

## Oakland Schools - Communication Enhancement Project

### Video Instructions

#### **General Instructions:**

1. All students who appear in the video for an extended period of time must have a signed photo release, especially if their face is shown and their name is said
2. Using the Flip camera you will be taping by digital video
3. When you upload the video from the camera to the computer, save the file with the student name, activity and month of the video.
4. Make separate files for each videotaping; do NOT put them all together in the same file with a menu (it makes it difficult to review)
5. Do not edit the video before turning it in to the trainers.
6. The adults who are being recorded should not be responsible for also doing the recording. Assign this to another team member or someone from the school that can come in and do the video.
7. If you are not experienced with video recording, make a practice recording to insure that the equipment is working properly.

#### **Before Beginning to Record a Session:**

A few minutes before the activity that you are going to record begins, please complete these prerecording steps:

1. Use the Video sign or on a sheet of blank paper (in large readable letters) print the student's first name, the activity and the date.
2. Gather any of the visual materials that are going to be used (language boards, devices, schedules, picture cards, etc.)
3. Place this video sign in front of the camera and record the page for about 10-15 seconds.
4. Next, record each of the visuals to be used. Each for about 15-20 seconds. Then turn off the camera and get ready for recording the activity.

*Remember! Do not interfere with the activity to do these steps. We want the activity to be recorded from its natural starting point. If necessary, do these 2 prerecording steps well in advance of the activity beginning.*

#### **Recording the Activity:**

1. Position the camera so that both the student and the team member can be seen. This angle should also permit the viewer to see the student using the communication board/device if there is one. This is less critical if the student is talking or the device has voice output.
2. Record the student for approximately 10 minutes. Start at the natural start point.
3. If the activity has not ended after 10 minutes, that's alright. Turn it off and near the end of the activity turn it in again.
4. If you travel down school hallways on the way to the office on some location, only video the segments when communication occurs. No need to video the entire trip.
5. Please turn off the camera if a non-photo released student is participating for an extended period of time in a group activity with the target student.