



Classroom Newsletter

Use video instead of text for classroom newsletters. Record a video to inform parents/guardians of classroom events, requests for supplies, and reminders of important dates. We live in a video world. Let's use that to our advantage with parent/guardian communication. Videos are more likely to be watched or listened to and won't get buried the way emails do or get lost at the bottom of a backpack the way notes do.



ESTIMATED TIME 30 min.



BEST FOR Family Engagement

GET STARTED

- Set up computer with webcam in an easy to record location
- Log into cloud.swivl.com on your computer
- Check that audio is working well
- Determine if you would like video to show you or material on your computer screen
 - Make sure all unnecessary windows are minimized if you are showing your screen
 - Recommended Recording: select a window with multiple tabs to record

DIRECTIONS

- ① Draft information you would like to share with students' guardians
 - This can be bullet points or a full script, whatever is most helpful for you
- ② Record yourself or your screen to share necessary updates
 - Select View only when completing the recording
- ③ Add bookmarks and time-stamped comments to show guardians important points, calls to actions, topic transitions, etc throughout the video
- ④ Create a weblink and share the link in your communications (email, class website, LMS, etc)

STRATEGY ALTERNATIVES

Record videos to share positive "notes" home.