Guidelines/Tips for Recording TPA Video

PRIOR TO RECORDING:

- Before you record and submit your video-recordings, you must secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording. If your school has a blanket permission slip you do not need to get a separate one.
- Get a recording device and a tripod. Digital cameras and recorders seem to work better than ipads or iphones. Most schools will have video equipment and tripods. **Schedule/reserve** the necessary video/audio equipment well in advance.
- Run the camera for a lesson or two as a test before the TPA taping. This will not only test the camera and sound but it will also get students used to being recorded.
- We do NOT expect a Hollywood production. It is important, however, that the quality of the videotaped activities be sufficient for scorers to understand what happened in your classroom. Generally, sound quality is more important than video quality. If you are having trouble hearing yourself and/or the students, try placing the camera closer to the action OR use an external microphone plugged into the "EXT MIC" jack on the camera OR wear a lapel mike and repeat questions or comments from students who are not nearby.

DURING RECORDING:

- Don't worry about calling students by name, or having them address you by name.
- **Most importantly, shoot lots of video**. This not only gets the students used to the camera being in the room, but it gives you a lot more footage to choose from when editing. Remember, you need to Submit (upload onto Taskstream) 2 video clips of no more than 10 minutes each. The total length of both clips must be a minimum of 12 minutes.
- **If you have a choice of shooting video in regular definition or HD, choose regular –** the files are a lot smaller and easier to upload.

EDITING/SUBMITTING: The Doceo Center has created tutorials on how to edit video using both moviemaker and imovie. They can be found at the following URLs:

http://www.doceocenter.org/windowsmoviemaker
http://www.doceocenter.org/imovie

- View your video and select a clip(s) where students are actively engaged in learning and you are asking higher level questions of the students.
- Each clip must run continuously – no editing within the clips.
- Use an editing program such as Windows Moviemaker or imovie to edit and select clips. When editing, be sure and **save the finished product as a movie file**, not just a project, or it will not import properly. If you click on "save as" and choose "email" that seems to work well.
- Submit (upload onto Taskstream) 2 video clips of no more than 10 minutes each. The total length of both clips must be a minimum of 12 minutes.
  NOTE: Longer clips are more difficult to load into taskstream. Two shorter clips are preferred.
- If you get a message saying that the file is not recognizable, download a free program called "wondershare" and try to convert the video to a different format - .mp4 seems to be the best.
- You do not need to compress the video – Taskstream will do that. It may take some time to upload you video depending on the length – it could take an hour or more.
- **Once you have uploaded video to Taskstream, click on it and make sure it opens and plays correctly without an error message!** If it won't work for you, it won't work for the scorer either.
- To protest the privacy of all individuals who appear in the video recording you may store/upload your video recording **only** through Taskstream.
- You may **NOT** share or post the video online (e.g., YouTube) or in any public posting. Please remove it from your computer once you are certain it has uploaded correctly to Taskstream.