

Thinking about The Three Recording Methods

Let's take a moment to deconstruct the three recording methods to better understand the many choices you have within any one method.

Goal: AACPS now offers three methods to teachers for recording instruction in Google Meet. Below are three methods for teachers to choose from when recording instructional lessons in Google Meet. Ideally, we are seeking to increase real time student instructional engagement and participation while also increasing the ability for students who are present in the live virtual classroom and those not present to learn the content and skills of the lessons after the school day is over.

Preferred Method: Record live teaching during the instructional learning blocks with students' microphones and cameras turned on.

- This is the preferred recording method when all students in a classroom have permission for their cameras and microphones to be active (on) during recording.

- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording.

NOTE 1: Because all students in your classroom have permission to be recorded, the easiest thing to do is let the students know you will be recording and ask that they keep their cameras and microphones on. There is not harm in recording the whole lesson. All student questions and classroom discussion will be recorded. This should be rather simple to manage as you will more than likely be starting the recording near the beginning of the period and ending it near the end of the period. If at some point you break into small groups, at that time you could stop recording.

Alternate Method - 1: Record only the teacher's live classroom direct-teaching core lesson of a given day's concepts and skills with all students' microphones muted and all students' cameras off. (5-7 min recording once or twice during a learning block)

- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording.

- The teacher will announce to the class when recording will begin and ask that all microphones be muted (or She/he will mute all students' mics). The teacher will record for a few minutes, end then end the recording at which time full student participation can begin again with microphones and cameras on.

NOTE 1: In preparation for using this method, the teacher will initially change their Google Meet layout to the "Spotlight" layout. Then, the teacher will mute all students' microphones. Since video images of students appear on screen when a student speaks, muting all microphones prevents the recording of student video images.

NOTE 2: Teachers who choose this method should NOT record the entire lesson. There are many different options for teachers when using this method. For example, a teacher may

...welcome the students to the class, engage them with cameras and mics on, and then when appropriate let the students know they will be readying to record by asking students to mute their microphones (or the teacher may mute them), click on the 'spotlight' layout mode, and take a few minutes to record the lesson goals, objectives, and central concept or skill of the day. Following this sharing of information, the teacher will stop recording, unmute student microphones, and

begin opening the classroom for student interactivity once again. Teachers could record one or more times during a learning block according to student needs.

...choose to use this method when they summarize their lesson at the end of a learning block. The teacher will teach the great majority of the learning block with cameras and microphones on. After teaching the lesson, doing group work, facilitating a highly engaging interactive lesson, they may choose to record the last few minutes of the block as they summarize the goals, objectives, and highlights of the core lesson.

...elect to record the lesson goals and objectives at the beginning of the class, then stop recording for the great majority of the lesson. Then, teachers may record again for some time as they teach the core concept or skill. Teachers who choose to use this method in this way will become comfortable with taking a few minutes multiple times during a learning block to focus on their direct-teaching while they record. This is similar to how a teacher may operate in the brick & mortar school when they take a few minutes to present a concept, work a problem, etc. Following the presentation, the recording is stopped and the floor is then opened for student questions.

Alternate Method - 2: Pre-record the direct-teaching core lesson of a given day's concepts and skills.

- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording. - When this option is selected, the teacher will not record during the real time teaching of the instructional learning blocks. All students will be expected to have their microphones and cameras on during real time instruction, so they are able to fully engage in the interactive learning setting.

- The teacher cannot use the pre-recorded lesson in live teaching during the school day's learning blocks. Instead, the pre-recorded lesson will be the lesson that is posted in the teacher's Google Classroom for use by students after the school day is over.

NOTE 1: Teachers who choose this method should NOT record the entire lesson. On some days this video may be 5-7 minutes in length and on other days it may be 10-15 minutes long; it will depend on the content of the lesson.

NOTE 2: Grade level teachers may share these pre-recordings for posting across grade level provided they are collaboratively planning together, and their lessons somewhat mirror each other from a core content perspective.

NOTE 3: Same subject teachers may share these pre-recordings for posting across sections of courses provided they are collaboratively planning together, and their lessons somewhat mirror each other from a core content perspective. For example, the Algebra I teachers in a high school who all collaborative plan for the week's lessons, may share the pre-recording of core lesson components to post in their Google Classrooms each day of the week.

Summary:

Each teacher should choose the method that works best for their students based on each day's lesson, parent permissions for student recording in any given classroom, and teacher's thoughtful planning for student concept and skill attainment.

Recordings for each learning block must be posted to teacher's Google Classrooms by the end of each workday. Students who attended live instruction and those who were unable to attend in

real time should be able to view the recorded lesson on the evening following each day's lessons. NOTE: Only students enrolled in the classroom where the video recording was made will be able to see their class' recording.