



Edivate Review: Video Compression & Uploading Quick Guide

(Remember: There is a 2 GB file size limit. The format in which you record (SD, HD) will affect file size. Ensure that available memory on device is sufficient to capture the desired length of video.)

<p>Review App - iOS Devices – iPad, iPhone or iPod touch version 8.0 or above</p> <p>Best Option – Captures and compresses video. Uploads directly to Review</p> <ul style="list-style-type: none"> Download the Edivate Review app Open app and type in Edivate username and password to log in Best Results: Change Record video settings: Settings> Photo and Camara> Record Video> 720 HD at 30 fps (this setting allows 30 minute video to be uploaded to Review (Max 2 GB) <p>Record and Upload Video</p> <ol style="list-style-type: none"> Tap Record New Video. Tap a Group Name to choose where to share the video. Rotate your device to landscape mode. Tap Record to start recording. Tap Stop to stop recording. Tap Trim to adjust the start and end points of the video. Drag the handles at either end of the video to trim the video. (optional) Tap Play to preview the video. Tap Save to save your changes. Tap Title and type Your Video Title (optional). Tap a Group Name to change where to share the video (optional). Tap Post Video to add the video to your upload queue and start the video upload. <p>Upload Existing Video (For videos created outside the Review app on iOS devices.)</p> <ol style="list-style-type: none"> Tap Upload Existing Video. Tap a Group Name to choose where to share the video. Tap the preview image of the video you want to upload. Refer to numbers 7 – 11 above. 	<p>Swivl App - Android and iOS</p> <p>Good Option – Captures and compresses video. Can download video to device and upload to Review. Free video storage with Swivl Cloud account.</p> <ol style="list-style-type: none"> Find the Swivl app in your app store and download. Go to the Swivl Cloud website at https://cloud.swivl.com/login and create a Swivl Cloud account. The Google login option is easy if you have a Gmail account. To capture a video, open the Swivl app. View the settings to set options, such as video quality, and auto-uploading to the Swivl Cloud. Select “Capture”. Now the app is ready to record. Press the red record button on the app, or on the Swivl marker if you are using the Swivl Robot. After recording your video will automatically upload to Swivl Cloud, or you will have to tap the upload icon, depending on your settings. The video is compressed when it uploads to Swivl Cloud. Open Swivl Cloud, find your video in the library, and click on it to open it. Now you can trim your video in “Edit”, or export it to your device. Click “Export”, and select “Download” to move your compressed video to your device. Now it is ready to be uploaded into Edivate Review. <p>Upload to Edivate Review (2 GB limit)</p> <ol style="list-style-type: none"> Select a Group, and open Review. Select “Add a Video”, then “Upload”. Click the “Choose any file” icon, select your video on your device, and click “Open”. Click “Start”. Your video will upload. Your screen will refresh once the video is processed. The video will appear in Review. 	<p>Windows - Windows Live Movie Maker</p> <p>Good Option - (Instructions for Windows 10) – Easy and already installed on newer versions of Windows, or can be downloaded for free.</p> <ol style="list-style-type: none"> Open Windows Movie Maker in Start button, or search to find on your computer. Click “Add videos and photos” (top left), find your video, select it, and click “Open”. For Pre-set settings: Click “File”(top left), click or hover on “Save movie”, select desired setting. OR - Find “Save movie” icon (top right), click the bottom section with the words (Save movie) to open the same menu. (Hover on each setting to see a pop-up with specifications.) For Custom Settings: Click “File”(top left), click or hover on “Save movie”, scroll down the pop-up list to “Create custom setting” and select. OR - Find “Save movie” icon (top right), click the bottom section with the words (Save movie), scroll down and click “Create custom settings” to open the same menu. Input desired settings in the “Video settings” box. Edit audio settings if desired. (Use “Estimated file size” to calculate compressed video size if desired.) Once desired settings are selected, click “Save”. Next step for Pre-set and Custom settings: Enter file name, and choose file destination. File will be created in WMV format. <p>Upload to Edivate Review</p> <ol style="list-style-type: none"> Select a Group, and open Review. Select “Add a Video”, then “Upload”. Click the “Choose any file” icon, select your video on your device, and click “Open”. Click “Start”. Your video will upload. Your screen will refresh once the video is processed. The video will appear in Review.
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Implementing Edivate Review

Possible Areas for Implementation	What users like about Review	Review Best Practices
<p>PLCs / Grade Level Groups:</p> <ul style="list-style-type: none"> · Focus on specific areas for improvement · Peer mentoring · Make meeting time more efficient <p>Self-Reflection:</p> <ul style="list-style-type: none"> · Celebrate the positives · Pin point areas for personal improvement <p>Observations:</p> <ul style="list-style-type: none"> · Less distraction in the classroom · Open up areas for conversation · Conduct observation at your convenience <p>Student engagement:</p> <ul style="list-style-type: none"> · Video students to determine levels of engagement <p>Lesson study/learning walks:</p> <ul style="list-style-type: none"> · Facilitate and streamline the process <p>Mentoring:</p> <ul style="list-style-type: none"> · Targeted help for new teachers · Check for understanding of specific skills · Teachers see areas of needed improvement <p>Inter-Rater Reliability:</p> <ul style="list-style-type: none"> · Ensure everyone is on the same page <p>Use with Review app and Swivl:</p> <ul style="list-style-type: none"> · Incorporate technologies to enhance and simplify the process 	<p>Video Access:</p> <ul style="list-style-type: none"> · Control who sees videos and who evaluates videos · Create a “safe zone” <p>Connect & Collaborate:</p> <ul style="list-style-type: none"> · Feedback from peers · Get great ideas from peers and a fresh perspective · Create a safe, trusting environment <p>Meaningful Feedback:</p> <ul style="list-style-type: none"> · Personalized and Specific · Pin point areas for improvement · Scaffold out improvement plan · Data reveals trends <p>Goodbye “Gotcha”:</p> <ul style="list-style-type: none"> · Teachers see their own areas for improvement <div data-bbox="587 1083 683 1178" data-label="Image"></div> <p>Newton School District effectively utilizing Edivate Review:</p> <p>https://www.edivate.com/#resources/videos/14297</p>	<p>Review Best Practices</p> <ul style="list-style-type: none"> · Know your team & start small: Start with admin or team leads. Find advocates and start with them. · Have a plan with clear expectations: Who records? How often? Who reviews? Is it an assessment? · Determine how long you want to record. Focusing on one area of a lesson per video for 15 to 20 minutes at a time is most effective. · Watch videos for a specific purpose: What specifically are you trying to improve? Establish a set of indicators. · Watch video at least twice: The 1st time watch in order to set aside issues with seeing yourself; the 2nd time watch to improve practice.

Recording Tips

- Position the camera to capture the widest classroom area and still pick up quality audio.
- If possible, stand in front of a solid, light-colored background. Be aware that some cameras do not record bright, white backgrounds very well. Move anything that might clutter your video image.
- Make sure that lighting is adequate. You should have more light in front of you than behind you. Using household-type lamps out of view of the camera may help, if necessary.
- Wear contrasting, solid-colored clothing. Keep your hair away from your face.
- If you are using an iOS or Android device, be sure that your device is recording in the landscape position.
- Be sure to do a test video with your device to ensure that you have adequate lighting and that your device’s microphone can pick up your voice. You may want to experiment with different recording distances to find the best location from which to record.

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