Creating effective tutorial and demo videos

Video can be more than just your voice over presentation slides. Another effective way to use video is to demonstrate a skill or activity to your students. Here are some examples you may consider:

Using your computer screen	Recording in a physical environment
- Show how to complete a function or task using specific software - Demonstrate online research techniques for an upcoming assignment - Give a tour of the D2L shell for your course - Create a visualization of a process using a digital whiteboard	- Show how to use a piece of equipment or tool - Identify parts of an object, tool, model, etc... - Lead a virtual tour of a space - Show a scientific experiment - Demonstrate a physical action or activity - Act out a scenario - Illustrate a concept using objects as props

Planning and prep - checklist

☐ Determine if the demo will be on-screen or in a physical environment

☐ Break the demonstration into a series of steps (between 3-7 steps is ideal).

☐ Plan to record each step as its own video (aim for each video to be approximately 1 to 3 minutes long).

☐ Write a short script/point-form notes for each step so you don't forget crucial information. Avoid specific references to dates, times, modules, etc. so you can reuse your videos for other purposes.

☐ Consider preparing companion materials. For example, written step-by-step instructions or a checklist.

☐ Collect any materials you may need to conduct the demo.

☐ If your demo will lead to a final product, consider creating examples/prototypes in advance.

☐ If you will be recording your screen, make sure all programs/browser tabs are ready to go and any other programs/browser tabs are closed.

☐ If you are recording with your phone, ensure it is fully charged and that you have a significant amount of storage space (video files are big!). Mute notifications by switching your phone to airplane mode.

Software and equipment

The options for producing demo videos range from virtually free to expensive, and from simple to sophisticated. Please refer to **Audio-Video Tech for Teaching** for suggestions.

Recording videos

When you are ready to record, keep the following in mind:

- Make every effort to get rid of any distractions including sounds, objects and busy backgrounds. If you are in a noisy environment, consider purchasing a microphone.
- Always do a quick test recording to make sure everything is working properly.
- When the video will involve a series of steps using an object/equipment/etc.., start by showing the object in its entirety in an introduction video. Move in close for each step to show the details.
- Remember to avoid referring to specific course-related dates and details
- When you start recording, pause for about 2 seconds before you begin. Do the same at the end of the recording. This will alleviate any chance of cutting off your first or last words.

Please refer to **Video recording tips for teaching** for more.

Editing videos (optional)

Editing requires the most technical skill in video production. If you are concerned about a steep learning curve and adding time to complete your videos, you can avoid editing entirely by following the suggestion above to record each step as its own short video.Please refer to **Video editing for tips for teaching** for more.

Sharing videos

Once you have video files ready to go, you can add them to your D2L content as a list of topics within a module. We recommend using one of two methods to share your videos:

1. **Google Drive:** This guide on content storage and sharing with Google Drive will walk you through the process of setting up a course folder, uploading videos and adding them to D2L. Google Drive's video player offers speed controls, quality options and the ability to add closed captions.It also allows you to set permissions including view only and advanced options to restrict copying and download of assets.

2. **YouTube:** You can link videos from your YouTube account to your D2L Brightspace shell using the audio/video option for adding content in D2L. In addition, YouTube generates automated closed captions that can be edited. If you don't want others to easily find your videos, set them to unlisted.

Activities with demo videos

To encourage students to engage with this content, consider the following activities.

- A short reflection activity before/after watching the video (how much do they know, what are they hoping to learn, how could they see themselves using this information/skill, etc…)
- Quizzes for review part-way through a series of videos, and again at the end.
- Collaborative note-taking in small groups (ex: a shared Google doc) to create a companion guide.
- Create their own demo: make a video or an image slideshow of them using what they learned.
- A small assignment or challenge to apply what they learned in the videos.