**Procedures for Classroom Videotaping**

**Introduction**
These procedures are provided to help you produce video clips that clearly represent the teaching and learning in your classroom. In order to capture elements of instruction and student learning, you will need to produce video clips of high audio and video quality. If not using a digital camera, be sure to use a new, better quality VHS videotape. The procedures below will help you successfully produce video clips with minimum problems.

**Preparation and Practice**
First, we do NOT expect a Hollywood production. It is important, however, that the quality of the videotaped activities be *sufficient* for you to understand what happened in your classroom. As a general rule of thumb, sound quality is generally more important than video quality to understanding the teaching and learning being captured.

- If you are unfamiliar with the videotaping process and/or do not have access to video equipment, *consider the following resources* for equipment and videotaping assistance.
  - your cooperating/master teacher (who can identify potential resources in the school as well as assist you with videotaping);
  - technology staff within your program’s institution who are knowledgeable about videotaping;
  - another student teacher who has done or is doing videotaping; or
  - friends and family (for equipment).

- **Schedule/reserve** the necessary video/audio equipment well in advance.

- **Advise your cooperating/master teacher and the principal** at your school of your need to videotape lessons for student teaching. A letter has been created that informs families about the videotaping. Discuss any arrangements for a camera operator with them during the first few weeks.

- **Think** about where you and your students will be during the activities to be portrayed on the videotape. Will different activities require students to regroup and move around the classroom? How will the use of instructional materials be recorded? What will the camera need to capture? If applicable, when should the camera operator zoom in or rotate the camera to a new position?

- **Meet** with the camera operator to plan the taping prior to videotaping your lesson. Share your lesson plan and discuss your plans to capture the teaching and learning.
Use a sturdy tripod to avoid shaking images which often stem from shots from a hand-held camera.

Practice the videotaping process. This will provide a chance to test the equipment and give your students an opportunity to grow accustomed to the camera.

Adjust, if necessary, for the light source each time a recording is made. Newer cameras may have a switch for recording in incandescent, florescent, or daylight or may be completely automatic. Do not place the camera facing the window or other bright sources of light.

If you are having trouble hearing yourself and/or the students, try placing the camera closer to the action OR use an external omnidirectional dynamic microphone plugged into the “EXT MIC” jack on the camera OR wear a lapel mike and repeat questions or comments from students who are not nearby. Confirm that this turns the internal microphone off. If the camera operator wears headphones plugged into the camera, the sound quality can be monitored during taping.

For safety reasons, as much as possible, tape extension cords to the floor with duct tape.

During videotaping, don’t worry about calling students by name, or having them address you by name. The video should stay primarily focused on you, however, there is a chance that student heads, backs or side views may be seen in the videotape. This is why the letter informing the families of the videotaping must be sent home during the first weeks of school.

A final note about confidentiality and the videotaping: The videotape that you produced is not for public viewing. Without explicit permission from each student in the classroom, the videotape CANNOT be used for job interviews or put on any Internet media site that can be viewed by others.

Examples of unapproved Internet medium: YouTube or TeacherTube.

Even if the classroom students are not shown at any time in the videotape, the letter provided by Bemidji State University does not allow you to show the video to outside parties. The videotaping is done for student teaching professional reflection and growth. Exceptions: University supervisors, cooperating teachers and university faculty.