Tips Sheet:
Where and When to Store Video Clips

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:
☐ Is a rich illustration of the child's learning and/or progress that informs the rating of several GOLD® objectives. ☐ Inform the rating of objectives for a number of children. ☐ You would like to share with parents who access their children's online portfolio. ☐ Illustrate significant progress. ☐ Illustrate significant concerns or red flags.	☐ 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. ☐ Would be useful to watch at an IFSP or IEP meeting. ☐ Would be useful for requesting consultation from another provider. ☐ Might be useful for transition planning. ☐ Might be useful for illustrating the classroom, program, or school.	☐ Do not serve any of the purposes described in the other two columns.

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.