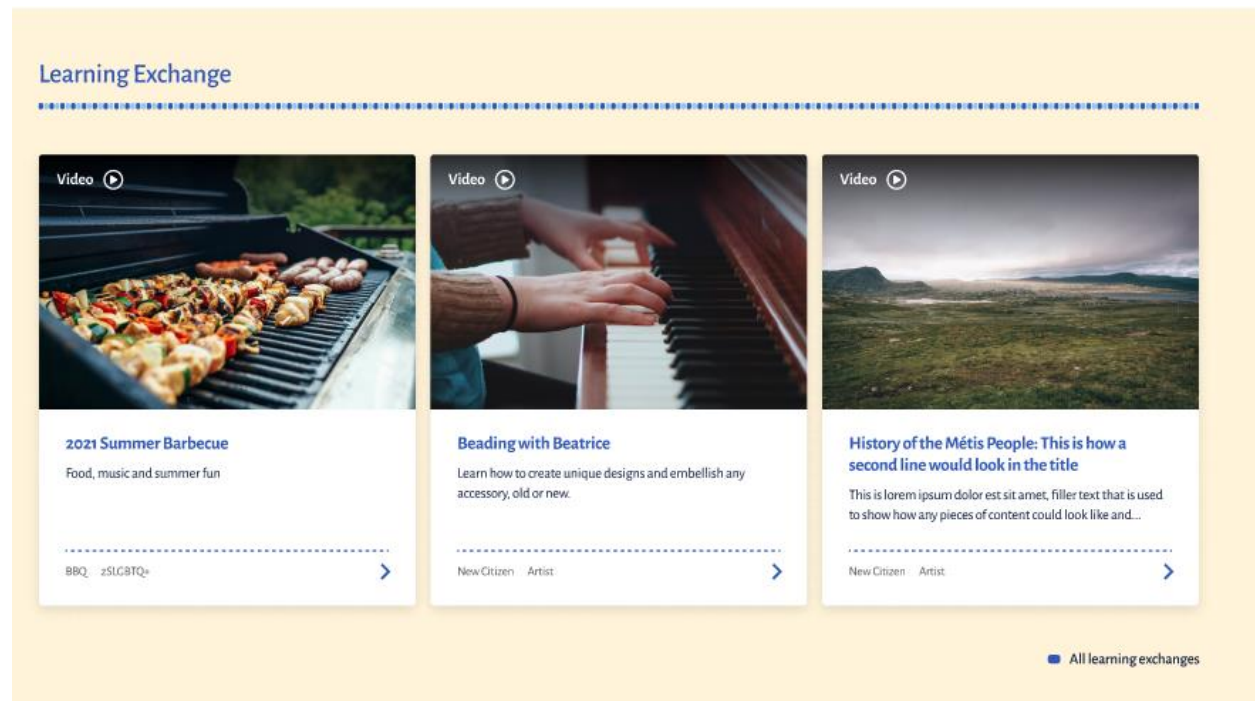


Learning Exchange template



The goal of the Learning Exchange area of the site is to create a space where TYRMC citizens can exchange skills and traditions with one another. It's open to any and all TYRMC citizens: you don't need teaching experience to share in this space.

Format

This section is our most flexible in terms of format and length. It's mixed media: you can share a lesson in whatever format you're most comfortable.

For example, you might share:

- a 5-page "How to trace your ancestry" slide deck presentation
- a document with a traditional recipe
- a 2-minute video demonstrating beadwork
- a language lesson audio recording
- a link to YouTube video of the latest TYRMC traditional workshop they attended

Choosing format & length

There are a lot of ways to share skills. For example, you could teach a tutorial in beatboxing as:

- a short, no-frills selfie video like [Binibining Beats- Lip Bass Beatbox Tutorial](#)
- a longer, slicker video with more production elements like Beatboxing Champion, Butterscotch's [13 Levels of Beatboxing: Easy to Complex](#)
- an illustrated article like this [Wikihow article on learning to beatbox](#)

- [a Prezi slideshare](#)
- a combination of audio, illustration, instruction and video, like these lessons from [Bzzktt.com](#)

To choose a format and length, consider:

What makes most sense for the context?

- Is the information complicated to understand without visual or audio aids? Think about the words, terms, images, techniques or tools they will need to see or hear in order to learn.
- What kind of time is involved? Is it most efficient and effective for the learner to learn the lesson in real-time in tandem with you or will they get bored if that involves a lot of dead time? E.g., it might make sense to demonstrate a dance move via video, but it may make more sense to share something like “how to make bread” in an illustrated recipe if the learner has to wait hours for rising dough and baking time.

What makes most sense for you?

- Are you comfortable engaging on camera or audio recording?
- Do you have access to the equipment or tools you need in order to create the lesson?
- What tools are you comfortable working with and/or learning in order to create your lesson?

What you’ll need to create a Learning Exchange lesson

Information

- Create a rough outline for your Learning Exchange piece. Think about what your fellow TYRMC citizens would like to know about the event. What information should you include?
- Work with the tools you have. Your cell phone will work just fine to shoot a few images and likely, video; the tools you need to create a document containing images and graphics are available for free through your Google drive if you don’t have access to specialty software to create them.
- If you want to create video content and you’re newer to creating video, check out our instructions on video logging in the “Recording, editing and uploading” template to get pointers.

Image/s

- You can feature as many images as you choose in a written Learning Exchange lesson – you will need **at least one photo**.
- Images should be a **minimum of 1000 pixels** wide or high and not too low resolution; if you can see the pixels in the image, then the resolution is too low.
- You can also use free stock imagery, here are a couple of sources for stock that are license-free and you can use without attribution:
 - [Pixabay](#)
 - [Pexels](#)
 - [Unsplash](#)

Confirming information

- If you're sharing anything from a speaker (their work, a quote, getting information), confirm that you have their name and any other pertinent information about them or their organization spelled correctly. If they have a website, social handle, or another tag that you'd like to include in your recap or news story, make sure to mark it down.
- There are occasions when you may be asked to (or prefer to) use images supplied by an event organizer or speaker. When you're using someone else's shots, ask if you need to include a credit line. [Here is a sample of information in a credit line and how to use it in a posting.](#)
- Proofread your Learning Exchange lesson before you prepare to submit it. A few tools that may come in handy:
 - Check spelling through the [online Canadian Oxford dictionary](#)
 - Check your text for grammar and punctuation errors with [Grammarly's free grammar checker](#) (note: this will provide U.S. spelling, not Canadian)

Submitting your Learning Exchange lesson

To submit your Learning Exchange lesson, pop the following into an email and send it to council@tyrmc.org:

WRITTEN OR MIXED MEDIA DOCUMENT

- Any images you would like to include. If you have multiple photos that should appear in a specific sequence, label them accordingly e.g., SuzanneSmith1, SuzanneSmith2
 - If you'd like a specific image to appear before a specific piece of text, please indicate it in the text, e.g., (insert SuzanneSmith3)
- A Word document or link to a Google document, including:
 - The name of the lesson e.g., Beading with Beatrice
 - A one-line description of the event that will appear alongside your photo or video e.g., Learn how to create unique designs and embellish any accessory old or new
 - Include any tags that may be relevant to your news e.g., Youth, 2SLGBTQ+, Women
 - Make sure any links you want to include are embedded in the text e.g., I buy most of my beads from [The Beadery](#)

VIDEO & OTHER CONTENT PLATFORMS

- For video content, please send us a link to the video so we can embed it:
 - If you have a workshop video that has been recorded on Zoom, feel free to send the Zoom link
 - If you want to store the video in your Google Photos, please check that the link permissions are set to allow anyone receiving your link to view the video
 - If you'd prefer to upload the video to YouTube, please follow the instructions on video uploading in our "Recording, editing and uploading template."
- Treat content created on other platforms (e.g., a sound file on Soundcloud, a slidedeck on Prezi) the same way you would video, send us a link to the presentation.
- Other items to include in the email:

- The name of the event e.g., Beading with Beatrice
- A one-line description of the event that will appear alongside your photo or video e.g.,
Learn how to create unique designs and embellish any accessory old or new
- Any tags that may be relevant to your piece e.g., Workshop, Traditional craft,

Recording, editing & uploading resources

VIDEO

Basic selfie video instructions using a phone

1. Setting up your camera.
If you haven't got someone available to record you, use a selfie stick, a stack of books or one of the shelves on your bookcase to hold the camera. If none of these options are available just hold the phone with your hands and record.
2. Orientation. Record horizontal (landscape) rather than vertical (portrait).
3. Framing. Frame your shot so you are in the centre. Aim to get your whole head from chest up in the frame.
4. Audio: Stay close to the camera and record in a quiet place
5. Stop/Start: Use the Two Mississippi Rule. In order to give enough room for editing, count two Mississippi before you start/stop recording.

Want some more instruction on shooting a selfie video? Read this guide from Make Use Of:

[How to Take a Good Selfie Video: 10 Tips](#)

Basic Video logging instructions

YouTube has a trove of resources on shooting video from your phone. If you're looking for basics on framing shots, audio, apps and equipment that can help with shooting, check out the first 11 minutes of this video from Jeven Dovey, [How to Vlog with a Phone - Beginners Guide](#)

Video Editing

If you don't already have video editing software on your computer (e.g., iMovie for Mac or Windows Video Editor for PC), you can find all sorts of free solutions online. [Here's a list of video editing software](#) suggested by Creative Bloq along with their pros and cons.

Video Uploading

If you're contributing video content and/or including video content as part of your content, it's ideal to upload it to a platform like YouTube or Vimeo then send the link for TYRMC to post.

Instructions on [uploading to YouTube](#). Don't have a YouTube channel? [Here's how to create one](#) so that you can post your video content for free.

AUDIO

Basic audio recording instructions using a phone

YouTube also has a trove of resources on recording audio from your phone, but a lot of these focus on buying specific products. Here are some tips on getting decent audio recordings using just your phone from [Tech Overwatch](#).

Audio editing

If you don't already have audio editing software on your computer, there are a number of free solutions online. [Here is a list compiled by Filmora](#).

Audio uploading

- If you want to upload just a brief audio file without any visual content and you're not currently using a podcast platform, you can use a platform like Soundcloud to host the audio file. [Here are instructions on uploading to Soundcloud directly from your phone](#). If you don't currently have a Soundcloud account, you can create one [here](#).
- If you'd like to try your hand at creating an audio podcast, but don't want to commit to producing one regularly just yet, you can use a platform like Podbean for free. [Simply sign up and follow the steps to](#) upload.
- Thinking of adding a few visuals to your audio file? Using software like PowerPoint, it's easy to assemble a slide deck and make it into video. [Here are some instructions on how to put it all together](#). As soon as it's finished, simply follow the instructions in the video section on loading it to YouTube.