GUIDELINES FOR USE OF MEDIA

Preview Material
When using audiovisuals always remember that no cassette, CD, or video should be used unless the teacher/catechist/facilitator has the opportunity to preview the material in advance. Such a preview helps familiarize the presenter with the purpose and content of the material and eliminates the possibility of surprise.

Read Supplemental Materials
Read the guide or any supplemental material that may accompany the audiovisual. The producers of media take great care to provide guides in many programs which will help the presenter with lesson/program planning. Additional resources may also be found in these guides.

Incorporate Videos into the Lesson Plan
Both children and adults need to get in touch with their own experiences. Often good media can do just that, but if too much is used, the effect is lessened. **A video cannot just be shown without some process attached to it.** Using media should be part of the learning process. The real value of using media is in relating the experience of the stories in the video to the life situations of the students/participants and to the content of the lesson. Tying this in with the lesson plan is of the utmost importance. The following steps are suggested:

- Preview the video
- Read the guide/supplemental material
- Determine if or how the video fits in with the lesson plan
- Prepare the viewing area and become familiar with the equipment
- Set the stage. Provide a context for the AV experience
- Show the video
- “Unpack” the AV experience. Provide some way, by means of discussion or an activity, for the students/participants to react to the experience. In addition to content, try to get to a deeper level and discuss such things as camera angle, speed of speech and film changes, music, human, bias, diversity and how these things affect the film’s message and viewer perception of that message.
- Provide follow-up and tie the loose ends together to relate the AV experience to the lesson
- Allow for individuality. Many different opinions/reactions will be shared