

An increasing number of teachers who use *Teaching Strategies GOLD*® Online are also using low-cost digital video camcorders to record video documentation of children’s learning and progress. Teachers organize and store their video clips in various places: securely in folders on their computers, on external hard drives, on shared servers, and they also post some clips on the GOLD® online portfolio. A question frequently asked by teachers is, “Of all the video clips that I record, which ones should I post on the child’s GOLD® online portfolio and which ones should I just store in folders on my computer?”

There are no hard and fast rules, but below are some rules of thumb.

| You might want to post video clips on the child’s GOLD® online portfolio that:   | You might want to store video clips in folders on your computer that:   | You might want to discard video clips that:   |
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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Is a rich illustration of the child’s learning and/or progress that informs the rating of several GOLD® objectives.</li> <li><input type="checkbox"/> Inform the rating of objectives for a number of children.</li> <li><input type="checkbox"/> You would like to share with parents who access their children’s online portfolio.</li> <li><input type="checkbox"/> Illustrate significant progress.</li> <li><input type="checkbox"/> Illustrate significant concerns or red flags.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> You want to share with the child’s parents, e.g., informally at pick up/drop off times or formally at a parent teacher conference.</li> <li><input type="checkbox"/> Would be useful to watch at an IFSP or IEP meeting.</li> <li><input type="checkbox"/> Would be useful for requesting consultation from another provider.</li> <li><input type="checkbox"/> Might be useful for transition planning.</li> <li><input type="checkbox"/> Might be useful for illustrating the classroom, program, or school.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not serve any of the purposes described in the other two columns.</li> </ul> |

**NOTE:** Every school or program should develop their own explicit policies for which kinds of video clips **MUST** be saved as part of the child’s permanent record. For example, the program should decide if a clip that is shared at a parent conference or IEP meeting, must be archived in the child’s permanent record as would be other official documentation shared at that meeting.