Video Recording Guidelines

The purpose of capturing video-recorded classroom instruction is to provide as authentic and complete a view of your teaching as possible. Your video-recorded entries convey to assessors how you practice your profession, the decisions you make, the climate you create in the classroom, and the ways in which you engage your students in learning. Reviewers are not able to visit your classes; therefore, a video recording is the only illustration of these key practices.

The following provides technical advice, guidelines, and helpful information about making effective video recordings of your teaching practice.

Permission
Please complete a Teacher Agreement form, and secure completed Parental Release forms from the parents or legal guardians of all students in your videos.

Ensure that parents understand that the video recordings are not about the students, but are intended for professional discussions with other teachers about the best ways to teach, and that the students will never be identified by their full names. If, for some reason, a student’s parents refuse to grant permission, please ensure that the student is seated out of the camera’s range.

TNTP’s release forms are required for participation; district or school release forms will not be accepted.

Equipment
We recommend the following equipment, to make video recordings of your class:

- Video camera
- Tripod to ensure consistent, smooth coverage (if possible)
- External microphone for improved audio (optional)

Recording Guidelines
In order for a Reviewer to have enough information to perform an evaluation, you need to record:

1. Your actions
2. The majority of the student’s actions
3. Clear audio for you and the students

Your video recording should show that you are effectively engaging the entire class, and should show some interaction with specific students (not every student must be shown). Record varied
teaching formats, including full-group instruction, cooperative-group work, and small-group instruction.

Take a few notes immediately after the lesson to add additional context and identify areas for feedback when you upload the video and request a review later. For example, note the lesson objective, your opinion on the success of the lesson, and a description of any instructional materials used.

Filming Tips

1. **If possible, use a tripod.** Having the camera in a fixed position eliminates the wobbly effect of an unsteady hand.

2. **Point the camera at the speaker.** Place the camera at the side of the room and, if possible, set it up high on a counter or table.

3. **Record continuously** rather than stopping the camera or moving rapidly back and forth between people.

4. **Turn on all the lights and open curtains and blinds.** If there are windows along one side of the classroom, point the camera away from (rather than into) that light.

5. **Engage another adult to operate the camera,** if possible.

Test Your Video

Once you have transferred the video file from your camera to your computer, please watch the video on your computer to test the video and audio quality before uploading it to the system.

- Can you clearly hear the instructions given by the teacher?
- Can you clearly hear responses given by students?
- Is writing on the chalkboard/whiteboard clearly visible (if important to lesson)?

The video recording of your classroom teaching must be continuous and unedited. If your recording appears to have been edited, the entire entry will not be scored.