



Infrastructure Checklist for Launch

This checklist is designed to help you assess whether your infrastructure is ready to support video observations. It is an expansion of the abbreviated list found in our toolkit. Here, we have expanded on the critical benchmarks with a list of possible considerations for effective implementation.

Video and audio equipment has been selected and tested

- Quality of video playback is satisfactory
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- Video and audio equipment has been tested for compatibility (e.g. the audio is coming from the microphone)
- A pilot group of teachers have tried using the video kit in their classrooms following the recommended protocol and the experience is satisfactory
- Videos have been successfully uploaded from the camera to a computer hard drive
- Videos play smoothly on computer
- Someone from your district has spoken with video and audio vendors and a plan for customer support has been established
- Video and audio equipment has been ordered and a plan for distribution to teachers is set

IT staff has tested network access to viewing platform

- The URL for the viewing platform has been “whitelisted”
- If the viewing platform has browser requirements, these configurations have been set on any necessary computers
- Firewall settings have been configured to allow access to viewing platform
- Network security has been configured so that videos can easily be uploaded and downloaded
- Someone from your district has spoken with the viewing platform vendor and a plan for customer support has been established
- User accounts have been created for all teachers and administrators

IT staff has tested network abilities to handle video

- Videos can be uploaded from the computer’s hard drive to the viewing platform
- Videos play correctly on the viewing platform
 - Network speed is satisfactory for video buffering
 - Any plugins required to play video have been installed
- If the camera connects to the Internet directly, camera MAC addresses have been whitelisted within the school network

Step-by-step procedures for setup, filming, uploading, and sharing have been created

- Live trainings have been scheduled
- “Video captains” or other in-school support personnel have been assigned and trained
- In-district support personnel have been assigned and trained
- A video guide has been created and reviewed by teachers, including:
 - How to set up the video kit and record and upload a video
 - How to share videos with another person
- A video protocol for frequency and length of classroom recordings



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A calendar of benchmarks has been created and shared

- Deadlines for completing specific activities such as training, or first observations, are clearly set
- A protocol for reminding teachers and observers of impending due dates has been established
- Deadlines are realistic and integrate with the normal school calendar for events such as holidays and student testing
- A plan for incentivizing specific activities and supporting anyone who falls behind on completing video observations has been created

Directions to in-person, phone, or written support are accessible

- A digital and/or hard-copy help guide has been created
- A list of support contacts is readily available
- Directions are provided for whom to contact for specific issues (i.e., if your microphone is un-synced you should call... If your video won't play online you should email...)
- A video support organization chart is provided to all teachers and administrators