



Recording Device Guidelines and Instructions

Supplies Needed

- Video camera or mobile phone or tablet (recording device)
- Tripod/case that will hold your recording device stable and at the right height
- Enough charge on recording device to record for the duration of your lesson
- If using a video camera, you'll need a cord to connect the camera to a computer to transfer files
- Available storage space on recording device to store large video files

Before You Film

- Practice recording yourself at home a few times. Test settings, stability, focus, lighting, and sound.
- Make sure you have enough storage space on your recording device to store large video files.
- Make sure the recording device is fully charged.
- Create a film plan that includes what you want to film and how you will film it.

Setting Up in the Classroom

- Ensure recording device is in a safe and stable place.
- Position recording device with the teacher on one side of the screen and the children in the rest of the frame.
- Make sure there is enough light. If your recording device is facing a light source, like a window, people in your video may be hard to see. Reposition the recording device to make better use of the available lighting.
- Be sure to get quality audio. Position the recording device to record voices as clearly as possible. The closer the camera to the sound source the better quality it will be.
- Turn off loud appliances, or move recording device away from interfering noise.
- Ensure you and the children are visible for the entire video. For large group activities or if there will be a lot of movement in a large area, you can pull the recording device back to fit more people in the frame.

Some examples of recording device positions that include clear views of children and teacher:



Filming

Start recording five minutes before activity. Verify that the device is recording. Complete the activity and then keep the device recording 1 to 2 minutes after activity ends.

Organizing and Storing Your Videos

- If you used a video camera, transfer video files to a computer or flash drive.
- Review videos and make note of what you might do differently next time (adjusting the recording device location to improve the lighting or audio, for example).
- Name and organize your video files so you will be able to find them later.

Editing Your Videos

Computer

- Most computers have editing software such as [iMovie](#) for the Mac or [Photos](#) on Windows 10. For earlier versions of Windows you will need to download video editing software from the [Windows Store](#).
- You can also use free software such as MPEG Streamclip <http://www.squared5.com/> Programs like this have online help tutorials to guide you through the editing process.
- Trim excess video at the beginning and end of your video clips as needed. Save the editing file with a name that will allow you to find it easily.

Mobile Phone / Tablet

- Most mobile phones and tablets have video editing software loaded onto the device. You can use the video editing software that is already on your device, or use the Google Play or iTunes store to locate a new video editor.
- Read the user guide or follow the online tutorial for the video editor on your device to determine how to trim excess video at the beginning and end of your video clips as needed.

Compressing Your Videos

Video files over 500 MB must be compressed before uploading to the EarlyEdU Coaching Companion™.

Computer

We suggest using either **Any Video Converter** or **Handbrake** to compress video files on a computer.

1. Download Any Video Converter (https://www.any-video-converter.com/products/for_video_free/) or Handbrake (<https://handbrake.fr>).
2. Follow the download and installation instructions.

Any Video Converter video compression instructions

Mac: <http://earlyeducoach.org/help/pdf/Any-Video-Converter-Mac.pdf>

Windows: <http://earlyeducoach.org/help/pdf/Handbrake-PC.pdf>

Handbrake video compression instructions

Mac: <http://earlyeducoach.org/help/pdf/Any-Video-Converter-Mac.pdf>

Windows: <http://earlyeducoach.org/help/pdf/Any-Video-Converter-PC.pdf>

Mobile Phone / Tablet

- Most video editors on mobile phones and tablets will allow you to compress video files. Since video apps vary between devices and platforms, you will want to refer to user guides for the specific video app you are using to learn how to compress your video.

Uploading Your Video Assignments

Most of your EarlyEdU video assignments will be uploaded to the Coaching Companion.

- Navigate to your Institution's Coaching Companion site and login. If you don't know this URL or you don't have login credentials, email info@earlyedualliance.org.
- Review the [Coaching Companion tutorials](#) for instructions on how to add your video to a specific assignment.
- You can upload video from a computer or straight from your mobile phone or tablet. Note that you cannot link to a video that has been uploaded to a cloud service such as iCloud or Google Drive.
- Make sure you have a robust internet connection for the best upload experience. If you find that your video uploads are repeatedly failing, you may want to find a location with public Wi-Fi access such as a library or coffee shop.
- If your device shuts off or goes to sleep during the upload, the video upload will fail. Monitor your device to ensure that it's active throughout the entire upload process. Once you see the message that your video is being encoded, you can shut down the device without disrupting the upload.