"Teaching in Action" Video Clip

Suggested Resources and How-To Tips

Equipment and Software Resources at UC

Equipment Reservations

If you do not have a video camera, you can borrow one from the UC libraries for up to 5 days. Equipment can be reserved in person at Langsam Library's Circulation and Multimedia Services Desk or over the phone at (513) 556-1424. You may also borrow a tripod and microphones. Generally, you can renew your equipment loan for an additional five days (depending on subsequent reservations on the equipment being renewed).

Campus Computers with Video Editing Programs

UC has multiple computer labs, including the computers in 4th floor Langsam, which are available 24/7. Additional computer lab locations and hours are published on UCit's website.

In addition to computer labs, Langsam Library offer the Student Technology Resources Center—a student-centered service area designed to provide instructional technology resources and services to assist students who require specific software or equipment. The STRC's resources include technology for digital video editing. The STRC is located on the fourth floor of Langsam Library. Walk-ins are welcome, but library staff recommends that students make appointments (513- 556-1468) for larger projects such as non-linear digital editing. The hours for the STRC are available online.

Software Tutorials

The UC Libraries licenses Lynda.com, video-training library that includes technology tutorials. Lynda.com is free for current students. To access these training videos, go to the Lynda.com login page and enter your UC 6+2 username and password.

Relevant training videos include:
- iMovie '11 Essential Training
- Windows Live Movie Maker Essential Training
- "Basic Video Editing" from Premiere Pro CS5 Essential Training
- Final Cut Pro X Essential Training
- YouTube Essential Training

Recording Tips

The Day(s) Before Recording

Be sure to try out the video camera, download the recording, and *watch* the video to make sure that you know how to use your equipment and that it *works*. It is highly recommended that you **tape your trial in your classroom at the same time of day** to make sure lighting in your video will be sufficient (but you will not have a problem with glare).

Preparing to Shoot

- Before you begin shooting, make sure you have on hand:

- o An extra fully charged battery (or the power cord) on hand
- o An extra memory card or the means to download your video between class sessions.
- o If you are bringing your laptop to download video, remember the laptop power cord.
- o A tripod or stable stand for your camera.
- o A lens-cleaning cloth. (No matter how careful you are, the lens is going to get smudged. No program will be able to fix this problem.)
- o An extension cord if the recorder or laptop cord will not reach the wall socket.
- o Tape to secure power cords.

- Plan what you'll wear the night before. Avoid wearing clothing with thin stripes or distracting prints.

- At the beginning of each class session, remind students that you are recording and tell them *why* you are recording. Ask your students to *turn off their cell phones* and to avoid pencil tapping, gum smacking, chair screeching, etc., and to speak in a loud, clear voice.

Getting the Video You Need
Record more than 10 minutes! There's no way to predict when you and your students will be at your best—or when the darn noisy heating system will kick in for your classroom.
Consider filming more than one class session, so you can pick the exercises and student-teacher interactions that best represent your "teaching in action."

Instructions for Saving and Submitting the Video[1]

The video may **not** be longer than 10 minutes. Nominees who submit a video over 10 minutes will be disqualified. While you are not required to upload your video to YouTube, the instructions below were written with YouTube in mind.

Save Your Video
After recording your video, save it to a YouTube compatible format; **MOV**, **MP4** (MPEG4), **AVI**, **WMV**, **FLV** or **3GP**.

Back up your video footage *before* you begin to edit! Save your video to a thumb drive, external hard drive or a cloud storage account, such as Dropbox or Box at UC. (All UC students receive unlimited data storage upon activating their account. Use your UC user ID to log in to your account at https://uc.app.box.com/login.)

Cut/Trim
Once you have converted the video you will need to trim your video to 10 minutes in length. See above for information on campus computers with video editing programs and software tutorials.

Upload Your Video

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[1] Instructions courtesy of the Midwestern Association of Graduate Schools, http://mags-net.org/documents/awards/teaching/2017MAGSExcTeachAwardYouTubeInstr.pdf.

- Upload your video to YouTube, Vimeo or another video hosting website. If you are new to this, MAGS provides instructions for creating a YouTube account and uploading a video at http://mags-net.org/documents/awards/teaching/2017MAGSExcTeachAwardYouTubeInstr.pdf.

- Make sure that the video's Privacy Setting is set to **public** (YouTube's terminology), so that all members of the UC and MAGS selection committees may view it.