

edTPA Video Editing Guide (Windows)

Transferring videos from camcorder to Google Drive.

1. Plug the SD card into the adapter and plug the adapter into the PC
 - a. If using an iPad, plug the iPad into the computer using the USB charger you were supplied when checking out the equipment. You will be prompted by the iPad to trust the computer to access the contents on the iPad.
2. Log into Google Drive using your **Rowan University student account** (see below for additional details)
3. Navigate to the main google drive page and select New and then click File Upload
 - a. In the window that pops up, Select "This PC" from the left hand side
 - b. Select the drive that says Canon
 - i. Note: If you are using an iPad, there will be a drive labeled Apple iPad or similar.
 - c. Navigate to the folder labeled DCIM and open it
 - d. There will be multiple folders within containing your videos.
 - e. Select the video you wish to transfer to Google Drive and click Open
 - f. Follow the above steps for each video you wish to transfer

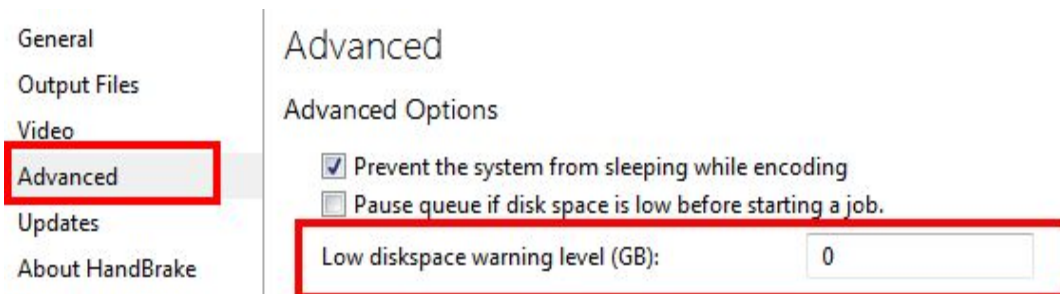
Trimming Videos from Google Drive

Time can only be trimmed from the beginning and end of videos. You **cannot** splice together two separate clips. **Final clips must be one continuous segment.**

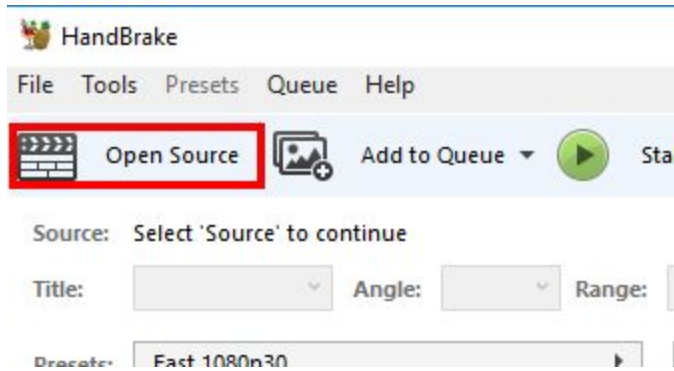
1. Download the videos you wish to trim from Google Drive. Save them to the computer's Downloads folder.
2. Open Handbrake
 - a. Open the Start Menu and click on Handbrake in the programs list



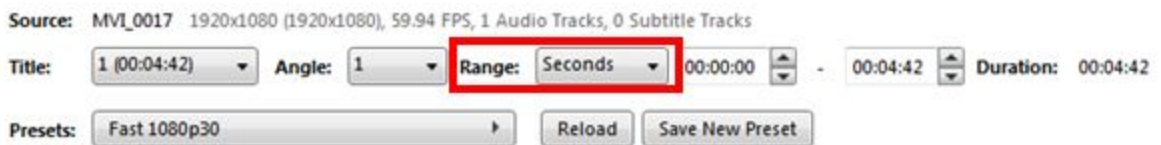
3. Click Tools in the menu bar and select options. Click advanced and change the low disk space warning to 0 GB. This will prevent you from receiving an error when you save the video.



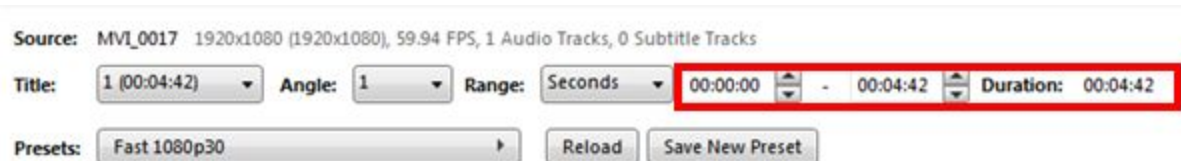
4. Click Open Source in the top left of the main Handbrake window.
 - a. Click File on the left hand side and open the video you downloaded in step 1.



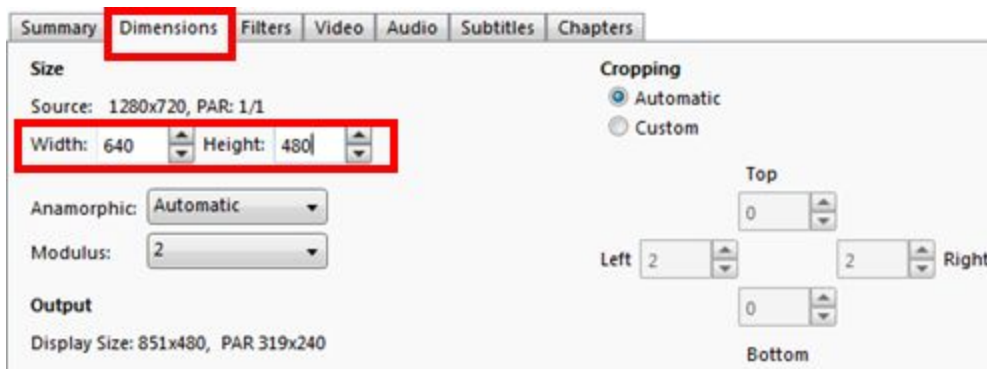
5. In the Source section, change Chapters to Seconds in the Range dropdown box.



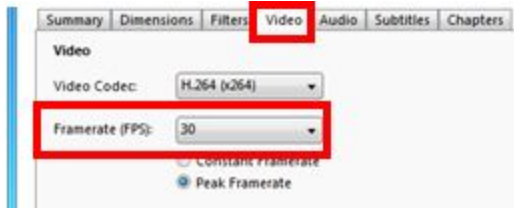
6. In the first box next to Seconds, enter the desired start time. In the next box, enter the desired stop time. You will be shown the duration of the trimmed video.



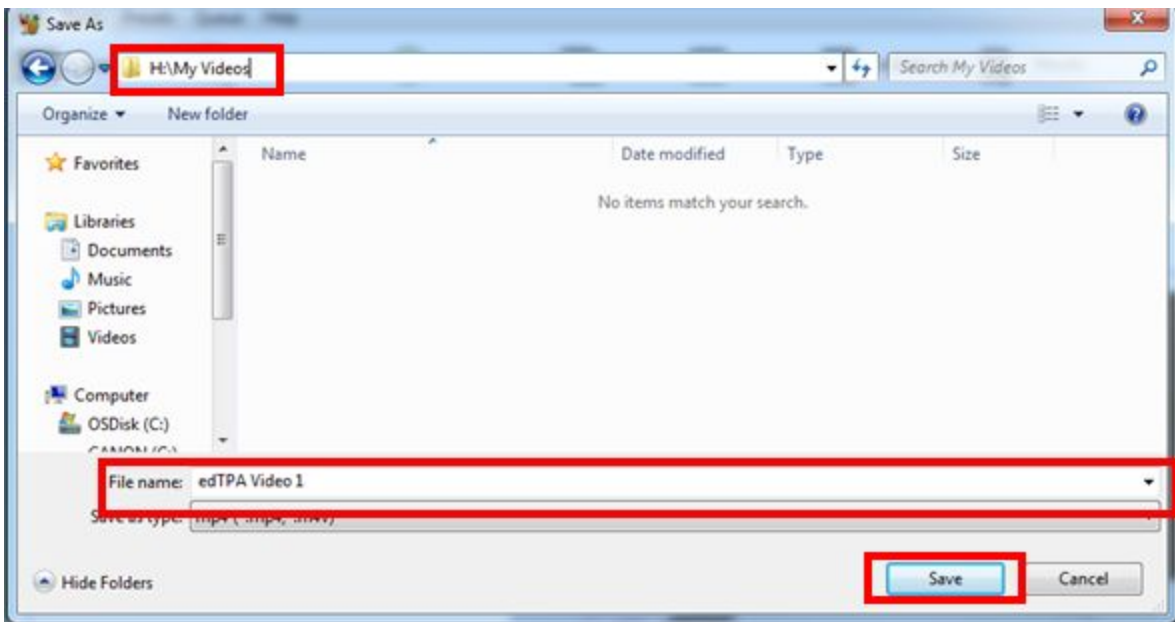
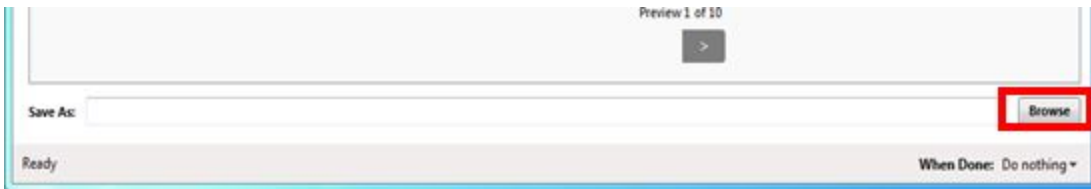
7. Set Video Dimensions
 - a. Click the Dimensions tab and change the Video Size. Change Width to 640 and Height to 480.



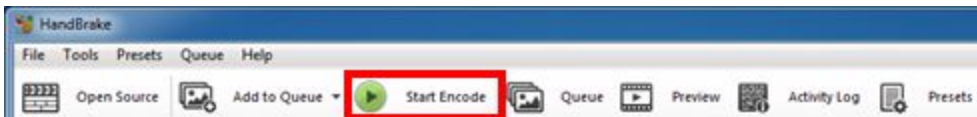
- b. Click the Video Tab
 - i. Change the Framerate to 30



- 8. Select a destination to save the finished video within your H Drive
 - a. In the main Handbrake window, click Browse at the bottom of the screen. Choose a folder within your H: drive, enter a filename for the video, and click save.



- 9. Encode the video
 - a. Click Start Encode at the top of the screen



- b. After encoding is finished, verify that that the file saved in the H drive and that it plays back correctly.

- 10. Re-upload the trimmed video to your student Google Drive

Be sure that you are logged into and saving your videos in your Rowan University Google Drive, not your personal gmail/drive account. This is essential as Rowan's Gmail accounts are FERPA compliant and are therefore the only place that you can safely store your videos.

To check this which account you are logged in to follow these steps:

1. Open Chrome
2. Place your cursor over the image/icon in the top right corner
3. An information box will show which email address is logged into Chrome
4. If the image/icon is associated with your Rowan University email account you are in the right place; if not, simply click on the image/icon and log into your Rowan University account.

