



## Lesson 3 – Teach Classroom Routines and Expectations

<p><b>Description:</b></p>	<p>Teachers often spend much of the first week of school going over classroom rules and routines with students. This is an incredibly important part of building your classroom culture and establishing routines. This typically involves the teacher presenting the rules and routines in-person, while the students listen. Often times, these topics need to be covered multiple times throughout the first few weeks of the school year, as well as several times throughout the school year, to ensure students fully grasp the concepts.</p> <p>Why not make this process a little more engaging for students, and also save a little time for yourself, by creating videos instead? You can create videos outlining your classroom, rules, routines and expectations for students to view at home. Students can view these videos outside of the classroom, so you can then spend class time conversing with students about your expectations, instead of just presenting to them, as well as practicing actual routines and procedures, instead of just talking about them to students.</p> <p>Additionally, you can have parents view these videos with their child, so they too understand your classroom expectations and procedures. Finally, students can review these videos throughout the year, when they need a friendly reminder of classroom protocol.</p> <p>You can see an example of such a video <a href="#">here</a> and <a href="#">here</a> (Click on the Show Details link to view a description of the video).</p>
<p><b>Goal:</b></p>	<p>By the end of this activity you will have a video, or a series of videos, outlining your classroom rules, routines and expectations for students.</p>
<p><b>Materials:</b></p>	<ul style="list-style-type: none"> <li>• Mobile device (tablet, smart phone, etc.)</li> <li>• <a href="#">TechSmith Fuse Mobile App</a></li> <li>• Tripod for your mobile device (optional)</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>• Laptop or desktop</li> <li>• TechSmith Relay Desktop Recorder</li> <li>• Any pre-made content you would like to record (digital or physical)</li> <li>• Microphone (if your computer does not have one built-in)</li> <li>• Webcam (optional)</li> </ul>
<p><b>Procedure:</b></p>	<p>If you're new to creating your videos, start small. Create one, short video outlining your classroom rules. As you become more comfortable creating videos, you can start to create them for your classroom procedures and routines. For this example, your procedure may look as such:</p> <ol style="list-style-type: none"> <li>1. (Optional) Create an outline for your video. Review your classroom rules. What do you want to tell students about them? Do you have a poster or visual of your classroom rules you want students to see?</li> <li>2. (Optional) Practice what you want to say. Take a few minutes to go over what you want to say to your students. Remember to act naturally and just be yourself. You may want to practice what you want to say in front of a mirror or with a friend or family member.</li> </ol>





3. Set the scene. Decide where you want to record your video. Try to pick a setting in a well lit area, with as little background noise as possible.
4. Set up your tripod (if you are using one) and mobile device. Do a couple of test recordings, to make sure you're in the frame, the lighting is good, and the audio is loud enough.
5. Open the TechSmith Fuse app on your mobile device.
6. Select the video camera icon to switch to video mode.
7. Use the red record button begin the recording. (\*Remember, it doesn't have to be perfect and it's ok to make mistakes- it lets your students know you're human! If you're really not satisfied with your video, you can always re-record. Additionally, you can use the pause feature in the TechSmith Fuse mobile app, if you need to take a break or want to switch settings.)
8. When you finish your recording, press the red record button to stop.
9. Review your video. If you're satisfied with it, send your video to your TechSmith Relay account for sharing.
10. Make your video interactive! You can add a quiz to your video in TechSmith Relay, to make your video more engaging. You can use this feature to ask your students questions, and check their understanding of the concepts you just covered. You can also use this as an opportunity to see if they or their parents have any questions for you.
11. Share your video with your students! Share the link from your video in an email to students, post it on your class webpage, or post it in your LMS for viewing. You may even want to make this a homework assignment for students.

**\*Please Note:** In order to view the video, the students will need to have a TechSmith Relay account, or will need to create one. If your students have not yet created an account, you may want to create a handout with instructions, similar to the one provided [here](#).

12. See who's watched your video. Once you've shared the video, you can check the analytics on the video to see who's watched it and how much of the content they have viewed.

**\*Pro Tip:** As you become more comfortable creating videos, we advise you break up the content into a series of shorter videos, by topic. This way, students will remain engaged for the duration of each video and you'll also have several videos you can reference later on in the school year. For example, lets say a student forgets where to find work they missed when they were absent. You can have them refer back to one short video on this topic, instead of needing to watch one long video, covering all topics.

**In this scenario, you may have a series of videos that looks like this:**

- Video 1: Classroom Rules (describe each rule, your behavioral expectations of students, and consequences).
- Video 2: Behavior Reward System (Maybe you have rewards for good behavior based on individuals or the class as a whole).
- Video 3: Classroom Procedures - How to Line Up
- Video 4: Classroom Procedures - Going to the Bathroom
- Video 5: Classroom Procedures - Turning in Homework
- Video 6: Classroom Procedures - Making Your Lunch Choice
- Video 7: Classroom Procedures - Indoor Recess Activities
- Video 8: Classroom Expectations - Where do I find work I missed when I was absent?
- Video 9: Classroom Expectations - What happens if I come to class late?





	<p>There are many different ways you can break up, record and organize your content. Ultimately, do what’s easiest for you and your classroom.</p> <p>Additionally, you can either use the TechSmith Fuse mobile app and your mobile device to record yourself explaining the different rules and routines. You can also use the TechSmith Fuse mobile app to record actual examples of the different classroom procedures you have (how to line up, how to make a lunch choice, where to turn in your homework, etc.). On the other hand, you may wish to use digital content (a PowerPoint, interactive whiteboard lesson you’ve already created, a Prezi presentation, etc.), and use the Desktop Recorder to cover some of the concepts and create your videos.</p> <p>Again, there is no right or wrong way to do this. It’s entirely up to you, what you feel most comfortable with, and what you think your students will most benefit from and understand!</p>
<p><b>Modifications:</b></p>	<ul style="list-style-type: none"> <li>• <b>Additional trimming with Snagit:</b> If you have Snagit (version 11 or later), you can upload your video to Snagit, using the TechSmith Fuse mobile app, or use the Snagit Desktop Recorder to create your video. You can use Snagit to trim your video at the beginning, in the middle and at the end, if need be. To learn more about using Snagit with TechSmith Relay, click <a href="#">here</a>.</li> <li>• <b>Additional editing with Camtasia:</b> If you have Camtasia Studio (version 8 or later), you can upload your video to Camtasia, using the TechSmith Fuse mobile app, or use the Camtasia Desktop Recorder to create your video. With Camtasia you will have additional editing capabilities such as trimming, combining multiple video clips into one video, audio editing, adding hotspots, adding transitions, callouts, animations, etc. To learn more about using Camtasia with TechSmith Relay, click <a href="#">here</a>.</li> <li>• <b>Use the PowerPoint plugin for TechSmith Relay:</b> Using PowerPoint, you can create a presentation of your classroom rules, routines and expectations. You can use the TechSmith Relay PowerPoint plugin to record your video. Once you upload your video to TechSmith Relay, a table of contents will automatically be created (This is created using the titles from each of your slides. It will only be created for slides with titles on them). This way, students can use the table of contents to jump around to the specific sections of the video they need to watch.</li> <li>• <b>Have students create example videos:</b> Once your students are comfortable with classroom procedures, you can have them create example videos for future students.</li> </ul>

Return to [Table of Contents – Fifteen Lesson Plans](#)

