



ENGAGING ANNOUNCEMENTS Starring Your Students!

TIES 2012 Session Resource Materials

Jason Durheim

Technology Integration Specialist

Park Elementary School
Hutchinson Public Schools
Hutchinson, Minnesota

jason.durheim@hutch.k12.mn.us

www.hutch.k12.mn.us

www.mrdurheim.com



Video Daily Announcements Objectives

- Involves EVERY Student
- Engaging (entertaining and interactive)
- Informative (teaches learners of ALL levels)

Park Elementary Video Daily Announcements Evolution

- First Year (beginning 2009)
 - Designing in SMART Notebook (by Teacher-Librarian)
 - Recording with SMART Recorder (Teacher-Librarian or Principal)
- Currently
 - Designing in PowerPoint (Technology Integration Specialist)
 - Recording in PowerPoint (Technology Integration Specialist)

Getting Started

- Determine:
 - Who is participating?
 - Who is responsible for prepping / designing?
 - Who is responsible for recording?
 - What will be included?
 - What are expectations and limitations of content?
- Equipment:
 - Computer w/PowerPoint (or other presentation software)
 - Microphone (I recommend the "Yeti" from Blue)
 - Video or Still camera (Video camera w/projector is great for showing students the video)

Learning

- Students (and adults) learn a lot from the Daily Announcements as well as the recording process
- Public Speaking
- Authentic Self-Assessment
- Community Involvement
- Current Events
- Differentiated for all levels
- Technology
 - PowerPoint
 - Recording process

"I love the way it makes our HUGE school feel as if we are all part of the team! It gives you information that makes any student a critical thinker, lets students know about upcoming events- rather than hearing it every day from their same teacher's voice, and it conditions the kids to know our day has begun! They laugh, smile, listen, watch, and LEARN!"

-2nd Grade Teacher

What is Included?

- Greeting
- Calendar
- Birthdays
- Lunch
- Daily Schedules
- Pledges
- Crossing Patrol
- Student Council Meeting
- School Store
- Due Dates
- Info (i.e. Fundraiser)
- Special Features
 - See chart at the end of the document
 - Encourage students and staff to submit ideas and suggestions (i.e. jokes)
- Support Curriculum
 - Responsive Classroom
 - Elections
 - Current Events
 - Health / Wellness

Preparation

- Schedule WHO will record and WHEN.
 - We record all 5th grade classes, then 4th, 3rd, and 2nd.
 - Create a sign-up system with some flexibility. I've found that a Google Spreadsheet works well!
 - Remember to email teachers reminding them of recording dates and times a few days ahead of time. Include any special information you'd like them to know and consider (i.e. "Send me a list of the groups." OR "Please rate student reading levels to help me in script selection.")
 - You may have days to fill occasionally. Consider having *special guests*:
 - Administrators
 - Teachers
 - Other adults in the building (cooks, support staff, secretaries)
 - Other school leaders (Superintendent, Principals)
 - Community Leaders (fire, police, business leaders)
 - Reserve recording location
- Planning Document
 - Find a place (paper or digital) to plan for each day's Announcements
 - Plan ahead with school calendar events, holidays, community events, etc.
 - Listen and ask lots of questions. Continue adding to your planning document. People won't necessarily remember to tell you—you have to see out the information until it becomes a routine.
- Research
 - Find information about items you are including, especially Features
- Design slides and scripts
 - Pay attention to layout, text, graphics, and multimedia – Less is more!
 - Write word-for-word the script for the students in the "Notes" area of each slide.
 - Print out Selected Pages as Notes Pages for students.
- Extra slides
 - Keep all of the feature and special slides you create at the end of your file
 - Right-click > Hide Slide
 - Use slides with labels to organize slides

Time to Record

- 20-40 minutes depending on content
 - I tell teachers to plan for at least 30 minutes and to schedule a 40 minute block of time. We started out with the goal of 20 minutes, but it really is a learning process and needs a realistic amount of time.
- Have the computer and microphone ready before students arrive.
- Microphone
 - Prep the mic ahead of time. Settings should remain.
 - Settings on mic
 - Sound settings in the Control Panel
- Digital Camera OR Video Camera
 - We've used Flip and 3M CP45 w/projector

"Love that they are engaging and now interactive. I also enjoy the routine pattern/order, special features, and student involvement.

Best way to start the day!!"

-3rd Grade Teacher

Recording Session

- Welcome students
- Explain how the microphone and recording works
- Choose scripts
- Get set, practice, record!
 - Slide Show > Record Slide Show > Start Recording from Current Slide
- Save frequently
- Watch and Listen when all slides are recorded
 - Take notes to help you remember what needs editing
 - Re-record if necessary
- Save frequently
- Record video of student introductions (or take a photo first and have students record their introduction audio onto the slide.
- Smile, have a good time, and make it an amazing, memorable experience for students

Finishing Touches

- Add graphics, sounds, and videos
- Trim video and audio (check your notes)
- Remember special tools
 - Cropping
 - Transparent Color
- Add animations, transitions, and timings

Saving & Sharing

- Save
- Optimize Compatibility of multimedia items
 - File > Info > Optimize Compatibility
- Save
- Create video file
 - File > Save & Send > Create a Video > Internet & DVD
- View the video to be sure it's complete before sharing!
- Sharing
 - Internally via network
 - Externally via website, blog, video service
 - Consider privacy policies

"I don't always get to see the announcements so I use it to check my student's comprehension and listening skills. When they return from Morning Meeting I will ask my students what they learned from announcements that I should know. This allows me to do the following: 1) Know of upcoming things of importance, 2) See whether they were paying attention, 3) Note whether they comprehend what is in the announcements."

-EBD Resource Teacher

Advice, Recommendations, & Things to Remember

- Begin with a "filler" slide with sound to call attention
- Limit Transitions and Animations (distracting)
- End with a song or sound clip (opportunity for movement; closing)
- Enjoy working with kids
 - Expect the unexpected
 - Flexibility is a must
- Who is your Audience: Focus on that group
- Keep the length reasonable (5 minutes or less)
- I prefer using blank slides and designing myself rather than PowerPoint "Designs"
- This is a major time commitment. It's 25% of my job!
- Copyright
- Privacy

"I love our announcements. The kids don't like when they have to miss them for something. We love the regular segments like "Where in Park Elementary." Fun!"

-2nd Grade Teacher

Resources

- Microsoft Office Clipart has:
 - Clipart
 - Photos
 - Animated clipart
 - Sounds / songs
- Animation Factory (www.animationfactory.com) subscription service for animated clipart, sound clips, PowerPoint backgrounds and themes, video backgrounds
- Amazing Animations (<http://www.amazing-animations.com/>) animated clipart
- Free Great Picture (<http://www.freegreatpicture.com/>) photos for image or background use
- Pics4Learning (<http://www.pics4learning.com/>) copyright-friendly images for kids
- InfoBits Image Search (www.gale.cengage.com/InfoBits/) through school access
- *netTrekker* Images (www.nettrekker.com) subscription service
- Incompetech Royalty Free Music (<http://incompetech.com/music/royalty-free/>)
- Royalty Free Music Collections – Check places like [Amazon](http://www.amazon.com) for low-cost options
- Textanim (<http://textanim.com/>) Create animated text that you can save and then insert
- CoolText (<http://cooltext.com/Logo-Design-Animated-Glow>) create glowing animated text
- 1001 Free Fonts (<http://www.1001freefonts.com/>) Keep in mind that fonts need to be installed on all computers working on the PowerPoint file. The video file can be shared with anyone.

Special Feature Segments:

Sound clips are really useful for helping listeners identify the segment.

<i>Segment Name</i>	<i>Description</i>	<i>Preparation & Execution</i>	<i>Notes & Resources</i>
Did You Know?	Fun holidays, anniversaries, and celebrations		TeacherVision's Calendar: http://www.teachervision.fen.com/calendar/activity/47585.html LibrarySparks Calendar Other mailing lists and websites
Do You Hear What I Hear?	Can you guess the sound recorded around school (or elsewhere).	Record video. Play the video (hide image so you only hear audio) for the clue. Then play the video (visible) for the answer.	Auditory learners love this one.
Fact or Fiction	An interactive component to share factual information with students.	Pose a statement and ask "fact or fiction?" Reveal the answer on the following slide.	This is great for sharing important information such as fire safety, online safety, school procedures, or holidays / celebrations.
Guess Who? (Mystery Person)	Present 3 clues about a staff member (or other) and invite students to guess the name of the person.	I organize clues by most vague to most specific. This is a great way for students (and staff) to learn more about individuals.	Invite all of your staff to email you clues if they'd like to be included. Put the messages into a folder. Draw from this list of messages when you need one!
In the News	Current events segment (school, city, state, national, international)	News intro music	Local newspapers, websites: http://www.dogonews.com/ http://htekidsnews.com/ http://www.educationworld.com/a_lesson/archives/newsforyou.shtml
Joke of the Day	School-appropriate riddles and jokes are shared. Often a Friday segment.	Interactive presentation where a student leads and the group responds. i.e. "We don't know!"; "Ha, ha, ha!" for riddles or respond to Knock Knock Jokes.	Joke books/websites Collect ideas from students and staff. Students LOVE to submit jokes!
Look What We Did!	A great opportunity for classes to shine by telling about special projects.	This is huge motivation for classes to share!	Ideas: Field trip, guest speaker, service learning

<i>Segment Name</i>	<i>Description</i>	<i>Preparation & Execution</i>	<i>Notes & Resources</i>
Mystery Masterpiece (Art)	Art department posts famous artwork at main entrances and gives a clue each week. Students enter their guesses for the contest in the Art room.		Art teacher provides clues and image of artwork.
Question of the Day/Week	Pose a question to get students viewing the Announcements involved.	Video record responses to include. If I have time I go around the school or to the playground. Other times I ask the students recording the Daily Announcements.	Collect question ideas from students and staff
Sportsmanship Trophy (PE)	PhyEd department chooses 2 classes per month based on good sportsmanship	Because students who are recording know this information a day ahead, I have them "take an oath" to not share the information before the Announcements play the next day.	PhyEd department gives the honored class a certificate and traveling trophy on the day it is announced.
Spotlight on Books	A great opportunity for the librarian to get kids excited about reading.	Librarian records a segment on her own and submits it to me once or twice a month highlighting books in categories such as "Monsters in the Library" around Halloween.	Spotlights could be included for many different areas.
Trivia Machine	A very interactive segment that students love!	A question is posed at the END of the Announcements. There is a phone extension listed and classes can compete to call in and be the correct caller number. Be sure to give an end time for calls!	I'm using this to help the whole school learn more about what happens in specialist times. Each specialist area has shared a question. Some specialists are even taking calls or providing small prizes to the winning classes.
Where in Park Elementary?	Visual learners love this one because it is a close-up photo of something in or around the school building.	Give the clue of a close-up photo. Then reveal it with a wide angle. I like to "circle" the area that was the close-up of the clue.	Students and staff could submit ideas or submit photos.
Word of the Week	Present a vocabulary word for the whole school to learn.	1: Introduce word, "Do you know this word?" 2: Image and statement to give a hint. 3: Explain word. 4: Examples of the word in context. 5: Challenge students to use word or find examples. Come back to the word multiple times during the week by slipping it into other slides.	Books such as Scholastic's Funnybone Books: Vocabulary Cartoon of the Day or Vocabulary Cartoons by New Monic Books

Thank you for attending my presentation and downloading this resource. A sample of our Daily Announcements can be found on my website at <http://www.mrdurheim.com/daily-announcements-sample.html>. Please contact me at jason.durheim@hutch.k12.mn.us if I can be of assistance to your school's video announcements initiative!