

THE OFFICE OF DIGITAL LEARNING

2020-21 Course Planning Guide

PART 2: TRAIN ON THE TOOLS YOU NEED

Research | Reflection | Action



RESEARCH

Resources that have shaped our thinking for online course design

TOP 5 TIPS FOR VIDEO RECORDING

1. Message over media.
2. Prioritize crisp, clear audio.
3. Know how to use your tools.
4. Understand the rule of thirds.
5. Visibility is important.

The Office of Digital Learning put together a whole cheat sheet to explain this advice and help you feel confident in your own video recording. You can [access the full document here](#).

ADDITIONAL RESOURCES

- Read: [How to Make Smart Choices About Tech for Your Course](#)
- Listen: [How to Effectively Use Presentation Tools in our Teaching](#) – Teaching in Higher Ed Podcast (~38 minutes)

REFLECTION

Ideas and questions to consider as you rethink your course

- What is the technology for? Is it for a course or a set of courses? A module? A particular activity? Thoughtful technology choices aren't generic — they're wedded to a specific discipline and course, and even to specific areas within a course.
- What are your learning objectives and outcomes? Successful tech choices are, above all, goal-focused. You'll need to have your course goals and priorities at hand as you consider your technology options.

(from <https://www.chronicle.com/interactives/08262019-adviceguide-tech-choices>)

ACTION

Tasks to make progress on your course design

Below you'll find written instructions and recorded walk-throughs to help you train on the tools you'll need to record video, a media presentation of your screen, and how to toggle between webcam video and a media presentation in a recording. You'll also find resources for making simple edits to recordings and for adding narration to a PowerPoint presentation. After the media resources, you'll find training guides for three of the top tools for digital learning:

1. Your LMS (Brightspace or Blackboard)
2. Flipgrid (a video-based discussion board)
3. Edpuzzle (to punctuate your lectures)



RECORDING



MAC

How do I record a video lecture or message on my computer?

Use your webcam and QuickTime's movie recording feature.

- For a written how-to, [click here](#).
- [Click for video walkthrough with Mary.](#)

When recording, how do I share my screen to demonstrate something for my students?

Record anything from your screen—PowerPoint, images, documents, websites,—using QuickTime's screen recording feature.

- For instructions, [see this article](#).
- [Click for video walkthrough with Mary.](#)

I want to edit my video recordings; how do I do that?

You can use iMovie to edit your videos! With iMovie, you can trim the video beginnings and ends, overlay images on your video, and more!

- For written instructions on how to use iMovie, [see this article](#).

How can I toggle between my webcam video and another presentation?

You can actually also do this by using QuickTime's screen recording feature!

- [Click here for details.](#)

Can I record narration over a PowerPoint presentation?

Yes—it's easy! PowerPoint offers the option to add narration to your presentation, which is a great option if you would like to provide lectures that use PowerPoint presentations.

- [Click here](#) for instructions on how to do this for both Mac and Windows.
- You can also download your PowerPoint as a video, which would automatically play the slides and narration for your students, so that they won't run into any issues of not knowing how to play the narration in PowerPoint itself. [Click here](#) for instructions.



WINDOWS

Use your webcam and Camera App.

- For a written instructions, [see this article](#).

Record anything from your screen—PowerPoint, images, documents, websites,—using the Game Bar's screen recording feature.

- For instructions on this, [see this article](#).

With Window's Video Editor, you can trim the videos' beginnings and ends.

- For written instructions on how to use Windows Video Editor, [see this article](#).

In Windows, you can do this right in Powerpoint by selecting the video feature through the same steps that you would use to record narration (see below).



OTHER DIGITAL TOOLS FOR LEARNING

LMS TOOLS

- To learn more about the tools and features of Blackboard (e.g. discussion boards, groups and group assignments/discussions, quizzes/tests, file submission, grading with feedback, etc.), [use this resource](#).
- To learn more about the tools and features of Brightspace (e.g. the tools listed for Blackboard and surveys, rubrics, checklist, attendance, text chat, etc.), join one of the Brightspace trainings offered in the email sent to the fall Brightspace instructors or [use this resource](#).

EDPUZZLE

This is a tool that lets you add multiple choice questions, short answer questions, or notes into your video lectures or YouTube videos. You will need to create an account, create a class at edpuzzle.com, add/edit videos, assign them to your class, and give your class the class code. They'll need to make Edpuzzle accounts and enter your class code. It's free for them, and PTS has an unlimited pro account for you this year.

- For a pro account, email digital.learning@ptsem.edu.
- For self-guided training, [click here](#).
- To watch a recorded training with Kelsey, [click here](#).

FLIPGRID

Think of a discussion board thread that occurs with videos instead of text. That's flipgrid. It's free to use and syncs with our Microsoft PTS logins. There's a bit of a learning curve, but it's a great tool if you want to see and hear your students discuss or reflect asynchronously instead of having them write posts. [Discover more by clicking here](#).



TRAINING OPPORTUNITIES

In addition to the self-guided training resources above, remember you can book a meeting with Mary any time! If there is a specific tool you want training on, please mention that in your booking. [Click here to book now!](#)