

How to Do Your Video Form – These Are Requirements That Determine Your Grade.

Cautions:

- These videos can be addictive. They are beautifully done, but keep a balance so you do your other assignments.
- All Requirements have a number (and some also have a to c or a to d).
- The rubric is specific to videos and grading happens with that rubric.

Tip: These Requirements are clearer with an example, and examples cannot cover everything. Use these Requirements **together** with the example. Click [here for an example of how your form should look](http://www.cjbibus.com/Example_of_Visual_Form.pdf). Link Address: http://www.cjbibus.com/Example_of_Visual_Form.pdf

1. Required Top Line of the Visual Form

In **1 row** across the **top line**, consisting of:

- Your first and last name
- The words Unit # Video Form (with the # being either for Unit 1, Unit 2, or Unit 3)
- The words TT 8 AM, TT 10:50 AM, MWF 11 PM, or MWF 12 PM

2. 3 Required Headings That You Copy Exactly and You Answer Specifically

a. Exact Title of the Video

Begin the title where the letter B is in this line.

Click [here and look for yellow to see how to recognize the title of a video](http://www.cjbibus.com/Title_Highlighted_in_Yellow.png). Link Address: http://www.cjbibus.com/Title_Highlighted_in_Yellow.png

b. In Chronological Order, Three Facts That Are Representative of the Content in the Video

- Place the fact about the earliest event in the first bullet (Required citation).
- Place the fact about the middle event in the second bullet (Required citation).
- Place the fact about the latest event in the third bullet (Required citation).

Tip: Merriam-Webster Online Dictionary defines **representative** as “serving as a typical or characteristic example.” Do not cherry-pick or embellish your examples. (See the Evidence Quizzes for those words.)

c. Three Facts from the Video that Every 1st Year College History Student Should Know

- Place your first carefully chosen fact so its significance is clear (Required citation).
- Place your second carefully chosen fact next (Required citation).
- Place your third carefully chosen fact last (Required citation).

3. Required Citation

The transcript provides a time for all sections so you can easily communicate where your information is from. Use the transcript as the source for the citation and use parentheses—()—to identify it. Requirements:

- **Caution:** facts in your own words also require citation, not just quotations.
- **Caution:** Citation is required for the facts under both the **second** and **third** heading.
- Citation for a fact always go **after** the fact.
Example: Your fact in a sentence (03:40).
- If you have two sentences each with a fact, the citation goes **after** each fact.
Example: Your fact in your first sentence (02:30). Your fact in your second sentence (09:50).

- If you have **two** facts in **one** sentence, the citation goes **after** each fact.
Example: A sentence that compares 1 place (13:40) with another (14:40).

4. Required 5 Good Habits for Evidence with the Video Form, Not Just Formal Writing

Refresh your memory on [the 5 Good Habits for Evidence](http://www.cjbibus.com/Evidence_Quiz_4-The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_YouFORVideos.htm) but notice that there is one row of the rubric that is different now. Link Address: [http://www.cjbibus.com/Evidence_Quiz_4-](http://www.cjbibus.com/Evidence_Quiz_4-The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_YouFORVideos.htm)

[The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_YouFORVideos.htm](http://www.cjbibus.com/Evidence_Quiz_4-The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_YouFORVideos.htm)

Caution: Probably unlike every class where you have written before, I can **tell—and prove—easily** if you misread, assumed, plagiarized, half-copy plagiarized, embellished, cherry-picked and every other word in the rubric.

How is that so? Because I have the sources that you were supposed to use sitting right in front of me.

If you do not follow one of the Good Habits for Evidence, I will write its number in the left margin and sometimes a brief phrase. **Tip:** never try to be exciting. Be useful and true.

5. Required Good Habits of Working

Save yourself from misery:

- Save your file in case you have to redo something. **Tip:** if you get the format correct in the first file, then start with the file to do the Unit 2 Video Form and later the Unit 3 Video Form.

Save yourself from lost points. Do these things:

- Proof your work before you submit it.** What does proof mean?
Compare side by side your paper and your video source to be sure all of these are correct:
 - transcript numbers
 - facts
 - names
 - quotations

Guys, develop habits of work to match the way you want to be paid.

- Proof the appearance of your file.**
 - If you are inexperienced with files, you may change **everything** without meaning to. Compare your file with the example provided. If it does not match, fix your file. If you need help, ask before the day it is due. Click [here for an example of how your form should look](http://www.cjbibus.com/Example_of_Visual_Form.pdf). Link Address: http://www.cjbibus.com/Example_of_Visual_Form.pdf
 - Even if you are experienced, you can have problems if you copy in information from a different file. **Example:** If you copy words from the transcript, your computer may apply a different sized font and spacing. To avoid problems, when you copy text for a quotation, change it immediately to 11 point Calibri.
- Be brief and most certainly keep any quotation very brief.**

6. Required Format for the Video Form (and Also for Formal Writing Work)

Do each of these things.

a. Font	11 point Calibri font
b. Length	Never more than 1 printed page
c. Margins	1" on the left and .5" on the right (FYI: I need those margins when I grade.)
d. Spacing	Double-spaced