

Recording Your Virtual Program Session or Video

Setting the “Stage”

- **Find a quiet location** free from background noise like television, radio, family members or pets.
- **Use a neutral background**, away from bright colors or distracting elements. If possible, do not put yourself directly against a wall. This avoids a distracting “shadow halo.”
- **Make use of good lighting!** Try to find somewhere with ample light. We want to make sure that we can clearly see you, and that is hard to do if there are a lot of shadows. Experiment with moving lamps, or other light sources if needed.
- **Film at eye level**, 3 to 4 feet away from your camera.

Recording Your Video

Depending on your program, you may or may not use digital program resources. These resources include slide presentations, flashcards, maps, Guide on the Side (accessed on secondary digital device) and other interactive pieces. You may also wish to use physical materials, such as the items that would come in a traditional JA program kit. **Talk to your program manager for access to either of these options.**

When creating your video, determine if you are using digital materials. If so, a screensharing video conferencing platform will be the best recording option. Otherwise, a standard tablet, smartphone or basic video recording program on your computer is sufficient.

Please see below for quick tips and tricks to getting the perfect video.

Video Platform (Zoom, Microsoft Teams, etc.)

- **Test your video first.** This will allow you to practice screensharing as well as check your account’s privacy settings. Create a 30-second video, then try to share and download the shareable link from another device this is not logged into the video conference platform that you used to create your test video. If you are unable to download it, make changes to the settings.
- **If you are using your work computer or a work video conferencing account**, you may run into issues with your share settings. When recording on a work device, make sure that you are selecting a share setting for recordings that allows anyone with the link to download the video.
- **If possible, record your video on your personal computer or account.** Many corporate accounts have privacy settings that will prohibit sharing videos made on those accounts.

Tablet or Smartphone

Note: These settings and tips are referencing iPhones; however, most smartphones and devices have similar settings so the information should apply to a broad range of devices and operating systems.

- Have someone film the video for you or use an iPhone tripod.
- If possible, have the person filming sit or rest their elbows on a flat surface to become a kind of “human tri-pod” and keep the video from being shaky.
- Shoot the video in landscape mode (also known as horizontal or sideways).
- If you have an iPhone 11, you have the option of shooting in 30•HD or 60•4K (options in the upper left corner) – either setting will work.
- **Do not use flash.**
- **IMPORTANT:** When you are filming and holding the phone sideways, make sure that the person who is filming does not cover up the microphone near the charging port with their hand!

Upload & Share Video Files

Upload to your personal Google Drive, iCloud or DropBox account & send shareable link

Many cloud-based storage platforms are similar in uploading and sharing files. Please see below for utilizing Google Drive however you are welcome use whichever platform is most comfortable to you, as long as file sharing is allowed.

1. Upload your video into Google Drive. Click to open the file.
2. In the top right corner, click the 3 vertical dots and select **Share**.
3. Click "Get **shareable link**" in the top right of the "**Share** with others" box.
4. Click the Down arrow next to "Anyone with the link" and choose the **can edit** option.
5. Click copy link and email to ginnie.adams@ja.org.

