



# How to shoot your roleplay video

## Choosing the right location

It's important to choose the right location for shooting your assessment video. With a bit of planning, you can avoid a lot of hassles with light, sound, technical issues, and interruption.

### Your location should:

- **Be quiet**

When you're recording, small background noises can be distracting for you and/or the other participants. Sometimes, noises like fans, printers and wind can be picked up by the microphone and make it hard to hear what you're saying.

- **Be private**

You'll get your recording done a lot quicker, and you'll feel more confident, if you can be sure you won't be interrupted. If you're using a room in a shared space, consider putting a sign on the door letting people know you're recording, and asking them not to interrupt.

- **Have WiFi available, if possible**

WiFi isn't essential, but it may help to have it available in case you need to download a new app or upload your footage to cloud storage on the spot.

**TIP:** Make sure you test your lighting, sound and framing before you start recording your role play. Set up the camera in the right position and record yourself reading a test sentence. Replay the video to make sure you're in frame, in focus, and easy to hear.

# Which recording device to use

Haven't thought about how you'll record your video yet? Here are a few options.

## Recording hardware options:

- **Video camera**

If you've got access to a digital video camera or digital camera with video function and want to use it, that's fine. The camera doesn't need to be fancy or high resolution. Because the video will be viewed on a smaller screen, and the file size will need to be small anyway, older model video cameras will be fine.

- **Smart phone**

A smart phone with a video recording app is the most common solution for students.

- **Laptop with webcam**

Most laptops these days have built-in webcams just above the screen. You can use this camera to record your video. The setup may be easier, because you can see on the screen what's within the frame and how the lighting looks. The same goes for tablet devices.

## Optional extras

- **Tripod/stand**

You may be able to place your camera, tablet or smart phone on a table, chair or shelf and still have everything in frame. If not, you might consider getting a tripod or stand. This could be as simple as a \$2 tablet stand, or you could choose to invest in a smart phone tripod (starting at under \$10) that you can use again.

- **Separate microphone**

With some recording devices, it's hard to get great sound unless both participants are close to the device and speaking directly to the microphone (usually a small hole on the front or side of the device). You may choose to get a plug-in or wireless microphone to give you better sound quality. These start at under \$20.

## Recording software

There are several free video recording programs for different devices and operating systems. Your phone or tablet may have come with one already installed. You can use that or choose a different app/program to download.

Be aware that some free apps have limited features, or present ads while you're editing or waiting for your video file to be finalised. Make sure you read the features and conditions before you download anything new.

## Saving and uploading the file

If you've recorded your video on the same laptop you use to upload your assignments, this won't be a problem. But if you're using a smart phone, tablet or camera, it'll take a minute to transfer the file across.

Plug in your device and you'll see a prompt asking whether you'd like to transfer files. Follow the directions to transfer the file to a folder on your computer.

If you don't have a data cable, you may choose to use WiFi to upload your video to your own private cloud storage, such as Google Drive or iCloud. You can then download your file when you're at a computer and ready to upload all your assessment documents/files.

### Choosing the right file type

There are several different types of video files. Choose a file type that is viewable on lots of different devices, without downloading special software.

#### Common file type options include:

- MP4 (MPEG-4)
- AVI
- MKV
- DivX

WMV stands for Windows Media Video. MOV files are Apple QuickTime video files. It's best to avoid these, so you can be sure your assessor can view the video as soon as possible.

## Getting the right file size

It's best to have your file size as small as possible.

The easiest way to do this is to check the settings on your recording device before you start. You may have a choice of display output presets such as MMS, QVGA, HD and FHD, or 'smart phone', 'tablet', 'desktop computer', 'high def'. Alternatively, you might get a list of resolution settings, like 720, 1080, 1440, 4K, etc.

If your file is too large, compress it using free software such as [www.freemake.com](http://www.freemake.com)

## Support

If you're having trouble with shooting, saving or uploading a video and can't solve the problem alone, remember, you can always reach out to your trainer or the Monarch Institute Admin team on 1300 738 955.