

Creating Video Text Logs (written comments)

If you are asked to submit written notes regarding portions of your video, please create a blank Word document. Make sure you have your name and assignment at the top of the first page. Then use your chosen media player (here is an example of Windows Media Player and/or QuickTime Player) to locate the start time in your video where you want to make a comment.

The diagram illustrates the process of creating video text logs. On the left, a blue-bordered box contains a template for the log entries:

Your Name, or list of Group Names
Assignment Name, Date
Video File Name

00:05:30 ← Here, I think my reframe would have been strengthened by...

00:31:30 ← Here I was stumped when the party said...

On the right, two screenshots of video players are shown. The top screenshot is from a Windows Media Player window titled "Bowen_2009-10-14_Parallelism". The time code "00:05:30" is circled in red, with a red arrow pointing to the corresponding time code in the text log. The bottom screenshot is from a Windows Media Player window titled "New P10012". The time code "31:30" is circled in red, with a red arrow pointing to the corresponding time code in the text log.

In order to create annotations for others to read, it's important that you use a standardized naming convention for noting what hour, minute, and second into your video you are referring to. Therefore, it's important that you include the name of your video file at the top of your annotation notes, and then use the following standards for referring to time.

HH:MM:SS

HH = for less than one-hour use 00:MM:SS. For one-hour use 01:MM:SS

MM = for 5 minutes use HH:05:SS. For 15-minutes use HH:15:SS

SS = equals seconds, etc.

In your notes, type out the time code (HH:MM:SS) for the beginning of each annotated section. This is the point in your video file where you want the reviewer to start watching in order to match your annotation notes up with your chosen video segment.