

TIPS FOR RECORDING YOUR SESSION ON AN APPLE DEVICE

It is time to send your tutor the first of your two recorded sessions with one of your clients.

You are here because you have an Apple iPhone.

In this document we are going to look at:

- **CHOOSING YOUR LOCATION**
- **SETTINGS TO CHECK BEFORE YOU BEGIN**
- **RECORDING YOUR SESSION**
- **DOING A TEST RUN**
- **UPLOADING & SENDING YOUR RECORDING**

CHOOSING YOUR LOCATION

Before we get to that, here are some things you should be mindful of when choosing your location.

- 1. Is it lit well?**
- 2. Is it noisy (traffic etc)**
- 3. Are interruptions a possibility? (people walking in /phones ringing)**

Remember the purpose of this recording is to see and hear you working with your client.

Bad lighting, noise and interruptions may reduce the quality of your video so do give this some thought.

SETTINGS TO CHECK BEFORE YOU BEGIN

Let's take you through some things you will need to have set up **before** you get started.

1. **Battery Life**
2. **Quality settings**
3. **Checking the available space on your device**

1. Battery Life

Recording a video uses a lot of battery power! To be sure you don't run out of power do keep your device plugged in throughout your session.

2. Quality settings

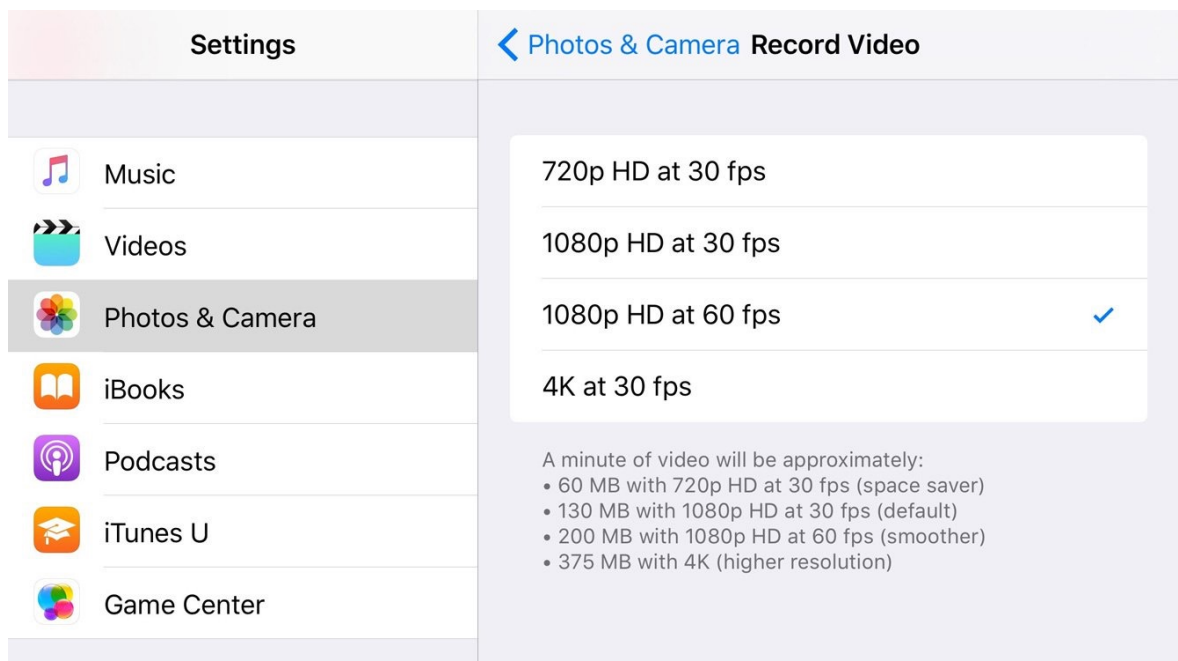
Your iPhone will give you a few options when you want to record a video.

The default quality setting is 1080p HD at 30fps.

Using this setting to record approximately 1 hour of video will require 7.6Gb of space.

Need more space? Select 720p HD at 30fps.

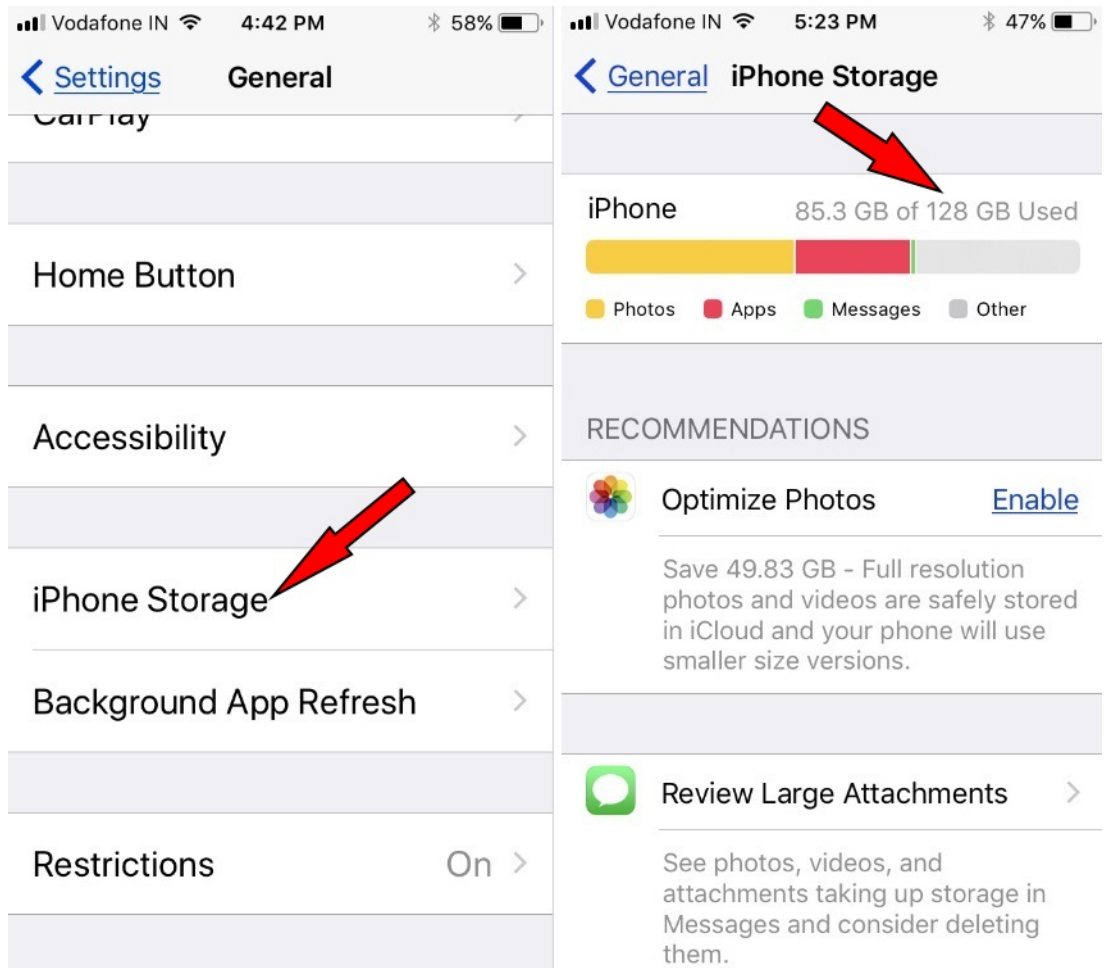
This will require 3.5Gb of space (nearly half!) to record approximately 1 hour of video.



3. Checking the available space on your device

How do you know if you have enough to record your video?

1. Open the Settings app.
2. Scroll down and tap on "General."
3. Choose "iPhone Storage."
4. Tap "Enable" on any of the suggestions Apple provides to turn them on.



DOING A TEST RUN

Ready to go? Not just yet. First you need to test that:

- 1. We can hear you clearly.**
- 2. We can see you while you move around during the session.**

If the latter happens, try moving the recording device to a different position and repeat the “test recording” until you are happy with the result.

Final Checklist before you record

- **You have enough battery power or are plugged in.**
- **You have enough space on your device.**
- **Your space is well lit and quiet.**
- **You wont be interrupted.**
- **You have done a test recording**
- **You are happy that we can see you moving and nothing is obstructing you.**
- **You are happy that we can hear you well.**

RECORDING YOUR SESSION

Here will look at :

- 1. The correct way to position your phone for recording**
- 2. How to reduce camera shake**

1. The correct way to position your phone for recording.

Many people make the mistake of recording on their phone whilst holding it vertically.

This will result in you clipping/ cropping the information on either side of your video. You want your phone screen to look like your tv screen or computer screen as this is what it will be viewed on.



This will allow you to fit the most in your screen and when viewed will look just the same.



Reducing camera shake

A wobbly camera is very distracting when viewing any video.

You will need to position somewhere stable so that its does not move for the entire session

Mini tripods like [this](#) one below are very useful and cheap.



UPLOADING & SENDING YOUR RECORDING

You want to send your recorded client session to your tutor for assessment.

You will need to:

- 1. Transfer your video to your computer**
- 2. Check that it is a MP4**
- 3. Choose how you share it.**

1. Transfer your video to your computer

For the purpose of this document we will assume you are using a MAC.

You will need to connect your iPhone to your Mac using the USB lead that you use to charge your phone. Connect the small end to your phone as usual and the wider end to your laptop or desktop computer.



2. Check that it is a MP4.

The best format to send the video in for size is MP4. Many devices will automatically record in this format, but if your video is in a different format that might be too large to send, you can easily convert it to an MP4 online using this site:

<https://video.online-convert.com/convert-to-mp4>

You just upload the file - no need to change any of the settings - and then press “Convert File”

3. Choose how you share it.

You can choose many different ways to share your video with your tutor.

Here are 3 of the most popular:

1. Dropbox

2. File sharing

3. You Tube

1. Dropbox

Many people have a dropbox account these days, and it's a quick and simple way of securely transferring large files between two people. If you have a dropbox account and dropbox already installed on your computer, and you are familiar with how to use it, this might be a good way to transfer a video. Don't forget to check you have enough space on your drive. <https://www.dropbox.com>

2. File sharing

There are many sites that allow you to do this. You just click on where it says "Click here to add files" and enter the email address of your tutor as the address to send it to.

<https://wettransfer.com/> Send up to 2gb for free.

<https://transfer.pcloud.com/> Send up to 5gb for free.

3. Upload to Youtube

File sizes of videos can sometimes be too large to send via the above methods without paying a monthly subscription to allow larger file sizes to be used. Another option is youtube, which allows large files to be uploaded and shared with your tutor. Videos do not have to be public to use youtube.

If you already have a google account, you can use this to sign in to Youtube. If not, you will have to register for a new account, on this page:

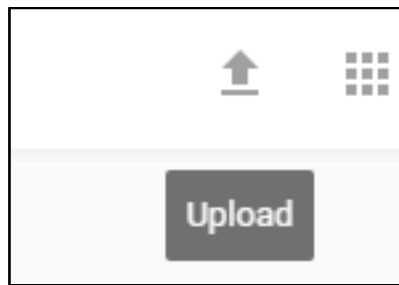
<https://accounts.google.com/SignUpWithoutGmail?service=youtube>

You do not need to have a gmail email address, your existing email address is fine to use. Once you have signed up then you are ready to upload a video.

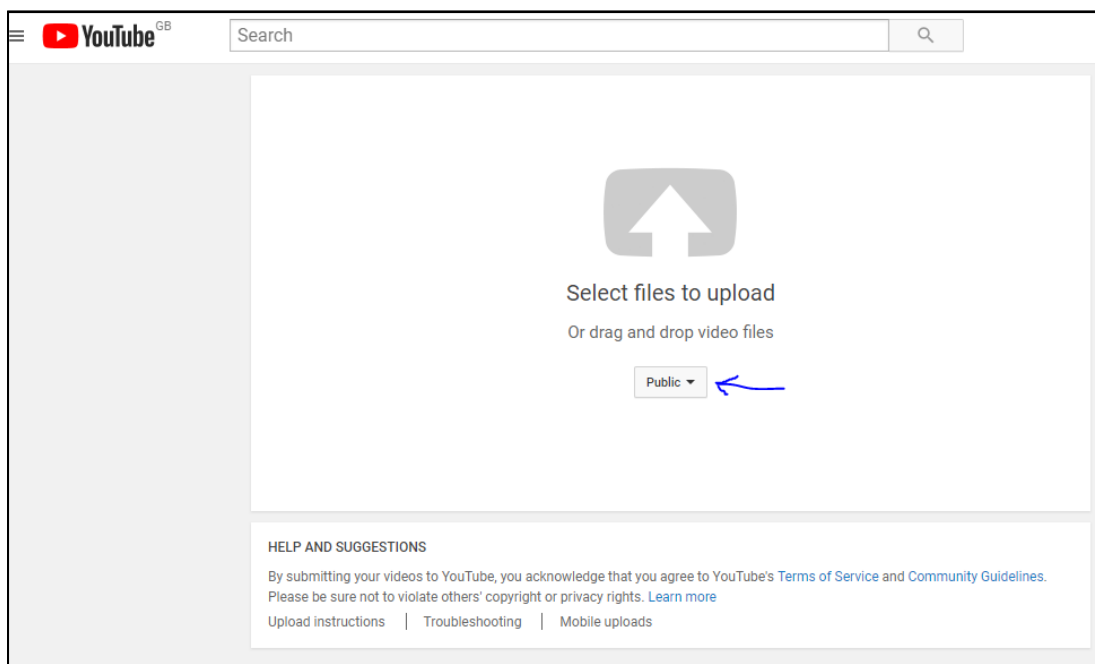
Once you have completed the registration for a Google Drive account and signed in, you are ready to upload a video. To do this:

Go to <https://www.youtube.com/> and log in if you are not already logged in.

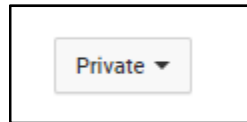
Click on the “upload” icon on the top right - it has an upward pointing arrow with a line underneath it:



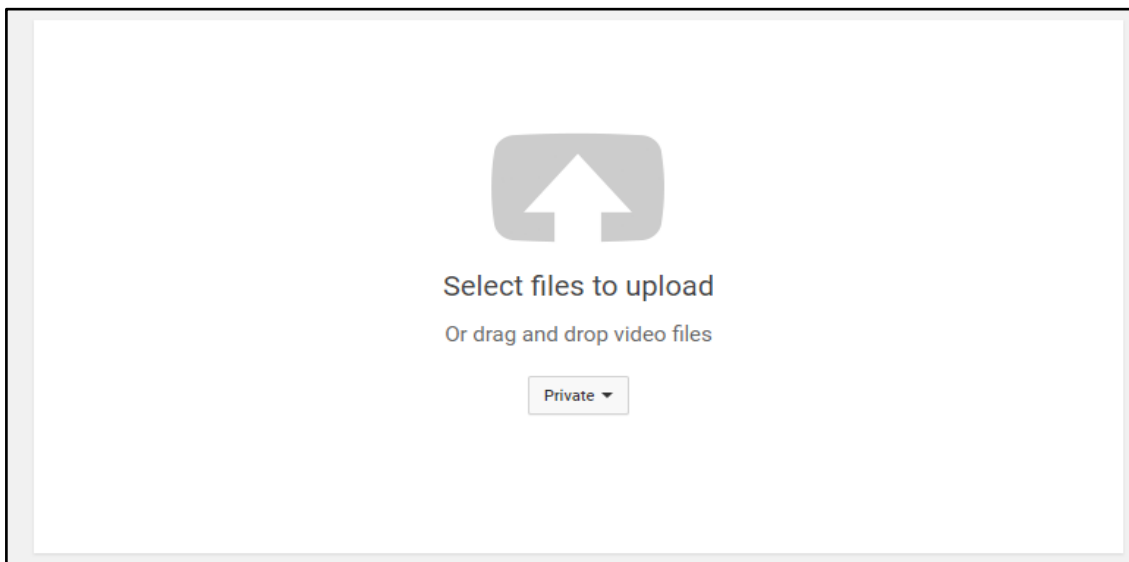
This page will appear - go to the drop-down box next to the blue arrow, which has “public-selected by default.



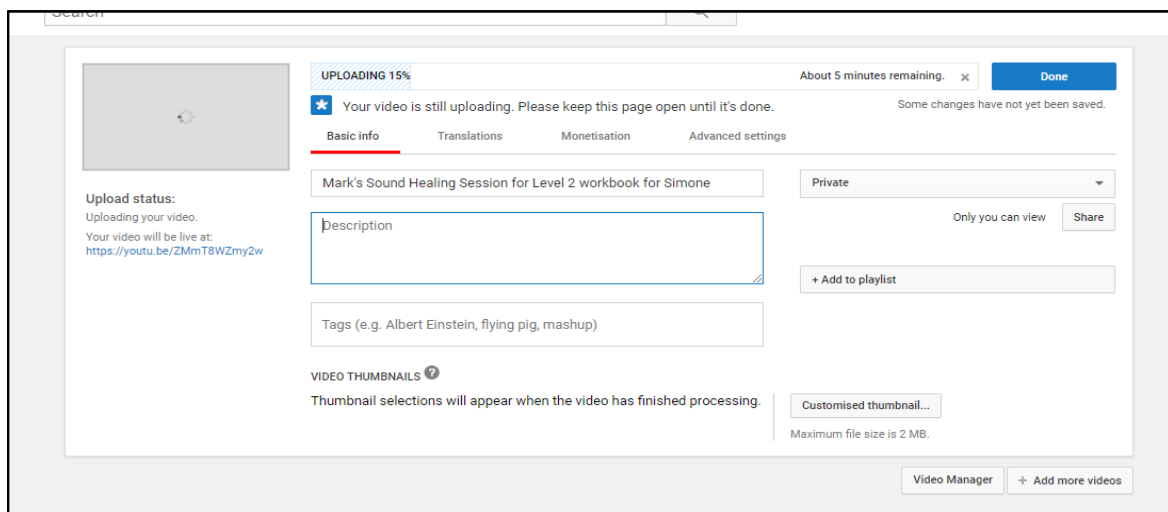
Change this to “private”



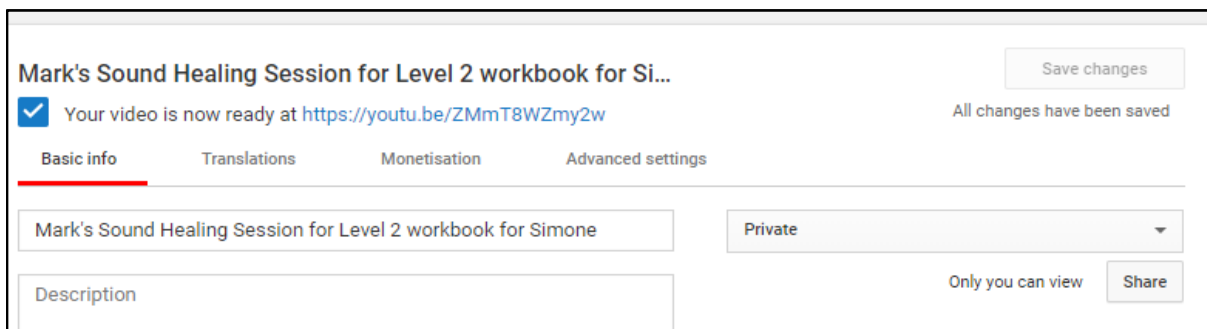
To upload a video, either click on the large white arrow with a grey rounded rectangular background to browse to where the video file is on your computer, or drag the video file onto the screen.



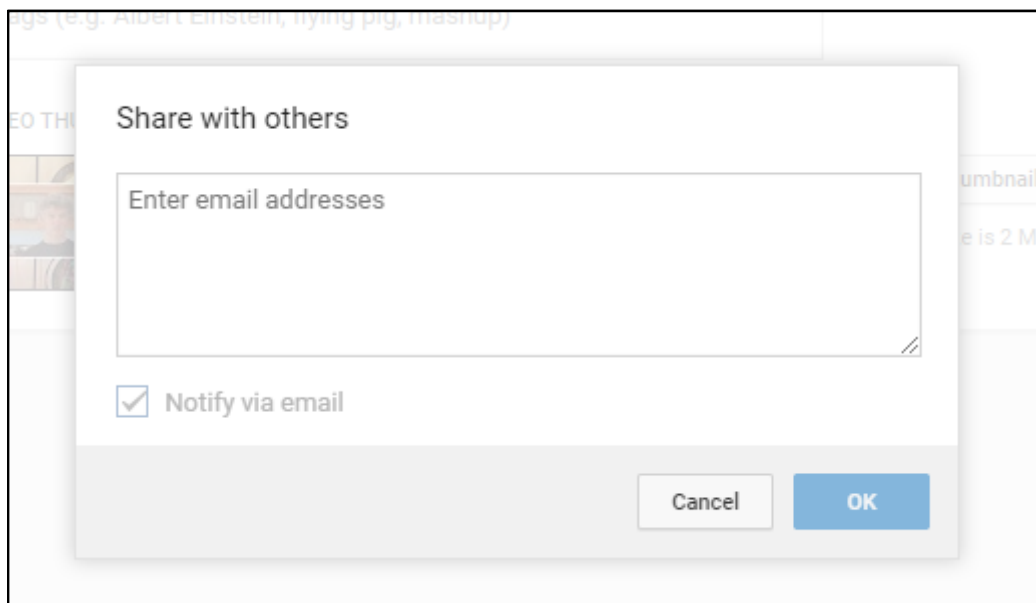
You will see the progress of the video upload. While the video is uploading, enter a meaningful title for the video, as shown below.



Once your video is uploaded, you will see the following message:



You can either copy the blue link and email it to your tutor, or press the “Share” button on the bottom right. If you do this, the following screen will pop up:



Enter the email address of your tutor, and press “OK”. Job done!

Success!

You have sent your first recorded session!

Well done!