

Guidelines for filming your group class for your assessment

Group Class criteria

- Your class should be 20 minutes duration
- Any classes under 19mins or over 21mins will not be marked
- You may teach one exercise of your choice
- Your class should have a minimum of 4 and a maximum of 6 dogs
- Dogs attending your class can be of any age and ability
- All handlers must be over 18 years old
- Your class can be presented inside or outside
- You should be the only instructor, no assistants please (you may have somebody to film your class for you but not assist you while you are teaching)

Preparing For Your Group Class

- For your venue, consider your local park, scout hut, sports field, village hall. ... there are also private secure dog walking fields situated all over the country which can usually be hired for 60 minute slots <https://www.dogparksnearme.co.uk/>
- Please ensure any kit used is fit for purpose and used safely
- If you have dogs and handlers attending your class that know each other, are friends etc please ensure your class is still presented professionally and safely
- You will need to ensure the conditions for filming are suitable ie weather conditions and background noise. Please also ensure that the person filming your class remains as quiet as possible as they do so as any noises they make may affect our ability to hear you
- We recommend that you film a couple of your practise class sessions in the lead up to filming the class you will be submitting, just in case there is an issue with your planned submission you will have a back-up you can send

How to Film

- Ensure the whole class (including you) can be always seen at all times, the person videoing can move around with you but you must ensure we can still see the whole class the whole time
- The assessors will need to be able to hear both you and your class attendees, consider the weather conditions that may affect this and ensure that the person filming remains as quiet as possible throughout
- You do not need professional videoing equipment, a phone, iPad etc is fine
- You can get a plug in microphone, that plug into your phone and has a link to a mic on your lapel. You can get these on amazon from around £20
- Ensure you have sufficient battery life, and everything is working correctly before starting
- We recommend filming a test 5 minutes to check all the above before recording the film you will be submitting

When to Submit

- Your class can be filmed anytime but must be submitted within 48 hours after your assessment date with your group class plan

- If your assessment date is immediately following your Practical Instructors course your group class will need to be submitted within 7 days of your assessment date with your group class plan

How to Submit

- Please save your Group Class Video as 'Your name Group Class Video'
- Your class should be delivered to IMDT, unedited and with sufficient sound quality
- We are unable to watch and mark more than one video submission for your assessment
- You can submit your Group Class using the following Free tool 'Smash File Transfer' or Google drive – but don't worry as we have an easy to follow, step by step guide on how to do this, we will send this to you in your order confirmation when you book onto the assessment

Group Class Plan

- This should be saved as a word doc and be no more than 2 sides of A4
- Please ensure your full name and the date of your assessment are at the head of the document
- Please ensure the file name reads 'Your Name Group Class Plan'
- Please attach to an email and send to members@imdt.uk.com
- This must be submitted with your Group class video
- Please be aware of the IMDT Code of Ethics

This is an outline of the marking criteria for the Group Class video

Evidence of Class planning /2

Presentation and Management of class /4

Function & Purpose of Exercises. What/Why/How /9

Individual needs addressed. Criteria raised /lowered appropriately .../29

Safety .../4

General Class overview /2

Total Points x 2 = %

IMDT courses that are relevant to this section

[4-day Practical Instructor course](#)

[The Recall Masterclass](#)

[The Loose lead Masterclass](#)

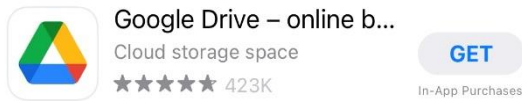
Sending in your Group Class – Googledrive or Smash (vimeo or you tube are also good)

Here is a quick guide to send your Group class video via Googledrive
Firstly, you will need a google email address to use the App

Sending Via Mobile Phone

Step 1

Download the **Googledrive** App to your mobile phone



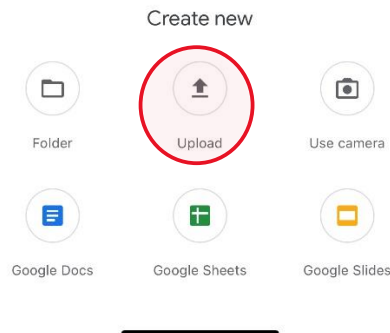
Step 2

Then Press

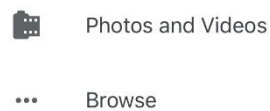


Step 3

Then press upload

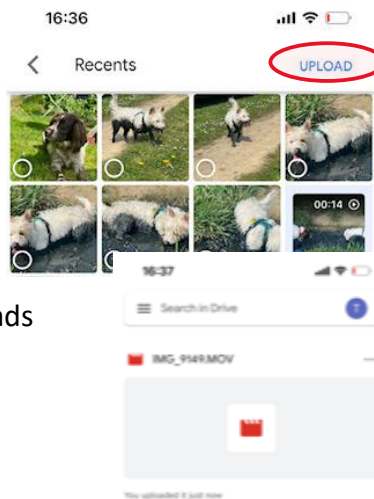


This will bring you to this screen where you need to choose where your video is, either 'Photos and Videos' or 'Browse'



Step 4

Select the video you want by clicking on it and press upload



It will look like this while it properly uploads

Step 5

Then go into '...' to the right of the file name



Select 'Rename' and change to 'Your name group class video'

16:39

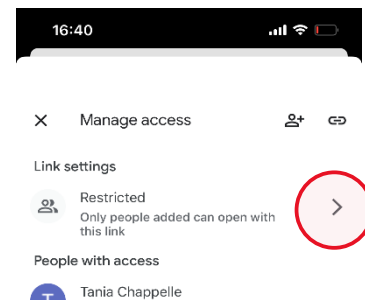


X IMG_9149.MOV

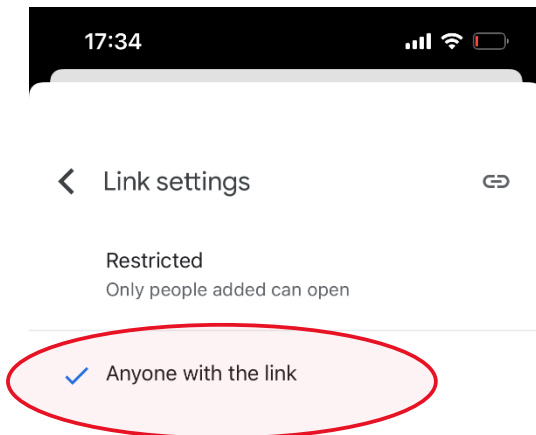
- Share
- Manage people and links
- Add to Starred
- Make available offline
- Copy link
- Send a copy
- Open in
- Rename**
- Show file location
- Make a copy
- Details and activity
- Add shortcut to Drive
- Not a helpful suggestion

Step 6

Then go into '...' and then 'Manage people and Links'
Press Restricted >

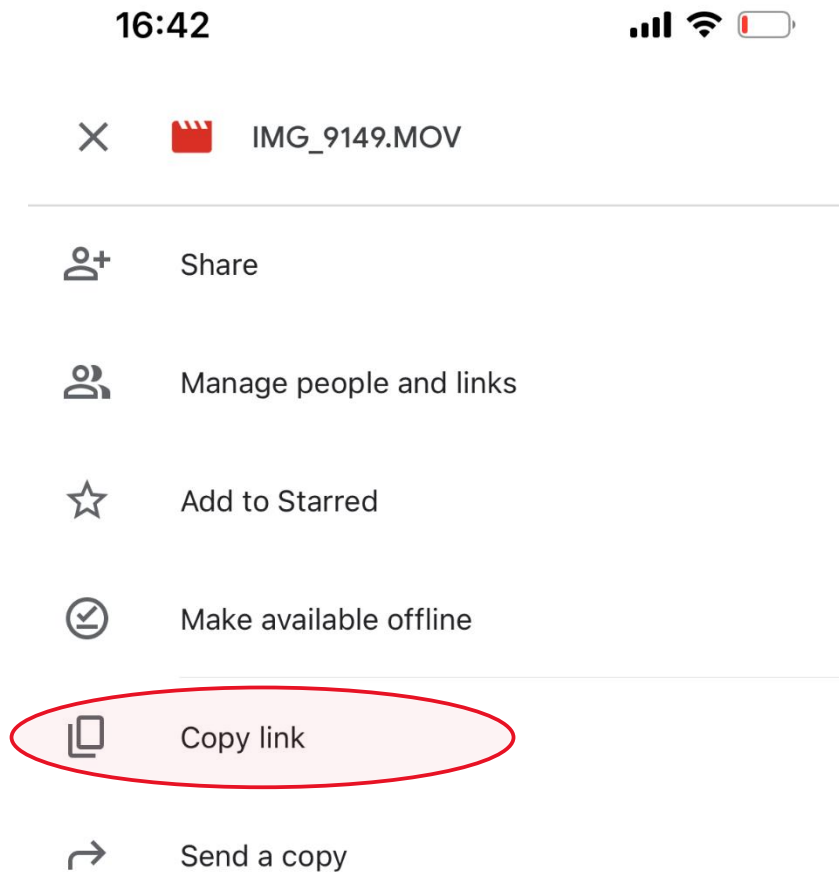


Change the setting from restricted to 'Anyone with the link' by pressing > and then selecting



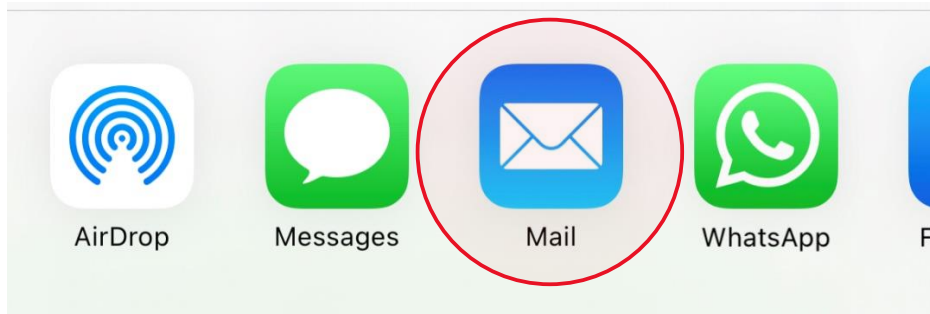
Step 7

Go Into '...' again and press 'copy link'



Step 8

Then go to 'mail' in your phone and start a new email



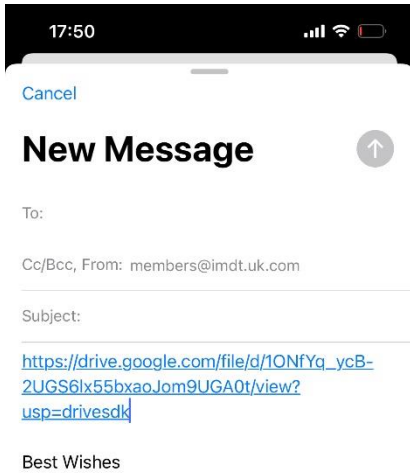
Right click to then get the option to 'paste' the link into your email



Assessment Group Class Video

INSTITUTE OF MODERN DOG TRAINERS

Then email to us at members@imdt.uk.com



Sending by SMASH

Please send your class video via **SMASH**, a simple video transfer facility that removes all the difficulties regarding the file size for emails and assessor access.

The link to your video will expire after 6 days so keep a copy of your video in case you have to resend.

Smash is a **simple** and **FREE** service, there are **no file size limits** and there is **no need to create an account** in order to use it.

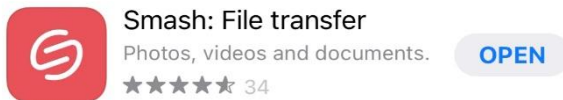
If you are sending your class video from a **desktop/laptop** go to **page 4**

If you are sending directly from your **mobile phone**, please see below:

Sending via Mobile Phone

Step 1

Download the **Smash File Transfer** App on to your mobile phone



The apps are very small in size, taking up minimal space on your phone.

If you cannot find the App on your phone :

The download link for Android is:

<https://play.google.com/store/apps/details?id=com.smashco.smash>

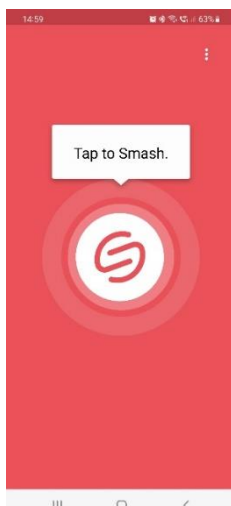
The download link for iOS (apple/iphone) is:

<https://apps.apple.com/us/app/smash-file-transfer/id1494457680>

Step 2

Open the Smash App

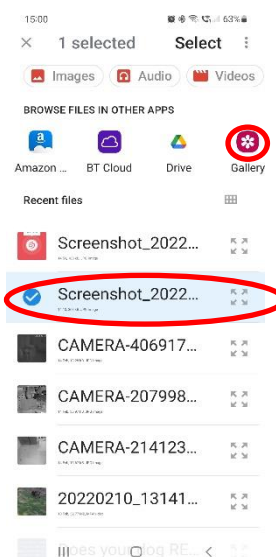
Tap the middle of the icon



Step 3

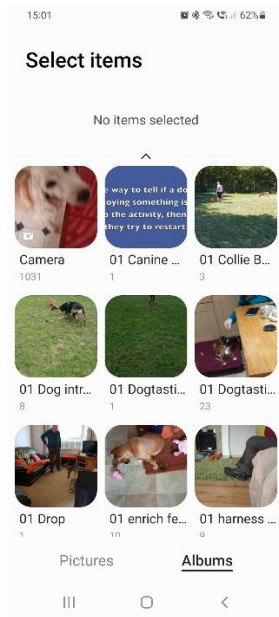
Select if your video is in **'photos or video's** or **'files'** –

Otherwise select **Gallery**:



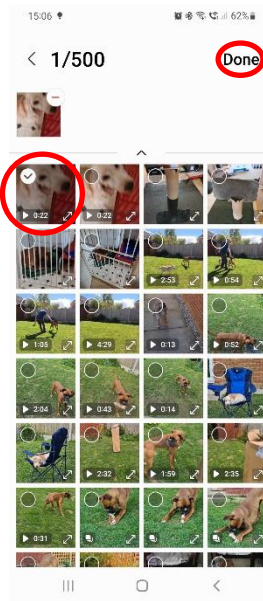
Step 4

Then select the correct file:

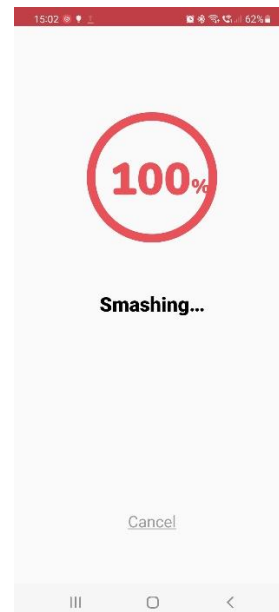
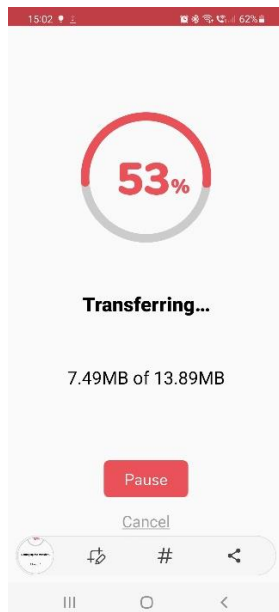
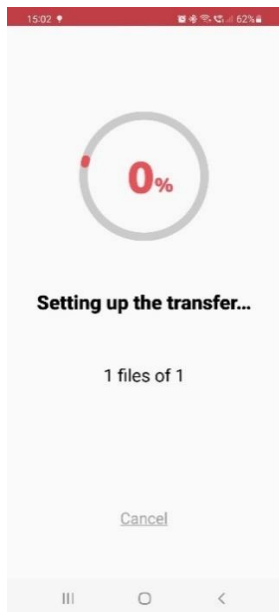


Step 5

Then select 'done' or 'add'



You will see the following screens:



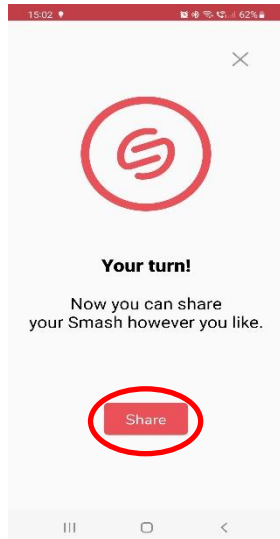
How long this takes depends on the file format and file size but there is **no file size limit**. Typically, a 20 min video will take about 5 minutes to create the Smash link.

Step 6

Assessment Group Class Video

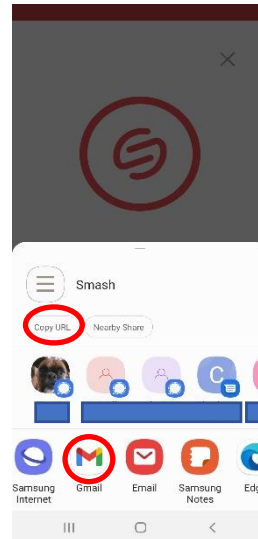
The final screen shows:

Select **Share**



Select either **Copy URL**

Or open your installed **email App**



If you selected '**Copy URL**' this creates a link and you simply manually paste it into your email to members@imdt.uk.com

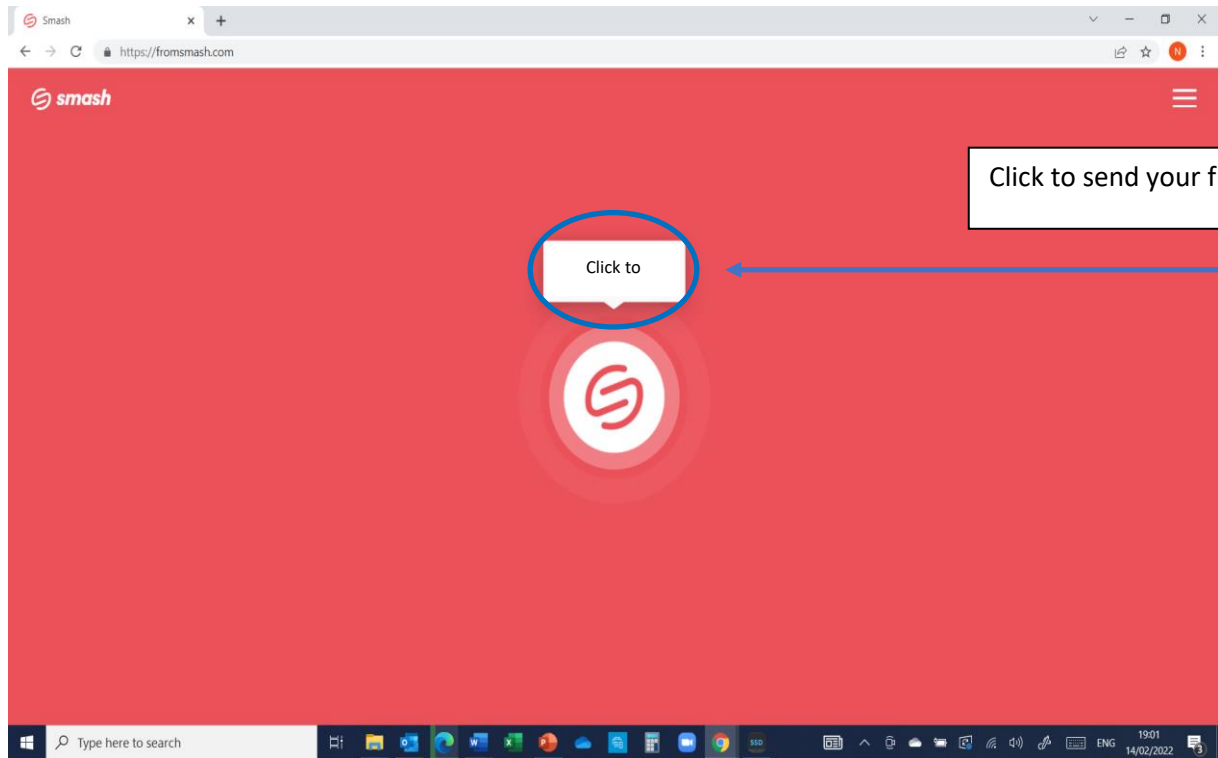
If you selected an installed **email App** the link will already be in the body of an auto generated email. Send to: members@imdt.uk.com

The App confirms that the link has been successfully created.

Sending via Desktop/Laptop

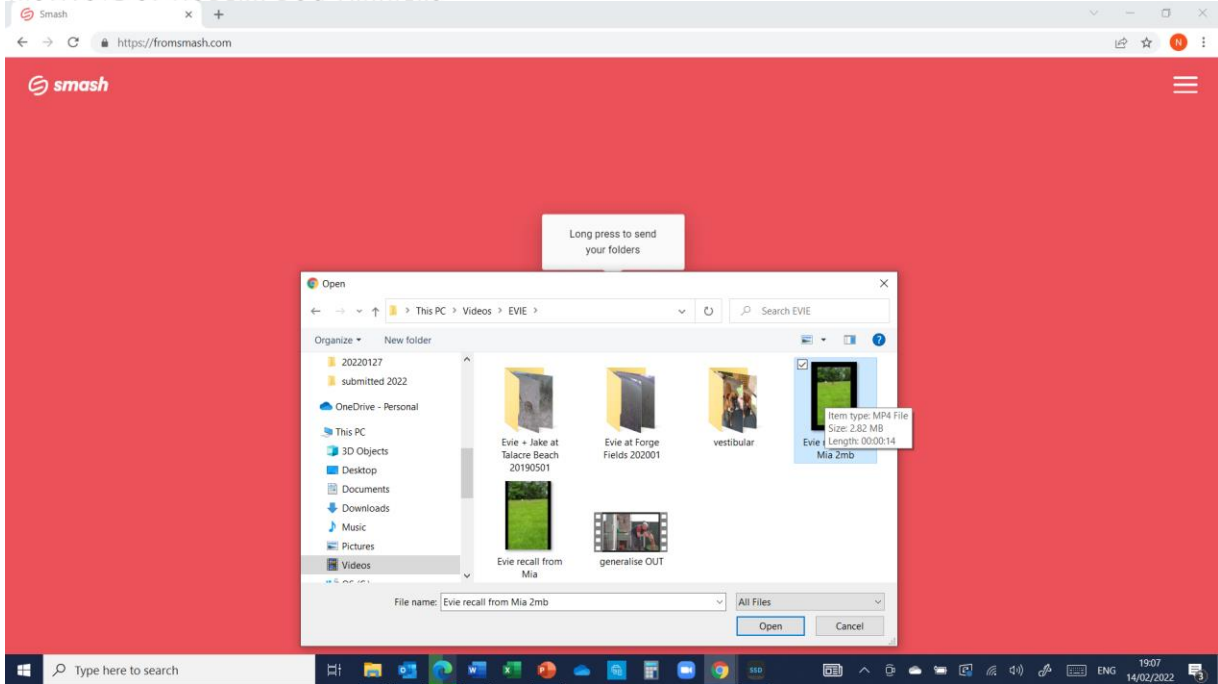
Step 1

Navigate to Smash using your usual web browser: <https://fromsmash.com/>



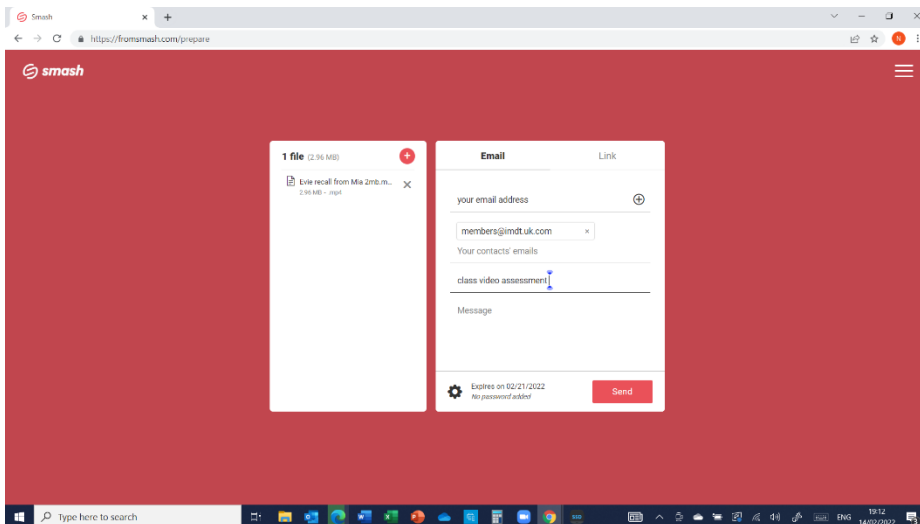
Step 2

Navigate to your video file in the usual manner, and double-click the file or select + open

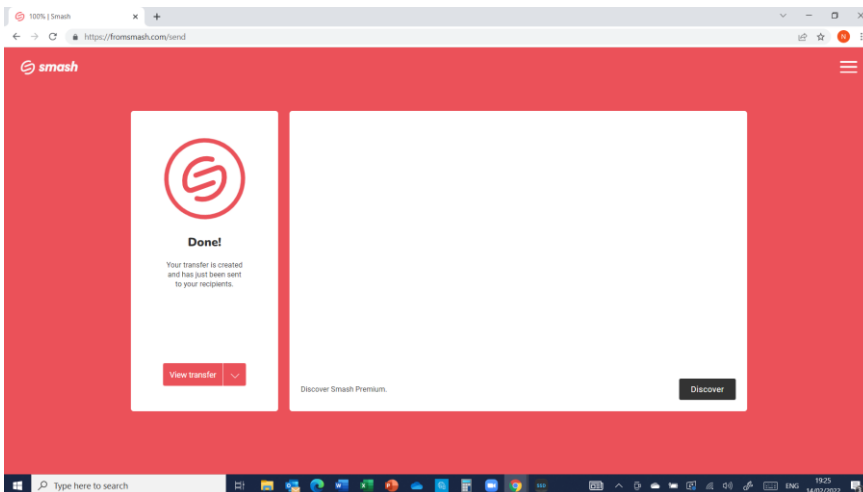
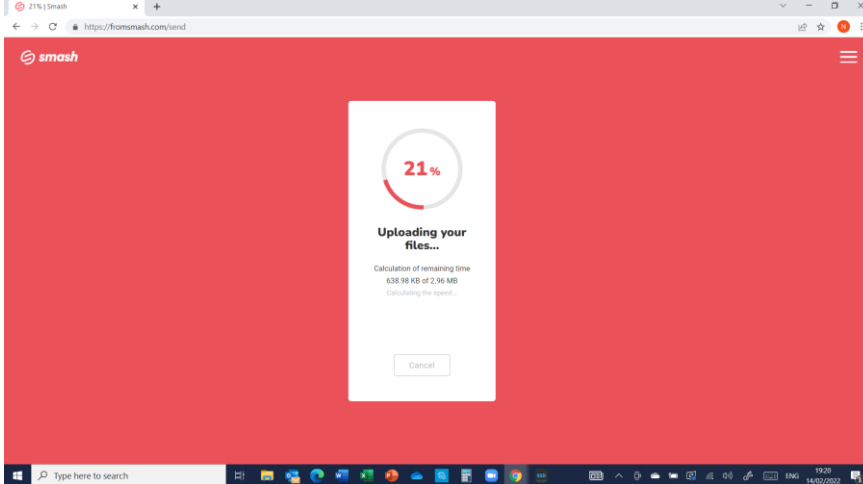


Step 3

Enter your email address then enter `members@imdt.uk.com`, add 'Your Name Group Class Video' as your title and any message then 'send'



You get the following screens:



An email has automatically been sent, **using desktop/laptop**, you will receive a confirmatory email from Smash confirming a successful send.

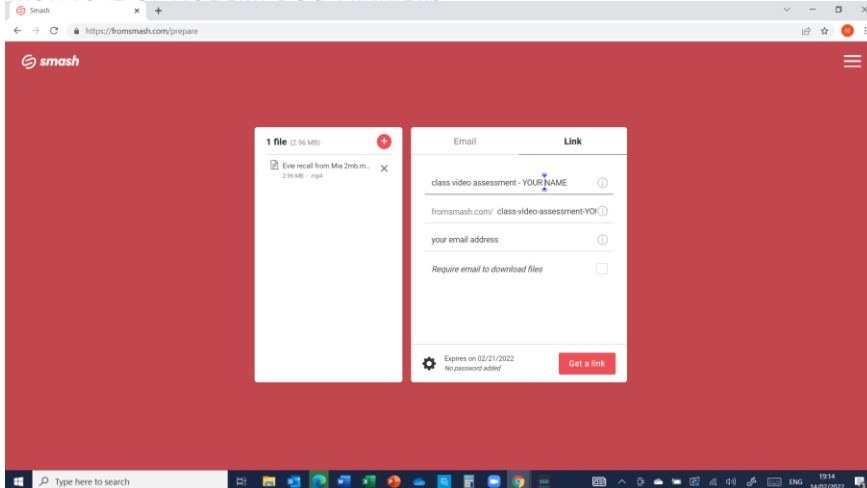
Also, **using desktop/laptop** - you will receive a confirmatory email from Smash confirming a successful download. There will be some delay here, while the IMDT Office allocates your class video to an assessor and your assessor downloads the video from the link.

If you use the link instead of using email tab

If you prefer, you can use the 'link' tab and manually open your email program and paste the link into your email message

Step 1

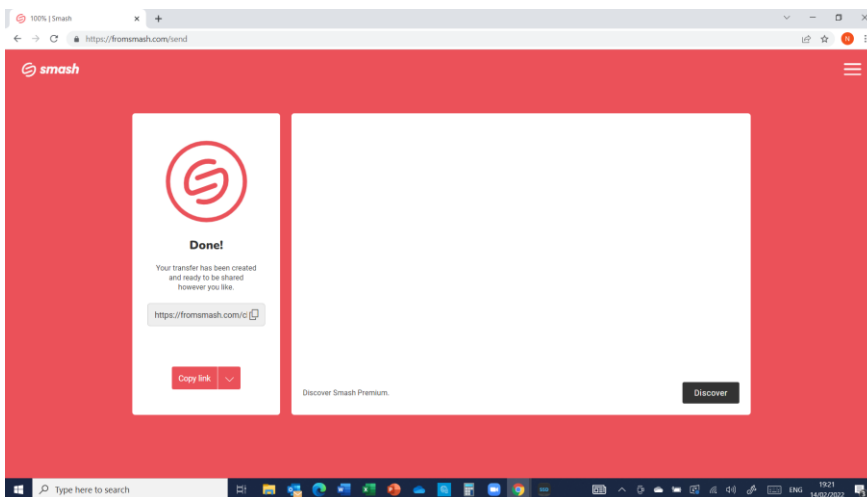
Enter a title for your link – we suggest 'Your Name Group Class Video'



Enter your email address

Do **NOT** check the *Require email to download files* box – because your assessor has not yet been allocated and their email address is unknown to you.

Select 'get a link'



Step 2

Select 'Copy Link' – this puts the link onto your clipboard

Manually open your email program and paste the link into your email message.

The App confirms that the link has been successfully created.