


“Flipping” Professional Development Session

Create Your Lesson in the Notebook Software:

NOTE: When designing your lesson, leave the bottom 1/9 of the page, blank for the video box.

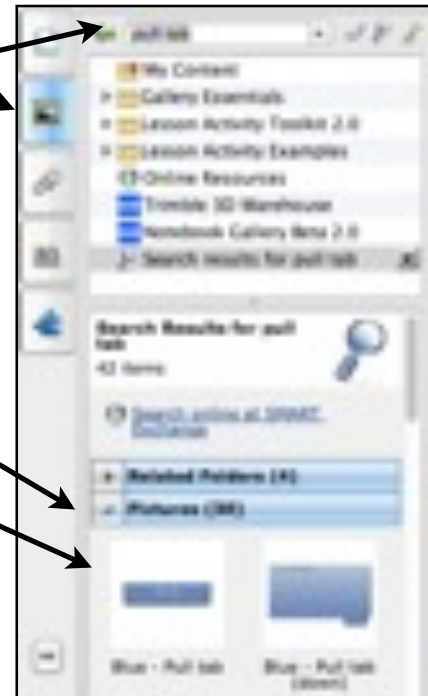
1. Open up the Notebook file “Example Notebook File” which was sent to you in an email.
2. Add a screen shade to page 1 by clicking on this icon on the tool bar. → 
3. Go to page 2 and add a “pull tab”.

- a. Click on the Gallery tab.

- b. Search for “pull tab” in the search box at the top of the window.

- c. Select pictures.

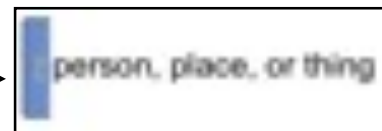
- d. “Click-and-drag” one of the pull tabs onto the slide.




- e. With the “pull tab” selected, rotate the pull tab with the “green circle” 45 degrees clockwise.



- f. Resize and move the “pull tab” so that it is to the left of the definition of “subject”.



- g. Select both the “definition” and the “pull tab”.
- h. Group the “definition” and the “pull tab” by going to Arrange > Group > Group.
- i. Move the grouped items to the right so that the definition is off the screen and all that you can see is the “pull tab”.

4. Click back on the page sorter icon. → 
5. Click on page 2 to make sure it is selected.

6. Insert a blank page by going to the page 2 drop-down menu and selecting “Insert blank page.”
7. Click on the blank page and type in the page title: Examples.
8. With the selection tool (arrow), move the title to the top and resize the text for a page title.
9. Type in one sentence, move, and resize.
10. Now that your lesson is completed return to page 1.

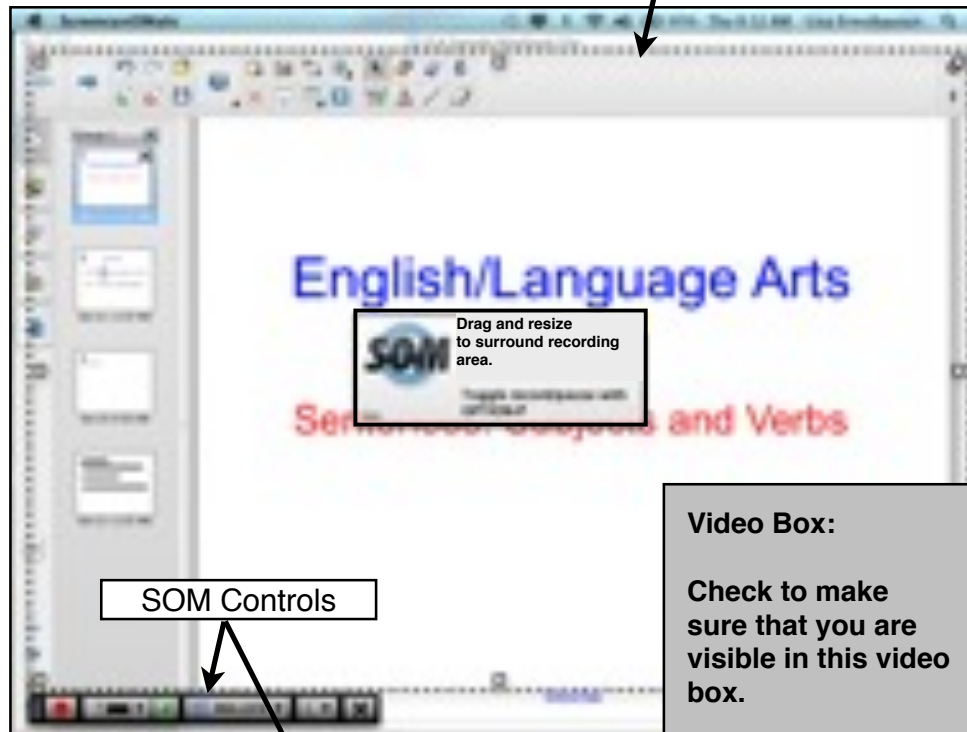
Record Your Tutorial with Screencast-O-Matic (SOM):

NOTE: The tutorial must be under 15 minutes.

1. Locate SOM on your dock and open the application. →
2. Click on “Use Free Version”.
3. Review SOM screen and controls:



Recording area is inside the dotted box.



Record
/Pause

Microphone

Screen
Resolution

Facetime
Camera

Quits
SOM

- a. Drag and resize the dotted box to surround the recording area.
 - b. Microphone should be set to “Built-in Input”.
 - c. Screen resolution does not need to be changed.
 - d. FaceTime camera should be set to “FaceTime HD Camera (Built-in)”. (NOTE: The research states that you should include the video box of you speaking as this increases student engagement with the tutorial.)
 - e. Check to make sure that you are visible in the video box.
4. Go to full screen mode in the Notebook file. (NOTE: You should still be able to see your video editing edges in SOM so you can see what is going to be included in your video.)
 5. Expand the Notebook toolbar so that the selection tool (arrow) is readily available. (NOTE: You must click on the “Show Tools Menu” icon in order to access the pens and the eraser.)
 6. Press the record button on the SOM controls.
 7. When the “Hiding web cam preview” window appears, click “OK”. (NOTE: This will hide the video box from your view so that you are not distracted.)
 8. After a 3-2-1 countdown, SOM will start recording. Some items to note:
 - You can see a running total of your time in the SOM controls.
 - There is a “pause” button if you need to temporarily pause the recording.
 - Once you start recording, the Notebook toolbar will temporarily disappear until you click on the Notebook file again.
 - When you want to grab the “pull tab” you must use the selection tool (arrow).
 9. Teach your lesson as if you were in class. If you make a mistake, correct yourself and continue. Do not stop, delete the recording, and start over again.
 10. When your lesson is completed, click on “Done”.
 11. The “SOM Preview” screen will appear and you should click on the “Publish to Video” link.
 12. Use all of the of the default settings in the “Publish to Video File” screen and click on the “Save Video” button.
 13. Give the tutorial a descriptive name and save it to the “Desktop” or a specific location of your choosing.
 14. Click on the “Save” button.
 15. Quit out of the SMART Notebook file and **DO NOT SAVE** the changes so that the integrity of the original file is safe.

Upload Your Tutorial to Moodle:

1. Log into Moodle and access your Moodle course.
2. Click on the “Turn editing on” button in the upper right hand corner of your course.
3. “Drag-and-drop” the tutorial file from your computer into the designated topic of your course.

4. To change some of the default settings for the uploaded tutorial, click on the “Update” icon (gear) for the tutorial.
 - a. You must have “something” in the description field. You can copy-paste the name of the tutorial or type in a description of the tutorial.
 - b. Locate the “Options” heading and from the “Display” drop-down menu select “Force download” as this option allows for easier access across a variety of platforms.
 - c. Deselect the checkbox next to the file size if you want a cleaner look in your course.
 - d. Click the “Save and return to course” button.
5. Switch role to: “Student” and click on the tutorial link to see what the students will see.
6. Go back to the main page of your course and Switch role to: “Return to normal role”.

Other Features in Moodle to Use in Conjunction with the Tutorial:

- Forum - You can create a “Single Simple Discussion” forum so that students can post their questions about the content of the tutorial. You can then answer the questions in the forum and/or in class.
- Course Participation Report -
 1. In the “Navigation” block, click on the “Current Course” link to open it up.
 2. Click on the “Reports” link to open it up.
 3. Click on the “Course participation” link to open it up.
 4. On the “Course participation” screen, make the following selections:
 - a. From the “Activity module” drop-down menu, select the name of the tutorial.
 - b. From the “Show only” drop-down menu, select “Student”.
 - c. Click on the “Go” button.
 5. Once the “Course participation” report appears, follow these steps to take a quick scan of those students who did not watch the tutorial:
 - a. Scroll down to the bottom of the page.
 - b. Click on the “Show all ##” link.
 - c. Scroll down to the bottom of the page again.
 - d. Click on the “Select all no” button.
 - e. A check mark will appear in the “Select” column of each student who did not watch the tutorial. This will allow you to quickly scan the list of students for those who did not watch the tutorial.

Advantages of “Flipping”:

- Your opportunity to discover student misconceptions and procedural confusion is increased.
- You address students’ higher-order questions concerning homework.
- Students spend more class time on experiments and investigations.
- Students spend more class time on project-based learning activities.
- Students work in groups or independently to solve problems.
- You can differentiate instruction as necessary.