



Richmond Band and Choir



HOW TO RECORD AND SEND VIDEO FILES

Ideal use for playing/singing tests and quizzes.

Before your send:

- ✓ Record and submit each etude/song separately if there are more than one.
- ✓ Record yourself so the video shows your face, instrument, posture, etc.
- ✓ Save each file with the this format:
 - Last name, first initial – Song title
 - Example: Schack, M – Etude #134
- ✓ Email attachment by the deadline or you will have to perform it in class and get one opportunity to perform.

How to record:

1. Open your camera on your computer
2. On the right side select the video
3. Record yourself
4. Put your mouse arrow near the bottom of the screen and right click.
 - a. This should bring up an option to view the camera roll and you can watch your video.

After you are satisfied with your recording:

1. Open your camera roll file.
2. Select your video you are submitting and rename it as last name, first initial – song title.
3. Cut/copy and paste it into your ONE DRIVE folder on your desk top.

OR

Log onto your email/one drive and go into your files. Upload your file to your one drive.

4. You can share your document with your teacher or email it as an attachment.
5. Do NOT leave it in your camera roll. There is a very good chance it will not be there for long.

****Do not forget to submit it (share or email) by the deadline given. No exceptions will be made. Not having internet or your computer acting up is not an excuse. **It is recommended you save your work, videos, etc, to a flash drive as a backup.******

