

## Sample Facilitator Instructions for showing PRE-RECORDED VIDEOS in a Virtual Training Class:

*Use these directions any time you plan to share a pre-recorded video as an activity during a virtual training class.*

### **SETUP TIPS:**

- Ensure the video file is in a format compatible with your virtual training platform.
- Upload the video file into your platform for playback, as opposed to sharing your screen (if possible).
- Test the video to ensure it plays!
- Let participants know in advance that the class will have video components, to ensure they connect from a computer that has a soundcard and speakers.
- Have a backup option, just in case the video doesn't play as expected during class (such as having a PDF copy of the video script that could be distributed, or having a link to share that participants could watch on their own).
- Prepare to ask participants to look for something specific during the video playback. It could be a key point of the video, or to find an item in the video. The goal of this is to keep their attention on the video during playback so they will be able to discuss it afterward.

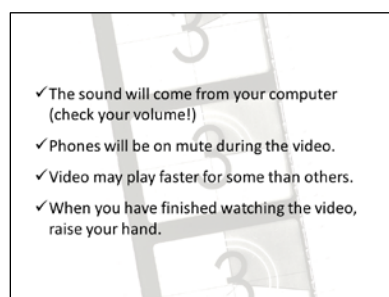
### **FACILITATOR SCRIPT:**

#### **SHOW SLIDE TO INTRODUCE THE VIDEO**

#### **SAY:**

In a moment, we will watch a short video about [topic]. This video is only [X] minutes long, and while watching it, you'll want to look for [discussion questions].

#### **SHOW SLIDE WITH VIDEO TIPS**



#### **SAY:**

To make sure the video runs well for us, here are a few things you'll need to know:

- The video sound will come from your computer speakers, so check your volume.
- To avoid any telephone echo during playback, I'll mute everyone's audio connection. If you need to communicate while muted, please use Chat.
- Since we all have different connections, the video may play faster for some than others. Therefore, when the video finishes playing for you, please 'raise your hand'.

*If the video needs time to buffer onto participant computers', review the discussion questions again (i.e. what to look for during video playback).*

**ASK:**

What questions do you have about the upcoming video? {Acknowledge and answer}

**SAY:**

I'll mute your phone lines now.

**MUTE PARTICIPANTS' AUDIO.**

**PLAY VIDEO.**

*During video playback, keep an eye on Chat in case of participant questions. Near the expected end of the video, type in chat "please raise your hand when the video finishes playing.'*

*Once all participants have raised their hand, move onto the next step.*

**UNMUTE PARTICIPANTS' AUDIO.**

**ASK PARTICIPANTS TO LOWER THEIR HANDS** (or, if needed, lower for them).

**SAY:**

Let's talk about what you just saw.

**DEBRIEF** the video.