

## PROGRAM VIDEO RECORDERS

### CLASS Video Review Checklist

#### Pre-Review Activities

	Establish a communication plan with the Director to share updates in a timely manner (i.e., classrooms in need of replacement, tech issues, etc.).
	Request daily schedules for all classrooms within the program.
	Attend the Video Training if possible.
	Attend Planning Call if possible.
	Check video equipment capacity and ensure it meets requirements.
	Secure app account for video uploads.
	Ensure receipt of microphones prior to the start of the review period, save mailing label.
	Review training materials.
	Gather technology and equipment and confirm that audio and video are functioning correctly.
	Work with educators to identify a 60-minute block of time in the morning or afternoon.
	Create a schedule of observations for the program, using the daily activity schedule.
	Identify the optimal time to record (both time of day and actual day).
	Attempt to ensure a cross section of activities are represented across the classrooms you are videoing.
	Ensure that permission is in place from parents and staff before videotaping.
	Acquaint yourself with technical support for troubleshooting.

#### Review Period Activities

	Confirm that the classrooms are observable according to methodology (i.e., presence of Lead Teacher, 50% of children present, etc.). If not, reschedule or delay the observation.
	Use Decision Tree when determining whether a classroom can be observed.
	Avoid interrupting the class as you set up the camera and equipment needed for the video observation. Refrain from social conversations or interactions with children.
	Ensure that teachers and children are fully visible in the frame and can be heard.
	Assist the Lead Teacher in clipping the microphone to their clothing to prevent movement and assure that it is positioned away from hair, scarves, or jewelry.
	Confirm that audio is functioning correctly.
	Place video equipment according to the guidelines provided.
	Set up and start technology to record classrooms.
	End the video recording after 60 minutes has been recorded.
	Gather and provide contextual data for video observations submitted for CLASS reviews and scoring (background questions data).

	Ensure accuracy in identifying videos and that the classroom entered for observation is the correct one. Use established naming conventions for videos.
	Review uploaded videos to confirm selection and determine if video meets criteria for submission.
	Once all videos are uploaded, alert Director.
	Schedule a new video observation for the effected classroom if videos are rejected for methodological reasons.
	Confirm that videos are successfully uploaded, and that all classrooms on the Target Sample have been videotaped.

#### Post Review Activities

	Return Blue-Tooth microphones to Iris Connect.
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