

Provide Effective Directions With a Video

In addition to providing written directions for an assignment, it can be very helpful to provide a video recording of you offering a detailed explanation of both the purpose of the assignment or activity and the steps required to complete it.

1. Choose the appropriate approach to deliver the assignment or activity directions.
 - a. **Verbal directions:** If you only need to talk the students through the purpose and directions, use your computer's webcam to record yourself restating the purpose and elaborating on the written directions.
 - b. **Illustrated directions:** If you think it would be helpful to illustrate the steps students need to use to solve a problem or address an issue, you can either (a) record yourself verbally reviewing the steps while writing out the key steps or processes on a chalkboard or whiteboard; or (b) use a digital smart pen to write the key steps or processes, convert your notes into a digital format, and then record a voice-over offering additional information about each step in the process.
 - c. **Illustrate separate steps:** Use PowerPoint to map out the step-by-step directions. Allow one step on each slide with explanatory text and visuals as appropriate. Then use the PowerPoint voice-recording function to narrate each slide. You can also use video software, such as [Panopto](#), to record yourself and your PowerPoint presentation side-by-side.
 - d. **Synchronous Q & A Session:** If you anticipate that students will have questions as you review each step, hold a live session using virtual meeting software such as Zoom or Skype. Review the directions one step at a time, addressing student questions as you proceed. Record the session and post it on the course site for those who could not attend to watch and for those who were present to watch again as needed.
2. Remember to start by explaining the purpose of the assignment.
3. Be sure to tell students to have a printed copy of the directions available as they watch the video or attend the live session so they can take notes and write down questions.
4. Create a discussion forum for students to post questions about the assignment after they watch the video.
5. It can also be helpful to provide examples of successful assignments with explanations about why they were successful.