

### Overview

Communication is the heart of every interaction teachers and students have with each other, whether it happens in the same room, online, or in other ways. Following are tips for educators to consider when planning to record video lessons to support distance learning.

### Adjust to Distance Learning

New routines and procedures require explicit teaching, practice and implementation to allow students to eventually devote as much brainpower toward the content as possible. This is especially true when the format is new, for students and/or staff. Give yourself grace and honor the adjustment period needed for you and your students to transition to new formats.

### Connect with Students

In times of stress and anxiety, students most often miss the connection with their educator(s) more than the content that is taught. Stories and anecdotes that you share can provide an additional layer to human connection in a time of isolation and social distancing. Some ways to personally connect:

- Share a story about your experience
- Show a photo or introduce student to those who are important to you (family, pets, etc.)
- Communicate a story about your own childhood
- Retell a tale of a shared experience (a field trip, a funny moment, a memorable lesson)
- Tell a joke
- Read a poem or story (caution about author/publisher permission for recordings)

### Prepare Video Lesson

When online tools are used to manage distance learning, video is a common format to deliver content. Videos may already be available from resources such as existing curriculum materials and guides. If educators need to, or would rather, create video as a content delivery tool, the following tips may help.

#### Prior to Recording:

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| <p>Get Ready:</p> <ul style="list-style-type: none"> <li>◆ Organize all materials</li> <li>◆ Prepare general outline of what will be included (use notes if needed)</li> <li>◆ Think of the first few sentences (rehearse if needed)</li> <li>◆ [If recording the screen to demonstrate something] Prepare all documents, windows, or browser tabs</li> <li>◆ [If recording yourself talking] Position camera and check background for distractions</li> </ul> | <p>Get Set:</p> <ul style="list-style-type: none"> <li>◆ Position the cursor on the record button (wait to press)</li> <li>◆ Take a breath in and out</li> <li>◆ Look at the camera</li> <li>◆ Smile</li> <li>◆ Press record</li> </ul> |
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#### During Recording:

- Start with a story
- Describe clearly the purpose of the video (what will be demonstrated or explained)
- Explain how to watch the video (e.g. “At any time, you can pause the video to replay something you may have missed”)
- Pause frequently while providing content to allow the viewer to process
- Restate intended goal and empowering message of support in closing of video