

Department of Teacher Education and Leadership Studies

Technology Recommendations

It is strongly recommended that teacher candidates perform the following tasks on their personal computer(s):

- Totally shut down for a minimum of 8 hours
- Run all Software updates (e.g. web browser, operating system, and Office)
- Maintain active anti-virus software
- Make sure you have plenty of hard drive space available
 - It is recommended that you have at least a 16gb flash drive or portable hard drive. You also are able to save files in Dropbox and Google Drive.
- Defrag hard drive (Mac Users will run Disk Permissions)
- Have your video(s) and materials saved in no less than three places, to prevent losing your work (e.g. SL&L, personal computer, and flash drive)

It is also strongly recommended you AVOID using Google Docs for templates, lesson plans, and instructional materials.

Video Recording Recommendations

- DO NOT use cell phones, ipads or laptops for videoing. They are not reliable, poor video and sound are possible, and extreme difficulties transferring the videos can occur. Failure to follow this directive can result in difficulties with editing, uploading, and submitting on SL&L. (maximum file size 110mb)
- Review Video Guidelines on the preclinical website
- Mac users if your video(s) are in WMV format, you will need to download Flip4Mac or VLC in order to view the video(s). Flip4Mac and VLC can be downloaded at http://download.cnet.com/Flip-Player/3000-13632_4-87679.html <http://www.videolan.org>

Preparing Video Presentations for Upload

Before you begin, review the evidence chart in the TPA handbook for the required format.

1. Record presentation

Most camcorders have high-resolution settings. If there is an option to lower the resolution before recording, it is wise to do so.

2. Compress the videos

The target is a file that is 100MB-190MB. There are a few tools available for compressing video files. The key to using any of the compression tools is to remember that once the compression is complete, the newly created file must be packaged for publication. If this packaged step is not completed, the file will only play on the computer of origin.

Compression and exporting guidelines are available on edtpa.com in the Candidates' section, under Prepare.

RECOMMENDATION:

Six computers in the CRC and 3 computers in the Field Office, room 3310 have Nero video editing software available for your use. Sarah McNickle will be available, by appointment only, to assist you with editing your video. To schedule an appointment at 330-941-2067 or by email at srmcnickle@ysu.edu.

For the appointment, you **MUST** know the time stamps where you will cut your video. The process will take time and you may need 1½ hours to complete the process – plan accordingly. If you are unable to schedule an appointment, you can still use the software. Detailed, easy to follow directions are available on each computer on page

Other Option: Using Handbrake

Handbrake is a free download that will compress video files. It is very user-friendly. To download the Handbrake software, go to <http://handbrake.fr/> and select the version that is right for your computer. Once the program is downloaded, the video file must be imported into the program. To do this, click on Source then browse to find the file. Once the source file is selected, the program will request where to save the compressed video when it is complete. It is often easier to find if it is saved to the Desktop, but the default file may be in My Documents or My Videos.

There are multiple options for selecting a compression format and it is even possible to create a customized format. However, it is important to remember that compression can distort images and sound, so make sure the original file is always preserved. The option that seemed to be the most effective was to choose Apple, then iPod. Once the right settings are selected, hit Start at the top of the screen and let the program compress the video. In choosing the iPod setting, Handbrake automatically packages the video for publication. Once the compression is complete, you should find a new video file on your desktop or wherever you saved it. It is now ready to upload.

Other Options:

iMac/Macbooks: iMovie Directions

For more detailed directions or help please visit <http://help.apple.com/imovie/mac/>

Open Program

Import

1. Click File > Import Media.

Split a clip

1. In the timeline, select the clip you want to split.
2. Position the playhead at the clip timestamp where you want to split the clip.
3. Choose Modify > Split Clip.
4. Repeat steps 2-3 if necessary

To export a clip

1. Select your clip in the timeline.
2. Click File > Share > File
3. In the dialog that appears, do any of the following:
 - To set the title of the shared movie: Click the name at the top, and type a new name according to naming guidelines in your edTPA handbook.
 - To set the description of the shared movie: Click in the Description field, and type the name of your clip according to the edTPA handbook.
 - **DO NOT SET TAGS, TAGS ARE NOT ALLOWED ON edTPA VIDEOS**
4. Set the resolution to 540p and the Quality to Custom
5. Move the slider all the way to the left.
6. Click Next.

3. Upload the compressed file

Once the compression is complete, the video file can now be uploaded to SL. To do this, log into SL&L and follow the step by step process for uploading videos.

Final comment: It is wise to upload the video during a “low traffic” Internet use time—early morning or late night, for example. This is due to the fact that even a **compressed video file will take around 15 minutes to upload**. If the video upload times out repeatedly, consider using a different Internet service, such as the public library or an Internet café.