

StandOut Guide for OSU Faculty & Instructors

1. Log In to StandOut

Log in to StandOut from the Career Development Center website: career.oregonstate.edu/students

The screenshot shows the StandOut website interface. At the top, there is a navigation menu with links for STUDENTS, EMPLOYERS, ALUMNI, FACULTY & STAFF, and ABOUT US. Below the menu, a red heading reads "Welcome students!". A paragraph of text follows, explaining the center's mission to empower students with resources and support. Three main content areas are featured with images and text: "Explore Majors Programs, and Career Paths", "Create Résumés, CVs and Cover Letters", and "Find a Job, Network, and Interview". On the right side, there is a section titled "ONLINE TOOLS" which lists Handshake, vmock, and Focus2. The StandOut logo is circled in red at the bottom right of this section.

2. Create a Practice Interview

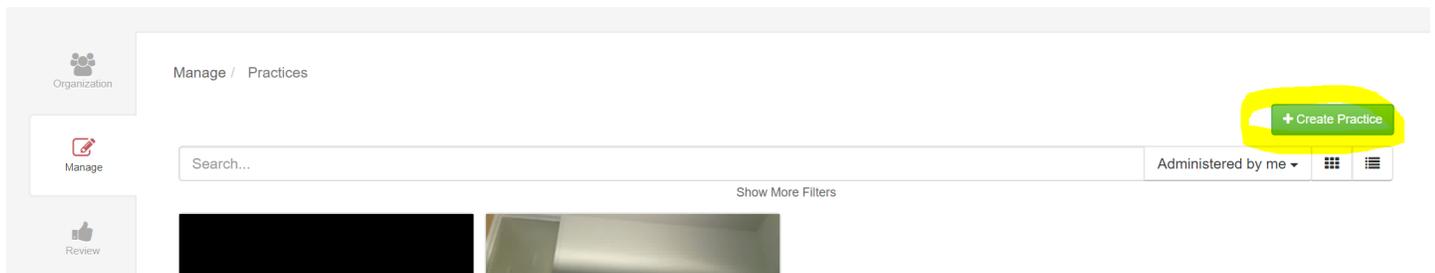
- a. Select Tools -> Manage

The screenshot shows the StandOut user interface. The top navigation bar includes the StandOut logo and links for Home, Tools, Practice, Jobs, and Career Consultants. The 'Tools' dropdown menu is open, showing options for Organization, Manage, Review, and Video Library. The 'Manage' option is highlighted in blue. On the left side, there is a sidebar with an 'Organization' icon and a 'Video Library' icon.

b. Select “Practices”



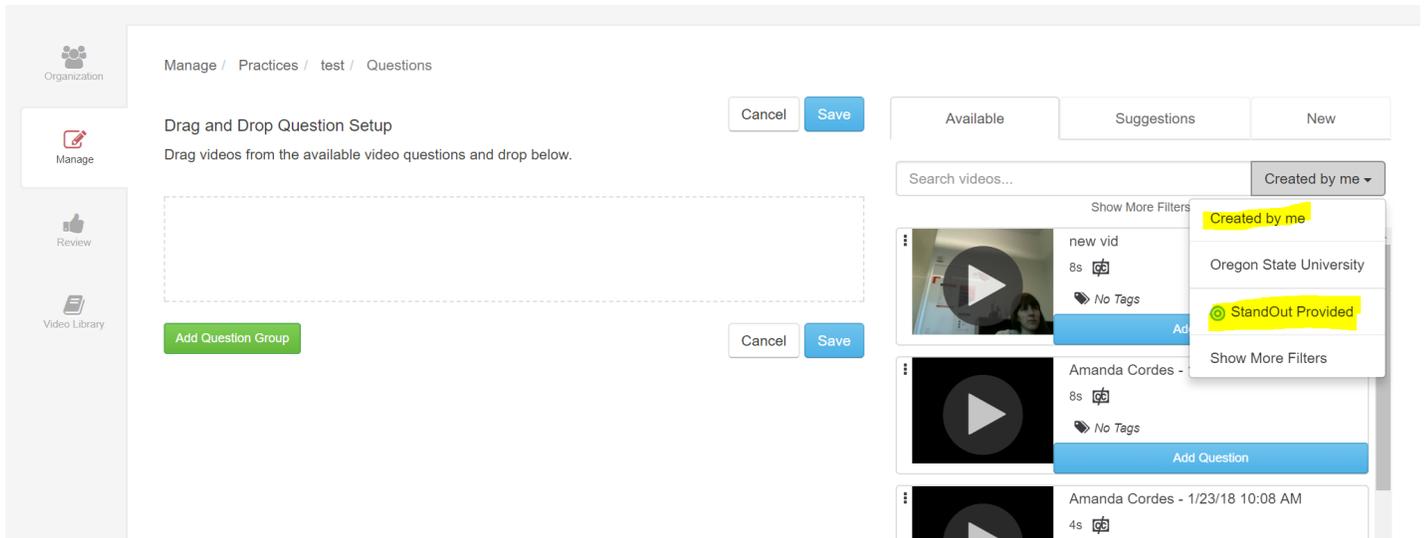
c. Select “Create Practice”



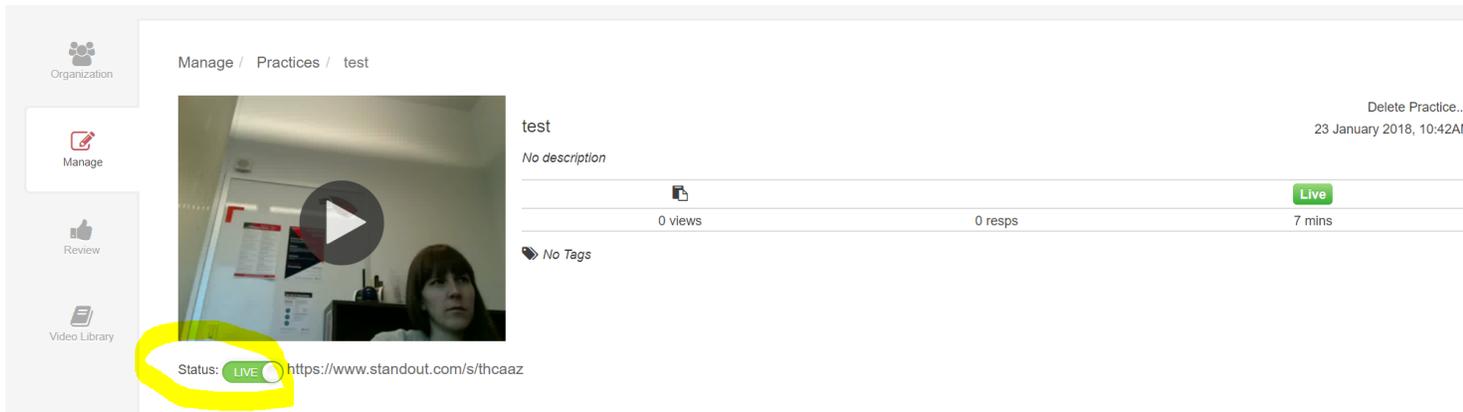
d. Follow system prompts to set up practice video

- i. Create an intro video (What is displayed when the students first start and are getting acclimated)
- ii. Decide on access
 1. Who can access and take the practice interview. You can set a passcode if you want to restrict it to one class; otherwise, practice videos are available to all students
 - a. After the practice page, you can choose to add a final message, e.g., “Please copy link and paste into Canvas to complete assignment”
- iii. Add questions to your practice interview
 1. Use drop-down menu to switch between libraries. You can either use question clips that are already in the StandOut library or create your own.

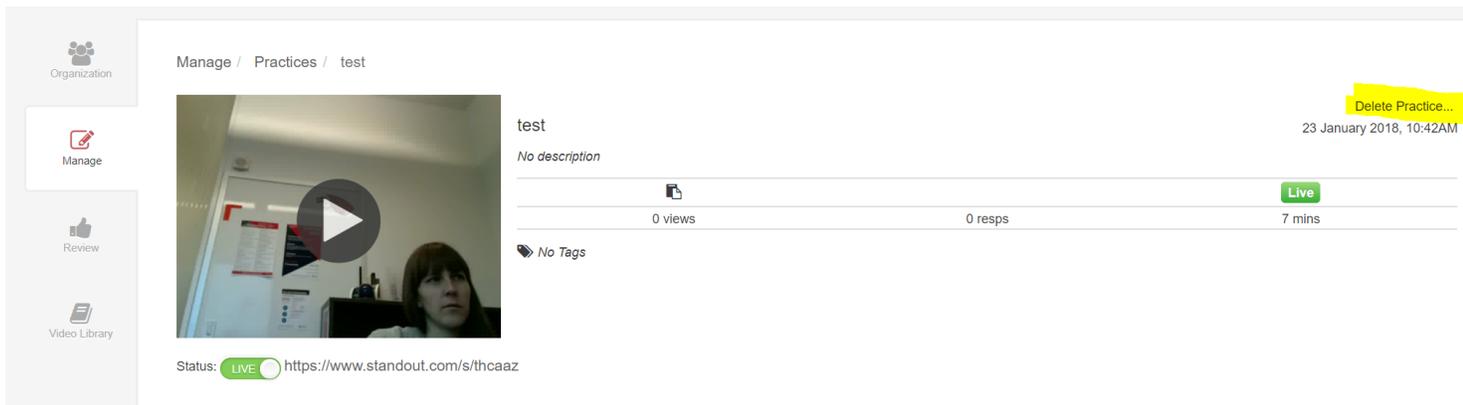
- a. "Created by me" shows all the videos you recorded
- b. "StandOut Provided" shows videos in the main video library to choose from.



iv. Publish video using status slider under interview intro



v. Practices can be deleted using the "Delete" option in the upper right corner



- e. See list of your available practice videos and access them for updating/publishing/editing/deleting by choosing Tools -> Manage -> Practices

3. Troubleshooting common student issues

- a. Camera is rear facing
 - i. There should be an Adobe permission pop-up the first time you try to record a video. From the pop-up, right click on the square icon in the lower left hand corner, then choose the camera icon from the list of options, then select “Front facing”
 - ii. Select “remember” if you would like to keep these settings
- b. Answer to question was incorrect or you want to re-record
 - i. Finish the entire series of interview questions. You will then have the option to “Reset” and take the interview again
- c. Accessing StandOut
 - i. All students should already have access through OSU single sign on
 - ii. If link in Canvas doesn't work, you can access StandOut through Handshake
 1. Log in to Handshake (again, all students should have access with SSO)
 2. Select the “Career Center” drop down menu in the upper right corner
 3. Select “Resources”
 4. Scroll to the bottom of the page and select the “Interviewing and Negotiating” option
 5. StandOut should be the first link on the Interviewing page; select the link and enter your SSO information