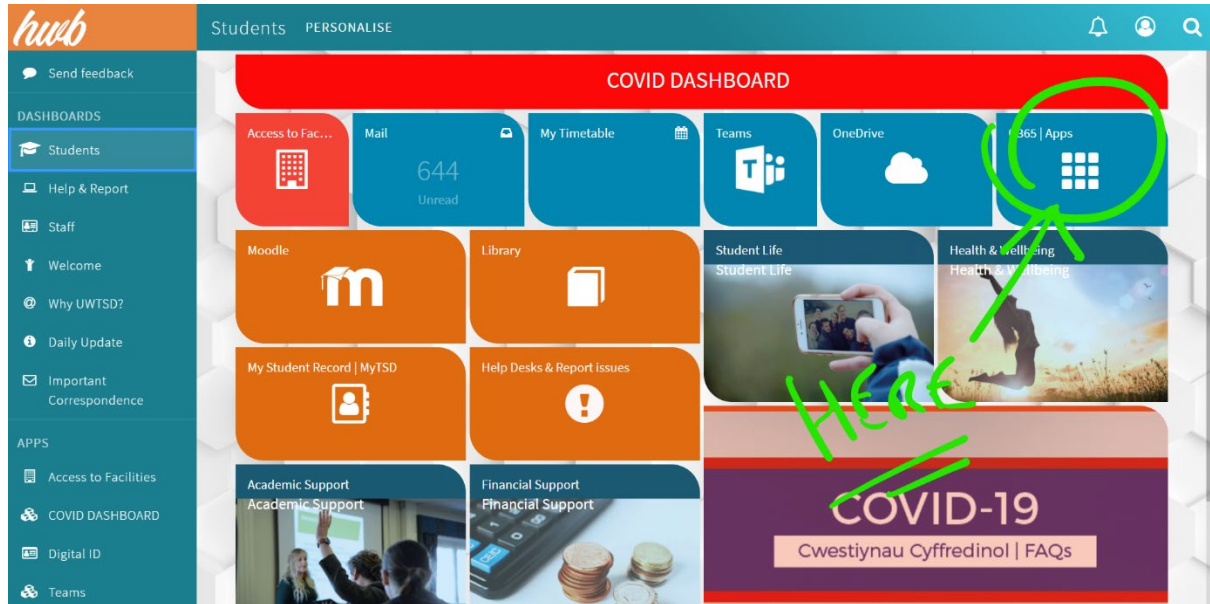


How to create a video of your screen.

The following is a step by step guide to creating a video for a video assignment question.

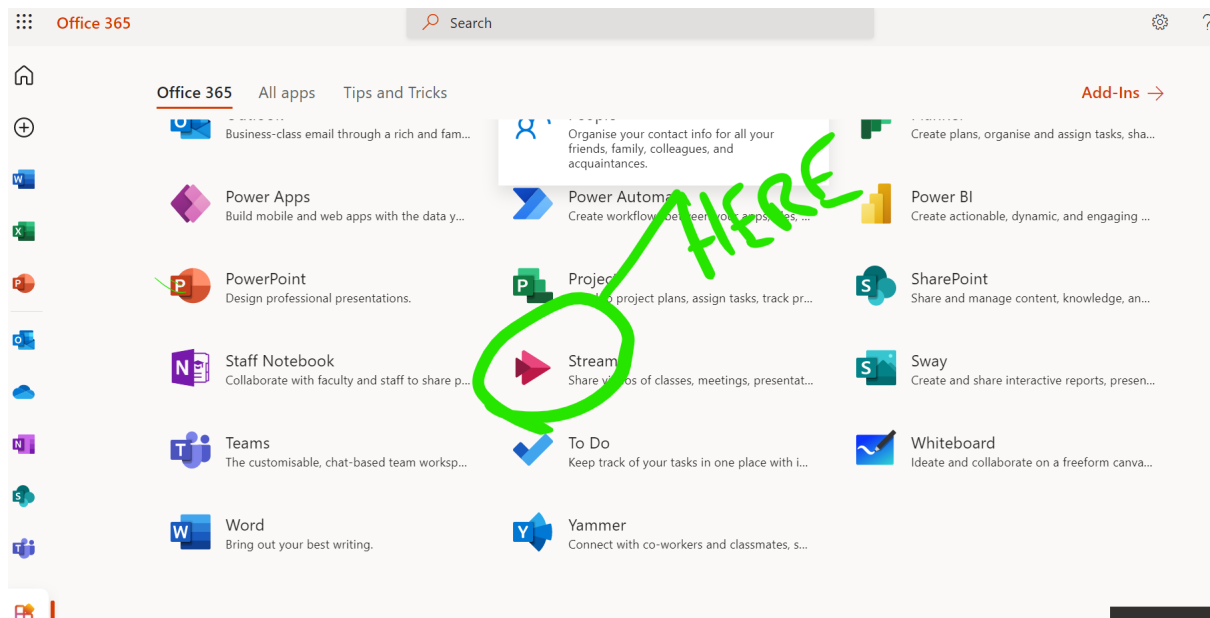
Step 1:

Locate your online version of Office 365 from the Hub.



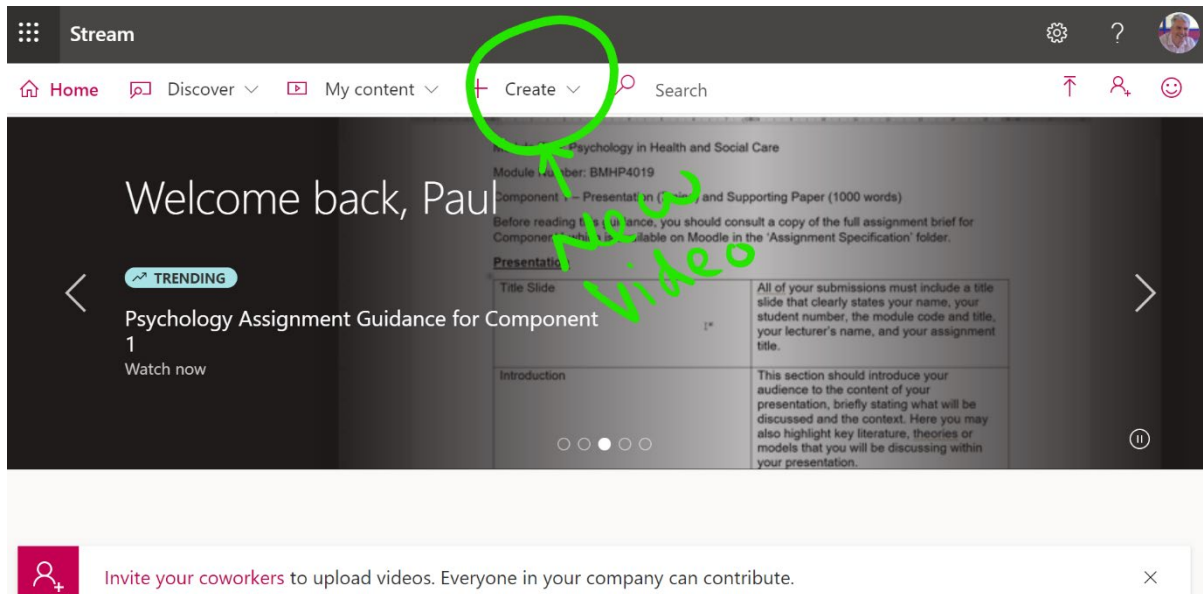
Step 2:

From O365 use the app called Stream by clicking on the icon.



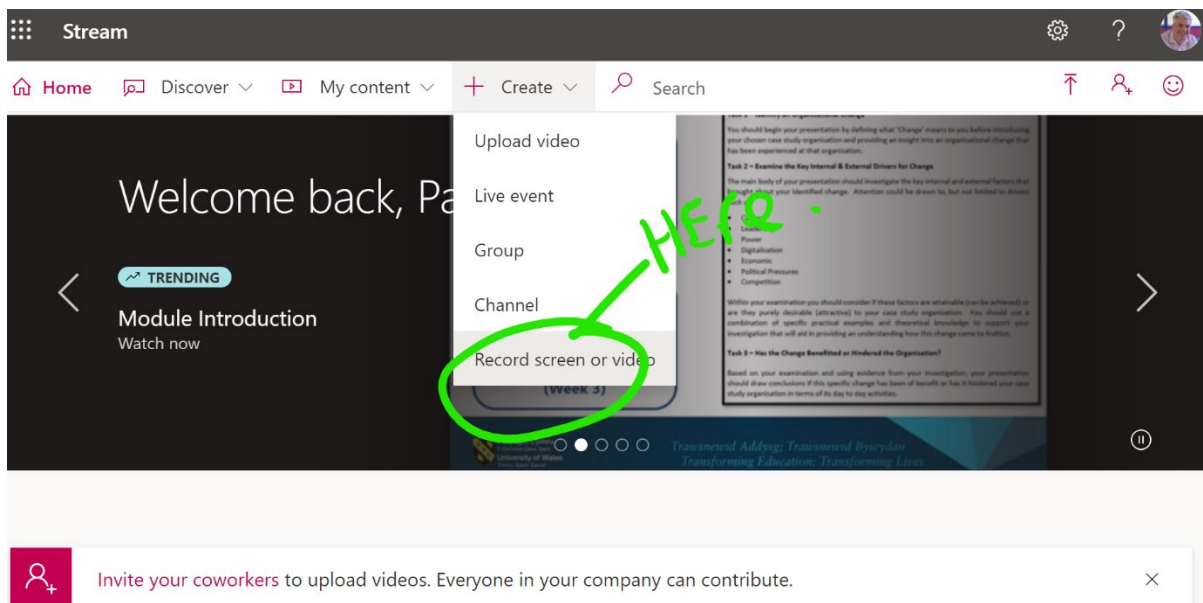
Step 3:

When stream has loaded locate the Create button and click it.



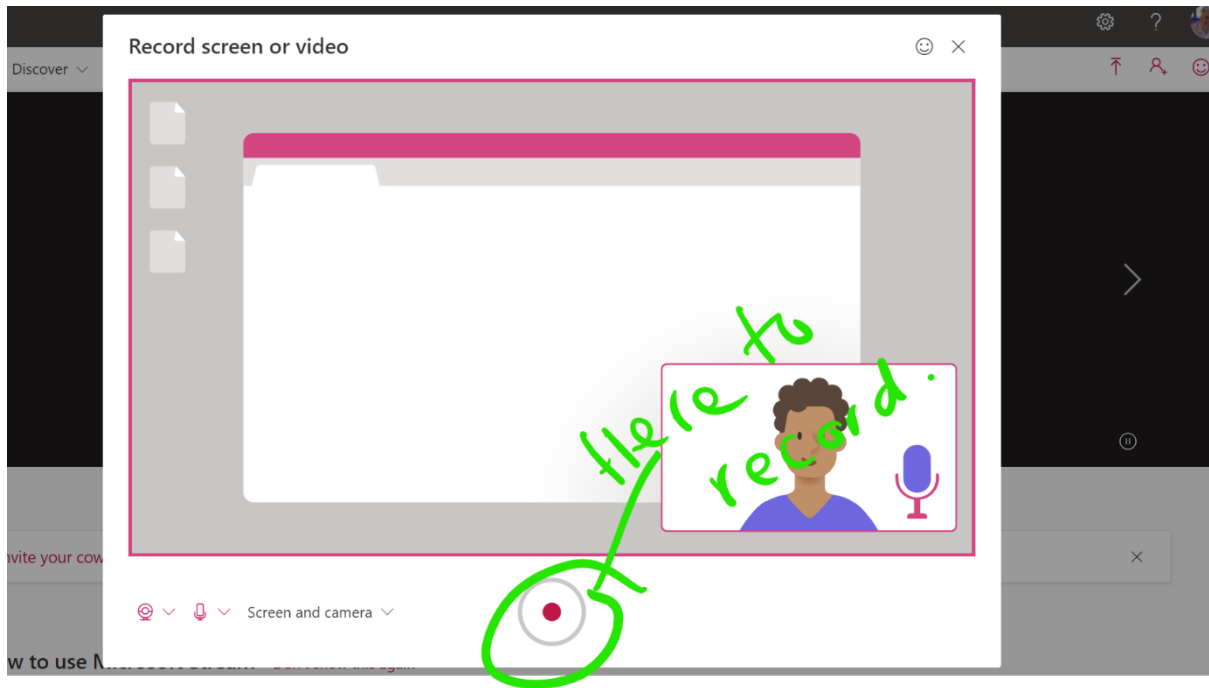
Step 4:

A drop down appears with the option to “record screen or video”. Click this.



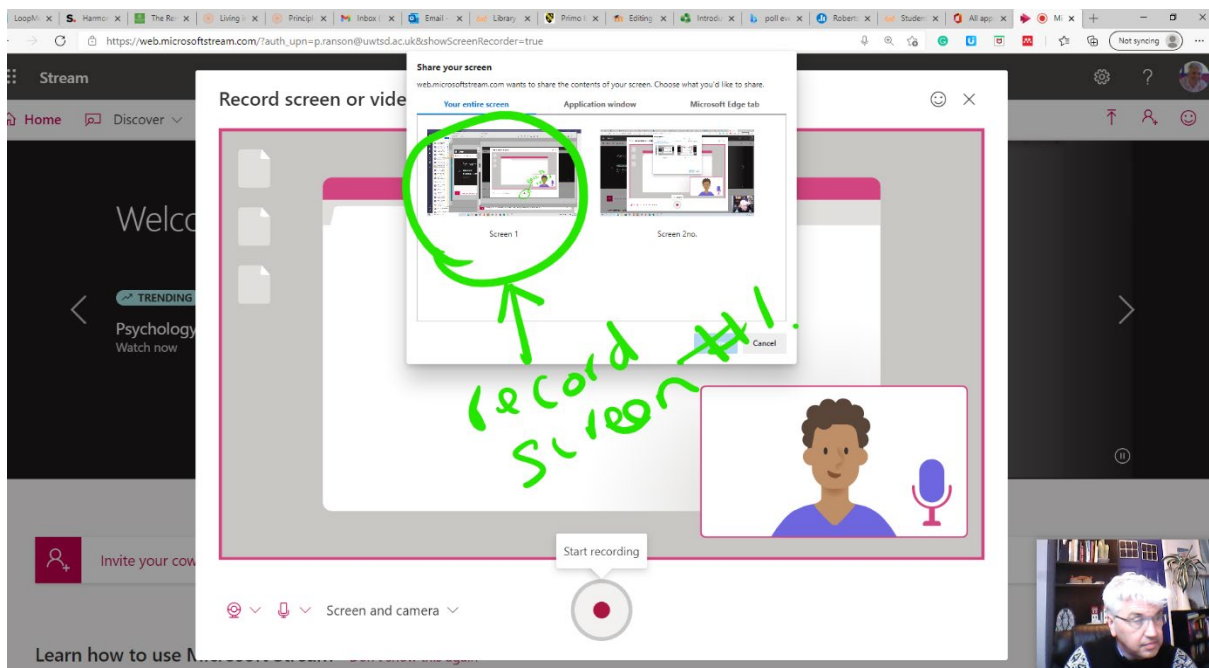
Step 5:

There is a big red record screen button as indicated here. Please click this when you are ready.



Step 6:

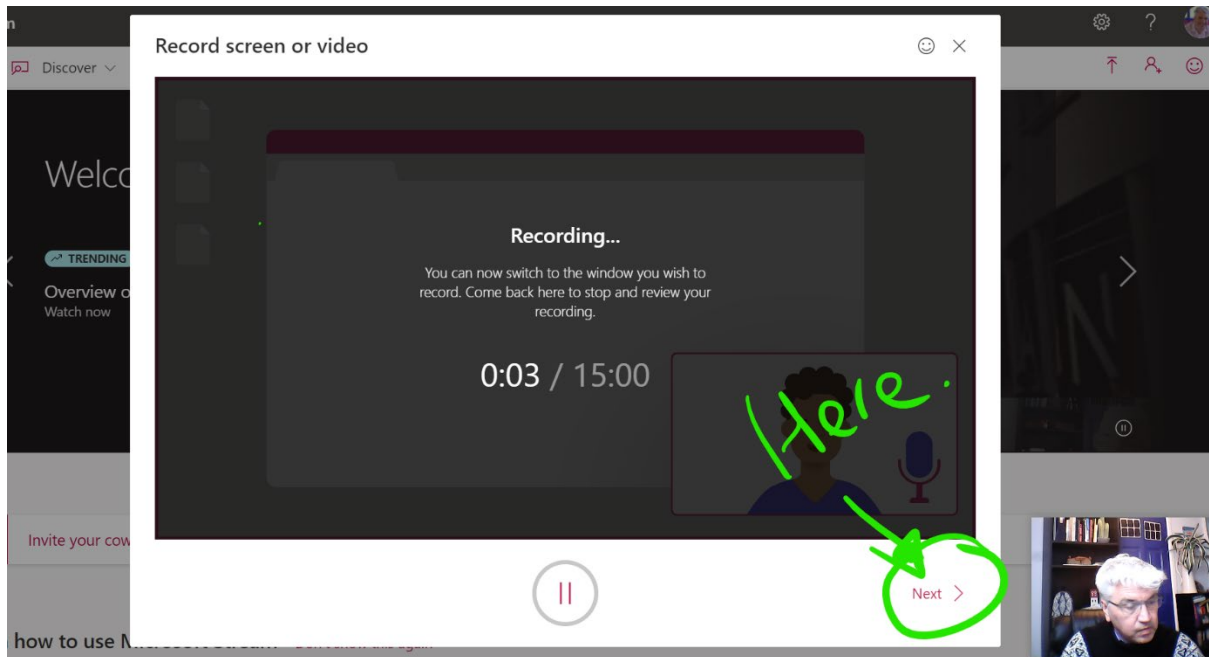
When you are prepared to start recording click the select Screen1 (or desktop).



The screen will now be recorded along with your image in the bottom right corner. You can display PowerPoints, web sites and apps that your assignment asks for.

Step 7:

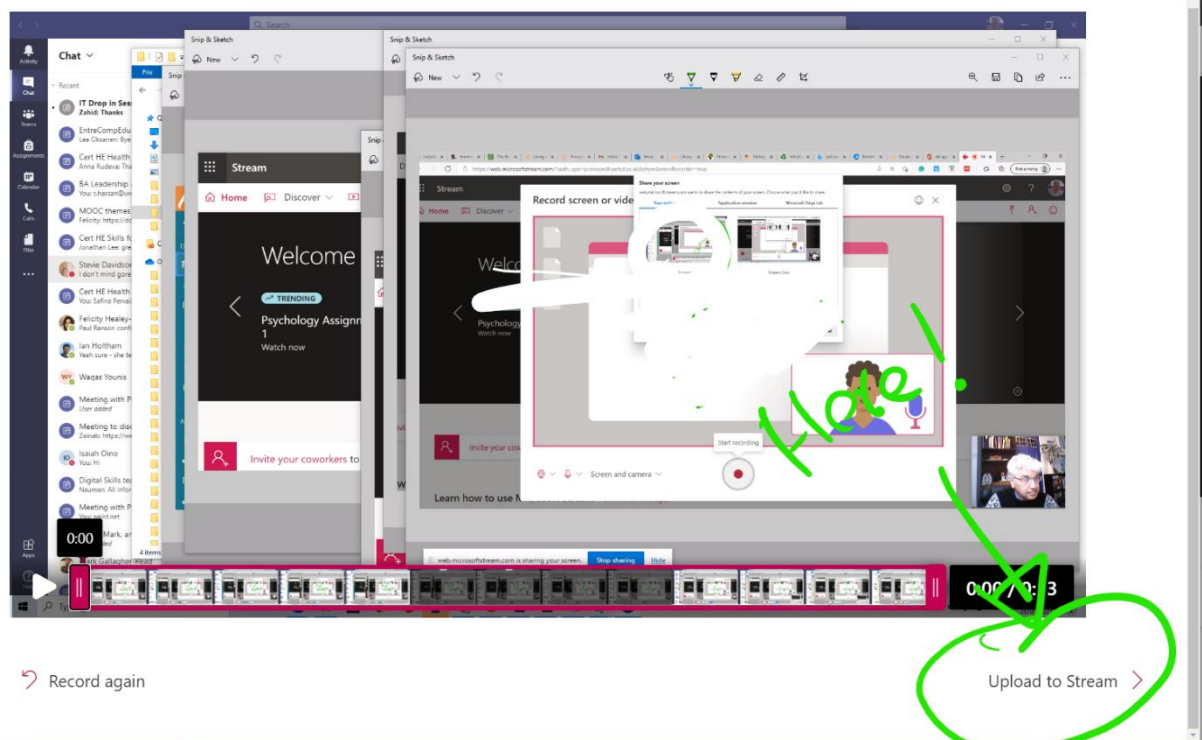
When you are finished recording find the streams tab on your browser and click the next button



Step 8:

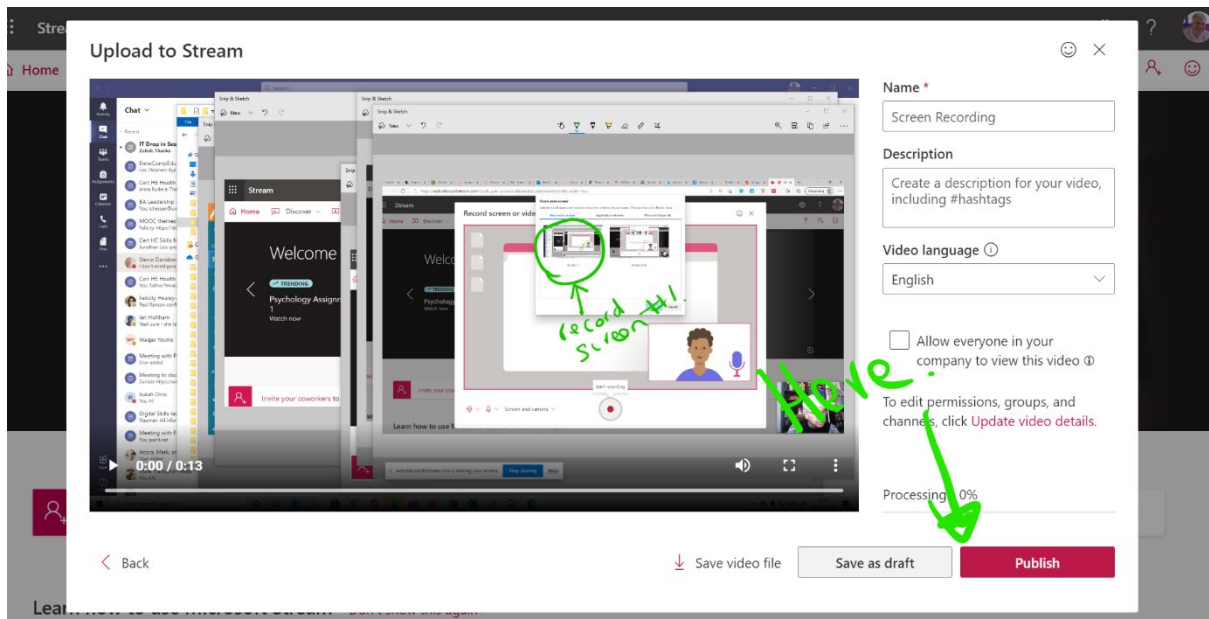
This screen allows you to edit out the beginning and end if you want. When you have finished click upload to stream to copy it into the Stream service (it's a bit like YouTube for the school).

review recording



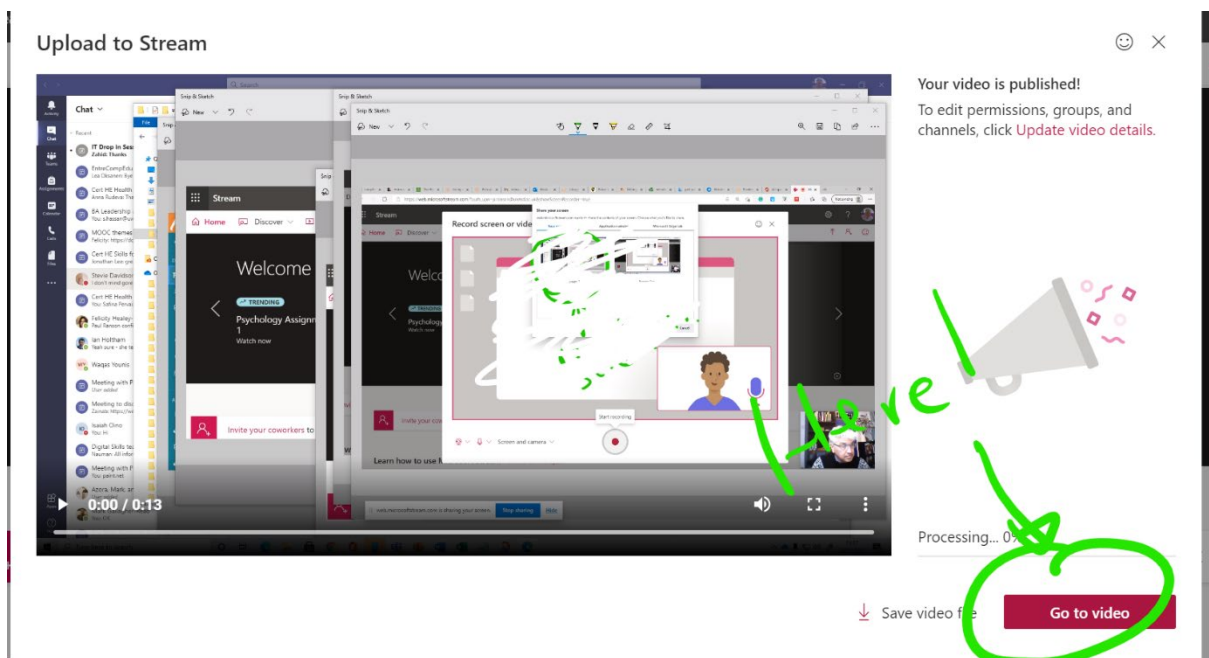
Step 9:

This will take a while as you are copying the file into the web. When it has finished click “publish”. If you do not click publish it will mean NO ONE can see your video



Step 10:

You now need to take a look at your video and make edits to it. To do this you can click “Go to video”. Another way to do this would be to look at the Streams link like we did in steps 1-4 but this time look at “my video”.



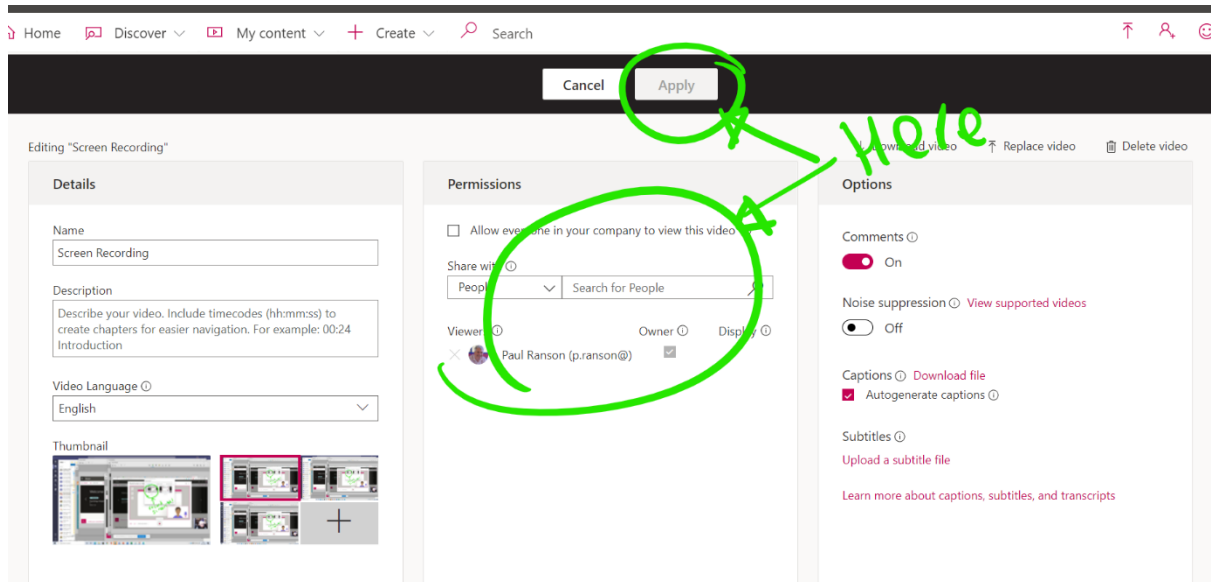
You will now need to give permission to people to watch your video. By default only you can see it. If you do not do this then your lecturer will not be able to see it.



The screenshot shows a YouTube video player interface. The video title is "Screen Recording" and it was published on 26/01/2021. The video player shows a green circle and an arrow pointing to the "Update video details" option in the "More options" menu. The word "Here" is written in green next to the arrow.

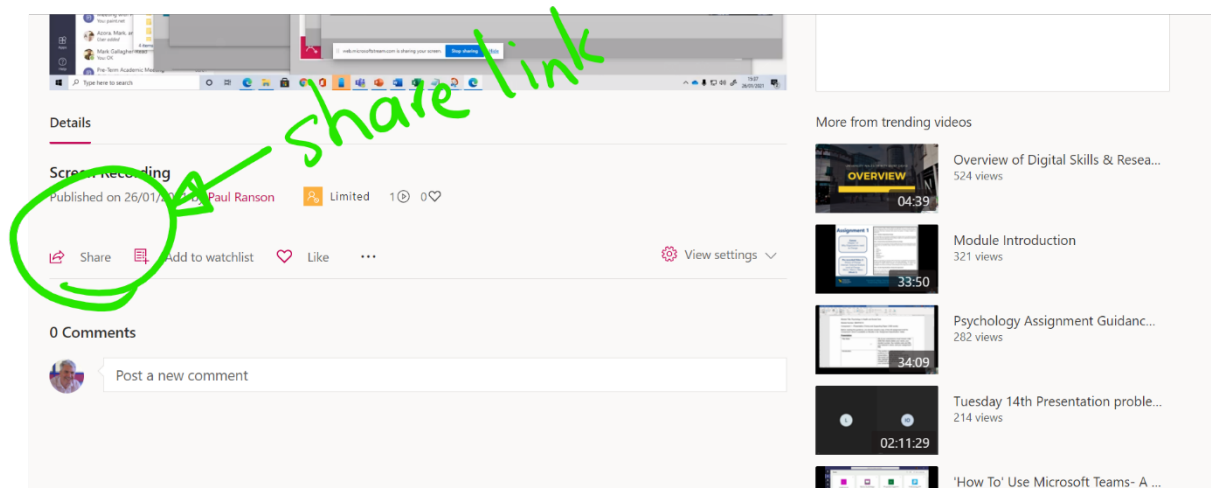
Step 13:

In the middle column, there is a box that allows you to give permission to certain people that need to watch the video. Make sure that your lecturer is a person who can watch and also own your video. Make him or her an owner by clicking the owner box. Also make sure you “APPLY” changes you have made.



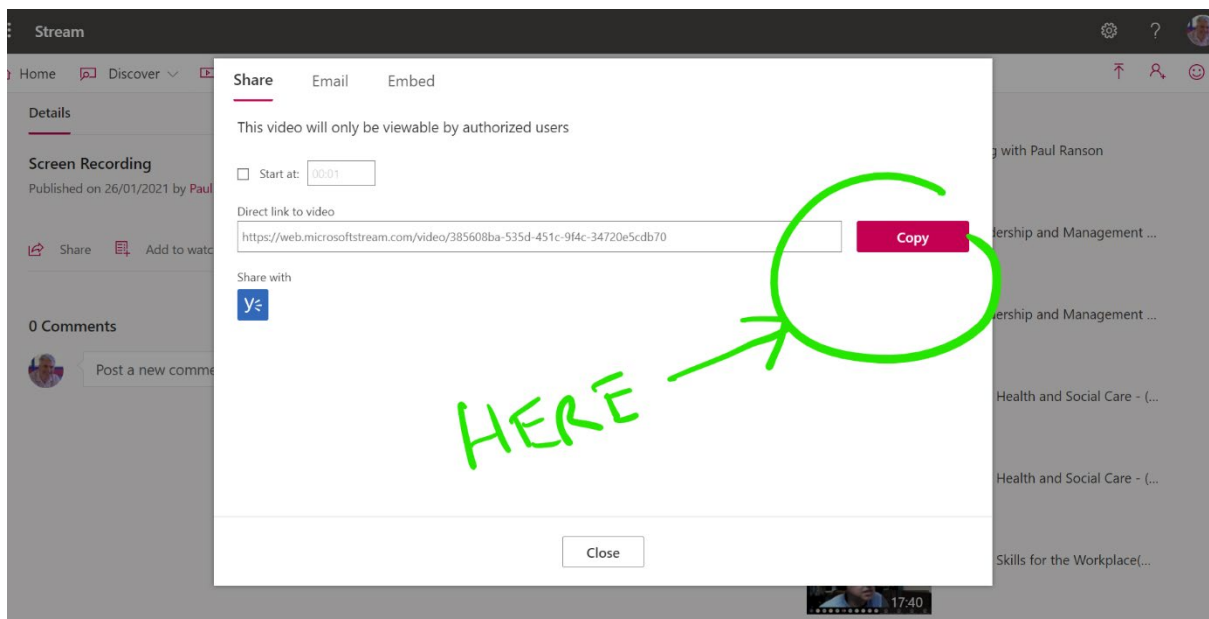
Step 14:

You now need to share the link. This is found by clicking the share button under the video.



Step 15:

To copy the link click this “copy” button.



Step 16:

Paste this link into the video submission form. Fill out your name and student number and upload this form to the Turnitin.

References Mailings Review View Help RCM Acrobat

Paragraph Styles Editing

Video Submission Form

Instructions

1. Make sure that the video has been saved on the Microsoft Stream
2. Make sure that you have given permission to you tutor to be able to view the video
3. Fill out this form
4. Then locate the correct tab on the Turnitin
5. Upload this form
6. DO NOT ATTEMPT TO UPLOAD YOUR VIDEO IT WILL NOT WORK!

Your Video Details

Your Name	
Your Student Number	
Is video is on Stream (Y/N)	
Is video shared with your lecturer (Y/N)	
The URL (shared link of video)	

HERE.