

TLAC Fellows Video Upload Process

A Guide for Uploading your Classroom Video to the TLAC Team

Process:

1. Film your classroom
2. Upload your Classroom Video to your computer
3. Edit/Trim your Classroom Video
4. Create a Google Drive account
5. Upload Classroom Video to Google Drive
6. Share your Classroom Video with the TLAC Team on Google Drive

1) Filming tips for recording classroom video: The goal is to see and hear as much of your lesson as possible. Use your judgment when setting up your camera. To help, here are some recommendations:

- Set up the phone or camera in a corner of the classroom. This helps us see as many of your students as possible in the frame. A wide, whole-class shot is better than a tight shot of the teacher.
- To help pick up the audio of your lesson, try any/all of the following: Close hallway doors, close windows, turn off fans and air conditioners, and ask students to project their voices.
- If you can wear a wireless microphone, it will tremendously improve the audio quality. When you attach the microphone, try to prevent anything from rubbing against the microphone as you circulate around the classroom (loose clothing, a necklace, an ID badge, etc.).
- Set up the phone or camera near an outlet so you can keep it plugged in while it's filming.
- If you are able, ask a colleague to operate the camera as they observe your lesson.

2) How to upload your video to your computer:

- a. Create a "TLAC Fellows" folder on your desktop.
 - If you filmed to an SD card, plug the SD card into the SD slot on your computer. Transfer the video file from the SD card into the TLAC Fellows folder on your desktop.
 - If you filmed on a device with an internal hard drive (like a phone or flipcam) then connect the device to your computer via USB and transfer the video file from the device into the TLAC Fellows folder on your desktop.
- b. Label your footage using this format:
LastName.FirstName.SchoolDistrictorOrganizationName.SchoolName.Grade.Subject
 - If digital space or continuous filming limitations caused you to have multiple video files from the same lesson, make sure you label the footage as:
LastName.FirstName.SchoolDistrictorOrganizationName.SchoolName.Grade.Subject.Part1

LastName.FirstName.SchoolDistrictorOrganizationName.SchoolName.Grade.Subject.Part2, etc., as needed.

- An example of this naming convention:
Paquette.Roger.SouthHuntingtonSchoolDistrict.WaltWhitmanHighSchool.Grade11.APEuro

3) Edit your footage:

- a. Identify and/or cut a **10-minute** selection from a single lesson (you may edit/cut it) that showcases:
 - Characteristic strengths
 - Areas of growth
 - Areas of interest (this could be something you're trying out in your classroom, feel passionately about, etc.) as a teacher
- b. Here are two tutorials for editing your footage:
 - iMovie: <https://www.youtube.com/watch?v=GKu5p4e4CbY>
 - Adobe Rush: https://youtu.be/YsGQ_Bwi6Zg

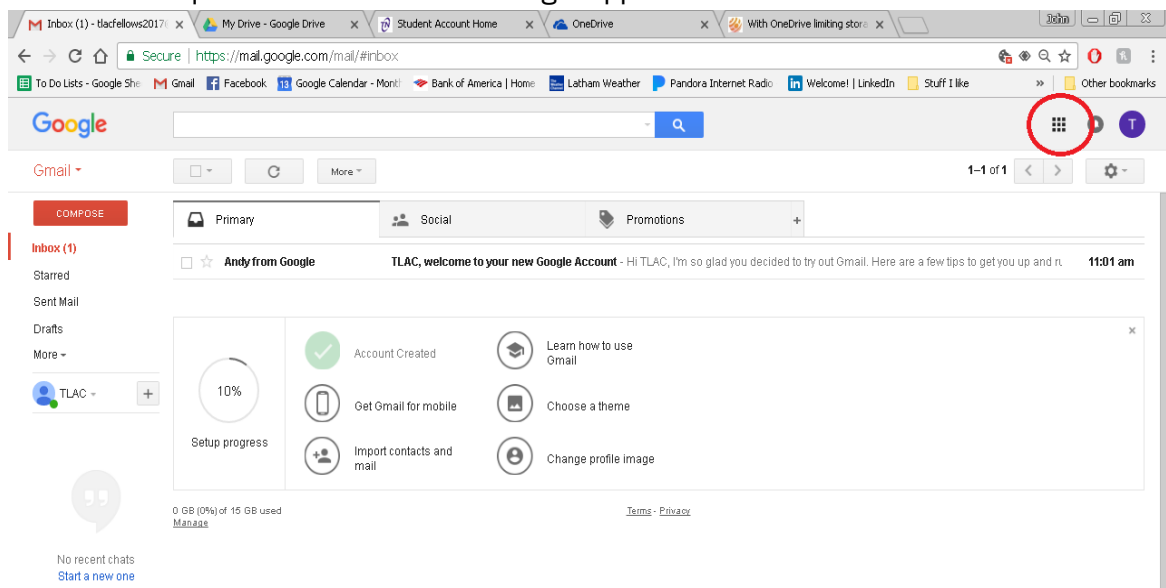
4) Create a Google Drive Account:

- If you already have a Google email account, you already have Google Drive!
- If you don't have a Gmail account, you can create one here:
<https://accounts.google.com/SignUp?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default>

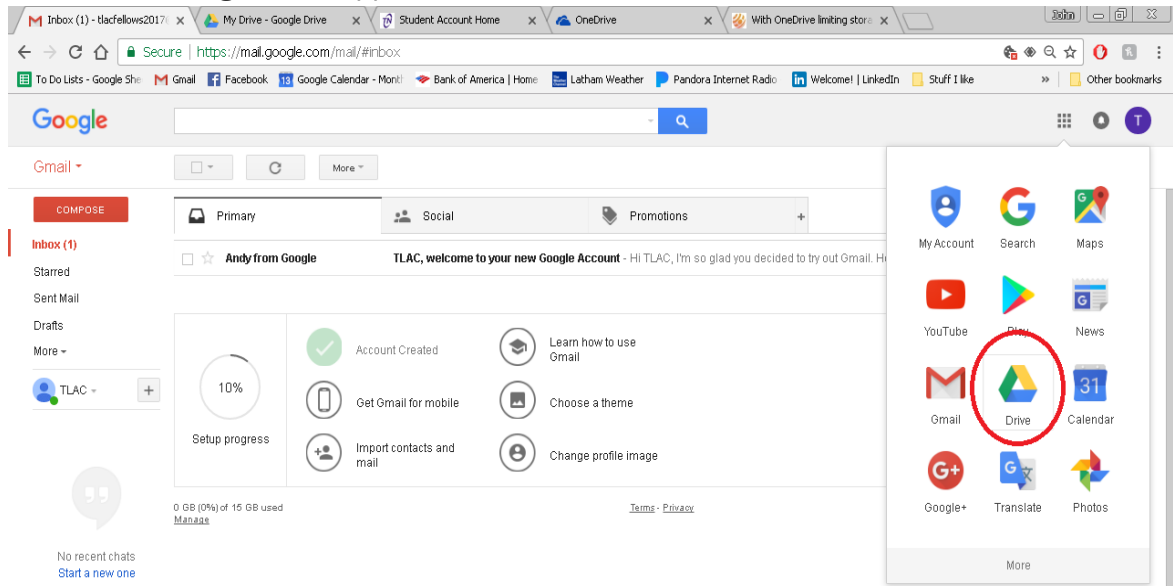
5) Upload your video to Google Drive:

Follow these steps to upload your video to Google Drive:

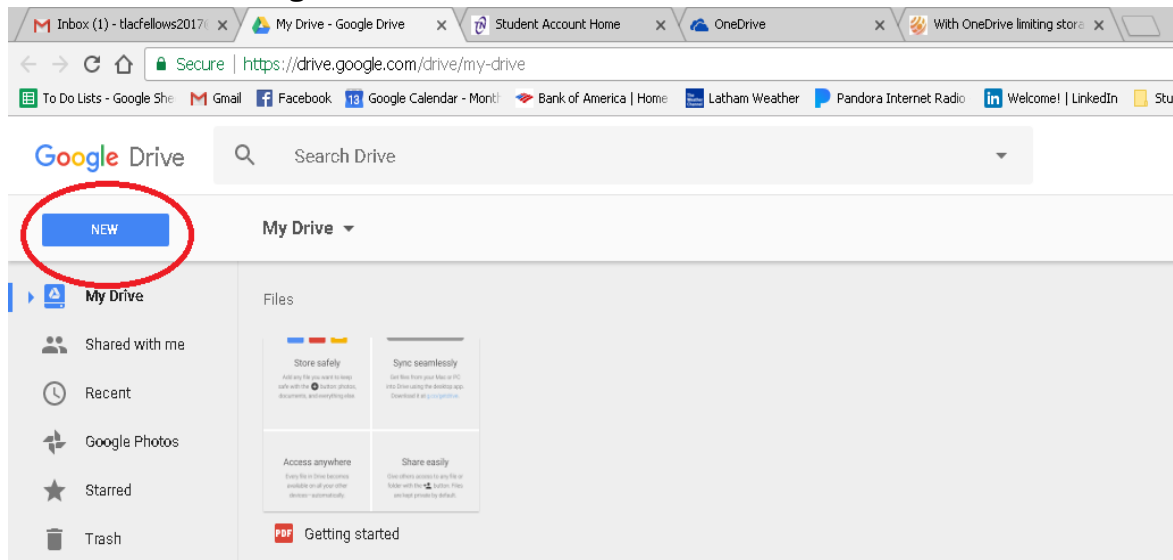
- a. Click on the square cluster to access Google Apps:



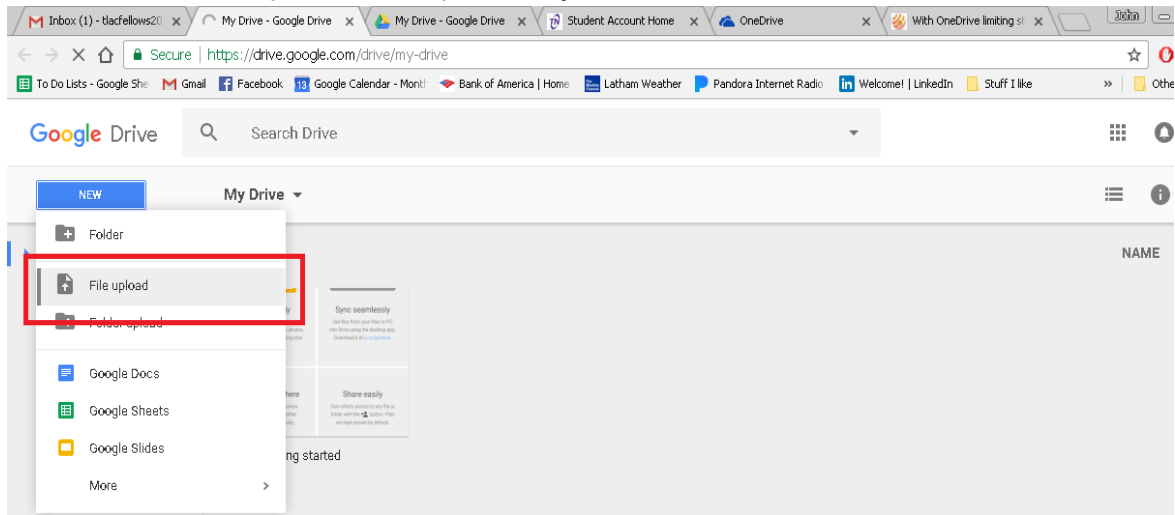
b. Click on the Google Drive App:



c. To add a video to Google Drive, click on NEW:



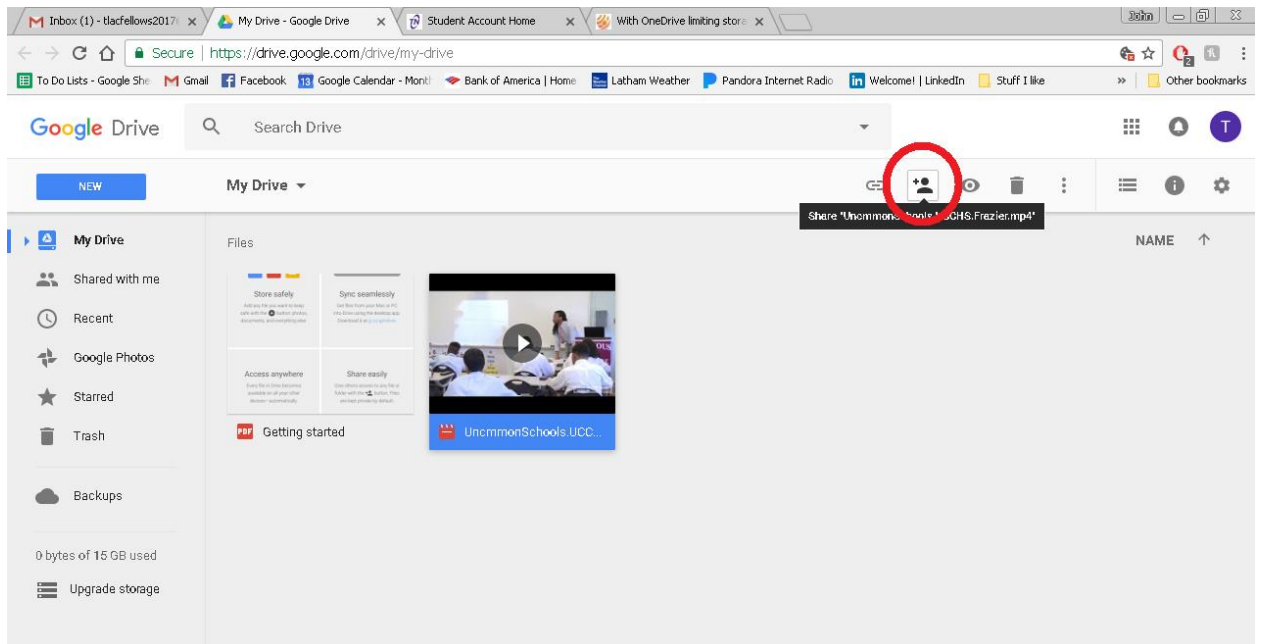
d. Then click on “File Upload.” The upload may take a few hours.



6) Share your video with TLAC over Google Drive:

Follow these steps to share your video with TLAC over Google Drive:

- a. Click on the video icon once to select it. You will then see a “share” option appear on the right side of the screen.
- b. Click the “share” button:



c. Share with TLACFellows2022@gmail.com

You're all done. Thanks!

Do not hesitate to reach out to fellows@teachlikeachampion.org if you have any questions!