

# Recording Testimonials

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Use either the Windows Camera app or the Mac Quicktime app to collect testimonials.

## **Prep Work:**

1. Ask the student if they want to record a video for Rex Academy's Instagram page.
2. Ask if they can ask a parent if it is okay for them to be interviewed.

## **Recording Testimonials:**

***Direct your student to follow the following directions to record themselves for the testimonial!***

1. While in a Microsoft Teams call, direct the student to open one of the two applications based on their operating system.
  - a. **On Windows:**
    - i. Use the search bar in the taskbar to search for the "Camera" app. It should be the first app to appear in the search results. Click the icon to open the app.
    - ii. In the Camera app, switch from Photo mode (represented by a Picture Camera) to Video mode (represented by a Video Camera).
    - iii. When ready, press the Video Camera button to record.
  - b. **On Mac:**
    - i. In the /Applications folder, open Quicktime Player.
    - ii. Create a new Movie Recording by choosing File -> New Movie Recording.
    - iii. The FaceTime web camera should activate. Press the red record button to begin recording.
2. Ask the student to state their name, age, and what class they are currently taking. Then, ask some of the following questions:
  - ☐ What is one thing they are most proud of learning/making in their classes?
  - ☐ When has been the most fun they've had so far in class?
  - ☐ What do they want to be when they grow up?
  - ☐ What do they like the most about their classes/Rex Programming?
  - ☐ Would you recommend Rex Academy to your friends and classmates? Why?

***Try to keep the recording short, but also give the student room to talk about their experiences.***
3. End the recording, and attempt to have the student give you the recording.

## **Obtaining the Video File:**

To find the recording...

- **On Windows:**
  - ☐ In the Camera app, preview the video by clicking the box in the bottom-right corner.
  - ☐ In the top-right corner of the preview, click the ellipsis to view more options. Click "Open Folder".
  - ☐ The video should be the most recent MP4 file in the folder.
- **On Mac:**
  - ☐ Once the student has ended their recording, they must manually save it by using File -> Save (or Command + S).
  - ☐ Have them name the file before saving it to their Desktop.
  - ☐ They should now be able to find their video file on their Desktop.

Have the student send you the recording in any way they can. Some ways they can send it by are...

- Via Email:

- Have the student right click the video file and send it to a ZIP folder. Then, the student should attach the ZIP file to an email, and have them send that email to your personal email account.
- Via Microsoft Teams:
  - Have the student click and drag the video recording into the chat box of the Microsoft Teams call.

If these methods do not work, try to get creative with what is available.

As a last resort, ask the student to ask their parents to send the video to yourself or your manager.

**Once you have the video in your possession, please email the video file to your manager.**