Checklist Before Recording

• iPad is on airplane mode
• Image at lowest resolution
• Front side of the iPad doesn’t face your students
• Wireless microphone battery works
• Adjust your hair, scarf, etc. to make sure nothing touches the microphone while you teach

After Completion of Recording

• Check if your video is successfully recorded
• Follow the instructions on the second page to upload your video
• Rename your video to FirstName_LastName (don’t worry if you don’t know how to do the renaming. Email us and we’ll do it for you)
Steps for Uploading Your Video

- MALLI website: https://malli.sites.ucsc.edu/
- Click on the drop down menu under “Classroom Videos”
- Choose 2019-2020
- Enter the passwords to access the folder

**PLEASE REFER TO YOUR EMAIL FOR THE PASSWORD**
- Click on “Upload Here!” and it’ll take you to our shared Google Drive folder
- Click the “+ New” button to choose from your album on the iPad and upload your video