

TOOLBOX FOR MAKING BLENDED LEARNING VIDEOS

**Document III. Checklist: Considerations for editing**

After you finish scripting your lecture, you’ll have a strong desire to call it a day and go on to film. **Resist that urge.** Taking time to run through this checklist and add some finishing touches will make a huge difference in the final quality of your lecture. Go through each checkpoint below, and when all lights are green, then go ahead and start filming.

**General**

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| --- | --- |
|  | **Total word count is about 750-1,500 (5-10 minutes)**  We’ve found the ideal lecture duration for keeping students engaged is 5-10 minutes. If your lecture is nearing 20 minutes or more, find a natural breakpoint in your lecture and split it up. |
|  | **Jargon is avoided**  You might be so accustomed to using industry jargon that you don’t even realize you’re doing it. Double check and make sure that any specialized language is either avoided or clearly explained. |

**Intro**

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| --- | --- |
|  | **Not only introduces content but demonstrates the importance or what is coming up**  There’s much more to learning than just transferring information.  A good teacher will also motivate the student. One way to do this is to demonstrate the importance or usefulness of what is being covered in the lecture. |
|  | **Gives a short overview of what will be covered and what the student will have gained by the end**  Giving students an overview of what’s to come will prepare them to learn and help keep them focused on the main things to be covered. |

**Body**

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| --- | --- |
|  | **Includes at least 1-2 instructional devices**  Most lectures will have at least one or two parts that are a bit confusing or complex.  For those parts, use the instructional devices chart to help make comprehension easier for your students. |

**Conclusion**

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| --- | --- |
|  | **Contains a review of key points covered**  Repetition helps the brain prioritize what’s important and also aids memorization |
|  | **Ends with a teaser/preview for what will be learned in the next lecture**  Ever wonder why TV shows always show a preview of the next episode? To bring you back. Online courses have notoriously high drop-off rates in terms of engagement, especially after a lecture ends. Keep your students engaged by giving them a short teaser of what skill they’ll gain in the next lecture. |

(Source: Udemy <https://info.udemy.com/scripting-docs.html>)