LCOM Technology Services:
Suggested Actions and Timeline

*Educational Technologies @ Larner Learning Commons*

The Educational Technologies team is located in the Larner Learning Commons (entry through the Dana Medical Library). For assistance, please use the email below.

edtech@med.uvm.edu

http://www.med.uvm.edu/techservices/comet/activelearning
**Active Learning Tips and Reminders**

Here are a few items that we often find useful in supporting active learning modalities.

- Ask yourself: Do you have a PowerPoint that you are hoping to use as a starting point for your conversion? What model did you use previously for your class instruction? How long was your lecture? What outcomes determined successful learning for your students?
- Identify objectives for your active learning modules. These objectives should be approved by your course director, not EdTech. Please note: These objectives will most definitely differ from your original lecture materials. You may be meeting other objectives during the associated Active Learning session(s).
- Plan the breakdown/chunking of the pre-work material. It has been stated that videos longer than 5-10 minutes aren’t ideal for learning. Think about making multiple short clips.
- Consider cognitive load – don’t ask your audience to interpret the same information in multiple modalities.
**Camtasia**

Camtasia is screen recording and video editing software. It can be used for creating pre-work modules for Active Learning class sessions, or to do basic video editing if a recording has already occurred.

**Steps**

- Plan the breakdown/chunking of the pre-work material. It has been stated that videos longer than 5-10 minutes aren’t ideal for learning. Think about making multiple short clips.
- Create a script for your pre-work modules. This script will prevent extra pauses or mistakes. It is much faster to record with a script than it is to edit out mistakes.
- Once the script and instructional materials are ready, schedule time with the EdTech team. We are here to help teach you how to create your Camtasia video, and we will support you through the process of recording, editing, and exporting it for student use.

**Timing**

- Training: 1-2 hours
- Preparation and script-building: Varies by topic and individual instructor
- Recording and editing: For every hour of content, expect to spend 2-3 hours for recording and editing.

**Contact**

- Reach out to the Educational Technologies group via email or in person (Larner Learning Commons).
- Suggested timeline for connecting is at least 3 weeks prior to implementation of pre-work materials.
Responsive Feedback (Clickers)

Clickers can be used to collect formative feedback from students during class sessions.

Steps

- Ask yourself: How will you use the clickers? What information are you trying to obtain/gather? What questions will you ask? How will those questions be delivered?
- Once you have your questions and objectives determined, schedule time with the EdTech team. We are here to help teach you how to use the TurningPoint software in conjunction with PowerPoint (or other presentation medium).

Timing

- Training: 10-15 minutes (add 15 minutes if you are going to use your own computer)

Contact

- Reach out to the Educational Technologies group via email or in person (Larner Learning Commons).
- Suggested timeline for connecting is at least 5 business days (1 week) prior to implementation of the clickers.
**OneNote/ClassNotebook**

With an adoption rate of over 96%, our students already use OneNote software to annotate curriculum materials in order to deepen their learning. This software allows for real-time collaboration between students and faculty. It also provides a way to annotate other documents related to academic material.

**Steps**

- Ask yourself: How do you think OneNote could enhance your interaction with students? What type of active learning behavior would you like to utilize to enhance learning? How many people would you like to use your document at a time?
- Once you have your questions and objectives determined, schedule time with the EdTech team. We are here to help teach you how to use the OneNote software in conjunction with PowerPoint (or other presentation medium).

**Timing**

- Training: 45-60 minutes (add additional time if you would like to have help setting up your document)

**Contact**

- Reach out to the Educational Technologies group via email or in person (Larner Learning Commons).
  Suggested timeline for connecting is at least 15 business days (3 weeks) prior to planned OneNote usage.
SoftChalk

SoftChalk is a piece of software that allows instructors to create interactive modules for learning. Students will be able to review material and take summative quizzes to ensure knowledge acquisition.

Steps

- Outline the goal of your instructional module
- Review the online examples of SoftChalk
- Once you have your questions and objectives determined, schedule time with the EdTech team. We are here to help teach you how to use the SoftChalk software
- Design your instructional module for your pre-work information.

Timing

- Training: 30-40 minutes with EdTech Staff

Contact

- Reach out to the Educational Technologies group via email or in person (Larner Learning Commons).
- Suggested timeline for connecting is at least 15 business days (3 week) prior to implementation of the clickers.
Audio Visual Room Review/Requests

The Larner College of Medicine has many types of space outfitted with learning, collaboration and conference technology. We have staff who specialize in the use and support of these rooms. If you are planning on teaching or meeting in any of LCOM’s spaces, please reach out for a room review.

Steps

- Determine what technology may be needed – What do you want to do in the Larner space?
- Once you have your questions and objectives determined, schedule time with the AV Team (Bruce Kimball or Jason Towsley) before you schedule a room. We are here to help determine the appropriate learning or meeting space, and to teach you how to use the technology in your chosen space so that your instruction or meeting goes smoothly.

Timing

- Training: 30-45 minutes (newer technology may require more time)

Contact

- Reach out to the Educational Technologies group via email or in person (Larner Learning Commons).
- Suggested timeline for connecting is at least 5 business days (1 week) prior to your lesson or meeting.