INSTRUCTIONS FOR USING THE VIDEOTAPEING EQUIPMENT

TO RECORD:
1. On the camera, push the green button and move the toggle up. You will hear a ding, and the white dash will be pointed towards the camera symbol.
2. On the side of the camera, there’s an eject button. Push in the blue part of the button, and push the whole button down. This will release the video compartment.
3. The box with the videotapes can be found underneath the television. Place one of the tapes inside the inner cage of the camera’s video compartment. Close the inner cage. Close the outer door. Push the gray button that says “push” to lock the outer door.
4. On the opposite side of the camera, push the small silver button labeled “open.” The screen will come out.
5. Push the red button again to record. A red light will come on. Whereas the screen said “standby” before, it now says “record.”
6. To aim and steady the camera, move the handle. Sometimes the camera moves of its own accord, so you may have to hold the handle during the presentation.
7. After the presentation is over, push the red button again to end the recording.
8. Close the screen.
9. Eject the video. (Repeat step 3.)
10. Push the green button from step 2 and move the toggle down. This will move the toggle exactly horizontal, where the white dash will be pointed towards “off.”

TO PLAY THE VIDEO:
1. Turn the TV on. (The large remote that says “Sony digital video” controls the VCR and TV.)
2. Where it says “input select,” push in the button that says “y/c.”
3. Turn the VCR on.
4. Press eject, and insert the videotape into the center of the opening.
5. Rewind the video, and press play to watch it.

COMMENTARY:
1. Watch the video with the tutee.
2. After watching the video, ask her what she thought of it.
3. When it is your turn to comment, make sure that the first comment is positive. Go through the checklist for oral presentations with her. Mention points of improvement for her. Be as specific as you can, even rewinding and watching specific parts of the presentation to illustrate your point if you can. End your
4. Commentary on a positive note. Being videotaped is a stressful process, and you want to be sure that she leaves with confidence that it was a positive experience.

AFTER THE SESSION IS OVER:
1. Stop and eject the tape.
2. Place the tape back in the box for future use. Don’t worry about rewinding or ejecting it. It can be taped over by the next tutor.