



DOCUMENTING AND ORGANIZING VIDEOS

Activity overview: In this activity, decide how you might document and organize videos of a child in your classroom.

Directions: Read the following tips on using video.

- Plan ahead. Use a planning sheet to decide who, what, when, and where.
- Take multiple photos or videos of an event. When you take three or four photos at once, or videotape more than one occurrence of an event, you can choose the one that best captures the moment.
- Write brief observation notes. These quickly written records are important reminders of the events.
- Label files by the child's name, the date, or the activity. This will help you organize the files and easily locate important information when you want to go back and analyze assessment data.
- Transfer photo and video files to the computer the same day they are taken. This will help you record important information while the event is fresh in your mind. Delete photos or videos that you do not need to keep.
- Conserve your camera battery. After taking photos or videos, turn off the camera. Charge the battery between uses so the camera is always ready to use.

Think of a child in your classroom. Which ongoing, authentic activities of that child would you like to capture on video? List two of them below.

How will you document the activity with video? How will you organize the video files? Record your ideas below.