

Recording Online Instruction in Anne Arundel County Public Schools

Permission Procedures

In order for interns to use student work samples, videos with students, or transcripts of student dialogue for the purpose of submitting evidence of teaching to edTPA, they/the mentor teacher must receive permission from parents. Mentors will follow the directions provided by AACPS at the end of this document. (They will also receive this information from Chris DeGuzman, the AACPS manager of the PDS program.)

Recording Options

According to AACPS, **names, images**, and any other identifying information of anyone besides the intern must be removed prior to submitting evidence to edTPA.

Do not say students' full names. Since edTPA does not allow the editing of audio, any video recording that includes a student's full name cannot be used.

The following options will meet AACPS requirements.

Option 1: Recording in Google Meet – Editing Out Student Names and Faces

If you use the Presentation Mode in Google Meet, only the active speaker will appear on screen (as a thumbnail on the right side). This makes editing out names and faces much easier.

There are ways to edit the video using WeVideo (available through Classlink). The AACPS Instructional Technology Office has provided a video on how to use WeVideo to edit videos using the Timeline mode and adding a layer of a colored text box to cover the screen. https://youtu.be/COdk_SMufiw You may wish to add text to give generic identification of the speaker (ex. Student 1, Mentor Teacher).

Option 2: Recording in Google Meet – Separating Audio File Only

If your recording shows too many faces and names, you may wish to use an audio-only file instead using WeVideo (available through Classlink). You can use WeVideo to create a separate audio-only file. On the "Finish" page in WeVideo, select "Audio only" and then "Export."

This requires the edTPA Coordinator and you to submit a request to use audio-only evidence, so be sure to let her know you are using this option.

Saving the Chat

You should also save the chat from your virtual lesson. **Make sure to remove all student names** – you can use identifiers like "Student 1," "Student 2," etc. Use one of the following options:

1. If you use the Record feature within Google Meet, the chat will be saved as an .SBV file in the meeting organizer's Google Drive. This is a text-only file, so you can open it using NotePad on Windows or TextEdit on a Mac.
2. Copy and paste the entire contents of the chat box before you close the Google Meet.
3. Take screenshots of the chat box before you close the Google Meet.

AACPS Guidelines for edTPA Submissions (12/28/20-Revisions are shown in bold purple.)

In order for interns to use student work samples, videos with students, **voice recordings**, or transcripts of student dialogue for the purpose of submitting evidence of teaching to edTPA, they/the mentor teacher must receive permission from parents. Use the permission letter found at the end of this document, making sure to update relevant information (names, signatures, etc.).

Names, images, and any other identifying information of anyone besides the intern must be removed prior to submitting evidence to edTPA. Below are recommendations for video recordings.

- Use the Presentation Mode in Google Meet so that faces and names do not appear on screen. Any other mode may require a significant amount of editing later.
- Do not say students' full names. Since edTPA does not allow the editing of audio, any video recording that includes a student's full name cannot be used.
- Review your recording before submitting the video. If names or images are captured in the video, the intern will have to blur those images. There are ways to edit the video using WeVideo. See this video from our Instructional Technology Office on how to use WeVideo to edit videos using the Timeline mode and adding a layer of a colored text box to cover the screen. https://youtu.be/COdk_SMufiw You may wish to add text to give generic identification of the speaker (ex. Student 1, Mentor Teacher).
- Review your edited video one final time to make sure students are not identifiable.

Another option for edTPA is to submit a transcript of the dialogue from your lesson.

- Record your lesson using Google Meet. (Another option would be to use the screen recorder in Stream, which will allow you to bypass the next two steps--downloading and uploading.)
- Download the Google Meet recording.
- Next you will need to upload your video to Microsoft Stream to get your transcript. See this video on using Microsoft Stream <https://web.microsoftstream.com/video/bf9fd387-2200-4b51-90bc-7ca9bbee7866>
- Anywhere students' names appear, replace the student's name with "Student" and a number (ex. Student 1, Student 2, Student 3). Do the same for your mentor and any co-teachers and teaching assistants (ex. Teacher 1, Teacher Assistant).
- Mentor Teachers can access a written copy of the comments left in the chat. If the intern uses these comments, the names will need to be changed just as in the step above.

Some colleges/universities are encouraging interns to include voice recordings with their transcripts. If student's full names are used in the voice recordings, they may not be used. Regardless of the type of recording (video or voice), they must be done using AACPS devices. Personal devices may not be used.

For guidance on edTPA requirements, check with the intern's college/university.

For assistance with WeVideo, contact Tracey Brown in the Office of Instructional Technology

TEBROWN1@AACPS.ORG

For assistance with Microsoft Stream, contact Matthew Nickerson in the Office of Instructional Technology MNICKERSON@aacps.org

A recording of the WeVideo/Microsoft Stream training for interns can be found [here](#).

The following page is the approved template for parent permission letters. **Mentor teachers should** copy this template and edit only the text indicated with XXXXX. Both the mentor teacher and the principal must sign off on this letter. When sending this letter to parents/guardians, make sure to give them directions on how you would like them to return the letters to you, but do not add information to the letter other than editing the text indicated with XXXXX. You must receive permission from the parents/guardians of all students in the recorded class.

One option for obtaining parent permission is to send the letter in an email with a link to a Google Form for parents to complete. The Google Form should include a place for parents to fill in:

- **the parent's/guardian's first and last name**
- **student's first and last name**
- **student's ID number**
- **the date**

If you choose to use a Google Form, you may delete the permission slip at the bottom of the parent permission letter. Mentor teachers should retain a copy of the electronic responses, and should print a paper copy of responses for their records whenever they return to their buildings. Mentors and/or interns must verify that the information on the Google Form is correct.

DATE XXXXX

Dear Families:

As you are aware, XXXXX is completing an internship with me in order to become a certified teacher. XXXXX is a student at XXXXX in a Teacher Preparation Program. As part of their professional preparation, teacher candidates are required to collect and submit samples of their lessons and student work from your child's classroom. These artifacts provide evidence of their teaching and become part of their professional teaching portfolio, which is required for Maryland teacher certification and may also be required by potential employers as evidence of their teaching. These samples involve both students and the intern, with the primary focus on my intern's instruction. Samples may include your child's work, videos of Google Meet classes, **voice recordings**, or written transcripts of dialogue between the intern, myself, and the students. No student's names will appear on any material that is submitted and videos will blur physical images other than the intern to protect students' privacy. The samples will be used exclusively for educational purposes and not posted online publicly. They could be stored for a certain period of time to be reused, again for educational purposes only.

The form below will be used to document your permission to use your child's work, and videos or transcripts that include your child in these activities. If you do not complete this form, we will assume that we do not have your permission to include your child in the interns' project.

Our school and our school system are honored to be part of teacher preparation programs with colleges and universities. These programs allow us to work closely with our teachers of tomorrow, and hopefully give them an experience that will bring them back to us as certified teachers.

If you have any questions, please let me know.

Sincerely,

XXXXX
Mentor Teacher

XXXXX
Principal

XXXXX/bm

I, _____, give my permission for my child's work and dialogue to be used for _____'s educational portfolio.

Student's Name

Parent/Guardian Signature