

- Check-out days for Fall 2022: September 5<sup>th</sup> – November 21<sup>st</sup>
- Check-out dates for Spring 2023: January 8<sup>th</sup> – March 8<sup>th</sup>
- Length = 15 business days\* Unless you are a part of the following majors: (Elementary PESH, Visual Arts, Performing Arts, and Music students), you will have 30 calendar days.
- 15 Business Days Example: Checkout September 7<sup>th</sup> items will be due back September 28<sup>th</sup>.
  - \*\*Please note: all equipment will need to be returned by March 13<sup>th</sup> even if you haven't met your 15 business days.\*\*
- You are only allowed to check out edTPA equipment once during this period due to high demand
  - Unless you receive permissions from the Director of the ITC and your Supervisor

# Procedures

- You **MUST** use SignUp Genius to reserve equipment
  - [EdTPA SignUpGenius](#)
  - You may sign up for **one** slot at a time. Multiple slots will be deleted.
  - If you do not pick up your equipment on the reserved date, you will have **3 business days** before it's re-shelved and you need to sign up for a new date.
- Please bring your Student ID and make sure to have your WU number handy
- Prepare for check-in and check-out to take 15-30 minutes

# Check-out process

- Equipment – tripod, camera set, and microphone set
  - ADDITIONAL item = SD card
  - Initial off for EACH item on table

## Canon Vixia Camcorder

Items	OUT	ITC	IN	ITC
Battery				
Camcorder is working				
Battery is charged at least 90% or can film for at least 120 minutes				
Video is recording as an MP4				
Video is recording at 4 Mbps				
SD Card- <u>Circle Below</u> <i>Belongs to Student</i> <i>Belongs to ITC</i>				
Previous videos are removed from camera				
Bag				
Power Charger				
HDMI cable				
USB cable				

## Tripod

Items	OUT	ITC	IN	ITC
Tripod				
Bag				
Boot/ Mounting Plate				
Handle				
Knobs are working				
Legs				

## Canon or Sony Microphone

Items	OUT	ITC	IN	ITC
<u>Rechargeable Batteries</u>				
Microphone				
Receiver				
Audio Cable				
Wind Screen				
Earbuds				
Bag				

# Check-out process (cont.)



- Polices

I acknowledge that I have read, understand, and will be responsible for following these procedures by initialing next to each item.

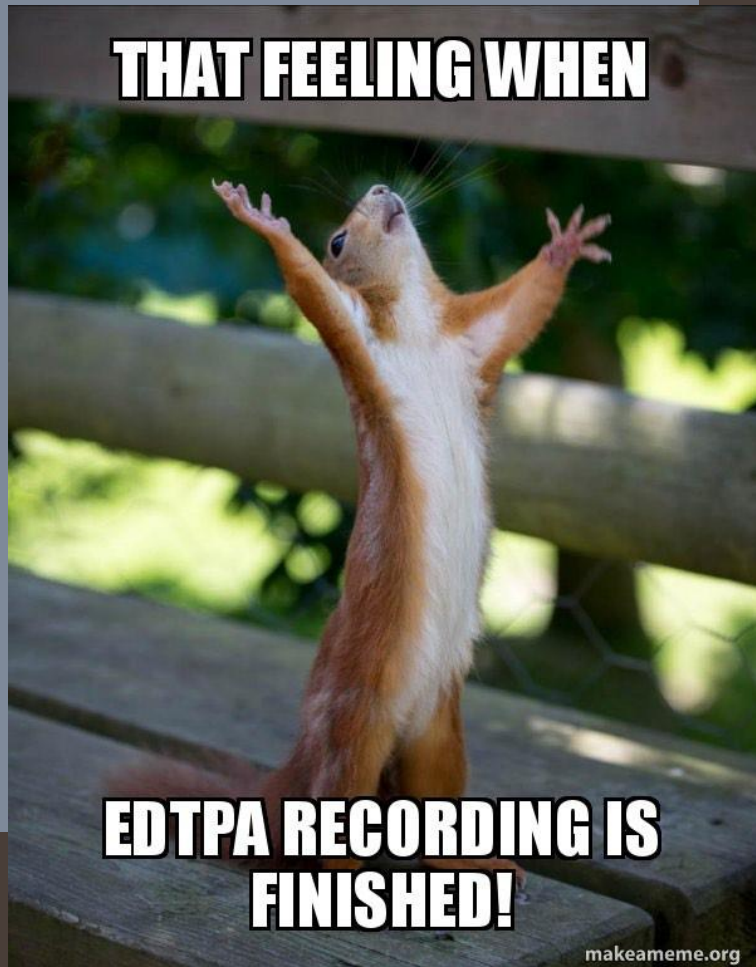
Item	Initials
edTPA Timeline	
Extra Checkouts	
Schools With Camera Kits	
Sharing Camera Kits	
Check Out and Check In Procedures	
Late Fees	
Damaged or Missing Items	
Tips for Keeping Items Secure	

- LATE FEES
  - \$25 a day – does accrue over weekends
  - Due back before the ITC closes on its due date
- Late equipment fees, damaged equipment fees, and missing equipment fees must be paid in order to graduate

# Check-in process

- Paperwork
- Equipment – tripod, camera set, and microphone set
  - ADDITIONAL = SD card
- If ITC staff notices any missing or damaged equipment that was not noted on your checkout form, you will be charged on your student account for this
  - This is why both student and staff sign for both check-in and check-out

# PLANNING AHEAD



- Given all this information, please PLAN AHEAD
- Talk with your host teacher – plan at the beginning for a time to record later
- Try to not plan for the very end – equipment may not be available
- Pick up your equipment a few days before you are recording – not the day before/day of

## Additional Resources

- [How-To Equipment Tutorial](#)
  - [Camcorder](#)
  - [Tripod](#)
  - [Microphone](#)



# Additional Resources

## edTPA Documents and Tutorials

Please look at these documents and tutorials to help you film, export the video to a computer, edit your clips, and compress the file for Live Text.

The [ITC You Tube Channel](#) has many short video segments to help you during these processes!

### Before you Film / Using the Video Camera

Video camera tips and filming advice- [edTPA Manual](#)

### Using a Wireless Microphone

Using the Canon microphones - [Canon WM-V1 Microphone Directions \(pdf- 298 KB\)](#)

### Exporting and Clipping Your Video

Exporting from the video camera- [Exporting Your Video \(pdf - 347 KB\)](#)

Clipping your video using the Microsoft Photos app- [edTPA Clipping Using Photos app \(pdf -851 KB\)](#) for Windows 10 machines

Clipping your video using Adobe Premier - [Clipping Using Adobe Premiere Pro \(pdf -474 KB\)](#)

Clipping your video using iMovie- [Clipping Using iMovie \(pdf -1457 KB\)](#)

Clipping your video using Microsoft Moviemaker for Windows 8 or older- [Clipping Using Moviemaker \(pdf - 458 KB\)](#)

### Compressing Your Video and Uploading into Via

Compressing your video - [Using HandBrake to Compress Videos \(pdf -511 KB\)](#)

Please note that if you are compressing your movie using Handbrake on a Mac:

- In the area to save your file, change the location to your desktop.
- Some of the screenshots are slightly different than the view you will see on the Mac.

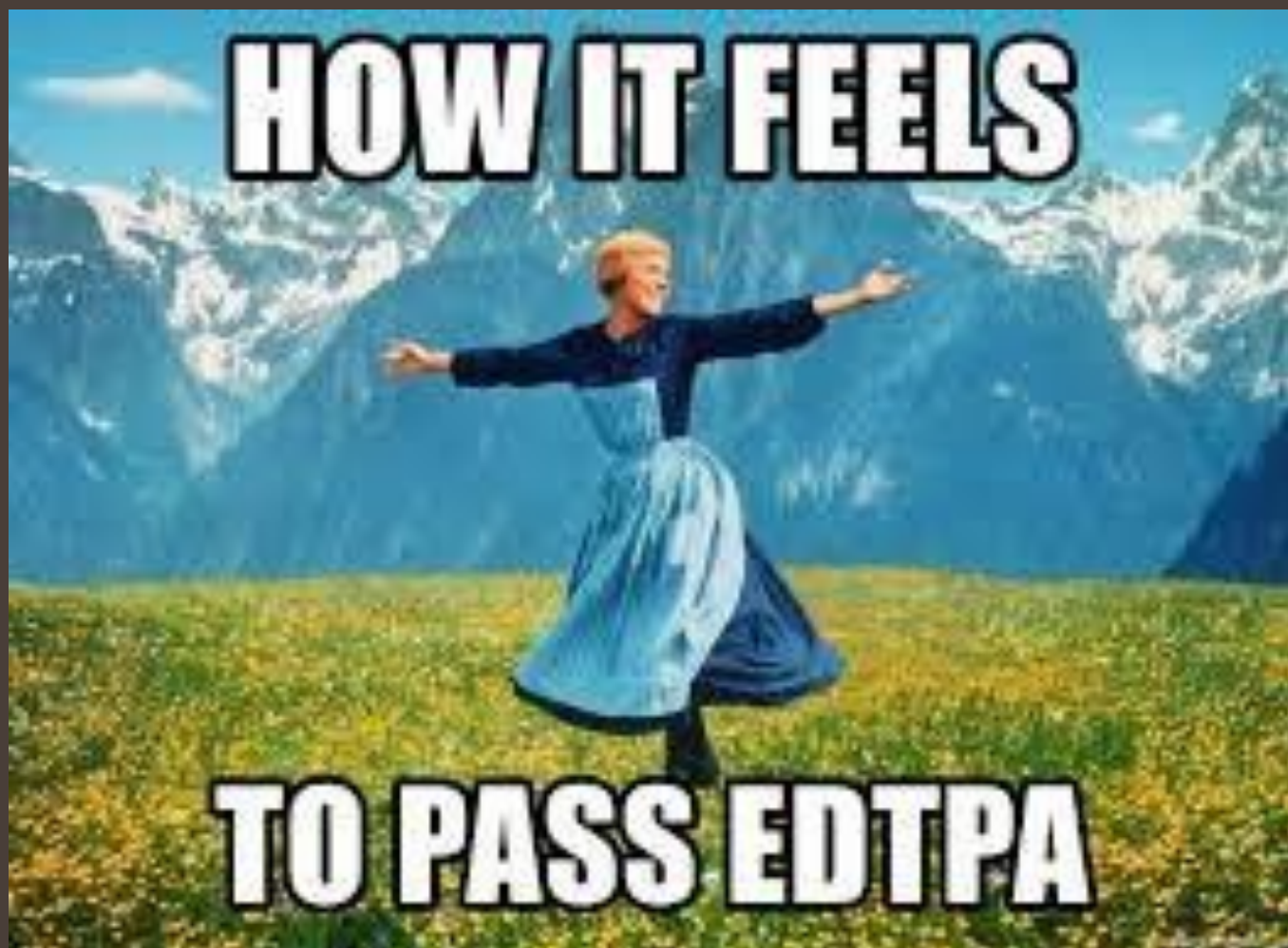
Via Support -

[/coe/via/via-resources.aspx](#)

### Blurring Faces

Blurring a face using Adobe Premier - [Adobe Premiere Pro Blurring Faces \(pdf -464 KB\)](#)

**HOW IT FEELS**



**TO PASS EDTPA**