

edTPA Tips and Equipment Manual

For your edTPA folio, you will need to provide video clips as evidence of your ability to teach effectively. The following information should help you in deciding what content to include in your videos and how to prepare for filming:

There is no requirement or expectation for you to create a professional-quality production. Reviewers will be examining only what the video shows you and your students doing within the learning segment.

Prior to Filming

Obtain required edTPA permission forms from all students

- Parents must sign and return before you tape
- Be thinking ahead to where you will place students in the room who do not have a signed permission form returned
 - If any students appear on your video who do not have signed permission slips, you will need to blur their faces using Adobe Premiere Pro. Instructions for how to do this can be found on the www.winthrop.edu/itc, however it is a very time consuming process and should be used only as needed.

Choose a lesson to film

Watch this video and discuss the tips below with your mentor teacher to determine the best placement of yourself, students, and the video camera in the classroom.

<https://www.teachingchannel.org/videos/videotaping-tips-for-teachers>

- Identify challenging learning tasks in which students will be actively engaged
- Evidence of meeting the task must be in the clips, so consider the lesson in relation to what needs to be shown as evidence for the edTPA task
- It is important that the quality of the video (clarity of picture and sound) be sufficient for scorers to understand what happened in your classroom. Read your edTPA handbook carefully to be sure your clips are the appropriate length and feature the teaching and learning emphasis for your subject area.

Think about the classroom and decide where to place the video camera

- Choose a location away from noises like the doorway or hallway
- Choose a location that will show YOU the most effectively
- If you will have students in collaborative groups, make sure the camera can see all groups
- Place students who do not have returned permission forms at the back or the group or on the edges of the room where they will not be seen by the camera
- Try to have students facing the camera when they are talking as the camera will pick up their voices more clearly
- Place the camera and microphone as close to yourself and students as possible to pick up better audio quality

- The video camera has a battery but consider placing it near a power outlet in case something happens and the battery dies before you start filming
- Consider what evidence you need to show in the video clip and make sure the camera will be able to pick that up
- Consider the light in the classroom. Try not to point the camera towards a window where the light coming in will cause the subjects in front to be too dark to see properly

Talk to the camera operator ahead of time

- The recommendation is that your mentor teacher is the camera operator
- Talk with the camera operator in advance to make sure he/she knows how you would like the camera placed to highlight various aspects of your lesson
- Share the lesson plan with the camera operator so they have it as reference while taping
- Be sure the operator knows how to tell if the camera is picking up sound from the microphone

Practice video recording BEFORE teaching the learning segment

- This will provide a chance to test the equipment for sound and video quality
- This will give your students an opportunity to become accustomed to seeing the camera in the room
- This will give you the chance to practice the learning segment and the camera operator the chance to practice taping
- Have the camera operator practice zooming and panning the camera

Check out an edTPA Camera Set for your edTPA Video from the Instructional Technology Center (ITC) in 307 Withers

- For the semester, all edTPA items must be reserved through our signup genius. Please keep this in mind and signup early to ensure that you will receive equipment when you need it.
- Make sure you tell the ITC staff that the set is for edTPA
- Purchase or borrow a 16 GB SD Card from the ITC. SD Cards cost \$11.00 if you would like to purchase one. It is important to purchase an SD card from the ITC since we have tested the card for its compatibility to the camcorder.
- Tell the workers at the front desk that you would like to check out a camera set for edTPA
- Remember to bring your student ID and to know your Winthrop ID number. You will need both of these to be able to check out equipment. You can find your Winthrop ID number on Wingspan, in the upper left corner when you log in.
- Remember to check out the video equipment so that you have enough time to test it BEFORE the day you will be doing the actual videotaping
- Camera will be set to record as an mp4 file and to record at 4 Mbps, **DO NOT CHANGE THE VIDEOCAMERA SETTINGS**





Items you will receive in the edTPA set:

Camera

- Blue Camera Bag
- Canon Vixia HF R600 Video Camera
- HDMI Cable
- USB Cable
- Power Cable
- Battery

Tripod

- Tripod Bag
- Tripod
- Removable Boot

Microphone Set

- Canon WM-V1 or Sony ECM-AW4 Microphone and Receiver Set
- Two (2) Rechargeable Batteries
- Microphone Bag
- Audio Cable
- Earbud
- Windscreen


Optional Items

- Audio Splitter (if needed, unusual)
- SD Card (if available)

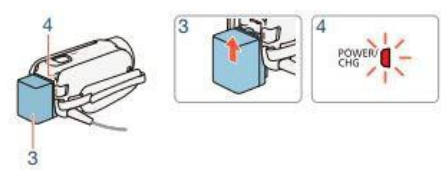
Charge the video camera

Charging the Battery Pack

The camcorder can be powered with a battery pack or directly using the compact power adapter.



- 1 Plug the compact power adapter into a power outlet.**
 - For Asia only: Connect the power cord to the compact power adapter before plugging the power cord into the power outlet.
- 2 Connect the compact power adapter to the camcorder's DC IN terminal.**

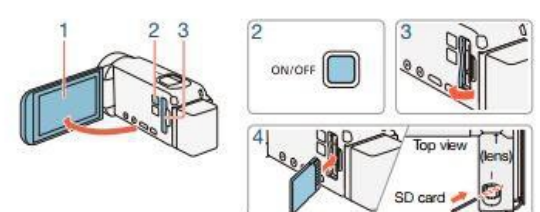


- 3 Attach the battery pack to the camcorder.**
 - Press the battery pack softly into the battery attachment unit and slide it up until it clicks in place.
- 4 Charging will start when the camcorder is turned off.**
 - If the camcorder was on, the green POWER/CHG indicator will go out when you turn off the camcorder. After a moment, the POWER/CHG indicator will turn on in red (battery pack charging). The red POWER/CHG indicator will go out when the battery pack is fully charged.
 - If the indicator flashes, refer to [Troubleshooting](#) (□ 249).
 - Fully charging the supplied battery pack will take approximately 5 hours and 35 minutes (7 hours and 45 minutes for the BP-727 Battery Pack supplied with the **HF R62** only).

Troubleshooting

- Turn the camcorder off (shut the LCD screen) while you charge the battery
- The DC in power input is located on the right side of the camera under the hand strap.

Insert the Memory Card




- 1 Open the LCD panel.**
 - The camcorder will turn on automatically. If this is the first time you turn on the camcorder, the language selection screen of the basic setup will appear.
- 2 Press **ON/OFF** to turn off the camcorder.**
 - Make sure the POWER/CHG indicator is off.

- 3 Open the memory card slot cover.**
- 4 Insert the memory card at a slight angle, with the label facing toward the lens, all the way into the memory card slot until it clicks.**
 - The memory card slot is at a slight angle toward the lens so be careful not to damage the memory card when inserting it.
- 5 Close the memory card slot cover.**
 - Do not force the cover closed if the memory card is not correctly inserted.

To remove the memory card

Push the memory card once to release it. When the memory card springs out, pull it all the way out.



- Memory cards have front and back sides that are not interchangeable. Inserting a memory card facing the wrong direction can cause a malfunction of the camcorder. Be sure to insert the memory card as described in step 4.

Troubleshooting

- Be sure to insert the memory card the correct way
- The memory card slot cover needs to be closed in order for the camera to turn on
- Make sure there is space on the memory card for your estimated video length by looking at the estimated time left on the right side of the LCD screen after the green SD icon. In this example, there are approximately 4 hours and 6 minutes recording time left on the SD card.



of

Setting the Camera

DO NOT CHANGE THE SETTINGS on the cameras checked out from the ITC. They were set for a small resolution and to save as an mp4 file, which you will need for your edTPA submission.

Troubleshooting

- If the camera begins at the settings screen, please return the camera to the ITC so we can set the proper settings on the video camera

Connecting the Video Camera to a Tripod

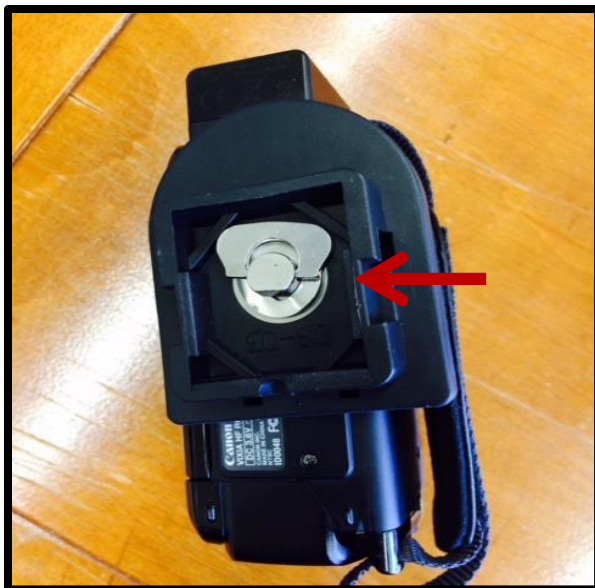
The tripod in this example is similar to how most tripods work. Depending on the model of the tripod you check out, yours might look a little different.

On the top of the tripod is a “boot”, which is the device used to secure your video camera to the tripod. You will need to remove it in order to secure the camera to it.

- Hold the handle of the boot, pull it towards one side to open the lock that holds the boot on to the tripod, and lift the boot from the tripod.
- Once the boot has been removed, line it up with the bottom of the video camera so that the screw on the boot aligns with the threaded hole in the bottom of the video camera
- The smooth peg in the boot should also align with the non-threaded hole in the bottom of the video camera



- Turn the handle on the bottom of the boot so that the screw adheres to the bottom of the video camera and the two pieces are now one.
- Place the boot with video camera back on the tripod by opening the handle on the top of the tripod, and placing the boot back on to the tripod. Remember to lock the boot back on the tripod by closing the handle.



Troubleshooting

- Make sure the camera is positioned so it is not leaning. Use the knobs on the tripod to adjust the angle of the video camera if needed.

During Filming

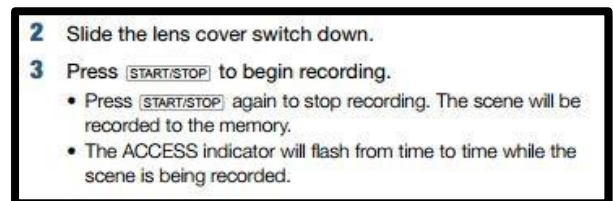
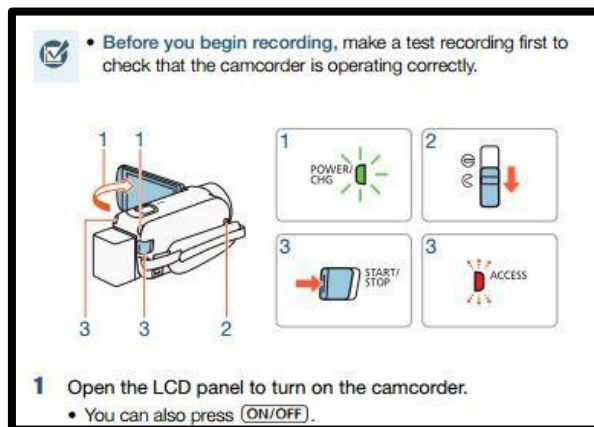
Camera operator

- Don't forget to press the RECORD button
- Every few minutes, check to make sure the video camera is recording
- Remember that the focus is on the teacher candidate, not the students
- Remember to pan around the room as needed but be sure to pan slowly
- Remember to zoom in to focus on the teacher as needed, but be sure that you do not zoom in and out too quickly
- Remember not to speak or interfere with the lesson as the teacher candidate is teaching

Teacher Candidate

- Act naturally
- Remember to rotate around the room as you normally do
- As you are teaching, focus on the students, not on the camera

Recording



Remember to slide the lens switch to open



At the back of the camera, press the start/stop button to begin recording



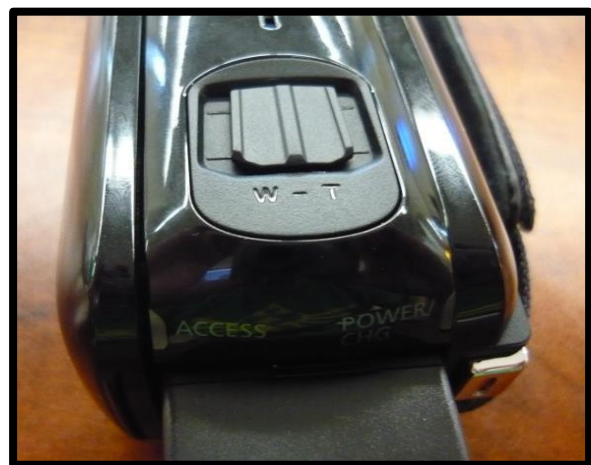
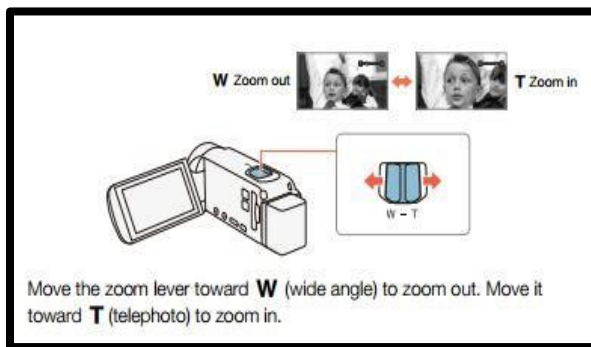
You will see a blinking red light at the upper left side of the back of the camera that shows it is recording. This is the access light. You will also see a small red dot in the middle of the LCD screen to show that the video camera is recording.



Zooming

Remember to only zoom in and out if you need to in order to capture the teacher candidate or a student as the main focus of the video. Zooming should only be done occasionally in the video as needed.

- Use the zoom lever on the top of the camera to zoom in and out
- W- stands for Wide Angle and will zoom the camera out
- T- stands for Telephoto and will zoom the camera in



Panning and Tilting Using the Tripod

Each tripod will look a little different, but the basics are the same.

Tilting the Tripod:

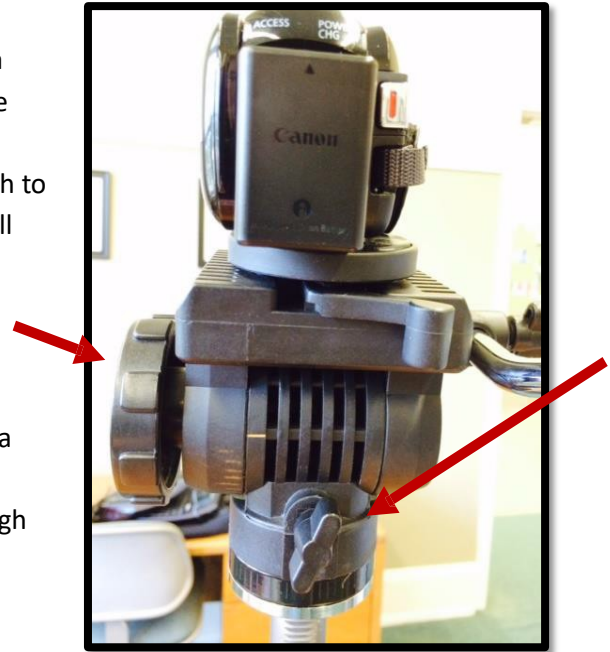
There will be a knob on the left side of the video camera that will allow you to adjust the tripod so you can tilt the camera up and down.

Turn the knob so that the tension while you tilt is enough to do it smoothly, but not too loose that the camera will fall forward or backward as you are filming.

Panning the Tripod:

There will be a knob under the video camera that will allow you to adjust the tripod so you can pan the camera from left to right.

Turn the knob so that the tension while you pan is enough to do it smoothly, but not too loose that the camera will pan very quickly as you are filming



Use the extension handle to pan and tilt as you are filming. Remember to use smooth motions.



Using Microphones

We have a couple of different choices in microphones that you can use while filming your edTPA project. Please continue reading for some suggestions for microphones to be used while taping.

Use the built-in microphone from the Canon Vixia video camera or FrontRow microphone

If you are mostly concerned with hearing the audio from just yourself, then there might not be a need to check out additional microphones.

Built In Microphones

If you are not very close to the camera and use the built in microphone, the audio quality is fine for your needs. If you are 5-6 feet away from the camera then you may get little to no audio or very poor quality audio, in which case you will have to transcribe your video.

Front Row Microphones

Some schools in the area already have microphone systems in the classroom. If you have access to one of these systems, like Front Row, it works really well with the camcorder and there is no need to check out an additional microphone for yourself.

The downfall to using the FrontRow microphone or the built in microphone is that you might hear yourself, but not the students very well. Some schools have additional FrontRow microphones for students to use, so check with your school to see if you have the option to borrow one for your recording needs. The ITC does not have any FrontRow microphones for checkout.



Canon WM-V1 or Sony ECM-AW4 wireless microphone

These microphone sets are wireless and will work up to about 15'-20' away from the camcorder. The microphone can be worn on your lapel or placed on a table. The receiver plugs into the camcorder with an audio cable. The microphone and receiver connect via Bluetooth signal. When placing the microphone on a table, the range of sound is about 10' in diameter. You might be surprised at how well this little microphone picks up the sound around it. As an added benefit, you can use up to 2 of these wireless microphones with the Canon camcorder. One can be used to pick up your voice and the other can be used to pick up the students' voices. This is an especially good choice if you have students working in groups. If you would like to use 2 microphones at once, then you will also need to check out an



audio splitter from the ITC. To use both microphones, plug both receivers into the splitter, then plug the splitter into the camcorder using an audio cable.

Tips for clear sound from your microphone

1. Make sure that the audio cable is securely connected in the “Audio” port of the receiver **and** in the “Microphone” port of the camera.
2. Be sure to turn on both the microphone and receiver before you start filming!
3. There will be a blue light on the microphone and receiver when they are turned on. They are paired when the blue light remains solid and stops blinking.
4. If someone is recording you, they can listen through earbuds plugged into the receiver.
5. If there is no sound when you use the microphone, unplug and turn off microphone. Just use the camera for sound.
6. If the light on the microphone or receiver is blinking red, that means the batteries are about to die.
7. If you plan on taping for more than 3-4 hours, request an extra set of batteries from the ITC at checkout.
8. If your batteries do die, you may trade them out for a fresh set of batteries at the ITC or use regular AAA batteries. Please do not throw away any batteries that you receive from the ITC as they are rechargeable.

Beachtek audio splitter

The Beachtek audio splitter only needs to be used if you are choosing to use 2 microphones with the Canon Vixia camcorder. Use the audio cables from each receiver and plug into the R and L inputs on the front of the splitter. Use the Audio cable that came with the splitter to connect from the OUT jack to the video camera input. Be sure that the dials on the back of the splitter are turned to about 50%-75% of the highest audio setting.



Things to Remember While Filming

Camera operator

- Don't forget to press the RECORD button
- Every few minutes, check to make sure the video camera is recording and sound is being captured
- Remember that the focus is on the teacher candidate, not the students
- Remember to pan around the room as needed but be sure to pan slowly
- Remember to zoom in to focus on the teacher as needed, but be sure that you do not zoom in and out too quickly
- Remember not to speak or interfere with the lesson as the teacher candidate is teaching

Teacher Candidate

- Act naturally
- Remember to rotate around the room as you normally do
- As you are teaching, focus on the students, not on the camera

After Filming

Review the learning segment

- Be sure that the video clips have quality audio so that those viewing the clips can hear individual voices of students as they are working on a task or with each other (you may be able to raise the sound in the video editing software to help with this)
- If students cannot be heard easily, or your audio is not heard in giving feedback to students – you may include a transcript at the end of the Instructional Commentary (no more than 2 pages)
- Use timestamps to note where you might want to use segments of video

Back up your video recording

- Make sure your video has been transferred from the camera to AT LEAST 2 other places. Suggestions would be to save on:
 - Computer and External Hard Drive
 - Computer and Live Text
 - Computer and Blackboard
 - Computer and Dropbox
 - Computer and somewhere in the cloud
 - Multiple computers

Other Tips

- Try to record the ENTIRE lesson in your learning segment. This will provide you with plenty of footage from which to choose the clip that best provide the evidence called for in the commentaries and rubrics.
- **Be natural.** While recording, try to forget the camera is there (this is good to explain to your students as well), and teach like you normally do.
- **Based on the task**, clips should:
 - Provide examples of how you interact positively with students
 - Show learning supports you use to develop student competency (demos, critical elements, visual supports, etc.)
 - Show both your instruction and students implementing your instruction
 - Show your active monitoring of student learning (supervision and feedback)
 - Show how you manage at least one transition to, within, or from a learning task
 - Show evidence of using rules, routines, and transitions
 - Show motivated and engaged students



- Show learning tasks in video that include structures or scaffolding which promotes learning in all 3 domains
- Show differentiation of learning
- Show providing specific, corrective feedback – both individually and whole group; particularly 3 target students and IEP/504 students within context of class
- Show that when giving feedback, you are staying with that student long enough for him/her to implement what you have taught them in your feedback
- Show that you are questioning students to prompt further thinking
- Show interaction with students that shows a good rapport with students
- Show links to prior knowledge
- Show how you encourage peers to work together or provide peer assessments

Video Formats

Saving your video in an acceptable format is necessary for a successful upload when you submit your portfolio. There are a number of formats that are acceptable - .flv, .asf, .qt, .mov, .mpg, .mpeg, .avi, .wmv, .mp4, and .m4v. We recommend that you use .mp4 as that is currently a very universal file for Mac and PC viewing.

The video cameras you check out from the ITC are already set to the correct size and format for you.

Troubleshooting

Check These Things First

- Power Supply- Is the battery charged? Is the power adaptor correctly connected to the video camera?
- Recording- Is a compatible memory card inserted in the video camera?
- Playback- Did you turn the video camera on and click the Playback button? Is the memory card with your recordings inserted into the video camera?
- Sound – Is the audio cable plugged into the correct input on the video camera? Is it plugged in all the way? Check the receiver and input. Are the batteries dead on the receiver and/or microphone? Are the receiver and microphone paired?

Charging

- If the camcorder will not turn on, or turns off by itself, the battery might be exhausted. Replace with another battery or charge the current battery
- Make sure the video camera is OFF when charging the battery
- Do not let the battery pack get too hot or too cold

Recording

- If pressing the start/stop button does not start the recording, check to be sure the Access light is not on (red)
- Check to be sure the memory card is not full
- If recording was stopped due to insufficient write speed, you need to replace the memory card with one that is class 6 or 10

Auto Focus

- If the subjects in the video are blurry, clean the lens of the video camera

Cannot Record on the Memory Card

- The memory card might not be facing the right direction. Remove it and place it back in correctly
- The memory card is full
- The door to the memory card is open
- The LOCK switch on the memory card is locked to prevent erasure. Change the position of the lock switch.

Transfer to the Computer is not Working Properly

- Make sure the LCD screen remains open during the file transfer
- Make sure you have given the file enough time to transfer to the computer
- Download the Canon Transfer Utility LE software because the computer does not recognize the video camera

Care of the Video Camera

General Tips

- DO NOT LEAVE THE CAMERA SOMEWHERE UNSECURED- Always keep it in a locked location, even if it is for just a short amount of time.
- When not in use, keep the video camera in the provided bag.
- Transfer your recordings to another device as often as you can so you don't lose important video clips
- Save your video clips in more than one location, we recommend 2 or more
- Do not carry the video camera by the LCD screen
- Do not apply excessive force to the LCD screen
- Only use fingers on the LCD screen. Sharp objects might damage it
- Do not leave the video camera in a location subject to extreme high or low temperatures



- Do not point the video camera towards intense light sources such as the sun
- The video camera is not waterproof so make sure to keep it away from liquids
- Do not use the video camera in dusty or sandy locations
- When mounting the video camera to a tripod, make sure it is correctly fastened to the boot to avoid falls
- Be aware of sudden temperature changes like bringing the video camera from a cold car into a warm building. This could cause condensation on the video camera, damaging the lens
- Do not leave your camera set in your vehicle or trunk of your vehicle overnight, this could also cause condensation on the lens of the video camera, damaging it

Cleaning/Maintenance

- Use a soft, dry cloth to clean the outside of the video camera
- Use a lens cleaning cloth (like for glasses) to clean the lens
- Use a lens cleaning cloth to clean the touch screen LCD monitor
- If condensation occurs on the video camera, use a clean, dry cloth to wipe it