



HMSOM
Faculty Development

Pre-Work Video Tip Sheet

Important Considerations

Organize Content

- Include title page
- Make sure clear learning objectives are outlined
- Include a table of contents slide
- Summarize video with a conclusion/summary slide

Create Script

- Outline what will be said in each slide of video
- Allow script to be available as transcript

Avoid overloading video content

- Do not include unnecessary details that are not aligned with objectives
- Should be a general overview of upcoming session

Verify easy accessibility of video

- Upload video to youtube and school's learning platform (i.e. LEO, blackboard)

Video Specifics

Choose a platform*

- Create narrated video slides
- Powerpoint (RECOMMENDED) or Google Slides

Limit Video Length

- If video exceeds 15-20 minutes, it should be split into different sections, each 15-20 minutes of length; no more than 3 per session

Integrate features to help learners follow along*

- Include lecturer's POV video to engage students
- Include captions to allow students to follow content details

Include interactive elements

- Utilize questions and quizzes throughout the video to continue engagement
- Include only necessary graphics (i.e. labeled images and diagrams); not more than one per slide

*Helpful links and tutorials on back of sheet

OTHER LINKS

Powerpoint Voiceover Tutorial

- <https://www.youtube.com/watch?v=WoKlrsNpK7s>

Google Slides Voiceover Tutorial

- <https://www.youtube.com/watch?v=CiLpw69UAAY>

Written Instructions for Voiceovers

- <https://www.thinkific.com/blog/voice-over-powerpoint-or-google-slides/>

Captions on Youtube Tutorial

- <https://www.youtube.com/watch?v=rB9ql0LOcUQ>

Including lecturers POV video (only available for Powerpoint)

- <https://www.youtube.com/watch?v=D8JV3w4TOVw>
- <https://coursemethod.com/video-record-yourself-powerpoint.html>

USEFUL REFERENCES

1. Dong C, Goh PS. Twelve tips for the effective use of videos in medical education. *Med Teach*. 2015 Feb;37(2):140-5. doi: 10.3109/0142159X.2014.943709. Epub 2014 Aug 11. PMID: 25110154.
2. Norman MK. Twelve tips for reducing production time and increasing long-term usability of instructional video. *Med Teach*. 2017 Aug;39(8):808-812. doi: 10.1080/0142159X.2017.1322190. Epub 2017 May 9. PMID: 28485662; PMCID: PMC6262844.
3. Krumm IR, Miles MC, Clay A, Carlos li WG, Adamson R. Making Effective Educational Videos for Clinical Teaching. *Chest*. 2022 Mar;161(3):764-772. doi: 10.1016/j.chest.2021.09.015. Epub 2021 Sep 26. PMID: 34587482; PMCID: PMC8941608.