

## Flipped Teaching Matrix

This resource shows the visual learner the exact steps to follow in order to use videos & podcasts to “Flip” your classroom.

Step	Task	Actions Taken
Step 1	Choose a topic for your video or podcast	*Make sure your video/podcast covers a topic that can be covered in a presentation that’s less than fifteen minutes long
Step 2	Download software	*To make a podcast, download free podcasting software from aTube Catcher, AudioFlash, or Audacity *To make a screencast, download free screencasting software from aTube Catcher, CamStudio, Jing, Educreations, or another screencasting site
Step 3	Make a video or podcast	*Use a Flip camera, smartphone, or other brand of video camera (if you are shooting a live-action video) *Use a screen capture program if you are going to record your computer screen (examples are aTube Catcher, CamStudio, Camtasia, Jing, Educreations, et. al.) *Use aTube Catcher, AudioFlash, or Audacity to make your podcast
Step 4	Download your video to your computer	*Plug your camera into the USB port of your computer *Click “Start”, then “Computer”, then the “Removable Storage” device to access your video file (if a window didn’t automatically open) *Click “Open Folder to View Files” and locate the video you want to download *Drag the video onto your desktop *If you made your video using a screen capture program, the video is already saved on your desktop *If you make a podcast using aTube Catcher, AudioFlash, or Audacity, your podcast will automatically be saved on your desktop
Step 5	Edit your video (optional)	*Use Microsoft Movie Maker”, “Flipshare”, or another video-editing program
Step 6	Create Accounts	*Create a Blogger account by going to <a href="http://www.blogger.com">www.blogger.com</a> *Create a Vimeo account by going to <a href="http://www.vimeo.com">www.vimeo.com</a> *Create a Podbean account by going to <a href="http://www.podbean.com">www.podbean.com</a> *Write down your login information for these sites and keep in a safe place!

Step 7	Upload your video to Vimeo	<ul style="list-style-type: none"> <li>*Log in to <a href="http://www.vimeo.com">www.vimeo.com</a></li> <li>*Click "Upload Video"</li> <li>*Find your desired video, and double-click on it</li> <li>*Click "Upload Selected Video"</li> <li>*Choose your desired settings</li> <li>*Wait for the video to completely (100%) upload</li> </ul>
Step 8	Upload your podcast to Podbean	<ul style="list-style-type: none"> <li>*Log in to <a href="http://www.podbean.com">www.podbean.com</a></li> <li>*Click "Publish a Podcast"</li> <li>*Click "Publish a New Show"</li> <li>*The site will ask you for the title of your podcast, and a short description</li> <li>**"Browse" your desktop to find the file you want</li> <li>*Select file and hit "Upload"</li> <li>**"File Type" setting should be "MP3"</li> <li>*When finished uploading, hit the "Publish" button</li> <li>*Give students the URL for your Podbean page</li> </ul>
Step 9	Embed your video in website or blog	<ul style="list-style-type: none"> <li>*Log in to <a href="http://www.vimeo.com">www.vimeo.com</a> and choose the video you want to embed. Click on the "Share" button in the top right-hand corner of the video. Copy the "embed code" located in the window called "Embed"</li> <li>*Log in to <a href="http://www.blogger.com">www.blogger.com</a> and choose your blog from the choices in your Blogger dashboard.</li> <li>*Hit the "New Post" button</li> <li>*In the body of the new post, type instructions, questions, or other content</li> <li>*Right-click in the body of the post, and "paste" the embed code in the body of the post</li> <li>*Hit "Preview" to see what the post will look like, and make changes if necessary</li> <li>*Hit "Publish" to publish your new blog post</li> </ul>
Step 10	Embed your podcast in website or blog	<ul style="list-style-type: none"> <li>*Log in to <a href="http://www.podbean.com">www.podbean.com</a></li> <li>*Click "Publish a Podcast"</li> <li>*Click the "Manage" tab at the top of the page, a list of your podcasts will appear</li> <li>*Click the "Embed Code" button next to the podcast you want to embed</li> <li>*Highlight the entire code, then right-click on it and hit "Copy"</li> <li>*Log in to <a href="http://www.blogger.com">www.blogger.com</a> and choose your blog from the choices in your Blogger dashboard.</li> <li>*Hit the "New Post" button</li> <li>*In the body of the new post, type instructions, questions, or other content</li> <li>*Right-click in the body of the post, and "paste" the embed code in the body of the post</li> <li>*Hit "Preview" to see what the post will look like, and make changes if necessary</li> <li>*Hit "Publish" to publish your new blog post</li> </ul>

<b>Step 11</b>	<b>Have activities ready for class time</b>	<ul style="list-style-type: none"><li><b>*Activities should expand upon ideas presented in the video/podcast</b></li><li><b>*Students should have to take ideas from the video/podcast and complete extension activities</b></li><li><b>*Class discussion, cooperative learning, collaborative learning, inquiry learning, and other instructional strategies are recommended</b></li></ul>
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