"Creating Digital Lessons for 2 – Credit Hours"

This course is designed to be completed in 25 hours or more depending on the difficulty of your lessons. You are required to create four (4) lessons. Each lesson should become easier after you designed the first two. The length of time will not be shorter but you will then understand the steps needed to obtain the correct result.

This course is designed to provide your students the flexibility of 24-hour access to your instructions, working at their own pace. You will not have a face-to-face meetings or online chat sessions with this course. The website will provide you with all the instructions needed with examples. Please email me your phone number upon registering for the class. I will provide a call to clear up any questions you may have. Registration may take place at any time during the year. There is not a set beginning or end time. You must finish by the date we have posted on the Classes web page "**Classes**". Teachers may choose to take (start) this class at any time prior to the ending date. The span of time needed to complete the course is normally **three** weeks from the date that you start the class. If you need more time just email me to adjust with you.

As a professional, you need to create a minimum of **four (4) lessons** each with instructional videos. The length of the video and lesson will be determined by you the teacher. Most videos should not exceed 5 minutes. You adjust the video length to what is logical. You may wish to create two short videos for one lesson depending on your lessons difficulty and your students need to understand the lesson.

On the webpage, I have created for this course; you will discover the following videos:
- *Video showing how to create your instructional video that will accompany a lesson.*
  - a. *I will provide you information to download a free Video program allowing you to create your video with your instructions on your computer.*
  - b. *MP4 format for the video will allow it to play on all forms of technology.*
  - c. *This video software called (Screen Cast-O-Matic) which will be made available for you to download from the website, will allow you to create an MP4 formatted video.*
- *A video showing how to create a Google account showing you where you may store your videos. They may then be accessed by the QR Code that you will create or an icon that I will provide for you. You will also be shown how to create another form to access the video for students who do not have a QR Code. How to create a shared folder so you know how to upload it and make sure anyone has access to the video.*
- *A Video on how to upload your video to your Google folder.*
- *A Video on how to create an icon allowing students without QR Codes to access your lesson.*
  - d. *A Video showing how to use the snipping tool to copy your QR Code.*

Important Notes:

- *The videos you create should be clear, simple and loud enough for all devices.*
- *The length of the video should be as short as necessary possible.*
- *Students should be told to pause the video if need be. This will allow them to do the work on the lesson and then continue playing the video to check their work when completed.*