

TPA 4 Recommended Video Procedures

After researching several cameras we believe that the FLIP VIDEO® Camcorder provides the easiest means to record, download and submit a video to meet the requirements for TPA 4.

Though other video cameras may be used it is important that the file you upload be less than 500 megabytes (MB).

We have tested and discovered that a 20 minute video using the FLIP VIDEO® Camcorder provides the easiest steps to meet the size requirements with easy to use software that is available for free.

Directions to Obtain a Camera and Record a Video

FLIP VIDEO® Camcorders are available for teacher candidates to check out from Media Services. The Media Services window is located in room 133 of the Spies-Bornemann Center for Education and Technology building and can also be reached at (805) 493-3820.

We do not have enough cameras for each student to individually check out. We ask that one representative from each placement site check out the camcorder so it can be used by all the candidates at the site (Ex: One person placed at Moorpark High School will check it out for all the student teachers to use that are placed there). We will provide Media Services with a roster of all full time student teachers. Identify yourself so they can check your name on our list so we are able to track who has the camcorder. The person checking it out is responsible for its return.

The FLIP VIDEO® Camcorders that are available at the university require two double “A” batteries. Please ask for batteries when you check it out. Media services have plenty.

A FLIP VIDEO® Camcorder may be hand held or placed on a tripod. It is important for you to plan ahead and conduct a short test video to make sure the placement of the camcorder picks up your voice.

Record your actual lesson using the FLIP VIDEO® Camcorder. The camcorder has a timer on the screen so it can easily be stopped by your cooperating teacher, a student helper, or another student teacher at the 20 minute mark.

Saving to a Computer

Once you have recorded your video, simply insert the FLIP VIDEO® Camcorder into the USB port of any computer (PC or MAC). Software usually automatically launches when your computer recognizes that new hardware has been inserted.

A window will open and show you the video files that are on the camera. Select and Save your video.

NOTE: Name your file without using your name (ex: TPA 4 Video).

Procedure 1 is provided by TASKSTREAM and GSOE and lists the steps to upload your video.

Procedure 2 is an alternative procedure which helps you to compress your video first (if over 500 MB) prior to uploading your video to Taskstream (Procedure 1).

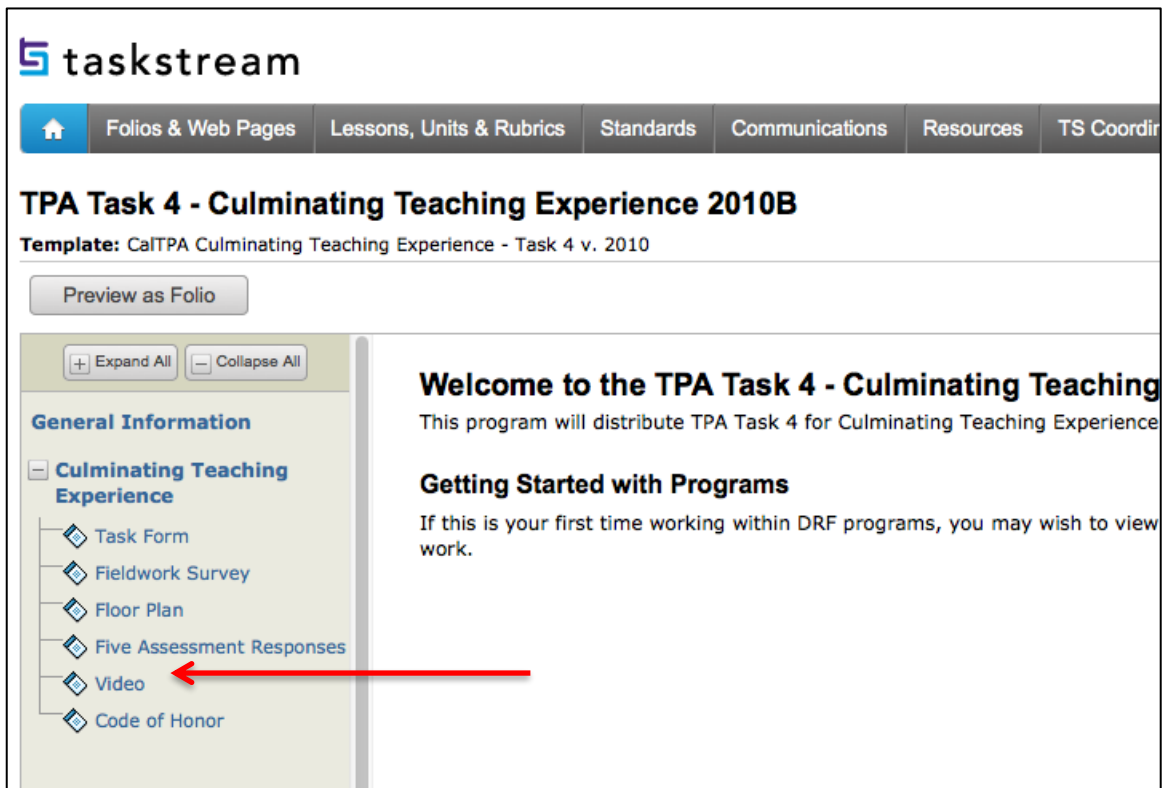
Procedure 1 - Upload Video for TaskStream

The maximum upload size per video is 500 MB. If your video is larger than 500 MB, you will need to compress the video or reduce its size before uploading to Taskstream.

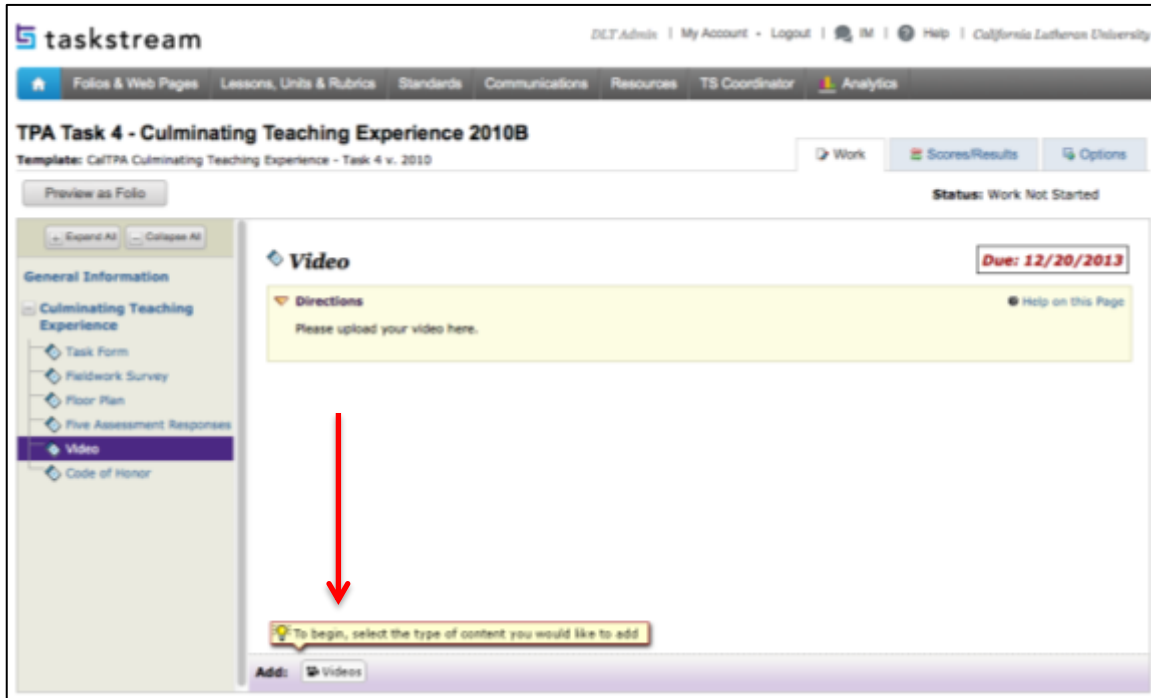
Please note that, because video compression and manipulation occur outside of Taskstream, we are only able to provide limited support and do not endorse or support any specific video program.

If your video is 500 MB or less and 20 minutes in length:

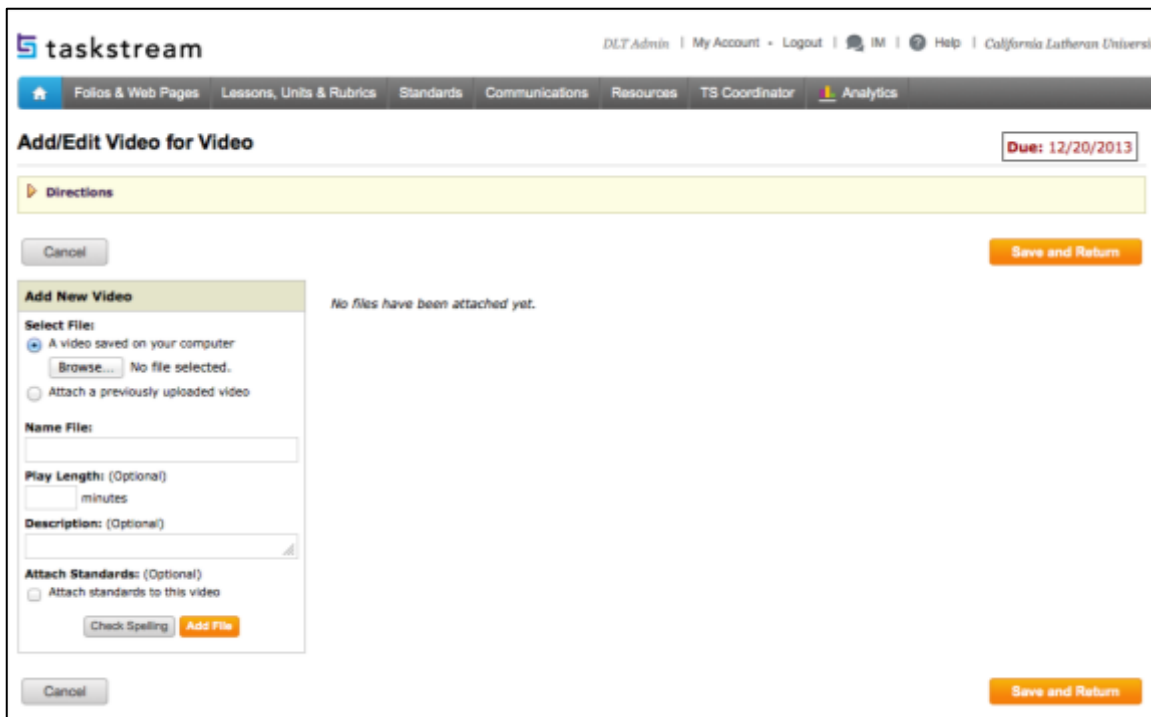
1. Navigate to Taskstream through a class inside your MyCLU portal.
2. Select the **TPA Task 4** folder.
3. Click the **Video** link located on the left hand side column.



4. On the bottom of the following window, select the **Videos** button to add your video.



5. Click the **Browse** or **Choose File** button (depending on your Internet browser) and locate the video file on your computer.



6. **Name File** and enter a **Description** (optional) of the video.
Name your file without using your name (ex: TPA 4 Video).

7. (Optional) Enter the **Play Length** of the video, in minutes.
8. Click the **Add File** button or use Step 9 below.
9. (Optional) Check the box to **Attach Standards** to this file. This option may not be available for your DRF.
 - a. *If you chose to Attach Standards to this file:*
 You are advised that, immediately after the file uploads, you will be taken to the Standards Wizard to select standards applicable to your work.
 - i. Click the **OK** button to continue. You are navigated away from the DRF, to the Standards Wizard.
 - ii. Select a set of standards, and click the **Go** button to navigate to a list of specific related standards.
 - iii. Click the **Go to Next Level** button for any standard and, from the list provided, check as many specific aspects of this standard (performance, knowledge or critical disposition) as apply to your uploaded file.
 - iv. Click the **Save and Select from a Different Set** button.
 - v. Continue until you have attached all applicable standards.
 - vi. When you are finished attaching standards, click the **Return to** button.
10. Once you have uploaded your video, click the **Save and Return** button to go back to the work area for this DRF requirement.

Procedure 2 - Compressing a Video for TaskStream

MPEG Streamclip is available for free on both Mac and PC platforms.

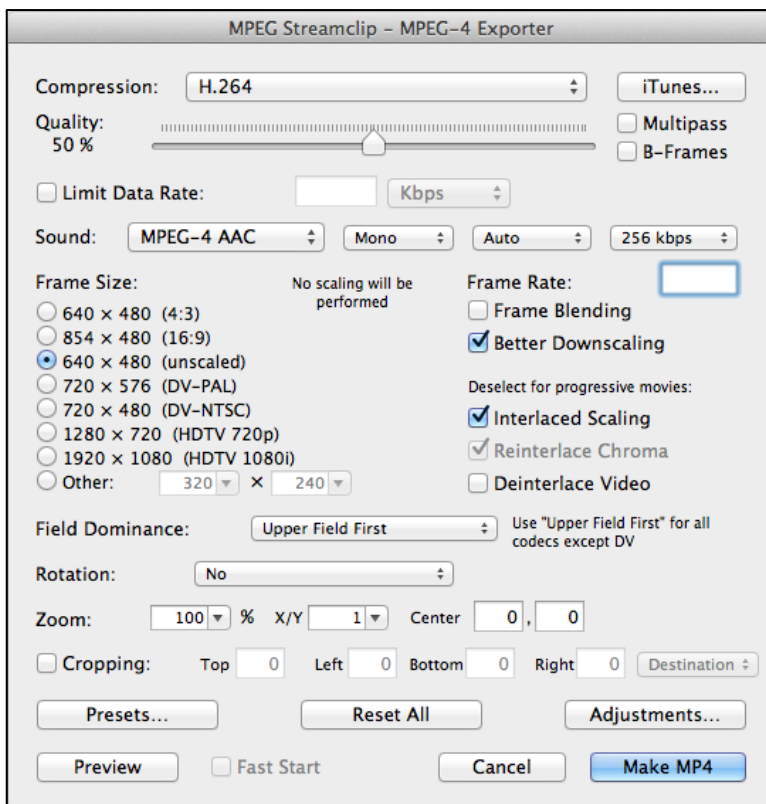
1. Download MPEG Streamclip from Squared 5 at <http://www.squared5.com/>. Choose to **Download Mac or Windows version** of the “MPEG Streamclip: video converter for Mac & Windows.” Follow the prompts on your computer to install the program.
2. After installing the program, open it. You will see a gray box with five blue dots centered.



3. Drag your video clip into square over the blue dots or select **File** and then **Open Files...** You will then see the first frame of your video indicating you have successfully opened the file.



4. After you see you video in the viewer, from **File** menu, select **Export to MPEG-4**.
5. Make sure the settings are the same as the one below and then select **Make MP4**.



6. After your video has been compressed and is 500 MB or under, proceed back to **Procedure 1** to upload your video into Taskstream.

If you need further assistance compressing or uploading videos, please contact CLU Tech support at helpdesk@callutheran.edu.