

COACH

Mentoring Program

Video Tips

Where should you record your video?

- Make sure you have a clean background
 - You don't want the background to distract from what you're saying.
- Face a window or door if possible
 - If your back is to the window, your face will be dark on screen.
- Avoid spaces that may have background noise or interruptions to ensure clean audio
 - Using headphones will help ensure high quality audio.
 - The built-in microphone from your device will work well, too.
- Make sure the device you're using is at appropriate eye level
 - You may want to place your computer or phone on top of a stack of books to avoid looking down at the camera.
- Look into the camera when talking, not at yourself

What's the best method to record your video?

- If you're using a Mac, you can record your video with QuickTime player.
 - QuickTime player can be found under the launchpad. Click file, and then select "new movie recording" to begin. You will be able to save the file to a designated location once you finish.
- If you're using a Windows, launch the CameraApp.
 - <https://www.youtube.com/watch?v=rszcBS0jSBA>

What should you do with the finished product?

- Upload the video file to OneDrive. The team at the Levett Career Center has shared a OneDrive folder with the email address you provided.
 - If you're recording this video on your phone or iPad, download the OneDrive app to your device. This will allow you to successfully transfer the file without losing quality.

Questions

Contact Tilly Marlatt, Associate Director of Multimedia Content, if you have questions about how to record your video. She can be reached at marlatt@hanover.edu or (812) 866 - 7022.