Recording Orff Ensemble Auditions With a Windows Computer

What you'll need

- A Windows Laptop with a WebCam (you can use the built-in webcam or an external USB webcam)
  A desktop computer will work if you have an external USB webcam.
- Windows Live Movie Maker installed or the ability to download and install it
- The Orff Ensemble audition script from the FEMEA website
- A quiet room to record the entire audition without stopping.

Setup your Computer

Install Windows Live Movie Maker

1. Go to http://windows.microsoft.com/en-us/windows-live/movie-maker and click the "Download" button.
2. Open the file you downloaded: wlsetup-web.exe

   What do you want to install?

   Any existing Windows Essentials programs will be closed and updated automatically to the latest version.

   → Install all of Windows Essentials (recommended)
   Windows Essentials includes Messenger, Photo Gallery, Movie Maker, Mail, Writer, Microsoft OneDrive, and Outlook Connector Pack.

   → Choose the programs you want to install
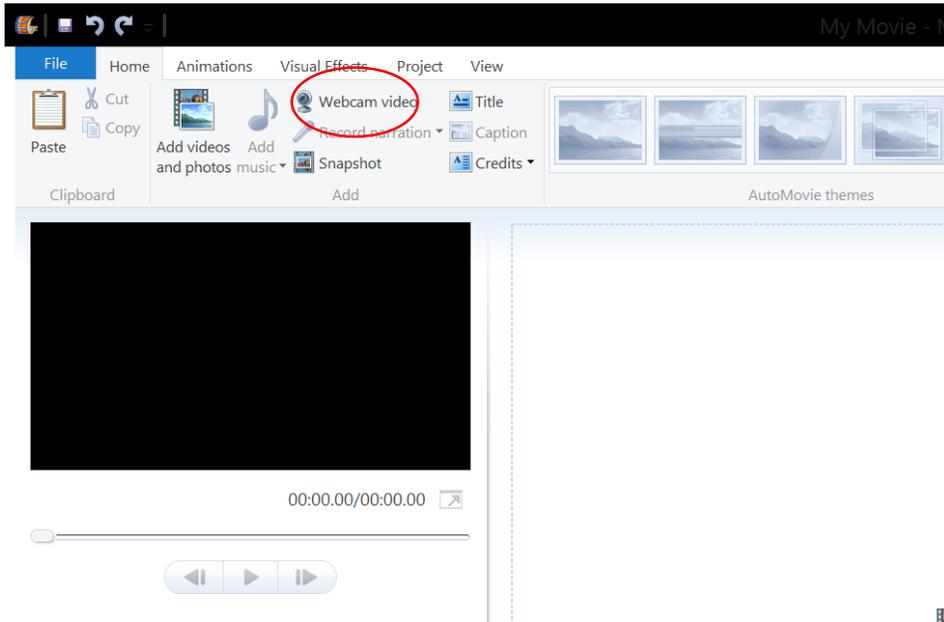
   Click "Choose the Programs You Want To Install."
3. UN-CHECK everything except "Photo Gallery and Movie Maker."
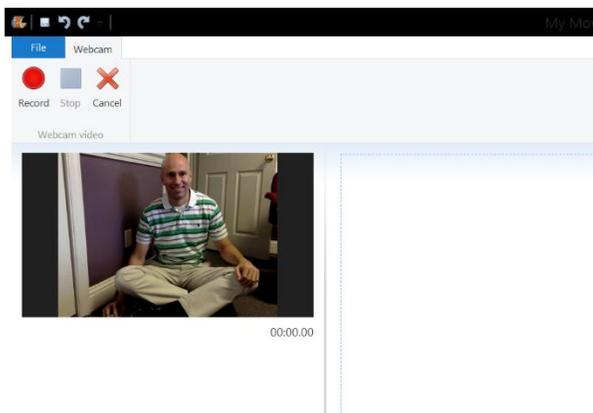4. Click "OK" or "Next" until the program is installed

Open Movie Maker

- Click the Start button or press the Windows key
- Type "Movie Maker" and click the Movie Maker icon

Record the Audition:

1. Click the "Webcam Video" button in the "Home" toolbar:

2. You should now see a window that shows you what the camera will record. Adjust the position of the laptop, screen, or camera so that you have a close shot of the student *but make sure that the student, their hands, and their instruments are visible in the shot.*
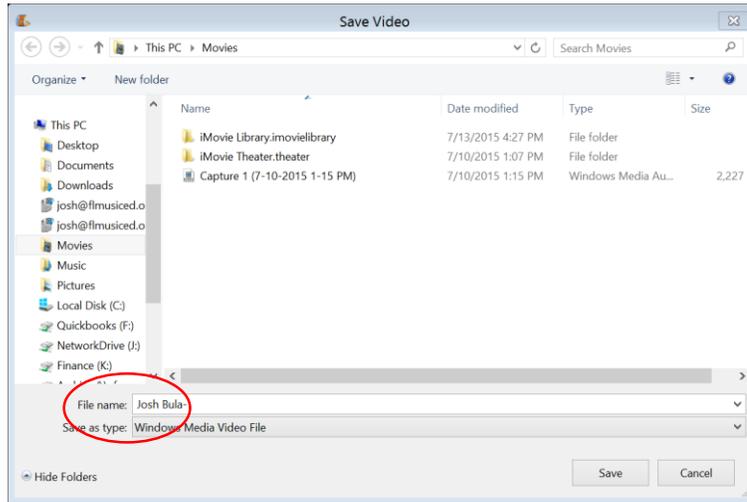

3. Get your script ready. Read part 1 to the student. When the script says "Start the recording" click the red circle "Record" button.
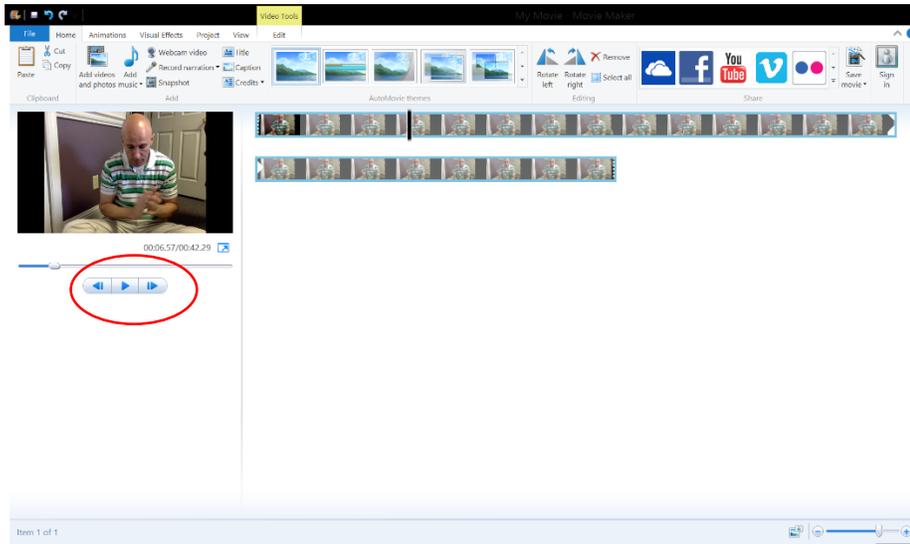

4. Read and follow the instructions in the script. The audition must be recorded in one continuous recording, so do not stop the recording until the end of the script.
5. When the script says "Teacher turns off camera" click the blue "stop" button
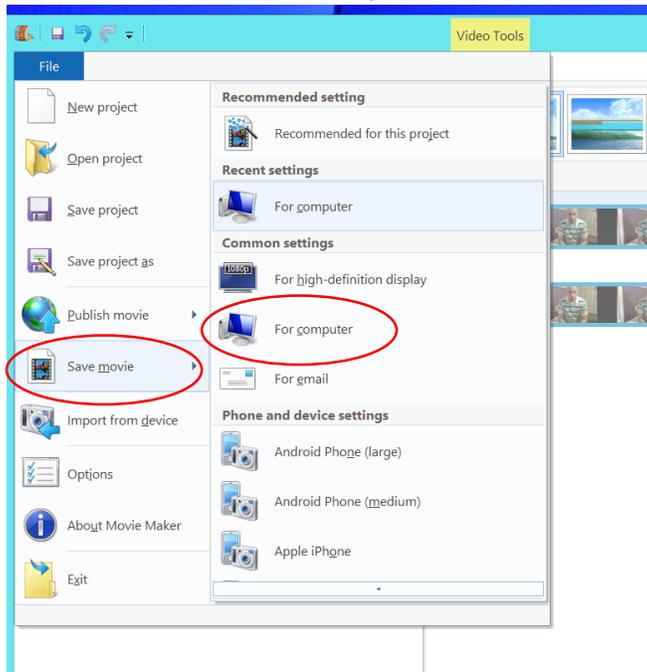
6. Navigate to the folder you want to save your video to, then type the student's name in the "File Name" area.

7. You will then be taken to the main Movie Maker editing window. Click the "Play" button (or press the spacebar) to watch and confirm that the recording worked.
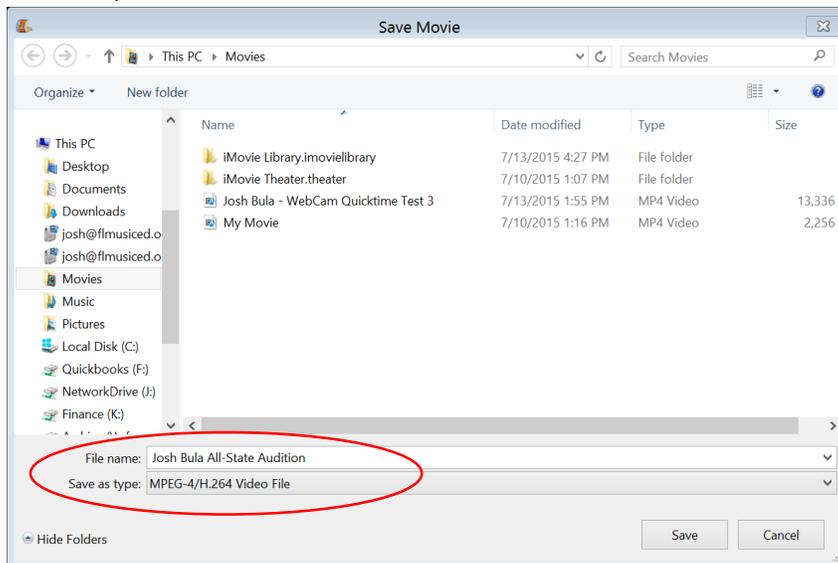
8. File → Save Movie → For Computer

Make sure you click "Save Movie" and NOT "Save Project."

9. Name the file the student's name and "All State Audition." Make sure Save as type is set to "MPEG-4/H.264 Video File"

We are adding "All State Audition" to this file name so we can tell the difference between this file and the one that was saved after making the recording that we named with just the student's name. It's important that we only use this most recent file because it's being saved in the MPEG-4/H.264 format. If you can see your file extensions, this file will have a .mp4 extension, whereas the file that we do not want to use has a .wmv extension.

10. Make sure you're in the folder you want to save your auditions to, and click the "Save" button.