the best-quality file unchanged.

Tell AI the upload limit if you know it. A very small file may make text hard to read. Choose after viewing the sample.

Share through Moodle

1. Open the correct course section and turn editing on.
2. Add a File resource, give it a clear name and choose your MP4. Wait for the file to appear in the file list. Then save.
3. Add a short description, the video language and one learning task. Open the saved resource and test playback.

Our first forest video already has visible English subtitles. It plays with those subtitles without the SRT. For a separate optional subtitle track, Moodle's media tools use WebVTT (.vtt). Ask AI to convert SRT properly and test the track. [5]

CHECK BEFORE YOU CONTINUE

Check the upload limit before sending a large file. A loading symbol alone does not confirm that the upload has finished.

Make your first short lesson

Use a task you already teach. You can do this over several sessions.

1. Choose one action: for example, reading a scale, checking a seedling or using a measuring tool.
2. Record 30-60 seconds. Use your strongest language.
3. Add one real photo or one simple drawing.
4. Use AI to prepare English subtitles. Listen and check them.
5. Make a preview. Correct it. Save the final MP4.

Check your own learning

- A. AI puts a subtitle before the speaker starts. What should you do?
- B. The photo changes, but the teacher's voice stops. Is the edit ready?
- C. AI says the video is finished but gives no file. What should you ask for?

Answers

- A. Listen to the speech and correct the subtitle time.
- B. No. Ask AI to keep the speech playing through the photo.
- C. Ask for the saved MP4, its location and a playback check.

CHECK BEFORE YOU CONTINUE

You are ready when you can open your video, explain the skill and find no missing speech or wrong subtitles. If possible, ask one learner to try the task.

Use AI as a patient helper

Keep the same project and continue with short, clear requests.

Ask for simpler language

COPY AND CHANGE

Rewrite this in simple English for a beginner. Use short sentences. Explain any technical word. Keep the meaning and numbers correct.

Ask for one step at a time

COPY AND CHANGE

I do not understand this step. Tell me exactly what to do next. Ask what I see on my screen before giving more instructions.

Use your own language or your voice

Write in a language you know well and ask for English output. If the microphone or Voice option is available, you can speak your request. Check important names and numbers afterwards. [6]

Continue another day

COPY AND CHANGE

Write a short progress note: what is finished, the file names, what I approved, and the next step. Save it in this project folder so we can continue later.

Get more teaching materials from the same video

COPY AND CHANGE

Using the checked video content, make a one-page learner guide and three practice questions with answers. Use simple English. Do not add facts that are not in the checked material.

CHECK BEFORE YOU CONTINUE

Save the prompts that work well. Replace only the topic, files and language for your next lesson.

Take one small next step

Describe what you see. Ask AI to explain the next action.

I only have a phone

You can plan, record, take photos and check English on your phone. For this local-file editing workflow, use a computer with the desktop app. If no computer is available, ask AI to guide you in a video editor already on your phone. Say its exact name; the buttons and features may differ.

AI cannot open my video

Check the folder and file name. Open the video yourself. Ask AI which formats and tools it can use. If it still cannot access the video, use it to prepare text and an editing plan. Do not accept invented speech or timing.

The upload is slow or fails

Check the file-size limit and your connection. Keep the upload page open. If it fails, read the error message before trying again. A smaller sharing copy may help; keep the original.

New words

Prompt: your instruction to AI.

Transcript: speech written as text.

Subtitle: speech shown as text at the right time.

Preview: a small sample to check.

Export: save the edited video as a new file.

MP4: a common video file type.

SRT: a file containing subtitle words and times.

CHECK BEFORE YOU CONTINUE

You do not have to understand every technical term before starting. Ask for a plain explanation and try a small example.

Sources and example details

Product information checked on 20 October 2026. Features and screens may change.

The steps and prompts in this guide are a teaching adaptation of the SUSFOR project. They are examples to copy and change, not a recording of the original conversation.

Official help

[\[1\] ChatGPT plans, Work/Codex access and usage limits](#)

[\[2\] Desktop app setup and choosing Chat, Work or Codex](#)

[\[3\] What ChatGPT Work can do](#)

[\[4\] Projects and computer folders](#)

[\[5\] Moodle video and subtitle help](#)

[\[6\] ChatGPT Voice](#)

Exact photo times in the forest example

1.jpg: 01:01.367 to 01:07.350

0,5.jpg: 01:07.350 to 01:15.567

0.jpg: 01:15.567 to 01:23.450

These are rounded display times from the checked editing plan.

For the person helping with technical setup

The case-study recording is 2160 x 3840 at nominal 60 fps, with 10-bit HLG HDR colour. The first approved export keeps these properties. The separate training video is 1920 x 1080 at 30 fps in SDR. The original recording and approved forest video are unchanged.

CHECK BEFORE YOU CONTINUE

Follow the field-measurement rules set by your instructor. The forest example does not define every relascope sampling method.