TOOLS FOR FLIPPING TO DIGITAL

The IPSQ Transition

THE PROJECT

• Move School of Business to the Parramatta City Campus in 2017

• Convert most undergraduate units (81 units) to a flipped classroom format (1 hr online, 2 hr tutorial)

• Digital resources development for online delivery that is rich, current, flexible and responsive
PROJECT MANAGEMENT

• Online planning tool

• Digital resources toolkit

• Lecture recording process flow-chart

‘Move the entire School of Business to a new Campus by 2017 and convert the majority of undergraduate units from traditional face-to-face lecture format to a flipped classroom format’
Getting Started

• Develop effective workflow
• Set guidelines
  – Set naming conventions
  – Set filing structure
  – Develop templates

Keeping track

• Spreadsheet
  – Booking time for recording
  – Who will be recorded
  – Who will be doing the recording
  – Where the recording will take place
  – Status of each production stage
Keeping track

Track and manage the development of digital resources

ONLINE PLANNER
Online Planner
A web-based application for planning, tracking and reporting

Unit planning
Digital resources visual breakdown
Allocate team’s resources accordingly

Managing digital resource production
Schedule and allocate the capture of digital resource
Managing digital resource production
Track production progress

Reporting status to stakeholders
Generate figures using the reporting tool
Online Planner
Innovative tool to manage this large and complex project

Providing information and guidance to academic staff

DIGITAL RESOURCES TOOLKIT
### Digital Resources Explained

<table>
<thead>
<tr>
<th>Multimedia Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLC, YouTube, Khan Academy, lynda.com etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text Based Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal articles, book chapters, online articles etc.</td>
</tr>
</tbody>
</table>

#### Produced by academics

<table>
<thead>
<tr>
<th>Screen capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video captures presentation slides and voice-over (or web-cam) from your computer screen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Device capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use your smartphone, Qubi or camera etc. to capture video of yourself</td>
</tr>
</tbody>
</table>

#### Produced with the LIFT team

<table>
<thead>
<tr>
<th>Lecture pod</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled with camera and lights in studio setup</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whiteboard capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing equations, demonstrating processes, illustrating concept maps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled with camera on location, e.g. guest speakers, interviews etc</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graphical and digital design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infographics, web resources, specially graphical and engaging visual elements</td>
</tr>
</tbody>
</table>

### Screen Capture

Screen capturing (also known as screencasting) allows you to record on-screen activity for short tutorials, visual presentations, and communicate while you demonstrate with Powerpoint slides, webpages, or any other visual element on your computer. You are able to choose to capture the screen and your voice, or include a web-cam video feed in the recording.

The School of Business uses and recommends the Screencast-o-matic software for screen capturing.

#### Examples

**Screen capture with voice-over**

![Example of screen capture with voice-over](image1)

In this example the academic recorded only their voice and the Powerpoint slides.

**Screen capture with web-cam feed**

![Example of screen capture with web-cam feed](image2)

In this example the academic chose to record a video feed of themselves along with the Powerpoint slides.

### About Screen Capturing

To achieve the best outcomes for learning and teaching online it is better to record a series of short lecture capture videos to cover a single-week’s content than a single recording, so a traditional 3-hour lecture might be transcribed into 4-5 individual 40-60 minute screencast recordings.
Getting Started with Screencast-o-matic

Make a voice over recording
Step-by-step instructions on how to make a voice over recording

Make a video feed recording
Step-by-step instructions on how to make a video feed recording

Getting the software
Find out where to get the Screencast-o-matic software and how to install it

Checking your equipment
Setup your recording environment including testing your recording equipment

Editing and exporting
How to edit your screencast recording and export the video

Make a voice over recording
The following steps outline how to record a PowerPoint presentation, however, Screencast-o-matic will work with any software/app on your computer. It records whatever is on your screen at the time of recording. The following steps will work as a guide for all applications.

1. Open your PowerPoint slide
2. Launch Screencast-o-matic
3. Click the red 'Record' button to open the Recording tools menu
4. Select the size of the Fullscreen

5. Go to PowerPoint, turn on Slideshow view
6. On the Record tools menu select Camera as the recording type.
Streamline the process
Assure consistency and quality

WORKFLOW CHART
<table>
<thead>
<tr>
<th>Production</th>
<th>Postproduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver lecture pool</td>
<td>Accept video</td>
</tr>
<tr>
<td>Review memory cards</td>
<td>Start timer</td>
</tr>
<tr>
<td>Prepare room</td>
<td>Update planter progress</td>
</tr>
<tr>
<td>Take notes of any mistakes</td>
<td>Copy and contact if videos to download</td>
</tr>
<tr>
<td>Shoot/record/collect and together</td>
<td>Export video</td>
</tr>
<tr>
<td>Copy over from hard drive</td>
<td>Update planter progress</td>
</tr>
<tr>
<td>Update planter progress</td>
<td>Final list to complete</td>
</tr>
</tbody>
</table>

- If there are any changes, notify supervisor.
- Re-export.