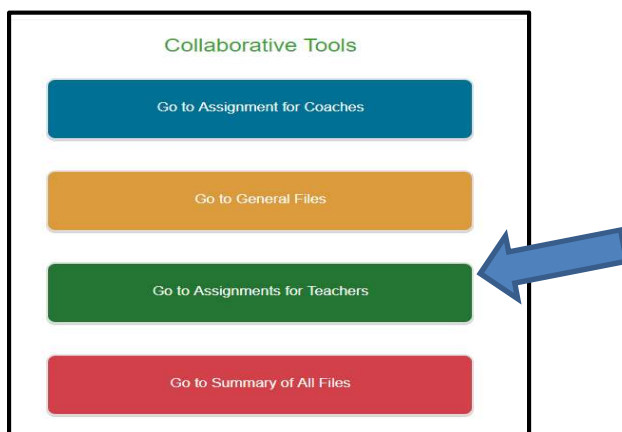


How to Download a Teacher Video (ECEP - District Users)

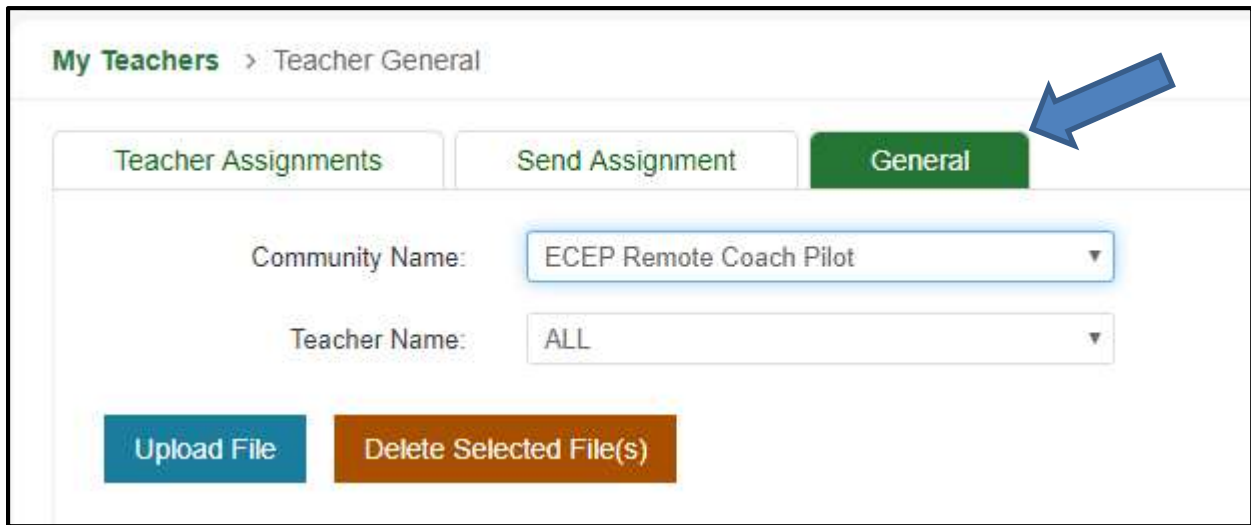
1. From Dashboard, click on 'Collaborative Tools' under Quality Improvement and Innovation.



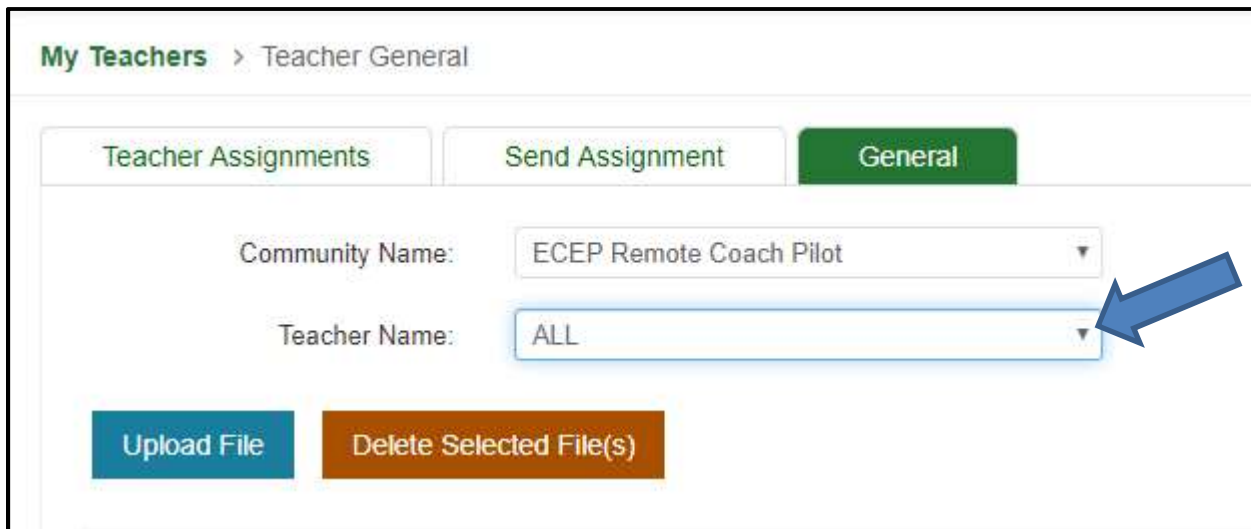
2. On the next page, Click on 'Go to Assignments for Teachers'.



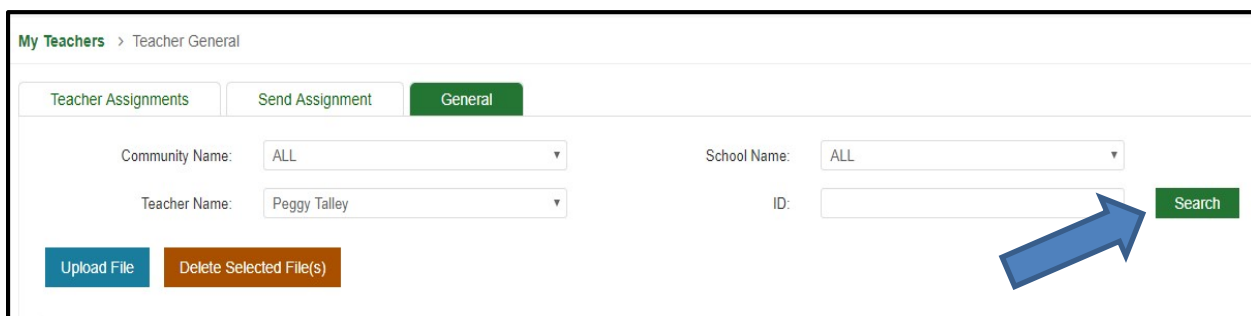
3. Next, click on the 'General' tab



4. Search for the teacher you need by clicking on the dropdown arrow in the 'Teacher Name' box.



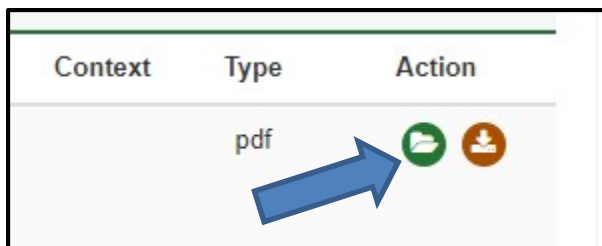
5. When you find the teacher, click on the teacher name, then click the 'Search' tab.



6. You will see all of the uploads by that teacher. Under the ‘Type’ column, you can see what type of upload it is. If it is the reflection sheet, it will say ‘pdf or jpg’. If it is a video, it will say ‘mp4’.

							Type	Action
	ECEP Remote Coach Pilot, ISD	SPRINGTOWN EL	Peggy Ta [redacted]	Reflection on video Talley	ECT002801	04/12/2019	pdf	
	ECEP Remote Coach Pilot, ISD	SPRINGTOWN EL	Peggy Ta [redacted]	[redacted] rhyming	ECT002797	04/12/2019	mp4	

7. Click on the ‘View’ Icon under the ‘Action’ column.



8. This allows you to see inside the teacher folder. You can see the File Name, Date Uploaded, etc.

Selected File Information

File Name:	Reflection for rhyming activity Talley
Date Uploaded:	04/12/2019
Date Recorded:	
Context:	
Content:	
File Type:	pdf Download

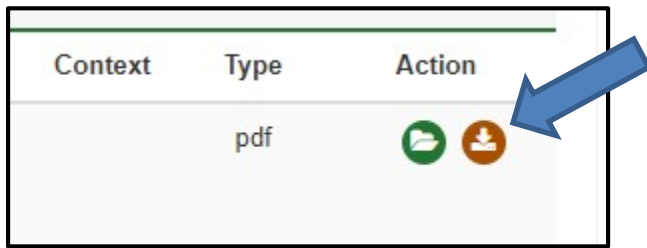
Description:

FeedbackText:

9. To get back to the list of teacher uploads, click on the ‘Back to Teacher General’ tab.



10. Click on the 'Download' Icon under the 'Action' column to download the teacher's reflection sheet or video.



11. Save the video or reflection sheet into the teacher folder on your desk top. Next, you will watch your video and fill out the Video Analysis Form. When you are ready to work on your feedback video, put the video into Camtasia and follow the directions for Camtasia.