Teacher Digital Video Checklist

While teacher- and student-created video projects are rapidly becoming a part of classrooms, they require careful planning and structure. This checklist can help you think through the kinds of technical and pedagogical questions that you will need to answer before video projects are successful in your classroom.

Technical and Procedural Preparations

1. Have you checked with your school or district's technology services specialists to ensure that your classroom or school computers can handle the demands of video editing and publishing?

   Your Response / Next Steps:

2. Have you checked with your school or district's technology services specialists to see which video editing applications are already installed on your classroom computers?

   Your Response / Next Steps:

3. If you are planning on using an online video editing application, have you made sure that the program you have chosen is on your district's approved software list?

   Your Response / Next Steps:

4. If you are planning on using an online video editing application, have you thought through how students will sign in to the program? Will they need individual user accounts? Will you create one account for your classes to share?

   Your Response / Next Steps:

5. Have you experimented with the key features of the video editing application that you are planning to use? Can you import content, storyboard videos, and add transitions, background tracks, and narration? Can you publish a final copy?

   Your Response / Next Steps:

6. Will your students be able to accomplish each of these video editing tasks without troubles? If not, are you planning on training a small handful of students to serve as technology helpers during your classroom video project?

   Your Response / Next Steps:

7. If you are planning on allowing students to use source material—images or video—that they generate, are you aware of your district's photo and video release policies? Have you thought through the ways that these policies will change the content that your students can collect?

   Your Response / Next Steps:

Pedagogical Preparations

1. Are you comfortable with the characteristics of influential ideas? Have you introduced these characteristics to your students?

   Your Response / Next Steps:

2. Are you planning on introducing several sample videos for your students to explore that demonstrate the characteristics of influential ideas in action? Where will you find these videos?

   Your Response / Next Steps:

3. Have you thought through the natural connections between your video project and other required outcomes in your curriculum? Are you going to be able to integrate this assignment into the work you are already doing? How?

   Your Response / Next Steps:

4. Are your students aware of and comfortable with using catchphrases, content rhythms, and slide clusters to add structure to their videos?

   Your Response / Next Steps:

5. Are you planning on creating a digital kit for your students that includes images, graphics, music tracks, and voice-over narration connected to your topic? Will these digital kits include a wide range of content, allowing for student choice and providing you with better opportunities to assess student mastery of visual influence?

   Your Response / Next Steps:

6. Will your digital kit include graphics—charts, graphs, statistics—connected to your topic? If so, have you collected these graphics?

   Your Response / Next Steps:

7. If you are planning on allowing students to assemble their own digital kits, have you introduced Creative Commons and the responsible use of digital content? Have you identified potential sources where students can easily find images and video licensed under Creative Commons?

   Your Response / Next Steps:

8. Have you thought through where your digital kits will be stored? If you are going to post all content online or in a folder on your school's shared network, have you taught students how to access those source folders? Can students access your digital kits from home if necessary?

   Your Response / Next Steps: