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| 10 steps to building a DMU Replay session (asynchronous / recorded). | | |
| 1 | Before session:   * Signpost where to find session resources on Blackboard * Signpost DMU Replay sessions in module guide |  |
| 2 | Setting up session:   * Ensure that an appropriate microphone is used. |  |
| 3 | Recording the session:   * Select module folder for recording in panopto.dmu.ac.uk * Select recording options (PowerPoint/video/camera) |  |
| 4 | Tell students how to access session:   * Add student DMU Replay guide to Blackboard * Blackboard announcement / email |  |
| 5 | Delivery - explain how session will run e.g.:   * Give outline of session content at start * Give length of session in description |  |
| 6 | Delivery – explain learning e.g.:   * Provide PowerPoint slide containing learning outcomes * Refer to learning outcomes at start and end of session |  |
| 7 | Delivery - opportunities for interaction e.g.:   * Ask students to pause recording and carry out a task * Ask students to pause recording and refer to resources |  |
| 8 | Delivery - knowledge checks e.g.:   * Use the quiz function to check understanding * Refer to other resources on Blackboard |  |
| 9 | Delivery - signpost further resources e.g.:   * A Blackboard forum where issues can be discussed * Learning support available from Learning Services |  |
| 10 | After session - further resources on Blackboard e.g.:   * Resource list * Task, forum discussion or live seminar / tutorial based on session |  |