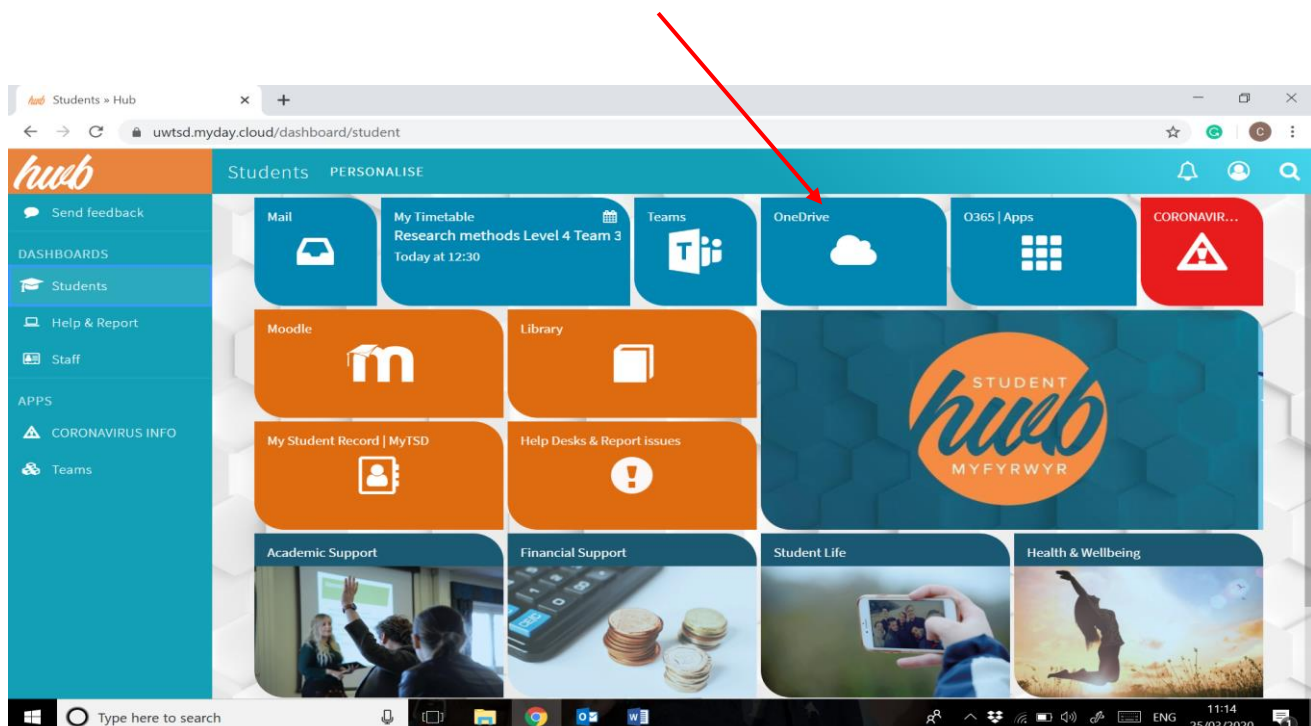


Academic Discipline of Psychology and Counselling

Guide on how to record a Presentation and upload to OneDrive:

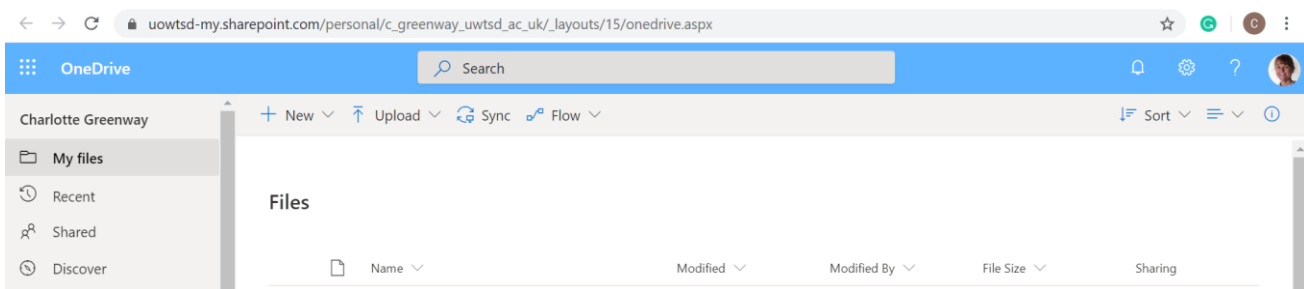
- Create your slides as usual through PowerPoint, and submit to the relevant TurnItIn portal on Moodle.
- Instead of presenting in front of the class, the online submission means that you will need to record yourself giving the presentation on a mobile device or video camera.
 - The recording must clearly show an image of you giving the presentation. Therefore, please ensure to be dressed appropriately.
 - Make sure the volume is set to high, so that you can be clearly heard on the recording.
 - If you want to have your slides displayed in the video, you can. However, this is not a requirement, as we can view the slides submitted to TurnItIn and the focus of the recording should be on you giving the presentation. However, it is advisable that you are able to see your slides as you run through the presentation.
- Once you have done this, check the whole recording from start to finish to ensure it has worked correctly, and that you can be clearly seen and heard on the recording. You can re-record the presentation if it is not suitable.
- You then need to transfer the presentation from your recording device to a computer/laptop in the usual way you would do this with the device (See your device instructions online). Or if have recorded the presentation on your mobile phone, you can upload directly from the phone to OneDrive.
- Once you have your recorded presentation, you then need to upload it onto OneDrive.

All of you have access to OneDrive on the HWB. Click onto the OneDrive tile

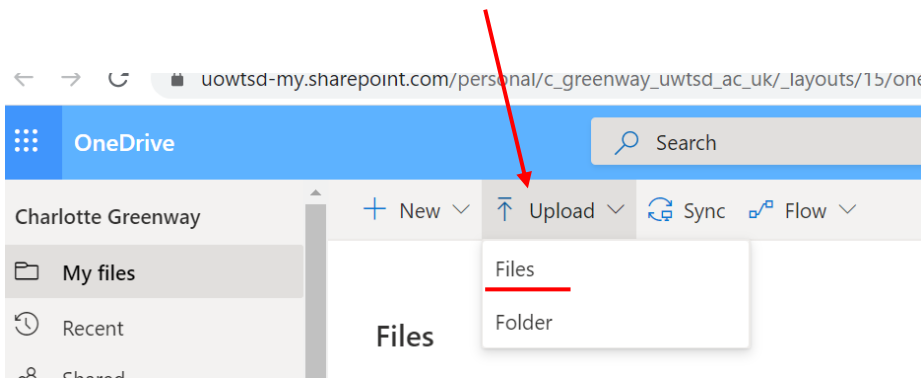


Once you have opened OneDrive, follow the steps below for uploading your presentation.

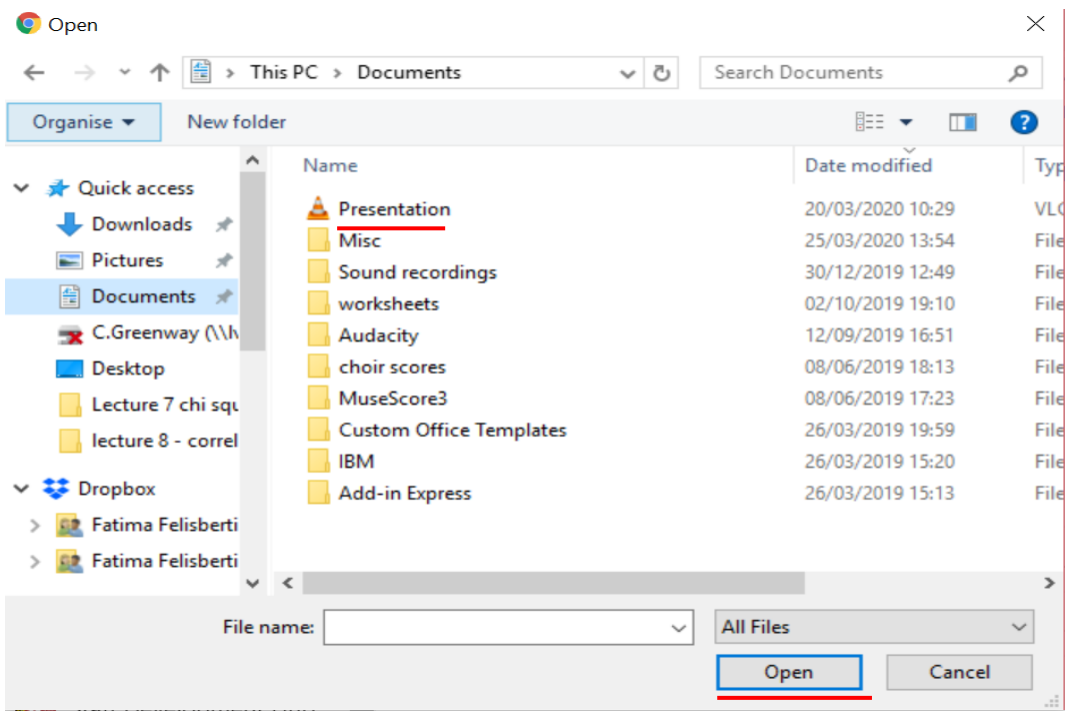
Here is the One-drive default page:



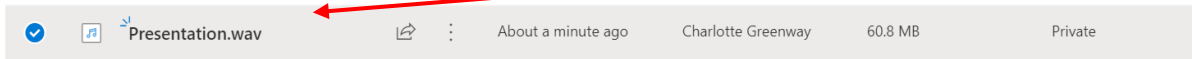
To upload your presentation click on the Upload button in the toolbar and select Files



Then select the presentation from the location you have saved it – below it is in my documents. Select the presentation and press open.



The file/presentation you have selected will then upload to One-drive

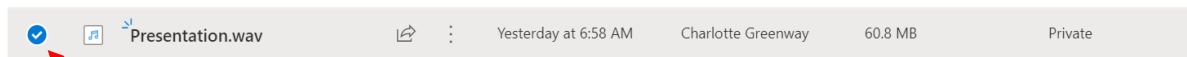


You will then need to send your presentation to your module tutor.

If you prefer to watch these steps, see this video.

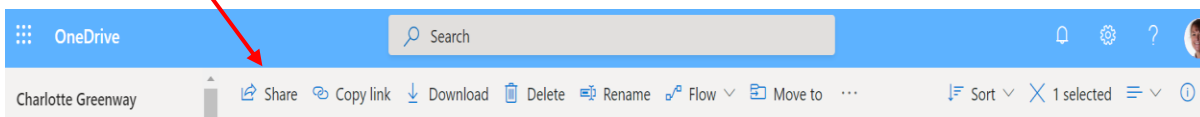
<https://support.office.com/en-us/article/video-upload-files-and-folders-to-onedrive-7f630d4a-0af2-40f9-a32a-de5f149eb1de>

How to share/email your OneDrive presentation to your module tutor

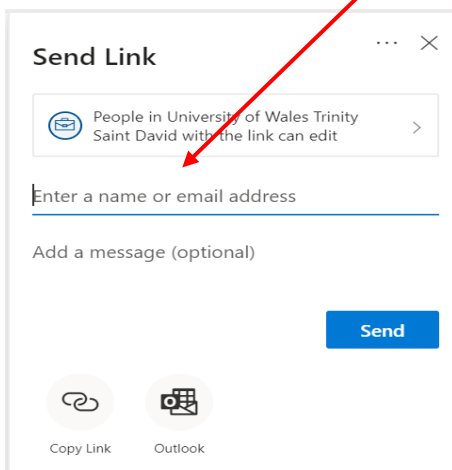


Select the presentation you want to share

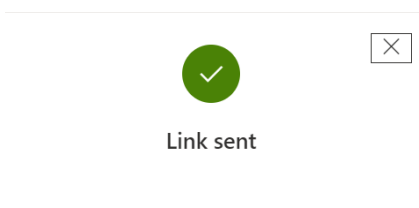
Click on the Share button in the toolbar.



Then type in the name of the lecturer and Send.



You will see the below once the presentation has sent.



If you prefer to watch these steps, see this video <https://support.office.com/en-us/article/video-share-files-and-folders-in-onedrive-personal-3fcef26-1371-401e-8c04-589de81ed5eb?ui=en-US&rs=en-US&ad=US>