

POST-SEMINAR REMINDERS

Videotaping/Debriefing
Scoring
Redesign

**The Institute for Standards,
Curricula and Assessments**
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VIDEOTAPING/DEBRIEFING CHECKLIST

Videotaping

Date: _____
Time: _____
Room: _____

Debriefing

Date: _____
Time: _____
Room: _____

- Room #.** Please confirm your room # no later than two weeks after your track resumes session. We need your room # so that we know where to go for your Videotaping. Please let us know if Debriefing will take place in a different room. Confirm by calling Derick at (213) 639-0800, emailing dericku@unitedteachers.com or send it through fax with your Roster (see below) to (213) 381-9229.
- Rosters.** The roster of the class being videotaped is due no later than two weeks after your track begins. Please fax (213-381-9229) or e-mail (dericku@unitedteachers.com) your roster along with your Room # as soon as possible.
- Student Release Forms.** Signed student release forms will be due on the day of your videotaping. **All** release forms are required in order for ISCA to videotape your class. **Release Forms are part your requirements for Lesson Design, and must be turned in to receive credit.** Please make sure that both student and parent signatures are present on the release forms, and arrange them in alphabetical order. Students who decline to sign the release forms will have to be seated in a separate area to avoid video capture. A blank copy of the release forms is available by signing in to your ISCA Member account at <http://isca.unitedteachers.com>.
- Videotaping.** ISCA will only videotape for a one (1) hour time frame. If your class time exceeds one hour, please let us know which one-hour time frame you would like videotaped.
- Debriefing.** Debriefing your videotaped lesson will take a **minimum** of one (1) hour. Please do not select your nutrition or lunchtime to debrief, as it will not be long enough. It is best if you debrief during your conference period.
- Borrowed Materials.** All borrowed materials (books, DVDs, VHS, CDs, etc.) are due on your scheduled Scoring.
- Automatic Reminders.** Automatic reminders will be sent using Google's Calendar. Please add calendar-notification@google.com and isca.events@gmail.com to your e-mail address books in order to prevent the reminders from going to your Bulk/Spam folder. An invitation to your Videotaping and Debriefing will also be sent through Google. Included in the invitation e-mail will be a confirmation link. Please use that link to confirm your attendance.
- Schedule Conflicts.** If you have any scheduling conflicts with your Videotaping, Debriefing, Scoring or Redesign events, **please inform us immediately.** Send an e-mail to dericku@unitedteachers.com or call Derick at (213-639-0800) and provide the following: 1) your conference period 2) all periods (include time) that you are teaching your unit.

SCORING CHECKLIST

Scoring

Redesign

Date: _____

Date: _____

Time: 8:30 AM to 4:30 PM

Time: 8:30 AM to 4:30 PM

Room: _____, UTLA Building

Room: _____, UTLA Building

- Laptop.** Please bring your laptop. If you do not have one available, please inform us ahead of time and we will have one ready for you.
- Student Work.** Please bring all student work to be scored. Please note that you will only score for one class period. Please have all papers in alphabetical order before your Scoring begins. All papers being scored must have release forms.
- Student Release Forms.** Please bring any student release forms that were not turned in during your videotaping day. Release Forms are part your requirements for Lesson Design, and must be turned in to receive credit. A blank copy of the release forms is available by signing in to your ISCA Member account at <http://isca.unitedteachers.com>.
- Roster.** Please bring an updated roster.
- Anchors.** To speed up the Scoring process, please have your anchors selected for each score level (e.g. 4, 3, 2, 1 or High, Medium, Low). If you cannot select a solid anchor, at the least, you should have 2 candidate anchors for each score level ready.
- Release Time/Substitutes.** ISCA does not make arrangements for substitutes. Be sure to request for a substitute at least 3 to 5 days prior to your scheduled Scoring & Redesign and inform your school that it is for Lesson Design. Your request will be approved and taken out as a release time for a meeting.
- Borrowed Materials.** All borrowed materials (books, DVDs, VHS, CDs, etc.) are due on your scheduled Scoring.
- Parking.** Guests of the UTLA Building should park in stalls marked "YELLOW SECTION," located on the 5th Floor & Roof of the UTLA parking structure. Validation will be provided by ISCA at the end of the day.
- Breakfast/Lunch.** Light refreshments will be served in the morning. Lunch will also be provided.
- Appointments.** Please do not make any appointments or plan on leaving early on your Scoring and Redesign dates. Scoring and Redesign usually takes the entire scheduled time of 8:30 AM to 4:30 PM.
- Automatic Reminders.** Automatic reminders will be sent using Google's Calendar. Please add **calendar-notification@google.com** and **isca.events@gmail.com** to your e-mail address books in order to prevent the reminders from going to your Bulk/Spam folder. An invitation to your Scoring will also be sent through Google. Included in the invitation e-mail will be a confirmation link. Please use that link to confirm your attendance.
- Schedule Conflicts.** If you have any scheduling conflicts with your Scoring/Redesign events, **please inform us immediately.** Send an e-mail to dericku@unitedteachers.com or call Derick at (213) 639-0800.

REDESIGN CHECKLIST

Date: _____

8:30 AM to 4:30 PM

Room _____, UTLA Building

- Laptop.** Please bring your laptop. If you do not have one available, please inform us ahead of time and we will have one ready for you.
- Redesign Notes & Files.** Please bring any redesign notes that you may have. Also, please be sure to bring a soft copy (electronic) of any files already redesigned.
- Student Release Forms.** Please bring any student release forms that were not turned in during your videotaping day. **Last day to turn in release forms.** Release Forms are part your requirements for Lesson Design, and must be turned in to receive credit. A blank copy of the release forms is available by signing in to your ISCA Member account at <http://isca.unitedteachers.com>.
- Release Time/Substitutes.** ISCA does not make arrangements for substitutes. Be sure to request for a substitute at least 3 to 5 days prior to your scheduled Scoring & Redesign and inform your school that it is for Lesson Design. Your request will be approved and taken out as a release time for a meeting.
- Borrowed Materials.** Final day to turn in borrowed materials (books, DVDs, VHS, CDs, etc.).
- Parking.** Guests of the UTLA Building should park in stalls marked "YELLOW SECTION," located on the 5th Floor & Roof of the UTLA parking structure. Validation will be provided by ISCA at the end of the day
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