

**For Faculty:**  
**Getting Your Students' Presentations Videotaped and Uploaded in ePortfolios and in the Assessment Area of Digication**

**IMPORTANT!**

- Video file size cannot exceed 1GB; playtime of this size file is as follows. Please do not ask your students to prepare presentations that will exceed these limits:
  - Webcam-30 mins
  - iPhone 5s-55 mins
  - iPhone 5-45 mins
  - iPhone 4s-30 mins
  - iPhone 4-27 mins
  - iPhone 3gs-23.5 mins
  - iPhone 3g-17 mins
  - iPhone 2-6 mins
  - iPhone 1-3 mins
  - camera-1.25 hour
  - film cam-3 hours

NB: Files accepted: .flv, .f4v, .mp4, .m4v, .mov, .avi and .wmv; Samsung Android phones save video files as .mp4 and iPhones save them as .mov – both files are accepted in Digication. Other phones might have other files and need to be converted.

- 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 ([jcorso@lagcc.cuny.edu](mailto:jcorso@lagcc.cuny.edu) x5416 or Ali Abdallah, [aabdallah@lagcc.cuny.edu](mailto:aabdallah@lagcc.cuny.edu), x5402 or Lang Tuang, [ltuang@lagcc.cuny.edu](mailto:ltuang@lagcc.cuny.edu), x8408)
- B. If you need help or advice about compressing video files, contact Ali Abdallah, [aabdallah@lagcc.cuny.edu](mailto:aabdallah@lagcc.cuny.edu), x5402 or Lang Tuang, [ltuang@lagcc.cuny.edu](mailto:ltuang@lagcc.cuny.edu), x8408.

**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:  
[https://docs.google.com/forms/d/e/1FAIpQLSfUXtzCzEE6egivkfxdS41-Ah419kopchLbKm\\_AkLFVjQQaGw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfUXtzCzEE6egivkfxdS41-Ah419kopchLbKm_AkLFVjQQaGw/viewform)

- B. Once the schedule is set, please do not make any change unless it is absolutely necessary. This activity involves a lot of people and coordination and needless to say, scheduling is really a challenge.
- C. 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](mailto:aabdallah@lagcc.cuny.edu).
- D. 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](mailto:aabdallah@lagcc.cuny.edu), or call ext. 5402.

### **Uploading Video in the ePortfolio or 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 Digication:  
[http://eportfolio.lagcc.cuny.edu/support/doc/Student\\_View\\_Depositing\\_Assignments\\_in\\_Digication.pdf](http://eportfolio.lagcc.cuny.edu/support/doc/Student_View_Depositing_Assignments_in_Digication.pdf)
- B. To see which students have deposited their video into the assessment area, please follow the tutorial of *Downloading and Printing the Assessment Deposit Report for Faculty*:  
[http://eportfolio.lagcc.cuny.edu/support/doc/Downloading\\_Printing\\_the\\_Assessment\\_Deposit\\_Report\\_for\\_Faculty.pdf](http://eportfolio.lagcc.cuny.edu/support/doc/Downloading_Printing_the_Assessment_Deposit_Report_for_Faculty.pdf)
- C. You may request an **ePortfolio workshop** or an **Assessment Deposit workshop** for your students at: [http://www.laguardia.edu/ctl/eportfolio\\_workshop\\_request](http://www.laguardia.edu/ctl/eportfolio_workshop_request)
- D. 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 the workshop. Please inform Ali of the workshop date so he can coordinate this.

If you have any questions about videotaping, please contact Ali Abdallah, x 5402 or [aabdallah@lagcc.cuny.edu](mailto:aabdallah@lagcc.cuny.edu) .