

Using the Videocamera

Prior to Filming

Check out a Video Camera and Other Items for your edTPA Video from the Instructional Technology Center (ITC) in 307 Withers

- Purchase a 16 GB SD Card from the ITC. SD Card will cost about \$11.00. It is important to purchase an SD card from the ITC since we have tested the card for its compatibility to the camcorder.
- Tell the workers at the front desk that you would like to check out a video camera for edTPA
- Remember to bring your student ID. You will need it for check out
- Remember to check out the video camera so that you have enough time to test it BEFORE the day you will be doing the actual videotaping



Items you will receive


<p>Blue camera bag</p> 	<p>Canon Vixia HF R600 video camera</p> 
<p>HDMI cable</p> 	<p>USB cable</p> 
<p>Power cable</p> 	<p>Battery</p> 
<p>Optional Items if available</p> <ul style="list-style-type: none"> • Tripod • Wireless microphone 	

Prior to Filming

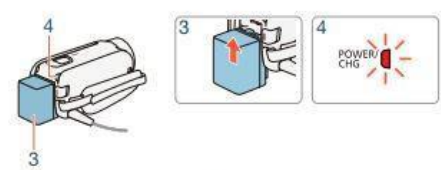
Charge the video camera

Charging the Battery Pack

The camcorder can be powered with a battery pack or directly using the compact power adapter.



- 1 Plug the compact power adapter into a power outlet.
 - For Asia only: Connect the power cord to the compact power adapter before plugging the power cord into the power outlet.
- 2 Connect the compact power adapter to the camcorder's DC IN terminal.

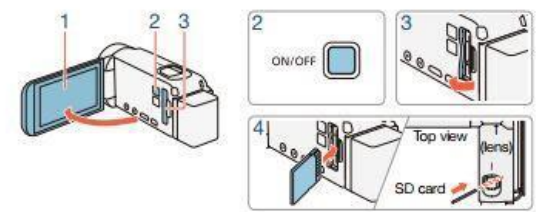


- 3 Attach the battery pack to the camcorder.
 - Press the battery pack softly into the battery attachment unit and slide it up until it clicks in place.
- 4 Charging will start when the camcorder is turned off.
 - If the camcorder was on, the green POWER/CHG indicator will go out when you turn off the camcorder. After a moment, the POWER/CHG indicator will turn on in red (battery pack charging). The red POWER/CHG indicator will go out when the battery pack is fully charged.
 - If the indicator flashes, refer to [Troubleshooting](#) (□ 249).
 - Fully charging the supplied battery pack will take approximately 5 hours and 35 minutes (7 hours and 45 minutes for the BP-727 Battery Pack supplied with the HF R62 only).

Troubleshooting

- Turn the camcorder off (shut the LCD screen) while you charge the battery
- The DC in power input is located on the right side of the camera under the hand strap.
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Insert the Memory Card




- 1 Open the LCD panel.
 - The camcorder will turn on automatically. If this is the first time you turn on the camcorder, the language selection screen of the basic setup will appear.
- 2 Press **ON/OFF** to turn off the camcorder.
 - Make sure the POWER/CHG indicator is off.
- 3 Open the memory card slot cover.

- 4 Insert the memory card at a slight angle, with the label facing toward the lens, all the way into the memory card slot until it clicks.
 - The memory card slot is at a slight angle toward the lens so be careful not to damage the memory card when inserting it.
- 5 Close the memory card slot cover.
 - Do not force the cover closed if the memory card is not correctly inserted.

To remove the memory card

Push the memory card once to release it. When the memory card springs out, pull it all the way out.

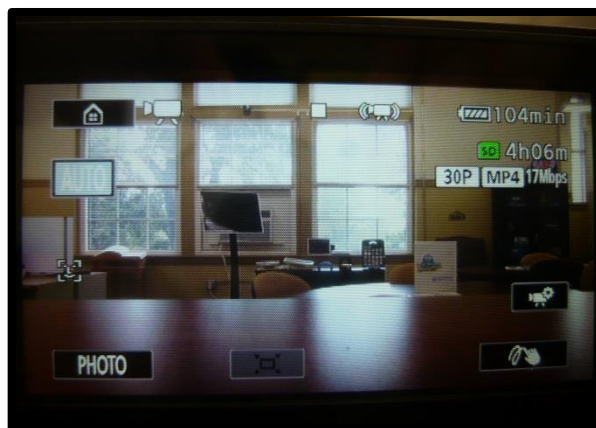


- Memory cards have front and back sides that are not interchangeable. Inserting a memory card facing the wrong direction can cause a malfunction of the camcorder. Be sure to insert the memory card as described in step 4.

Troubleshooting

- Be sure to insert the memory card the correct way
- The memory card slot cover needs to be closed in order for the camera to turn on

- Make sure there is space on the memory card for your estimated video length by looking at the estimated time left on the right side of the LCD screen after the green SD icon. In the example below, there are approximately 4 hours and 6 minutes of recording time left on the SD card.



Setting the Camera

DO NOT CHANGE THE SETTINGS on the cameras checked out from the ITC. They were set for a small resolution and to save as an mp4 file, which you will need for your edTPA submission.

Troubleshooting

- If the camera begins at the settings screen, please return the camera to the ITC so we can set the proper settings on the video camera

Connecting the Video Camera to a Tripod

The tripod in this example is similar to how most tripods work. Depending on the model of the tripod you check out, yours might look a little different. The ITC will have some tabletop and full length tripods for you to check out and use while taping your lessons

On the top of the tripod is a “boot”, which is the device used to secure your video camera to the tripod. You will need to remove it in order to secure the camera to it.

- Hold the handle of the boot, pull it towards one side to open the lock that holds the boot on to the tripod, and lift the boot from the tripod.
- Once the boot has been removed, line it up with the bottom of the video camera so that the screw on the boot aligns with the threaded hole in the bottom of the video camera
- The smooth peg in the boot should also align with the non-threaded hole in the bottom of the video camera



- Turn the handle on the bottom of the boot so that the screw adheres to the bottom of the video camera and the two pieces are now one.
- Place the boot with video camera back on the tripod by opening the handle to unlock the boot, and placing the boot back on to the tripod. Remember to lock the boot back on the tripod by closing the handle.

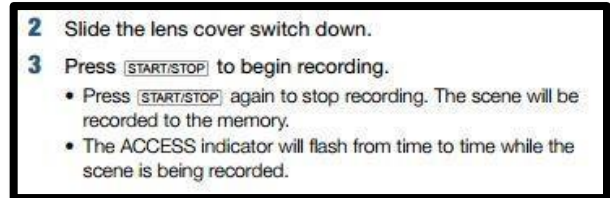
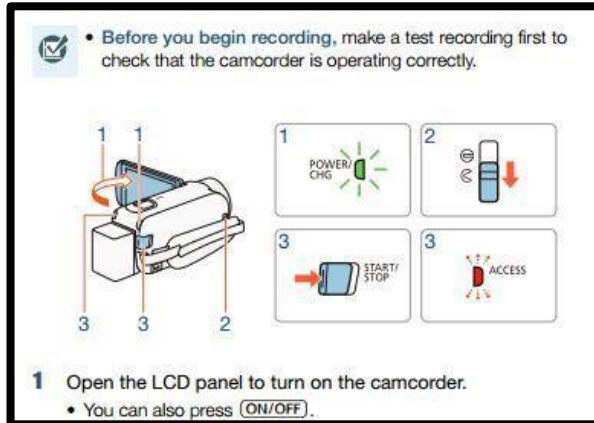


Troubleshooting

- Make sure the camera is positioned so it is not leaning. Use the knobs on the tripod to adjust the angle of the video camera if needed.

During Filming

Recording



2. Remember to slide the lens switch to open

3. At the back of the camera, press the start/stop button to begin recording



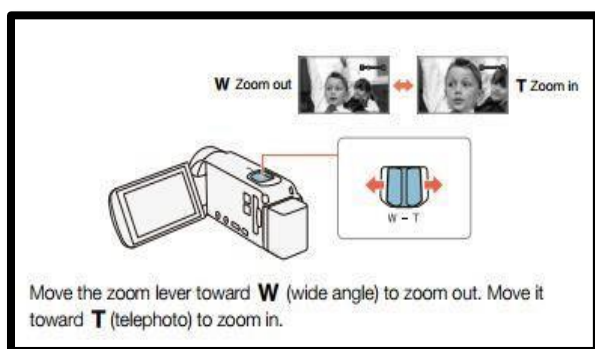
You will see a blinking red light at the upper left side of the back of the camera that shows it is recording. This is the access light. You will also see a small red dot in the middle of the LCD screen to show that the video camera is recording.



Zooming

Remember to only zoom in and out if you need to in order to capture the teacher candidate or a student as the main focus of the video. Zooming should only be done occasionally in the video as needed.

- Use the zoom lever on the top of the camera to zoom in and out
- W- stands for Wide Angle and will zoom the camera out
- T- stands for Telephoto and will zoom the camera in



Panning and Tilting Using the Tripod

Each tripod will look a little different, but the basics are the same.

Tilting the Tripod:

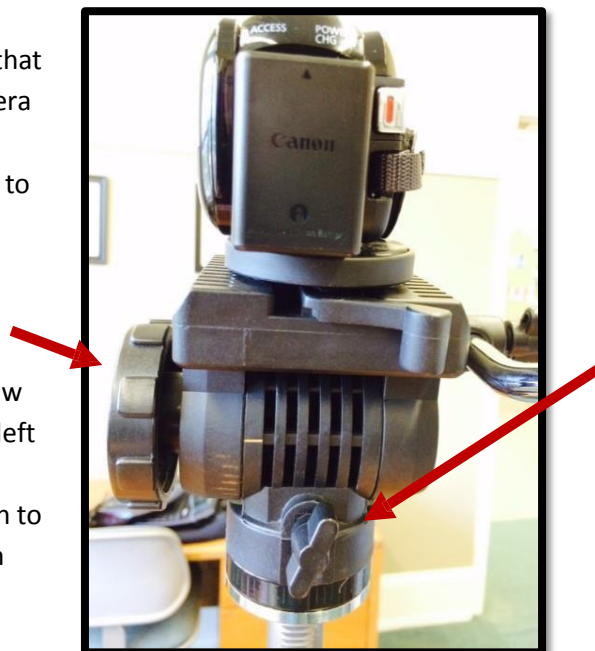
There will be a knob on the left side of the video camera that will allow you to adjust the tripod so you can tilt the camera up and down.

Turn the knob so that the tension while you tilt is enough to do it smoothly, but not too loose that the camera will fall forward or backward as you are filming.

Panning the Tripod:

There will be a knob under the video camera that will allow you to adjust the tripod so you can pan the camera from left to right.

Turn the knob so that the tension while you pan is enough to do it smoothly, but not too loose that the camera will pan very quickly as you are filming.



Use the extension handle to pan and tilt as you are filming. Remember to use smooth motions.



Things to Remember While Filming

Camera operator

- Don't forget to press the RECORD button
- Every few minutes, check to make sure the video camera is recording
- Remember that the focus is on the teacher candidate, not the students
- Remember to pan around the room as needed but be sure to pan slowly
- Remember to zoom in to focus on the teacher as needed, but be sure that you do not zoom in and out too quickly
- Remember not to speak or interfere with the lesson as the teacher candidate is teaching

Teacher Candidate

- Act naturally
- Remember to rotate around the room as you normally do
- As you are teaching, focus on the students, not on the camera

Troubleshooting

Check These Things First

- Power Supply- Is the battery charged? Is the power adaptor correctly connected to the video camera?
- Recording- Is a compatible memory card inserted in the video camera?
- Playback- Did you turn the video camera on and click the Playback button? Is the memory card with your recordings inserted into the video camera?

Charging

- If the camcorder will not turn on, or turns off by itself, the battery might be exhausted. Replace with another battery or charge the current battery
- Make sure the video camera is OFF when charging the battery
- Do not let the battery pack get too hot or too cold

Recording

- If pressing the start/stop button does not start the recording, check to be sure the Access light is not on (red)
- Check to be sure the memory card is not full
- If recording was stopped due to insufficient write speed, you need to replace the memory card with one that is class 6 or 10

Auto Focus

- If the subjects in the video are blurry, clean the lens of the video camera

Cannot Record on the Memory Card

- The memory card might not be facing the right direction. Remove it and place it back in correctly
- The memory card is full
- The door to the memory card is open
- The LOCK switch on the memory card is locked to prevent erasure. Change the position of the lock switch.

Transfer to the Computer is not Working Properly

- Make sure the LCD screen remains open during the file transfer
- Make sure you have given the file enough time to transfer to the computer
- Download the Canon Transfer Utility LE software because the computer does not recognize the video camera



Care of the Video Camera

General Tips

- DO NOT LEAVE THE CAMERA SOMEWHERE UNSECURED- Always keep it in a locked location, even if it is for just a short amount of time.
- When not in use, keep the video camera in the provided bag.
- Transfer your recordings to another device as often as you can so you don't lose important video clips
- Save your video clips in more than one location
- Do not carry the video camera by the LCD screen
- Do not apply excessive force to the LCD screen
- Only use fingers on the LCD screen. Sharp objects might damage it
- Do not leave the video camera in a location subject to extreme high or low temperatures
- Do not point the video camera towards intense light sources such as the sun
- The video camera is not waterproof so make sure to keep it away from liquids
- Do not use the video camera in dusty or sandy locations
- When mounting the video camera to a tripod, make sure it is correctly fastened to the boot to avoid falls
- Be aware of sudden temperature changes like bringing the video camera from a cold car into a warm building. This could cause condensation on the video camera.

Cleaning/Maintenance

- Use a soft, dry cloth to clean the outside of the video camera
- Use a lens cleaning cloth (like for glasses) to clean the lens
- Use a lens cleaning cloth to clean the touch screen LCD monitor
- If condensation occurs on the video camera, use a clean, dry cloth to wipe it

Some images sourced from:

http://www.videocamera-manual.com/manuals/canon/Canon_VIXIA_HF_R600.pdf