Thanks for being a part of this video recording. Your recording will be featured along with other instructors in a grid at the end of our video message to students. The scene will look like this.

To record your video, just follow the steps below. **All video recordings must be completed by 12 Noon on Wednesday, April 22nd!**

STEP 1: RECORD YOUR VIDEO

Note: If you know how to record a webcam video in TechSmith Relay and download the file, please do so. Then skip to STEP 2. Otherwise, just follow these steps below.

1. Visit https://webcamera.io/
2. Adjust your camera and position so that your composition looks like this:

- Close up
- Eyes in top ⅓ of frame
- Simple background
- Plenty of light on face
- No lights, windows, or fans in background

3. **Sound quality**
   - Use a standalone mic (or headset) if you have one.
   - Minimize all background sounds, voices, etc.

4. **To begin recording**: Push the red record button. **To end**: push the red button again.

5. **When recording**
    - Speak clearly and deliberately the phrase **"We Care"**
    - Smile
    - Look directly into the camera
    - Hold smile for 2 seconds after each take
    - Provide 3 takes, pausing a few seconds between each take
6. **To review your recording: Push Play button**
7. **To download your recording**, click SAVE. This will download the file to your computer.

STEP 2: UPLOAD YOUR VIDEO TO GOOGLE DRIVE

1. **Locate your downloaded file** (It should be in your **downloads folder**. It will probably be named *My video.mp4*)
2. **Rename your video.** *Very important!* Right-click on the file name and put your last name (i.e. *walker.mp4*).
3. **To upload your file to our Google Drive Folder**
    a. Click on the link below
        https://drive.google.com/drive/folders/1iQqZ2GaJNeE4Rh-9UGuLt_-U31fUmOdS?usp=sharing
    b. Upload your file
        i. Drag your video file into the center window (Where it says "Drop Files Here"), OR
        ii. Click the **New** button on the top left window, select **File Upload**, locate the file on your computer, then select **Open**.

    - Please do not try to view, delete, alter, or move any other files in this folder.

Thanks very much! If you have any questions please email david.walker@athens.edu. Please do NOT attach videos to email!