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**Video Taping Tips** 

**How do I rent the camera?**

 Free of charge and can be reserved in room 132, next to Doctoral computer lab in Julka Hall(knock)

 Need CSU Id to take out camera/tri-pod.

 Please make sure that all items are in the box – you will be charged for missing or damaged items.

 Make sure that the SD card is what it says it is: 8gb, 16gb, etc.

 Check the Camera’s memory before you video tape

**Can I use another camera or my phone?**

Yes but choose wisely and not recommended. No Disk cameras, cassette tapes, etc.

Know if your device can be downloaded to edit.

Phone should be landscape not portrait.

**How long should my video be?**

 No more than 8 minutes in length

Clips have to be continuous. If the camera stops it cannot be restarted without being another clip.

Look at the 5 prompts before you video tape

**How long should I tape for?**

 Recommended to tape for a few days to choose right clip.

**What should I look for when playing back my video?**

 Sound quality. Make sure that you can hear yourself.

 No faces in the video that do not have the proper permissions.

 No names written anywhere. Check the chalkboard, whiteboard, etc.

 Ensure that what you are taping is what you are supposed to be taping.

 You will be videotaping yourself for Practicum. No students recommended.

**Which programs are recommended for trimming?**

 Using a Mac, use iMovie or QuickTime

Using a PC, use Windows Movie Maker

**Watch Video Extensions**

 Check TaskStream to ensure correct video format/extensions.

 flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v are currently acceptable.

 Using the CSU camera does not ensure that your computer will download to correct extension. Watch!

**How do I get the video onto the computer?**

 Use the SD card instead of the camera cord. It is the easiest, fastest way.

Just take it out of the camera and place it in the correct slot on the computer.

**Upload to TaskStream as soon as you can to troubleshoot any problems**

**Why won’t my video upload to TaskStream?**

 It is most likely too large. Download ‘Handbrake’ program for free.

Click Web Optimized to ensure it is Web compatible.

**Need more help**?

Check out our website: https://www.csuohio.edu/cehs/office-of-field-services/forms-handbook