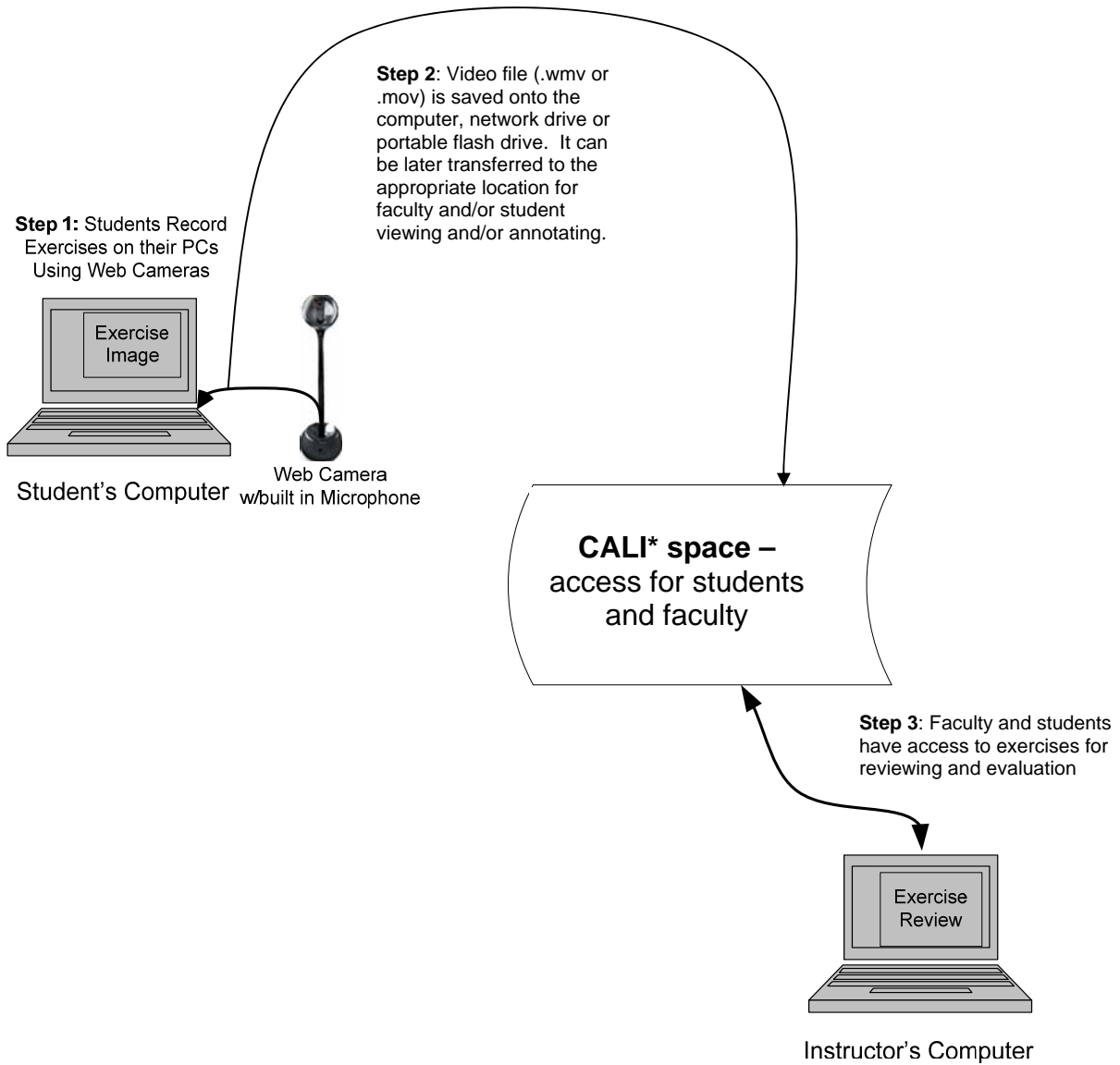


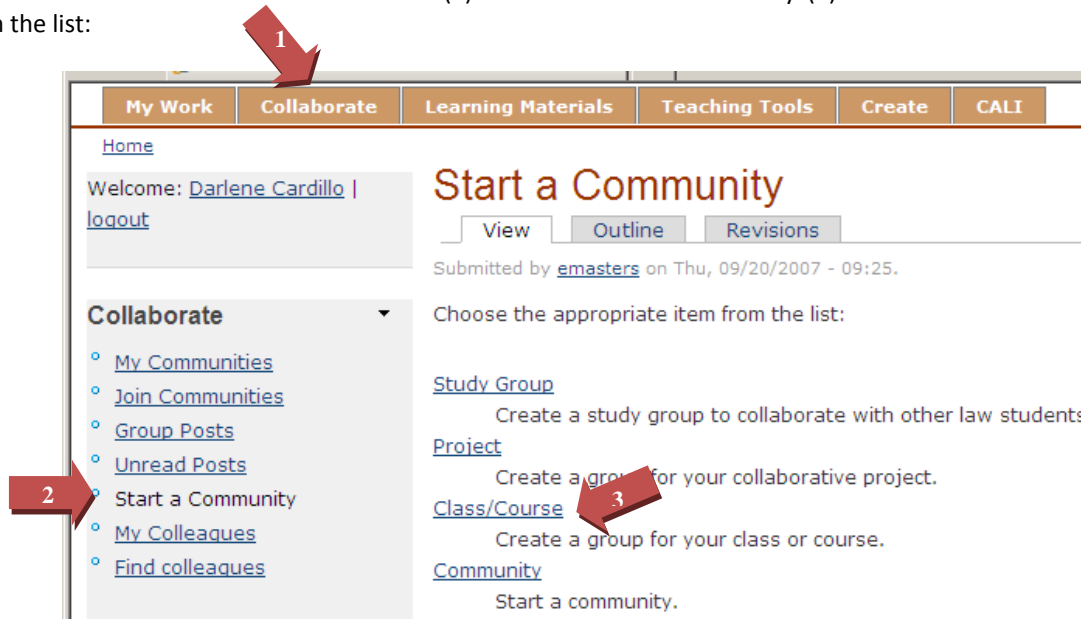
Digital Video in your Classroom



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*Directions for creating your CALI space and uploading the video file

1. Go to www.cali.org
2. If you do not have an account, create one using your email address and a chosen password (authorization code is ALBANYfac3)
3. Log in and then click on the “Collaborate” tab(1). Click on “Start a Community”(2) on the left and choose Class/Course(3) from the list:



4. Fill in as much information as necessary (* means it is required) If you want only your students to see the files, select “Invite only” under Subscriptions requests. You can also choose whether or not you want other CALI users to see your course listing (either select List in groups directory or private group).

The screenshot shows the 'Subscription requests' form. It has a title 'Subscription requests: *'. There are four radio button options: 'open - subscription requests are accepted immediately.', 'moderated - subscription requests must be approved.', 'invite only - subscriptions must be created by an administrator.', and 'closed - subscriptions are fully administered by an administrator.'. Below these options, there is a text box with the question 'How should subscription requests be handled in this group? When you select closed, users will not be able to subscribe or unsubscribe.' There are two checkboxes: 'list in groups directory' (checked) and 'private group' (unchecked). Below the 'private group' checkbox, there is a text box with the question 'Should this group be visible only by its subscribers? Disabled if the group is set to List in Directory or Subscription requests: open'. There is a section titled 'Link to uploaded syllabus, materials, or course pack:' with a dropdown menu showing '<none>'. Below that, there is a section titled 'Link to a Syllabus:' with a dropdown menu showing '<none>'. At the bottom, there is a section titled 'Course Links' with a text box containing 'Link stuff for your class.' and two input fields labeled 'Title:' and 'URL:'.

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5. When you log into CALI, your course should be listed on the left with many menu options. If you click on 1 subscriber (1)(that's automatically you) and then select Add Subscribers (2)and enter the email addresses of the students in your class (All students should have a CALI account – if they do not, they must create one using their email address and a chosen password (authorization code is ALBANYstu3)and hit “submit” when done.

6.

The screenshot shows the CALI interface. On the left, a sidebar menu is visible with a green arrow labeled '1' pointing to the 'Add subscriber' option. The main content area has a green arrow labeled '2' pointing to the 'Add subscribers' button. Below this button is a text box containing the email addresses: 'beat@albanylaw.edu, cmaye@albanylaw.edu, ebren@albanylaw.edu'. A 'Submit' button is located at the bottom of the form.

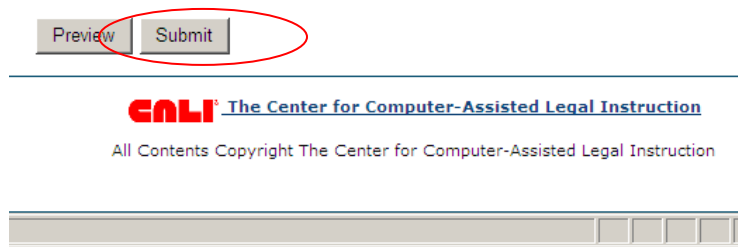
7. Among the other menu options on the left is (3) “Create MediaNotes files.” This is where you will upload the files you want your students or yourself to access. You may upload any or all of the following:

- o The video itself (must be a .wmv or .mov file)
- o MediaNotes project (a file format that includes tagset, events, tags, and comments, but no video)
- o MediaNotes package (a file format that includes everything, including the video) THIS IS A BIG FILE!! Users must have downloaded MediaNotes on their computer to view it.
- o MediaNotes tagset (just the set of tags, which can be imported into any project)

The screenshot shows the MediaNotes upload interface. On the left, a sidebar menu is visible with a green arrow labeled '3' pointing to the 'MediaNotes Files' option. The main content area has a dropdown menu for selecting a topic, a 'Keywords' field, and a 'MediaNotes' section with an 'Upload video' button highlighted by a red circle. Below this is an 'Attach new file:' section with a 'Browse...' button highlighted by a red circle. At the bottom, there is an 'Upload' button highlighted by a red circle.

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8. Browse to find each of the files that you want to upload (either from your computer, the network or a portable flash drive). Hit "Upload." BE PATIENT – the files will take a long time to upload depending on your Internet connection and the file size.
9. Hit "submit" when all files are uploaded.



10. Now you and your students are able to log into CALI and select the class and access all the materials (files, videos, audio files) that you have uploaded for them and download them to their own computer (or portable media player).

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A suggested procedure for Assessment using MediaNotes and CALI Spaces :

(Complete directions for using this software can be found: <http://w.cali.org/node/117>)

1. The concepts and techniques for the exercise are taught.
2. A mock scenario is given to the students where they will be able to exhibit their understanding of the concepts and ability to effectively use the techniques.
3. The instructor prepares Tag Sets in MediaNotes listing the skills that the students are to demonstrate in the exercise.
4. Working in pairs, the students simultaneously perform their exercises in class. A video recording of each performance is captured on student laptop computers as they perform the exercise.
5. The students use MediaNotes to efficiently analyze their performance using the Tag Sets provided by the instructor.
6. Students then save their MediaNotes project files and videos and return them to the instructor so he/she can add feedback.
7. The project file and videos are finally uploaded to CALI allowing the students to review the feedback they have received from the instructor as well as their own self-assessment.

Another alternative:

5. The instructor uses MediaNotes to analyze the student's performance and provide feedback.
6. The instructor posts the MediaNotes project file and video to CALI where it can be downloaded by the students so they can review the feedback and the video.

Assessment without using MediaNotes:

1. The concepts and techniques for the exercise are taught.
2. A mock scenario is given to the students where they will be able to exhibit their understanding of the concepts and ability to effectively use the techniques.
4. Working in pairs, the students simultaneously perform their exercises in class. A video recording of each performance is captured on student laptop computers as they perform the exercise. The files are given to the instructor.
6. The Instructor then posts the students' video files to CALI where they can be downloaded by the instructor and students who provide feedback or self-assessment.
7. The instructor's feedback can be provided by a Word Document emailed to the student. Self-assessment can be provided by a Word document emailed to the instructor.
8. The CALI spaces site is used for sharing video content so that students can also assess each other.