



Lesson 4 – Record Your Class Syllabus

<p>Description:</p>	<p>Teachers often spend a class period or more covering the class syllabus with students. What if you could get that class time back, by creating a video syllabus instead and having students watch it outside of class? This way you can spend your class time in more meaningful ways. You can spend less class periods covering the syllabus, and more time diving into teaching and learning. Additionally, creating a video syllabus is an easy way to get new students up to speed, when they come in throughout the school year, without taking up valuable class time to do it.</p> <p>You can see an example of such a video here and here (Click on the Show Details link to view a description of the video).</p>
<p>Goal:</p>	<p>By the end of this activity, you will have a video of your class syllabus to share with students and parents.</p>
<p>Materials:</p>	<ul style="list-style-type: none"> • Laptop or desktop • TechSmith Relay Desktop Recorder • Digital copy of your class syllabus • Microphone (if your computer does not have one built-in) • Webcam (optional)
<p>Procedure:</p>	<ol style="list-style-type: none"> 1. Obtain a digital copy of your class syllabus (maybe this exists in a Word document, PDF file, Google Doc, etc.). 2. Open the syllabus and make sure its laid out in a way that will be easily viewable by your students (full screen may work best for visibility). Remember, the TechSmith Relay Desktop Recorder records full screen, so anything on your selected monitor will be recorded. For more tips and tricks on desktop recording, click here. 3. (Optional) Create an outline for your video. What do you want students to get out of the syllabus? Which sections are most important? 4. (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. 5. Open up the TechSmith Relay Desktop Recorder. Make sure your audio source and level are appropriate. 6. When you feel ready, click the big red record button to start your recording. Remember, you can hit the pause button at any time, if you need to take a break, pull up different content, open a web browser, etc. <p>Pro Tip: To give your video a more personal feel, you may want to use webcam integration, so your students can see you explaining the syllabus.</p> <ol style="list-style-type: none"> 7. When you finish your recording, press the square button on the Desktop Recorder to stop. 8. If you're satisfied with your video, click Submit to send your video to your TechSmith Relay account for sharing. Remember, you can trim the beginning and end of your video before sending it to TechSmith Relay, if you need to.





	<p>9. 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, regarding what they have learned about your syllabus. You can also insert an open response question to see if your students have any feedback or questions for you!</p> <p>10. 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.</p> <p>*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.</p> <p>11. 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.</p>
<p>Modifications:</p>	<ul style="list-style-type: none"> • Use the document camera and a hard copy of your syllabus to create a video: If you have a document camera connected to your computer and can display the document camera capture on your desktop, you can display a hard copy of your syllabus under the document camera and then use the TechSmith Relay Desktop Recorder to create a video this way as well. You may do this because you don't have a digital copy of your syllabus, or because this feels more comfortable to you. • If you don't have a digital copy of your syllabus, or if you feel more comfortable recording with a hard copy of the syllabus, you can use your document camera and the TechSmith Relay Desktop Recorder to create your video. Place your syllabus under the document camera. Make sure your document camera is connected to your computer. Start up the TechSmith Relay Desktop Recorder and then • Additional trimming with Snagit: If you own Snagit (version 11 or later), you can 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 here. • Additional editing with Camtasia: If you own Camtasia Studio (version 8 or later), you can 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 here. • Use the PowerPoint plugin for TechSmith Relay: Using PowerPoint, you can create a presentation of your classroom syllabus. 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.

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