CalTPA Task 4 Directions for Your Video Lesson

It is your responsibility to submit a 20 minute video of your teaching in an appropriate size and format to TaskStream. CalTPA Task 4 submissions without the video will result in a failing score of 1.

You need the following:

- A video camera supplied by the Multiple or Single Subject Office. For MSCP candidates, please contact your University Supervisor. For SSCP candidates, please contact the Single Subject Office.

- A dedicated SD Card for video storage. They are available for purchase at any electronic store or the University Bookstore. (Dedicated means: for recording the CalTPA video exclusively. Do not store other videos or pictures on the SD card.)

- Sign up for a Compressing and Uploading Video to TaskStream workshop. Sign up in the TPAC office, ED1-67 or send an email to: singlesubject@csulb.edu

Important:

- The video should be 20 minutes in length.

- Bring your SD card to a video compression workshop.

- Avoid corrupting the video by keeping it stored on your dedicated SD card. Do not download it to your personal computer until you have compressed and uploaded the video to TaskStream at a video compression workshop.

- The video must be saved in the following format: .mp4 (QuickTime format). This ensures that the evaluator can view your video.

Technical Support:

- Technical support is provided for the use of cameras checked out from the Multiple and Single Subject Offices. Video compression workshops are scheduled in the Mac Lab in LA 1-200. Due to the great variety of cameras and video software available, technical support **<u>cannot</u>** be provided for candidates who choose to use their own cameras or opt to compress the video on their own PCs.

- TaskStream Mentoring Services: 1-800-311-5656

- Document scanning is available at the Horn Center, Campus Library, and Teacher Resource Center (ED1-33)

Video Compression Directions for Mac OS

Note: For these directions to work, the computer should be running iMovie and *QuickTime 7 Pro*.

1. Insert the SD card and card reader into a USB port on the computer.

2. Launch iMovie (it will detect the SD card).

3. "Import from…" will appear in a drop down window. If not, go to File and select "Import from Camera."

4. Set to **Manual** located at the lower left hand corner of the window.

5. Thumbnails of the movie clip(s) on the card will appear. (Note the duration of each clip imprinted on the thumbnail(s).)

6. Check the box under the appropriate clip.

7. Click on **Import Checked** (located in the lower right corner of the window).

8. In the drop-down dialog box that appears, do the following

    a. Select **Create New Event**

    b. Name the event such as "first grade lesson".

    c. Click **OK**.

    d. Wait for the "Import Complete" notice to appear.

9. Click **Done** located in the lower right corner.

10. You will see your imported movie clip in the bottom window area of iMovie.

11. Select **File**

    a. **New Project**

    b. Name the project such as "CalTPA video" (do not use your name or CSULB ID in the name of your video)

    c. Allow the computer to pick the "Aspect Ratio"

12. To select your movie clip,

    a. Hold down the [Control] key and mouse click on your movie clip.

    b. Choose **Select Entire Clip**

    c. Hold the cursor on your movie clip, drag and drop the clip into the top-center area of the iMovie window.

13. Select **Share** from the menu bar at the top of the screen.

    a. Click on **Export Using Quicktime**

b. Save as: a generic project name such as "CalTPA video" (do not use your name or CSULB ID in the name of your video)

   c. Where: **Desktop**

   d. Export: **Movie to MPEG-4**

   e. Use: **Broadband-Medium**

14. Wait while the video compression takes place. (This could take 30-40 minutes or longer.)

15. You are now ready to attach the video to TaskStream CalTPA Task 4.

Attaching Your Video to TaskStream

1. Log on to http://www.taskstream.com

2. From the homepage, select the CalTPA Task 4 program.

3. In the **Video** section in Task 4, click on the **Add Video Attachments** button.

4. Under "Add New Video", select **A video saved on your computer**.

5. Click on the **Browse** (PC) or **Select File** (Mac) button to find the compressed video file on your computer.

6. Give the video file a generic name such as "first grade lesson". Do not include any identifying information (e.g. your name or CSULB ID number).

7. Click on **Add File**

8. Once the video is attached, click on **Save and Return**