Video Planning Worksheet

Stage 1: Planning, 30% of your time

- What is the content format of the videos

- What equipment and software will you need?

- Where will you record your video? Do you need to reserve space? Noise considerations?

Stage 2: Production, 20% of your time

- What software will you use for editing your video?

- Where will you store your files? Portable Hard Drive, Beasley SAN, Thumb Drive…

Stage 3: Post Production, <u>50% of your time!</u>

- How and where will your students access the videos?

- What production settings will you use for delivery and quality?

- **How will you assess if your students have watched and understood the videos?!**