

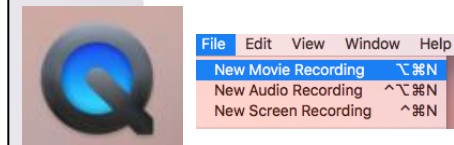
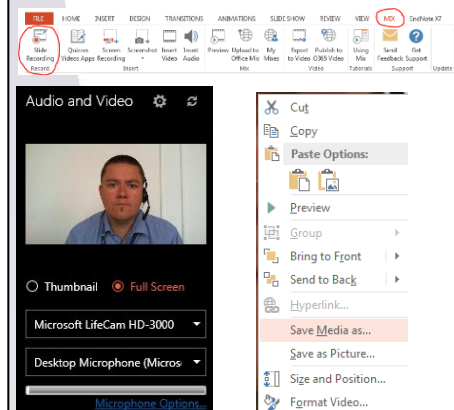


Video Assignments

Video is becoming used more and more not only to provide content from lecturer to student but also as a medium for students to showcase their own understanding and learning. The most efficient method of submitting a video to your tutor is through OneDrive. This guide demonstrates how to record and upload a video to OneDrive on a PC, laptop or Mac using a webcam or a separate device such as a camcorder. To get the video from OneDrive to your tutor you will need to **Share** – please see the separate guide “**Sharing a OneDrive file**”.

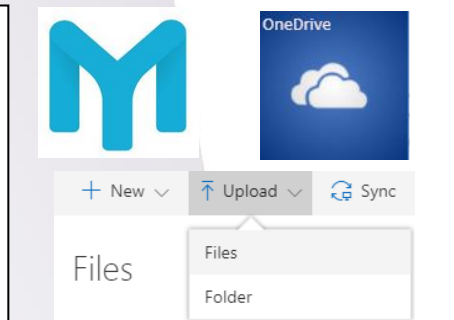
Step 1:

Record the video using your webcam – the easiest way to do this on a PC or laptop is with Office Mix – an add-in to Powerpoint which is installed on campus PCs and a free download (<https://mix.office.com>) on personal devices. Select **Mix** from the ribbon, then **Slide Recording**. Set the correct camera and microphone and be sure to select **Full Screen** not Thumbnail. When you finish recording, close the Slide Recording screen and the video will appear on your Powerpoint slide. Right click and select **Save Media As** to save it as a video file on your device. On a Mac use QuickTime – select **New Movie Recording**. Save the video with a recognisable name in an easily accessible location such as your desktop – you can move it to a folder later. If recording on a separate device such as a digital camcorder, you will need to get the recording on to your computer as a video file. Follow the device manufacturer's instructions in order to do this as it will depend on the type and make of the device used.



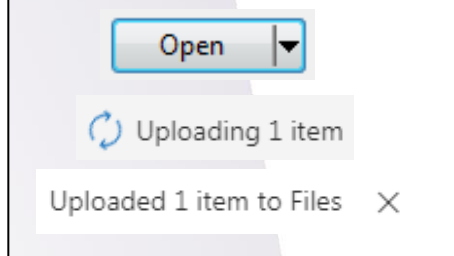
Step 2:

Access your OneDrive through the tile on MyDay (myday.uwtsd.ac.uk) or in a web browser at <https://onedrive.live.com> – for all sign-ins to MyDay and OneDrive use your University login details. Once signed into OneDrive you will see the main screen listing all the files and folders currently stored in your OneDrive. At the top of the list you will see three options – New, Upload and Sync – click **Upload** and then **Files**.



Step 3:

You will now be taken to your device's files (**Explorer** on PC/laptop and **Finder** on Mac). Locate and select your video where you saved it earlier and click **Open**. The file will now upload to your OneDrive and you will see an **Uploading** notification in the top right of the window turning to an **Uploaded** notification when done.



Step 4:

Your video will now be in your OneDrive, wherever you access it – on your phone, through MyDay or any other method. For guidance on how to share the file from your OneDrive please see our guide “**Sharing files from OneDrive**”.

