

Each teacher may select two students for any combination of ensembles. To record the submission video, the student will need to wear headphones/earbuds so they can listen to the guide track while singing, so that only their voice/instrument is recorded. They can use wired or wireless headphones/earbuds. Make sure it's just one student in the video.

### Logging in to Flipgrid

1. Go to <https://flipgrid.com/femea2020>
2. You must log in using a Microsoft or Gmail email address. If you do not have one, you can easily create one using gmail.

### How to create your recording space

1. Please record the video in front of a plain wall or other plain background.
2. Students should wear a shirt without patterns or logos (any color is acceptable). Orff students can wear jeans.
3. Record in a quiet room to reduce unnecessary noise.
4. Please make sure the student is brightly lit. Use whatever lamps or natural light you have available to achieve this.
5. Please secure your camera or phone in some other way to minimize movement.

### How to record the video

1. Choral musicians submit one video for the entire song. Orff musicians a separate video for each movement (if there are 2 instruments for the same song, schools with 2 Orff students split between students and schools with 1 Orff student perform the first listed instrument. Make sure to record each video under the proper Topic on Flipgrid.
2. Connect headphones/earbuds to the device the student is using to listen to the guide track. Set-up and secure a second device to record your video on Flipgrid. **If using a cell phone for Flipgrid recording, please record with the phone horizontal.** Make sure the student is centered in the middle of the screen (the frame should be shoulders up for chorus, full body and instrument for Orff).
3. Start recording on your Flipgrid device and then press play on the guide track. Make sure the student claps at exactly the same time as the recording before they start singing. This is very important as it will help in syncing the final audio and video.
4. Please wait for approximately four counts after the student finishes singing/playing before you stop recording. Encourage your student to smile at the end of the recording.
5. Review your submission for video and audio quality. Do not add any emojis, stickers, or effects
6. Title your video before submitting as follows:
  - Display name: student last name, first name
  - Link: blank
  - Title: Teacher First and Last Name, School Name
7. Submit recording by March 15, 2021.

#### Submit your video

Display name	Student Last name, First Name
Link (optional)	
Title	Teacher Name; School Name

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▶ Submit