

For Faculty:

Getting Your Students' Presentations Videotaped and Uploaded to Assessment

IMPORTANT!

- Video file size cannot exceed 20 MB (5 minutes of play time). Please do not ask your students to prepare presentations that will exceed this limit.
- Prior to the videotaping session, make sure your students are prepared and ready to present.

Videotaping Your Students' Presentations

- A. If you need to borrow a camera from the CTL, contact Josephine Corso (x5416; jcorso@lagcc.cuny.edu)
- B. If you need help or advice about compressing video files, contact the ePortfolio team (x5407); eportfolio@lagcc.cuny.edu .

If You Need Assistance with Videotaping...

- A. Request a **videotaping session** with a Student Technology Mentor (STM) **at least one week in advance** by filling out this form: http://web.laguardia.edu/stm/stm_request.htm. Once the schedule is set, please do not make any change unless it is absolutely necessary. As you may know, a lot of people are involved in this activity and scheduling is really a challenge.
- B. Prior to the videotaping session, send a list of the students who will be videotaped and the order in which you would like them recorded to Ali Abdallah, STM Coordinator: aabdallah@lagcc.cuny.edu.
- C. Your students' video clips will be edited and stored for pick-up. If you wish to guide your students in uploading the clips, please let Ali know so he can notify you when the clips are ready for pick up at aabdallah@lagcc.cuny.edu, or call ext. 5402.

Depositing Video in the Assessment Area

- A. To guide your students on how to upload a video assignment or any assignment into the assessment area, please follow the tutorial Depositing Assignments in Digation: http://eportfolio.lagcc.cuny.edu/support/doc/depositing_assessment_digation_student.pdf
- B. To see which students have deposited their video into the assessment area, please follow the tutorial Faculty View: Checking to See Which Students Have Deposited Work: http://eportfolio.lagcc.cuny.edu/support/doc/Depositing_Assessment_Digation_faculty_revised_120910.pdf .
- C. You may request an **Assessment Deposit workshop** for your students at: http://www.eportfolio.lagcc.cuny.edu/forms/workshop_request.html. Please request your workshop at least two weeks in advance. If you request a workshop on depositing and an STM assisted you with videotaping, the ePortfolio consultant leading the workshop will bring the clips to your class' depositing workshop. Please inform Ali of the workshop date so he can coordinate this.

If you have any questions, please contact Ali Abdallah, x 5402 or aabdallah@lagcc.cuny.edu .