



Lesson 7 – Leave Instructions for Guest Teachers

Description:	<p>Throughout the school year, teachers have to be absent for one reason or another. Whether it's for professional development, a sick day, etc., you're going to have to take a day off from time to time. One of the biggest challenges about being absent from your classroom, is having to leave instructions for your guest teacher to follow. Particularly if the guest teacher is new to the building and/or your classroom, it can be difficult and time consuming to write thorough instructions and lesson plans. One way to save some time and ensure you're leaving thorough instructions for your guest teacher is to create videos. Creating a video allows you to easily give verbal and visual instructions for your guest teachers.</p> <p>The following are some examples of videos you may want to create for a guest teacher:</p> <ul style="list-style-type: none"> • A tour of your classroom (Where do you keep supplies? Specifically, where are the supplies they will need for the day? Where do students line up? Where do students sit for group time? etc.). • A tour of the school (Where are the special area classrooms? Where are the students' lockers? Where are the exit doors for recess? Where will students come in and out of the building from? Where is the cafeteria?..). • How to operate the different technologies in your classroom (interactive whiteboards, document cameras, sound system, etc.) • How to take attendance and lunch count • How to login and utilize different programs on the computer (student information systems, your LMS, a class website, etc.)
Goal:	<p>By the end of this activity you will be able to create video instructions for your guest teachers to reference when you are absent.</p>
Materials:	<ul style="list-style-type: none"> • Mobile device (tablet, smart phone, etc.) • TechSmith Fuse Mobile App • Tripod for your mobile device (optional) • Any additional materials you need for the lesson <p>AND/OR</p> <ul style="list-style-type: none"> • Laptop or desktop • TechSmith Relay Desktop Recorder • Microphone (if your computer does not have one built-in) • Webcam (optional) • Digital content
Procedure:	<p>There are a couple of different ways you can approach this activity. Depending on the type of video you are looking to create, you may be using a mobile device and the TechSmith Fuse app, or the TechSmith Relay Desktop Recorder.</p> <p>1. If you are creating a video where you want to give a tour of the classroom or building, provide them information on where to find supplies in the room, or leave instructions on how to use the different supplies/hardware in the classroom: For this scenario, you will want to use the TechSmith Fuse app and your mobile device.</p> <p>Procedure for this scenario:</p>





1. Set up your mobile device and tripod (if you are using one). Make sure you can fit in all of the area(s) you wish to record in your frame.
2. When you are ready to begin recording, open up the TechSmith Fuse app on your mobile device.
3. Select the video camera icon to switch to video mode.
4. Use the red record button begin the recording.

Pro Tip: When you make a video on a mobile device, you want to make sure you hold your device horizontally (landscape) for a better viewing experience later.

5. When you finish your recording, press the red record button to stop.
6. Send your video to your TechSmith Relay account for sharing.
7. Share your video. For this step, if you will want to include the link to your video in your lesson plans for the guest teacher.

Please Note: In order to view the videos, your guest teacher will need to be able to login to TechSmith Relay. You may want to leave your credentials for them to use, or you may want to check 'Remember Me' on the TechSmith Relay login page, so the guest teacher can login with your account automatically.

Pro Tip: To shorten or customize the links to your TechSmith Relay videos and groups, you may want to make a [Bitly](#).

2. If you are creating a video where you want to leave instructions for your guest teacher regarding how to do something on the computer: For this scenario, you will want to use the TechSmith Relay Desktop Recorder.

Procedure for this scenario:

1. (Optional) Create an outline for your video (s). What will you say? How will you organize and present your content?
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.
3. Record your video using the TechSmith Relay Desktop Recorder.
4. When you've finished recording your video and you're satisfied with it, submit it to TechSmith Relay for sharing.
5. Share your video. For this step, if you will want to include the link to your video in your lesson plans for the guest teacher.

Please Note: In order to view the videos, your guest teacher will need to be able to login to TechSmith Relay. You may want to leave your credentials for them to use, or you may want to check 'Remember Me' on the TechSmith Relay login page, so the guest teacher can login with your account automatically.

Pro Tip: To shorten or customize the links to your TechSmith Relay videos and groups, you may want to make a [Bitly](#).





Modifications:	<ul style="list-style-type: none">• Additional trimming with Snagit: 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 here.• Additional editing with Camtasia: 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 here.
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Return to [Table of Contents – Fifteen Lesson Plans](#)

