### Assess Your Video Observation Readiness

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| **Determine how you intend to implement video observations in your community.** | - You can quickly and easily articulate how and why you want to use video technology.  
- Your purpose is aligned to your school, district, state or program’s organizational priorities.  
- You have a way to measure whether the initiative is a success. | Access Video Observation & Assessment Section                                               |
| **Choose the right video technology.**                                    | - You chose audio and video devices based on the technical requirements for your intended purpose.  
- You chose a viewing platform that is easy to use and stores videos securely.             | Access Technology Section                                                                   |
| **Develop an infrastructure that supports video observations.**           | - You have IT capacity and support in your organization and from your technology vendors.  
- You completed a trial of the videotaping and upload process to ensure everything works correctly before training educators. | Access Infrastructure Section                                                              |
| **Train teachers and observers to implement video observations.**         | - You developed protocols and procedures that maximize video as a lever for improvement.  
- You planned out how you want to train teachers in setting up technology and taping their classrooms. | Access Training Section                                                                   |
| **Create a trustworthy environment for teachers to participate in video observations.** | - You consulted with your legal team, union and other policy stakeholders about privacy concerns.  
- You have a plan to introduce policies and procedures to teachers and principals and help them understand how videos will be used and stored.  
- You have a culture where teachers feel comfortable making mistakes and sharing instruction.  
- You plan to collect feedback about the process and to express gratitude for participating. | Access Teacher Privacy Section                                                            |
| **Protect student privacy and communicate with parents about those protections.** | - You have consulted with your legal team about privacy considerations for students.  
- You have a media release for parents about how videos will be used, kept secure, and how their child’s privacy will be honored (in multiple languages).  
- You are willing to put in time to introduce policies and procedures to teachers and principals and help them understand how videos will be used and stored. | Access Student Privacy Section                                                            |