Tips for a Successful EdTPA Video Submission
Fall 2017

College of Education and Human Services
Instructional Development Services
Western Illinois University
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http://www.wiu.edu/coehs/technology/edtpavideotutorial.php
Planning your Video Recording:

- **Know your content, flow of the lesson and arrangement of the classroom:**
  Spend time mapping your what you want to convey in your lesson and what the most important pieces are to capture for your EdTPA submission. Take time to script your lesson plan and plan your video shots. If you will have someone else recording your video share these plans with that individual. Share the plans with your students and ensure they know what to expect as well as their role in the success of your video.

- **Know your Audience:** Who is the audience? Who will be recorded? Only one person, a group of people? Know who needs to be included and focused on throughout your video. Remember, if you are shooting your video within a classroom where you are block or student teaching, and you do not have a signed permission slip for a student, he or she cannot be shown on the camera. Make sure that he or she will have a place to sit behind the camera throughout the lesson so they are not visible on the final video. If you are having someone else operate the camera make sure he or she knows this child is not supposed to be included on the video. The release statements that need to be filled out were provided to you by the faculty member you are working with on your EdTPA submissions. If you have questions regarding the form, please contact that faculty member.

- **Will you have a camera operator or will you shoot from a stationary tripod?** If possible find someone who can operate the camera for you as you are being recorded. Even with a camera operator it is recommended that they shoot the recording from a stationary tripod for quality purposes. If you will only have access to a tripod you will have to use a wide shot. Be cognizant to stay within the range of the scene throughout your video. You could consider putting tape on the floor designating where you need to stay in order to be in range. Ask someone else to operate the video camera for you while you teach. This will allow you to focus on your teaching without worrying about whether or not you and your students are being captured. Discuss the camera shots that you would like your camera operator to capture during the lesson. (e.g. When shooting the video will there be certain materials or activities that he or she should zoom in on? Are there certain instructional strategies that will require the operator to pan and zoom in order to follow you or a student around the room?) Meet with your camera operator in advance to go over your lesson and discuss the shots that you would like to have.
• **Operating the Camera your self?** If you will be operating the camera yourself determine the most important shots to convey your lesson. Consider brief pauses in the lesson where you can adjust the camera to capture various areas of the classroom as you proceed. If you desire to have the entire class or a large portion of the class shown on your video set your camera with a wide-angle zoom to capture as much of the class interaction as possible. If a remote is available for your camera make use of it as the lesson progresses to zoom in and out and pan the room from your location.

• **How long will your video recording last?** Does your recording device have enough battery life to complete the recording? Does it have enough capacity to store the video? If shooting with a mobile device keep it short (unless you are required to have a segment of a certain length for assessment purposes or assignment criterion.) Plug the recording device into an electrical outlet rather than relying on the battery. Tape extension cords to the floor with duct tape to prevent tripping hazards.

• **Keep your shots and graphics simple.** Use close ups of faces and anything else that does not require the user to pick up small details. Avoid text if at all possible. If you must record text on a white board or document, make it big and bold. Study the background that will be in the shot and avoid camera angles that capture distracting objects (e.g. lamps behind and above the subject's head, distracting art on the walls, etc.)

• **Reduce wasted space** around your subject by moving the camera/recording device closer; this angle focuses the video on the individual's face, rather than the background.

• **Ensure that the camera is near eye-level with your subject.**

• **If using a mobile device** (iPad, iPhone, Android Phone, Windows Phone, Android Tablet etc.) turn it sideways horizontally to ensure proper video proportions (vertical videos will not display properly anywhere but on the iPad, and editing software such as iMovie cannot crop vertical videos to proper horizontal dimensions without affecting the video frame).

• **Insure Good Audio Quality** - Speack loud and clear. You must be loud enough to be clearly heard with potential background noise. If possible invest in, or borrow a high-quality microphone to help make your audio easier to understand. (Check with the QC AV Department or COEHS Technology Resource Checkout [TRC] to check out a microphone for your projects.) The quality of the audio in your lesson is just as important or possibly more important than the video quality in some cases. If possible, find an external microphone that will work with your video recording device. If an external microphone is not an option make sure that your recording device is positioned as close as possible to you and your students.
• **Use appropriate lighting.** Do not have light shining in your face. Try to have your subject lit from behind. Do a trial run to see what the lighting looks like before recording your final segment. Make adjustments as necessary. Control for room lighting as much as possible. Some cameras may have a setting for recording in incandescent, florescent, or daylight. If it does use the best setting for your environment. Never place the camera lens facing a window or light source.

• **Always do a trial run.** Check audio and video quality before you record your segment by conducting a brief practice recording in the intended setting. It is recommended that you test the quality of the video and audio from your device prior to the day of your videotaped lesson to insure that the quality is acceptable. If you cannot perform your test in the classroom, take time to test your equipment at another location prior to your lesson taping.

**General Editing tips to keep in mind:**

• For the purpose of EdTPA you must submit an unedited segment of instruction with no interruption!

• **Do not cut or remove any portion of the instructional segment you are going to submit!** You are allowed to use techniques to blur out a student’s face or school name, etc. Just do not cut an entire segment out of your clip, as that is not permissible.

**Necessary Materials:**

- Video Recording Device
- External Microphone if Necessary
- Batteries
- Tripod
- Duct Tape or Masking Tape
- Extension Cord
- Power Cords for your Video Recording Device and Computer
- Computer with Internet Connection
- USB or FireWire Sync Cables for your Video Recording Device
- Video Editing Software
- Any Video Converter Software

*Video recording kits can be checked out for one week at a time throughout the semester for a one-time semester fee of $20. Call 309.298.3076 or visit us in HH104 to reserve a kit for your recording date soon!
A NOTE about VIDEO EDITING SOFTWARE:

On January 12, 2017 Microsoft ended its support for Windows Essentials 2012 Suite which included MovieMaker. At this time the installer is still available for download at: http://www.windows-movie-maker.org/. In the future you may not be able to download the software, but as of now it is still available on the site provided.

If you cannot get Windows MovieMaker installed on your computer, we have computers available for checkout through the TRC that are already setup for you with the necessary video editor and compressor that you will need. Contact us in the TRC by calling (309)298-3076.

The cost of checking these out is $20 and you can check them out as many times as you need them throughout the semester. These are not full semester loan machines. To check out a laptop for the entire semester the cost is between $50-75 for Windows machines and $100 for newer MacBook Pro Models.

Additionally, you are welcome to use any other video editor that you choose. While we cannot make a specific recommendation, and cannot support every video editor, we have found that OpenShot video editor provides many of the same features that MovieMaker and iMovie provide. However, we have seen that it can crash periodically on some systems while running perfectly on others. You can check it out on your system by downloading and installing it from http://openshot.org.

Getting Help:

EdTPA Online Tutorial Available 24/7:
http://www.wiu.edu/coehs/technology/edtpavideotutorial.php

Do you have Questions regarding content requirements?
Contact the WIU Faculty Member assigned to work with you for EdTPA.
Face-to-Face Training and Phone Assistance:

Instructional Development Services - Macomb

- Interactive Multimedia Lab
- Technology Resource Checkout (TRC)
  - EdTPA video assistance
  - One-on-One instructional technology training
  - Equipment checkout – TRC
    (recording kits will be made available for a one-time fee of $20 for the entire semester. Kits may be reserved for 1 week at a time. They may be checked out multiple times throughout the semester.)

Horrabin Hall 104 | Monday & Wednesday 12:00pm – 4:30pm; Tuesday, Thursday & Friday 8:00am-12:00pm and 1:00pm-4:30pm
Email: coehstechnology@wiu.edu | Phone: 309.298.3076

Instructional Development Services – Quad Cities

- QC Technology Checkout
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  Phone: (309)762-9481, ext. 62234
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http://www.wiu.edu/qc/quad_cities_technology/mediaCenter.php