

StandOut: Faculty & Instructor Guide

What is StandOut?

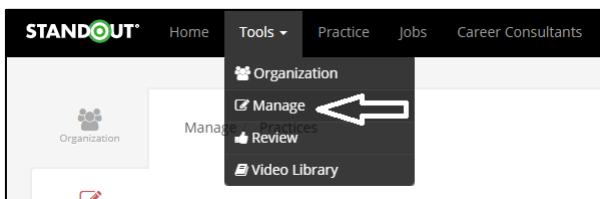
StandOut is an interactive video platform that allows you to set up practice interviews for students as well as review students' recordings. Using the platform, you can support students' confidence in their interviewing capacity and career preparation. This guide describes the steps to build practice interviews as well as navigating common student issues.

To Start: Send the Career Development Center a request for an account at career@oregonstate.edu

Navigate to the Career Development Center's [student website](#). Select the StandOut logo from the menu of tools. You will be prompted to log in using your Oregon State credentials and Duo authentication.

Setting Up a Practice Interview

1. **Set parameters:** Once you have logged into your StandOut account, select the “**Tools**” tab from the menu, followed by “**Manage.**” Select the “**Practices**” button.



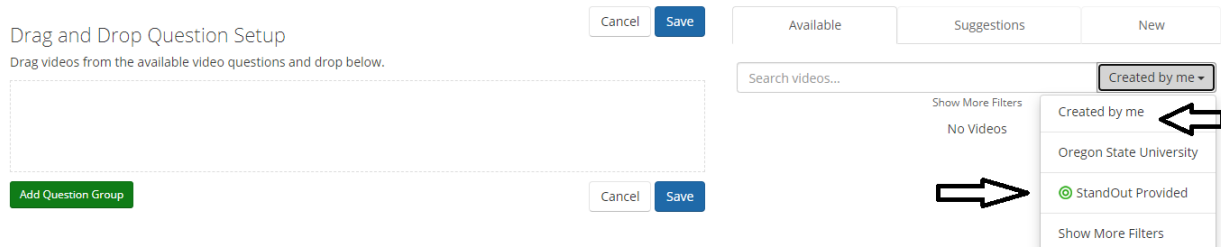
2. **View and create practice interviews.** Within the Practices section, you will be able to see your existing practice interviews (if applicable). To create a new practice interview, select the “**Create Practice**” button. To build your practice interview, you will be asked to fill out a series of prompts (title, description, etc.).
3. **Add an optional introductory clip:** You then have the option to record an introductory video or "Description Video" that frames/explains the interview for your students or you can choose from a library of StandOut's existing videos. If you have filmed introductory videos for other practices, you will be able to access these as well.
4. **Set who can access your practice:** Next, you have the option to set parameters around who has access to your practice. You have a choice to set a password, to set an available date range, as well as determine if and how students' scores are displayed.
5. **Decide if students are allowed to do practices multiple times:** StandOut allows you to determine if students will be allowed to re-try their practice. And, if so, how many times. Finally, you can either add a message to be displayed to students at the completion of the interview or film a video with the same information for students to view.



Adding Questions to a Practice

1. Once you have set up the parameters for your practice interview and you are ready to add the interview questions, select the green button “**Save and Begin Adding Questions**”.
2. **Add questions:** You can begin to build your practice interview by choosing questions from the StandOut library or adding your own. If a question does not exist, you can select the “**New**” tab and record the question. Note that StandOut is a video-based platform, so you'll need to record the questions vs. simply typing them in.

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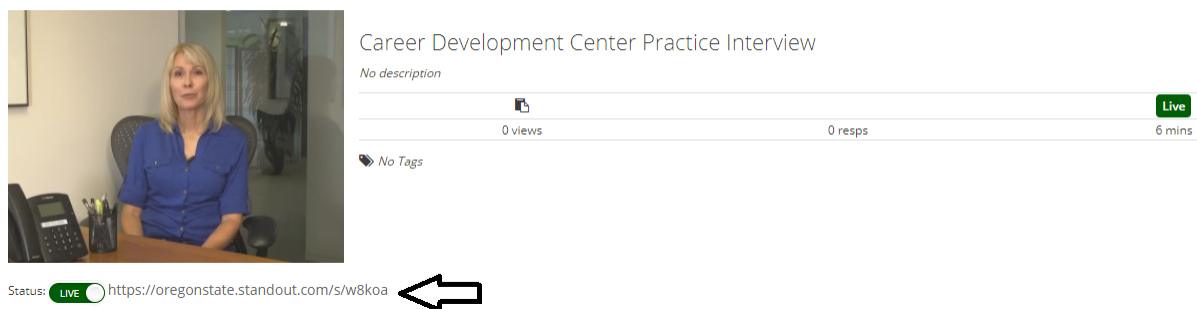


3. **Save your questions:** Once you have your sequence of questions completed, select “**Save**”. Once saved, a new page will open showing the introductory video you selected. You can make changes or adjustments to your practice from this screen.

Finalizing the Practice

1. **Publish the practice:** If you are ready to publish your video, click on the slider next to the “**Status**” label. Once the practice is live, you will be provided with a link that you can use to share with your courses and/or students to complete.

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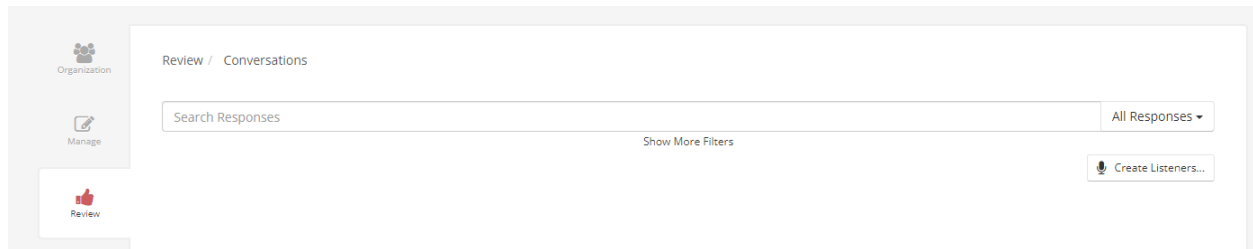


2. You can un-publish the practice at any time using that same status toggle. You can also delete your interview at any point, if necessary.
3. If you ever need to make changes to your practice videos, you can access them by selecting the “**Tools**” tab, followed by “**Manage**” and “**Practices**”.

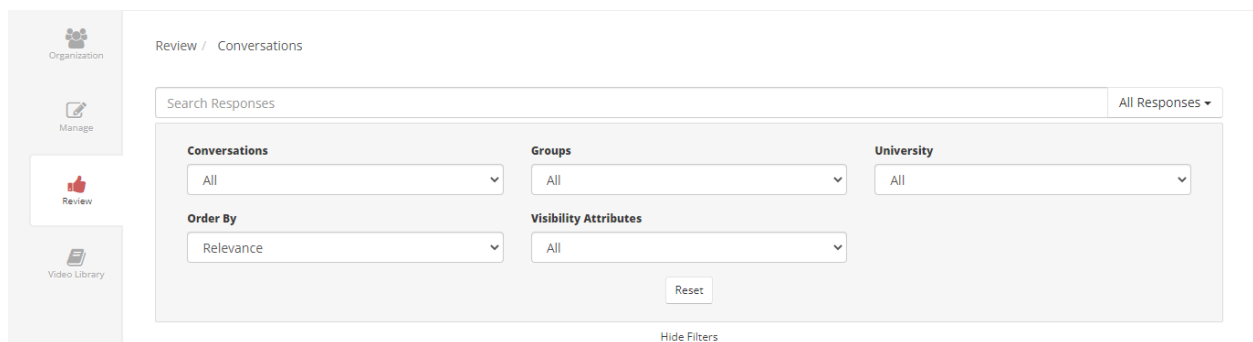
Reviewing Practice Interviews

The [Student StandOut resource](#) has instructions to guide students through sharing practice videos.

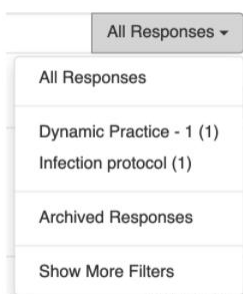
1. **To review practice interviews shared with you:** On the top bar, under "Tools" select "Review," and then click the "Practices" button.



2. Locate and select the practice interview you want to review. If you have a number of practices shared with you, you have the ability to filter the list based on various groupings and levels of visibility. Select "Show More Filters" if needed.

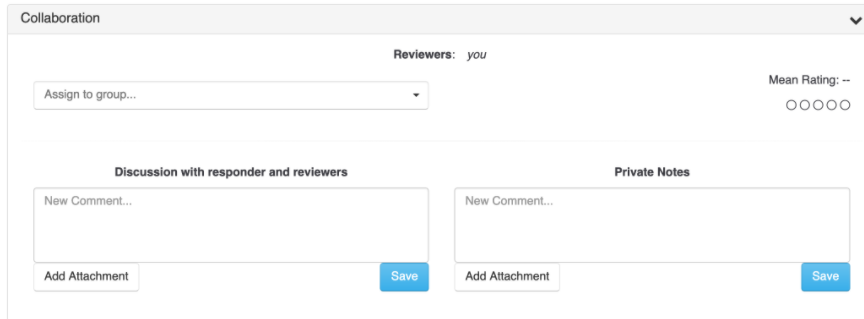


3. **For practice interviews only:** If you want to review a specific question and response, select the question, followed by the response. Continue this process with the remaining questions and responses.

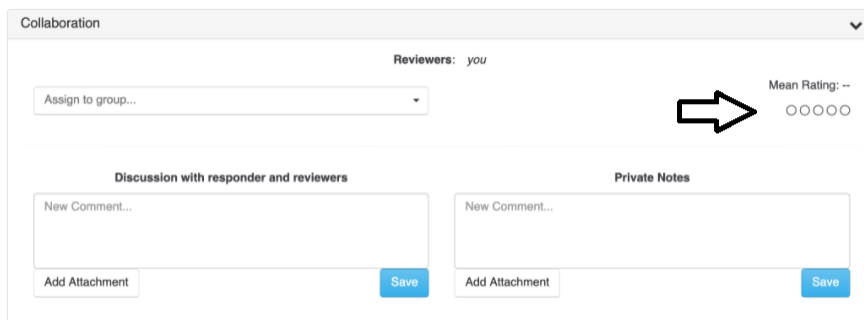


(instructions continue on following page)

4. After choosing a response scroll downwards to the **Collaboration** section.



5. Select the drop-down to assign the practice interview or conversation to a group for review and comments.
6. Enter your feedback in the **Discussion with Responder and Reviewers** text box for the interviewee and the reviewers (if there are additional reviewers). Click the **Save** button to make it available. Comments are shared with the interviewers and all reviewers (where possible) by email and within the StandOut platform.
7. You can also enter and save private feedback or notes that are only visible to you in the Private Notes text box.
8. You may enter a rating/score to the interview using the circles in the **Mean Rating** section.



9. To return to the main Review page, click on the **Review** tab in the sidebar.

Questions?

StandOut has a webpage that outlines frequently asked questions related to helping students use StandOut and troubleshoot common problems they may encounter: standout.zendesk.com/hc/en-us.

For questions or support specific to using your StandOut account, contact the Career Development Center at career@oregonstate.edu.

