Record and Reflect Exercise

The following three-part exercise is designed for use with an audio or audio-visual recording of a class you have taught.

Part One: Preparation

1) How did you prepare for the class?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

2) Did you use reflections on previous teaching experiences in your preparation for the class? If yes, what changes did you make to former class preparation?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3) Did you identify class aims or desired outcomes? If yes, what were they? If no, what did you expect to achieve in the class? How do these aims/outcomes align with the overall course aims/outcomes?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4) How do you plan to measure student understanding of the concepts covered in class (formally, informally, immediately, or later in the course)?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
## Part Two: Analysing the Recording

<table>
<thead>
<tr>
<th>Questions for consideration</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>- How well did you communicate the class aims to your students? Were the students involved?</td>
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<tr>
<td>- Were there any activities involving the students? Were instructions understood?</td>
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<td>- How did you check to see if students were understanding the material/arguments/debates (eg, questions, tests, quizzes, assignments)?</td>
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<tr>
<td>- Were difficult concepts explained in a variety of ways?</td>
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<td>- Did you summarise the class at the end?</td>
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<td><strong>Engagement</strong></td>
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<tr>
<td>- Is the tone (audio) of the conversation engaging? Does your voice convey passion/excitement about the material?</td>
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<tr>
<td>- Does the material sound interesting? Do the arguments/debates seem fresh, current, or relevant?</td>
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<tr>
<td>- To what extent does visual material (powerpoint slides, OHTs) support or hinder from the communication of ideas?</td>
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<td>- Are students actively involved in the conversation? How are their questions/ideas responded to?</td>
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<tr>
<td><strong>Alignment</strong></td>
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<tr>
<td>- Are desired outcomes achieved? How is this achievement measured?</td>
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<tr>
<td>- Is it obvious to students how the class is relevant to assignments/course goals?</td>
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<tr>
<td>- How are your teaching goals/philosophies apparent in the recording?</td>
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Part Three: Reflecting on the Recording

1) What can you do before your class to improve your:
   a) communication?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   b) engagement?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   c) alignment?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2) What are some ways that, during your class, you can improve:
   a) communication?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   b) engagement?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   c) alignment?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________