



Technology Support Service  
at The ADP Center

# Best Practices in the Classroom

## Planning:

- Make sure to **prepare** for this lesson plan
- Do not simply write your lesson plan and leave it alone
- Make sure you are **comfortable** with the content
- Do a **practice** run at least once if you can so the material feels both prepared and genuine when you are actually teaching it
- remember since you do not have a lot of chances to film you want to be as prepared as possible for the days you are recording
- make sure you are well versed in the content in case a student has a question
- you will want to do this to make sure your lesson plan is as **effective** as possible to show your best teaching
- write a **script** if you feel you want a guide. You do not have to look at it but this might help you stay on track
- make sure to **time yourself** so you stay on track with the time restrictions



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-keep deadlines in mind for the planning phase. Give yourself ample time to learn how to use equipment, to write the lesson plan(s) and to prep the class.

-the more **enthusiasm** and **passion** the better- even though this is for a portfolio you still want students to be excited and engaged in the material

-make sure to leave enough time to **edit**. Since this portfolio is individually driven you will need to allow yourself the time to **trim** and **compress**. Also, you will need time for support like video troubleshooting or editing questions. It is important to note that not everyone has the sense of immediacy you have and you must be aware of everyone's busy schedules.

-make sure to get **permission** PRIOR to planning. This is necessary.

-bring the equipment to class PRIOR to filming. This is crucial. You will need your students to feel comfortable with the equipment being in the classroom



### Filming

-you **MUST** read the handbook thoroughly before filming to ensure you know what content to include in each clip (s) and if there are videos needed for Task 3. This step is **crucial**.

-**review** the guides that are provided to you to ensure you select the appropriate equipment for filming purposes

-make sure you **allow enough time** for the videos to be recorded- do not use a day or a class when you will have to rush

-make sure **all the equipment is charged and turned on**; if there are any Bluetooth connections make sure these are set up to devices prior and working properly

-if you need someone to film the video or aid in equipment setup make sure to have them present to ensure a seamless process

-remember you are **showcasing** students' **learning** as much as you are demonstrating your own strengths and abilities



## Post Production

-make sure **to plan** the rental time in accordance with your schedule (not only will you need time with the equipment to film but also to edit)

-allow yourself **enough time** to do the editing and to allow for assistance if needed. Remember PRIOR to coming in for any help, you are responsible for choosing your **time stamps**. This is to ensure your videos can be **trimmed** to the appropriate length for submission.

-familiarize yourself with tools like **QuickTime**, iMovie, etc. IF you plan to trim and compress videos on your own. There is also a video on trimming and compressing on the Canvas site.

-if you are not familiar with editing techniques or software, allow time to consult edTPA support office for assistance. The edTPA office also provides video lab hours, workshops, and walk in hours for assistance.

-make sure to **compress** video clips to appropriate size and quality in order to be uploaded to TK20 and Pearson.