

PROGRAM VIDEO RECORDERS

CLASS Video Review Checklist

| Pre-Review Activities | |
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| | 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). |

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| | 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.