

# Video Annotation Tool Guide

This assessment requires you to provide **annotations** (brief text explanations attached to specific points in the video clips) to video files that you upload to the Pearson ePortfolio system.

In addition to this guide, please see the video tutorial available at the [California Educator Credentialing Assessments website](#) for more information about how to use the annotation tool.

## Step 1: Getting Started

Sign in to your account at the program website, select “Current Registrations,” and navigate to the ePortfolio system.

From the Cycle Summary page, select the part that contains the video clips that you will be annotating.

Cycle Summary  
0 of 7 Parts Ready to Submit ▶ Submit ⋮

Instructional Cycle 1 focuses on developing an engaging content-specific lesson for one class and 3 focus students based on what you learn about their diverse assets and needs, including their prior knowledge, interests, and developmental considerations. This cycle also focuses on how you monitor student understanding during the lesson and make appropriate adaptations to support individual student learning needs.

|                     |   |             |                    |
|---------------------|---|-------------|--------------------|
| <span>Start</span>  | Part A: Getting to Know Your Students                 | Not Started |                    |
| <span>Start</span>  | Part B: Lesson Plan                                   | Not Started |                    |
| <span>Start</span>  | Part C: Lesson Plan Rationale                         | Not Started |                    |
| <span>Start</span>  | Part D: Related Instructional Resources and Materials | Not Started |                    |
| <span>Update</span> | Part E: Annotated Video Clips                         | In Progress | classroomVideo.mp4 |
| <span>Start</span>  | Part F: Reflection on What You Learned                | Not Started |                    |
| <span>Start</span>  | Part G: Application of What You Learned               | Not Started |                    |

## Step 2: View Your Video

Click on the filename of a video clip that you have uploaded into the system, and the system's player will open on the screen.

◀ Viewing classroomVideo.mp4

Your file has been converted by the system. You must review the entire contents of your file to ensure that the content as it appears is what you intend to submit.



▶ 🔊 0:00 / 0:15 1x ↗

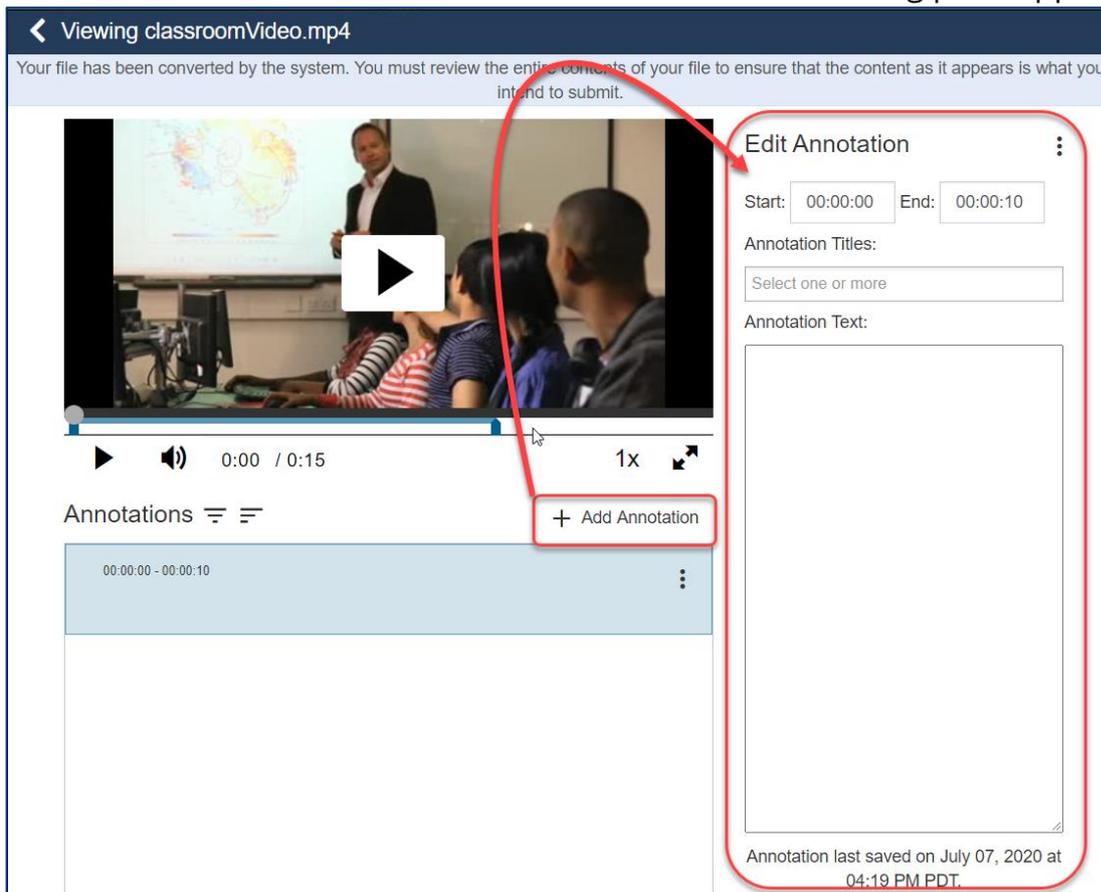
Annotations ≡ ≡ + Add Annotation

You have not yet entered any annotations.

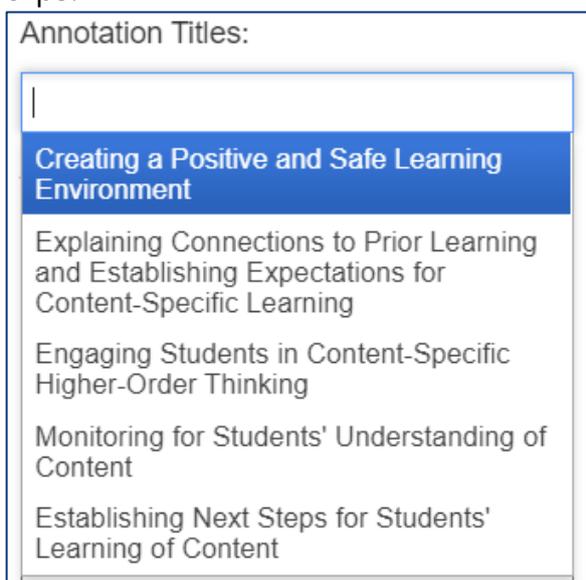
Watch the entire video clip through to the end, and make sure you can see and hear the video clearly.

## Step 3: Add Your Annotations

- A. Click the Add Annotation button. The Edit Annotation working pane appears.



- B. At the top of the working pane, enter the start and end time of your annotation. The system automatically selects the start time as the moment that you selected the Add Annotation button. You may adjust this time, as needed.
- C. Choose a title. Select the Title box and choose one or more of the provided options. Remember that each annotation title must be used at least once across your video clips.



- D. Type your annotation in the Annotation Text box. You may enter up to 1,000 characters in a single annotation. If you write your annotation in a separate file and copy it into the text box, note that the system will only accept the first 1,000 characters.

The system automatically saves your work as you go and indicates the date and time that your annotation was last saved.

- E. When you are finished with your annotation, click the Back button. Or, if you would like to remove the annotation and begin again, click Delete.

The system records your annotation and lists it under the video player controls. The system also provides options to Edit or Delete the annotation.

- F. **Important:** Review the annotation once it appears under the video player controls. Ensure the final content and formatting are as you expect before closing the video player.

Continue playing the video and repeat Steps A–F until all annotations are added.

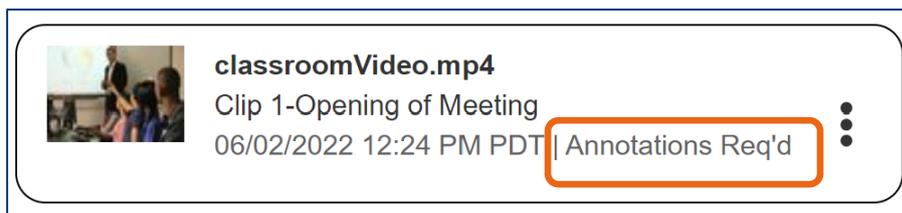
# Troubleshooting

If you have finished writing your annotations but the system does not let you mark the part “ready to submit,” then you likely have not met all of the assessment’s annotation requirements.

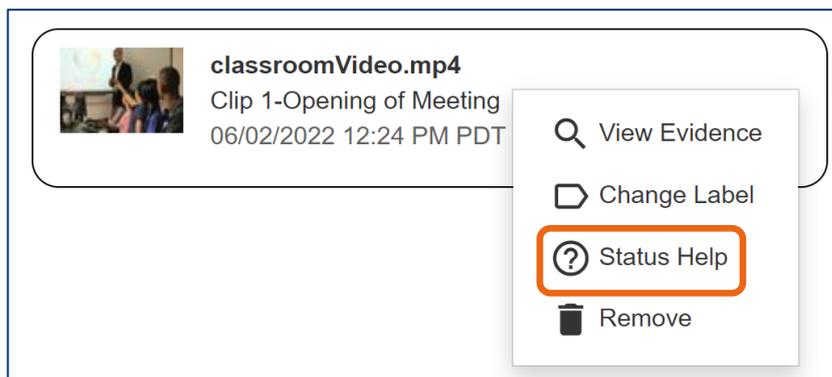
Follow these steps to determine what is preventing you from completing the part.

## Troubleshooting Step 1: Review Each File

First look at each file that you have uploaded. If you see a message that reads “Annotations Req’d” then you have not met the annotation requirements for that file.



If you have a file in this status, select the menu icon and “Status Help.” The system will display a File Status message that identifies an annotation requirement that you have not yet met.



If the “Status Help” displays an error message, then you must resolve the error before you can submit this part.

### System Message

*One or more annotations for this file do not meet the minimum character count. Please refer to the cycle directions for annotation requirements.*

### Resolution

You likely have at least one annotation that is blank. Either add your annotation text or remove the blank annotation from the file.

## System Message

## Resolution

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*One or more annotations for this file do not meet the minimum number of annotation titles. Please refer to the cycle directions for annotation requirements.*

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At least one annotation is missing a title. Ensure every annotation has both a title and the annotation text.

## Troubleshooting Step 2: Review “Ready to Submit” Error Messages

If none of your files display file-level error messages, then review the error message that you receive when attempting to mark the part “ready to submit.”

In this case, you are likely to see the following:

## System Message

## Resolution

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*You have not met the annotation requirements for this part. Each annotation title must be used at least once. Please refer to the cycle directions for annotation requirements.*

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You have not used all required annotation titles across your uploaded video clips. Review each file carefully and add additional annotation(s) until you have met this requirement.

Once you have corrected all errors and have met the annotation requirements, you will be able to mark the part “Ready to Submit.”

## Exporting Your Annotations

When you have finished adding your annotations, you are strongly encouraged to export them for your records. You will not be able to access any of your files in the ePortfolio system after you submit your cycle, including videos and annotations.

To export your annotations, click the Export Annotations button and select a filename and location to download the export. Your export is a .txt file and contains all annotations associated with the video file, including the start and end times, the title(s) you selected, and the text of the annotation itself.

[Export Annotations](#)

Remember to export your annotations for every video file.

## For Additional Support

Please visit the program website, [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com), to review additional support materials.