

## Instructional Video & Storage Guidelines

### 1. Instructional Video Posting and Guidelines:

- a. All videos should be posted on Creation Station (In-House video server and backed up on a daily basis)
  - Username and password required – E-mail Nancy Cassano
- b. Optional: video can be posted on BT website
  - Share video with Nancy Cassano
  - Mr. Peter Dalton approves content, Ray Andreasen approves for branding.
  - Nancy Cassano to notify you when video has been posted on website
- c. Size – no more than 5 minutes
- d. Video on website can be made private, user would need to login before viewing – See Nancy Cassano
- e. Media Release needs to be signed by all students/adults before posting video.

### 2. Equipment to Record Video:

- a. Mini DV Recorders/Zoom Cameras – Sign out through Lab Aides
- b. Loaner Program – IPADS – Not ideal device – unsteady – sign out through Center Lab
- c. Teachers Only Personal Device (**no student personal device to record instructional video**)

### 3. Uploading to Creation Station:

- a. Barry Tech website, go to right navigation bar and select Teacher Resources>Safari Montage. Login and then select Creation Station>Upload video
  - Give video proper naming convention: Course Name, Unit, Topic
  - Make video on Creation Station public or private
  - Add ancillary materials – i.e. quiz, handout, teacher’s guide
  - Generic student usernames and passwords can be issued

### Miscellaneous

- Personal Mobile Devices can only be used by students if it for a preapproved project by supervisor with lesson plan. I.e. View Instructional Videos, Answer survey questions
- Again, **no student mobile device can be used for recording instructional video**