

Video Submission Guide

PowerPoint Slides

Create your PowerPoint slides to fully answer the question as you normally would for a standard live presentation.

Ensure that you include your reference list.

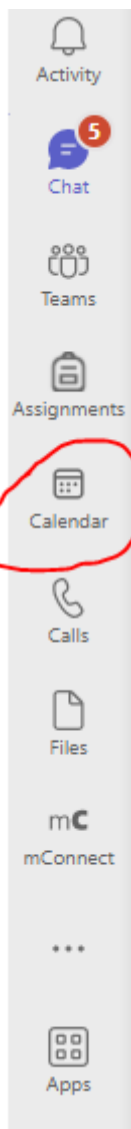
Save a copy as a PDF

These PDF slides need to be submitted to Turnitin in using the usual submission process.



Using Teams to video your submission.

Open your team's app on your laptop/computer. This will bring up the Teams main screen. **(Please use your STUDENT LOG IN)**



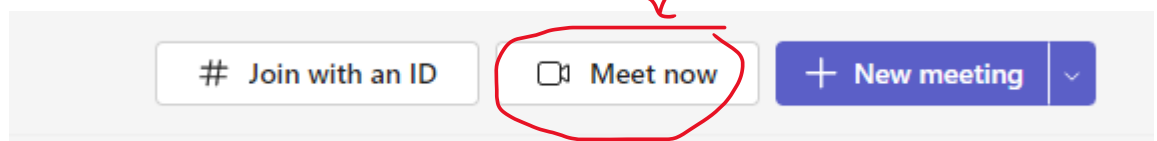
From here you can access:

- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files

Click on the Calendar Tab

This will open the Calendar screen.

At the Top of this screen you will see the option to 'Meet now':



And then click: 'Start Meeting':

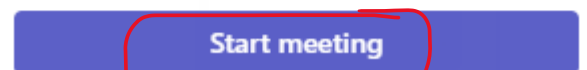
Start a meeting now

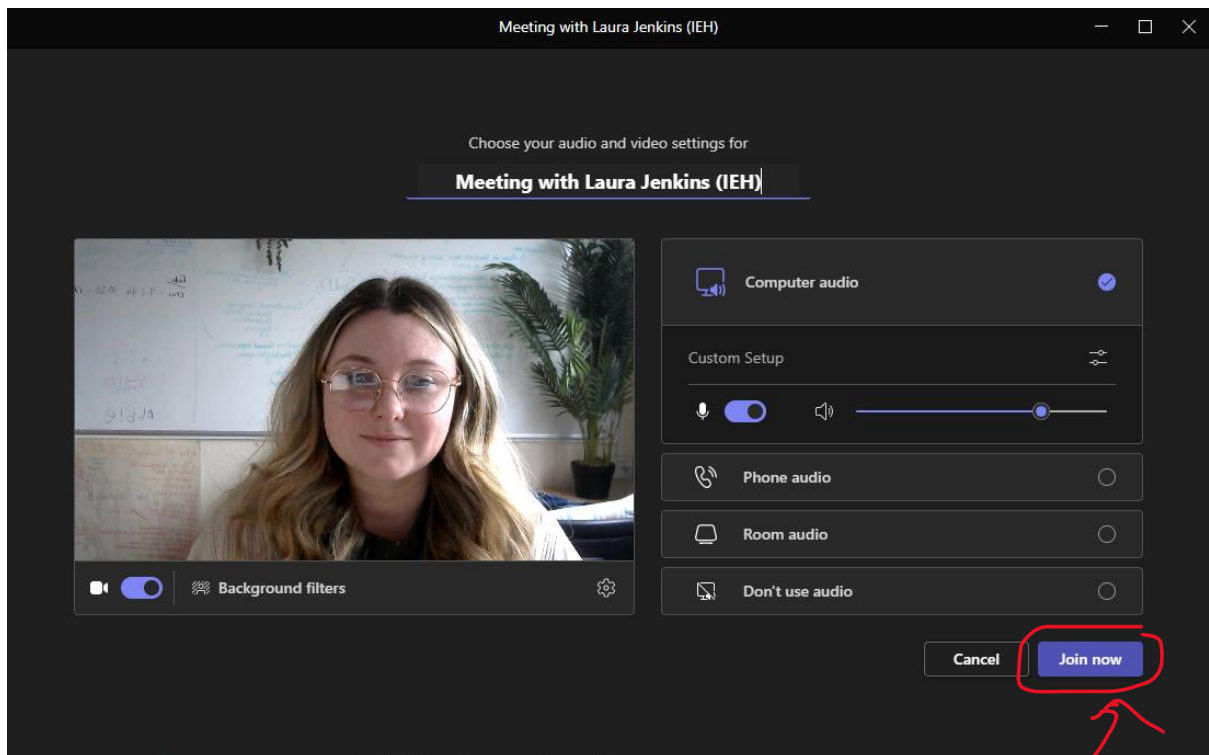
Meeting name

Meeting with Laura Jenkins (IEH)

Get a link to share

Start meeting



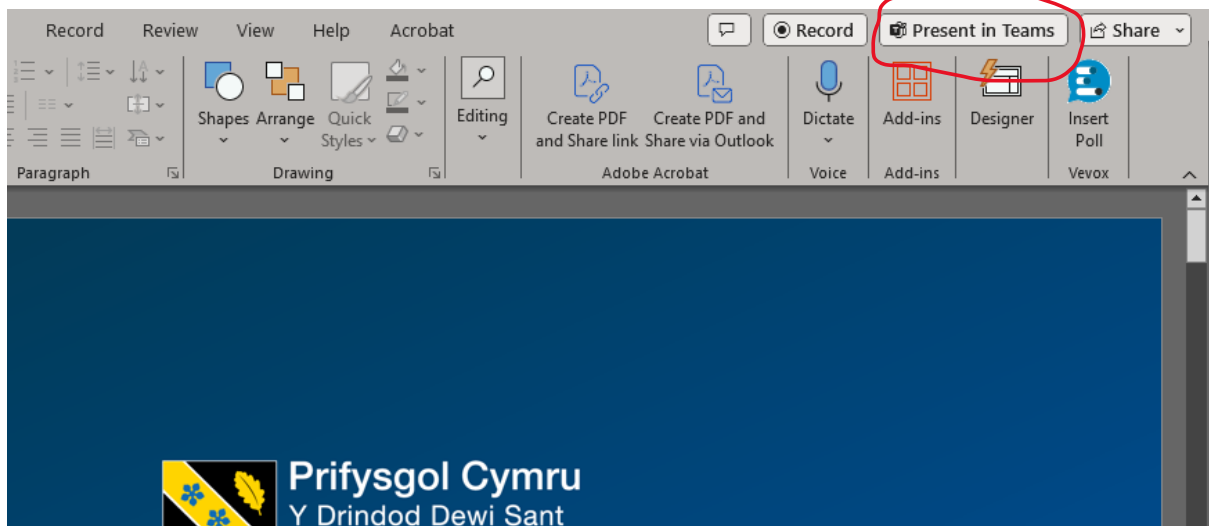


Click Join Now:

Once you are on the main screen, you need to share your slides.

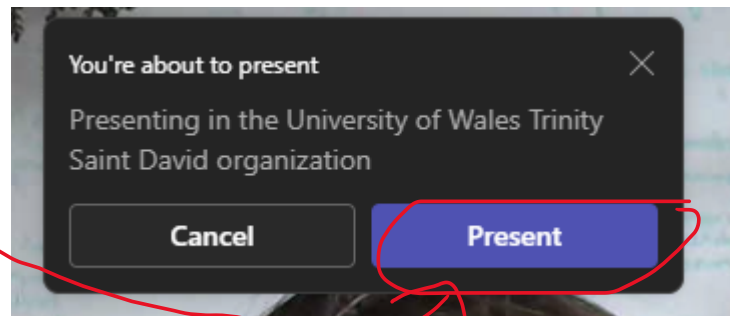
Ensure that your POWERPOINT slides are open on your desktop.

Go to your slides and select 'Present in Teams' on the top of the toolbar:

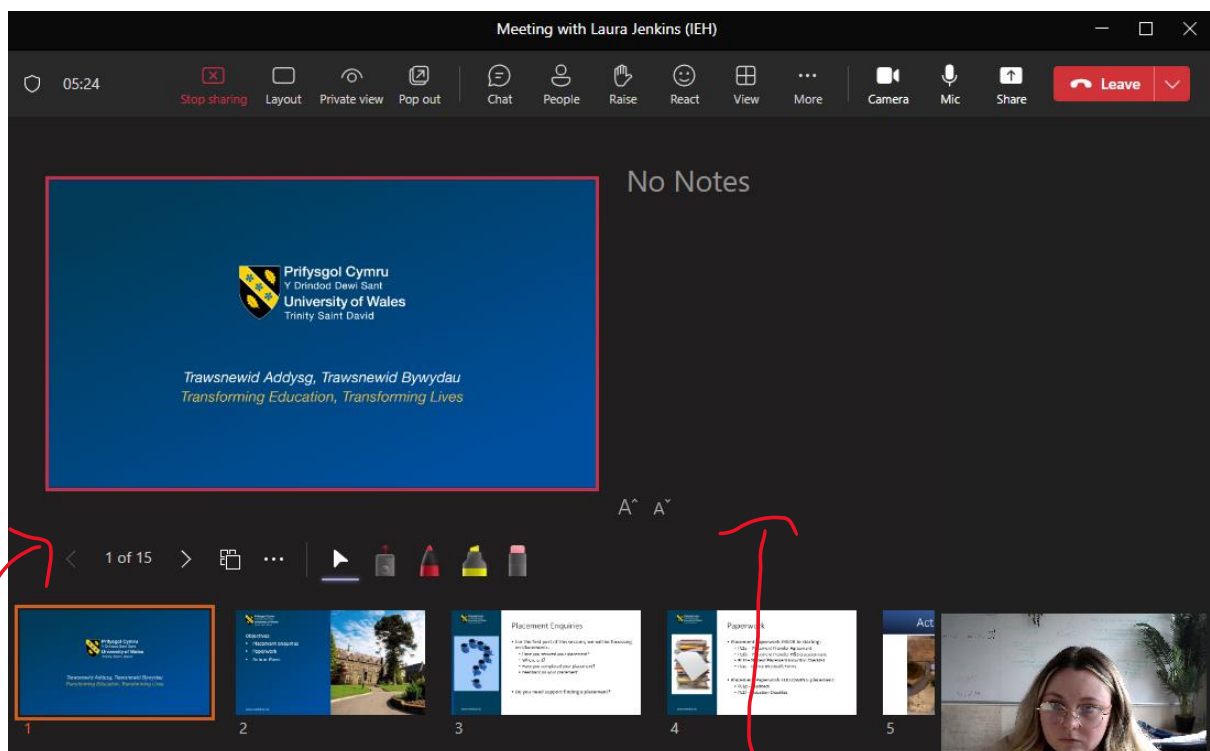


Go back to your teams meeting. It will now prompt you with:

Click Present:



You will now see your screen change to:



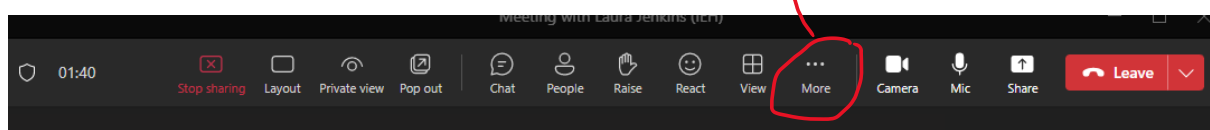
Any notes that you make on the slides will be visible to you here, I will not be able to see your notes.

You can navigate through your slides using these arrows

Recording yourself on Teams

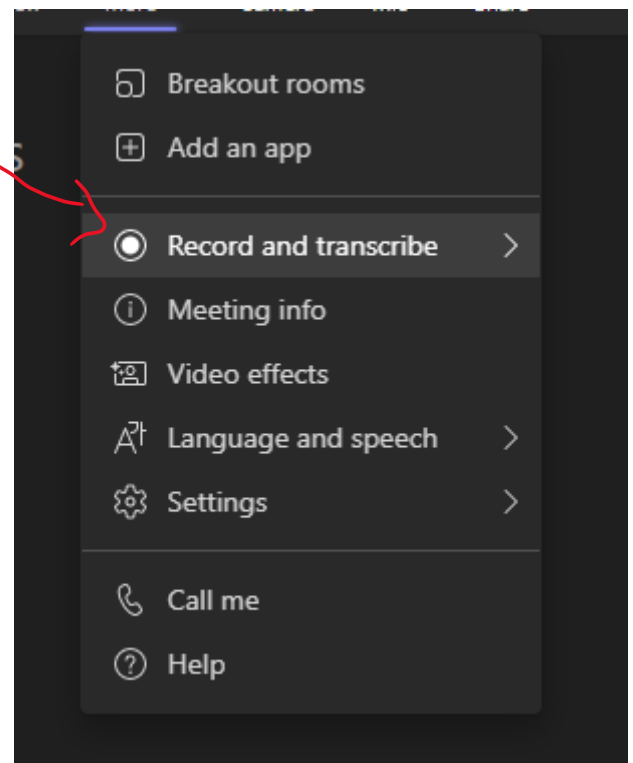
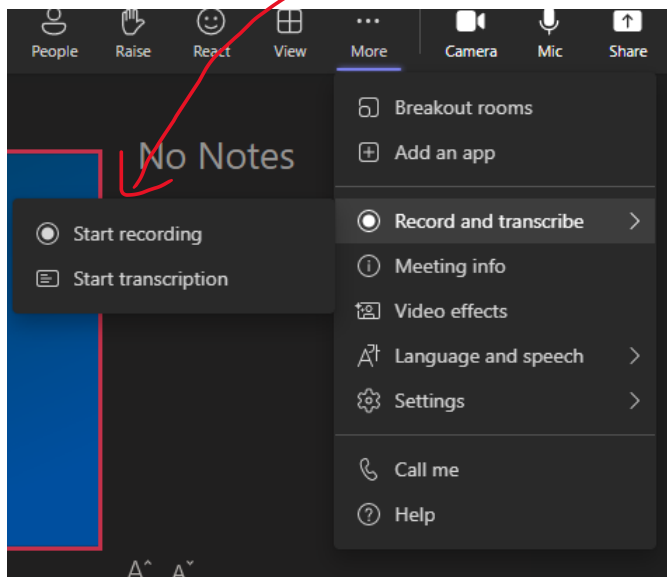
Once you are presenting your PowerPoint Presentation, you now need to record your video.

To do this you need to click the three dots on the top toolbar 'more'.



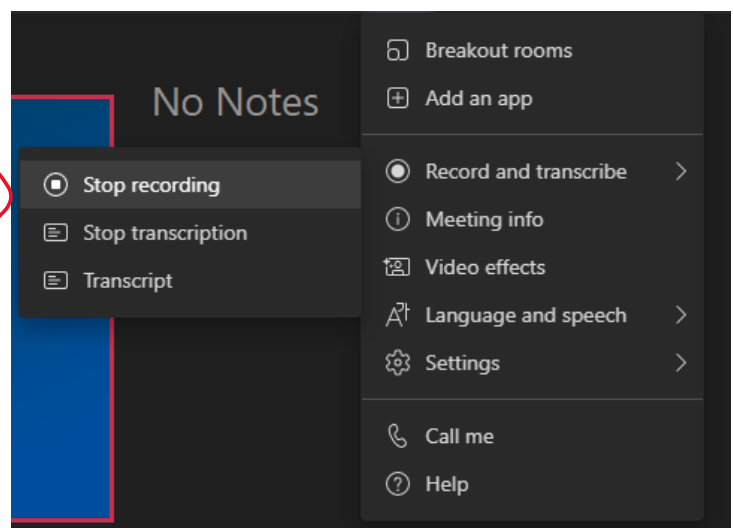
This will give you a drop down option to 'record and transcribe'

Click record and transcribe, and then 'start recording'

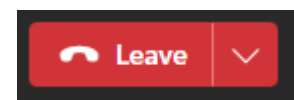


You can now present your presentation.

Once you have completed your presentation, repeat the process by clicking on the three dots 'more', 'record and transcribe' and then 'stop recording':

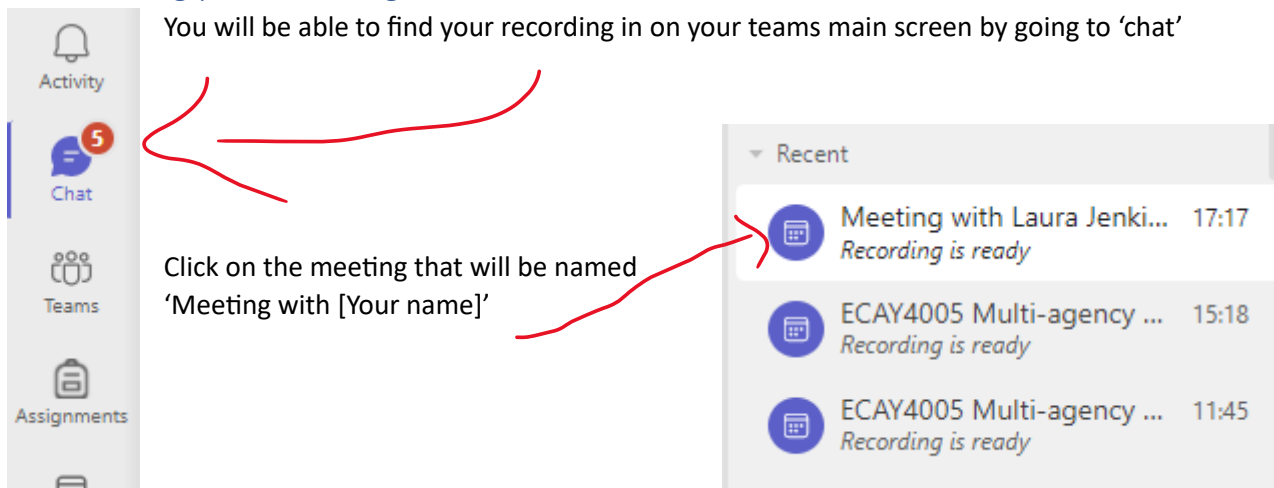


Once you are finished and happy with your recording, you can 'leave your meeting'



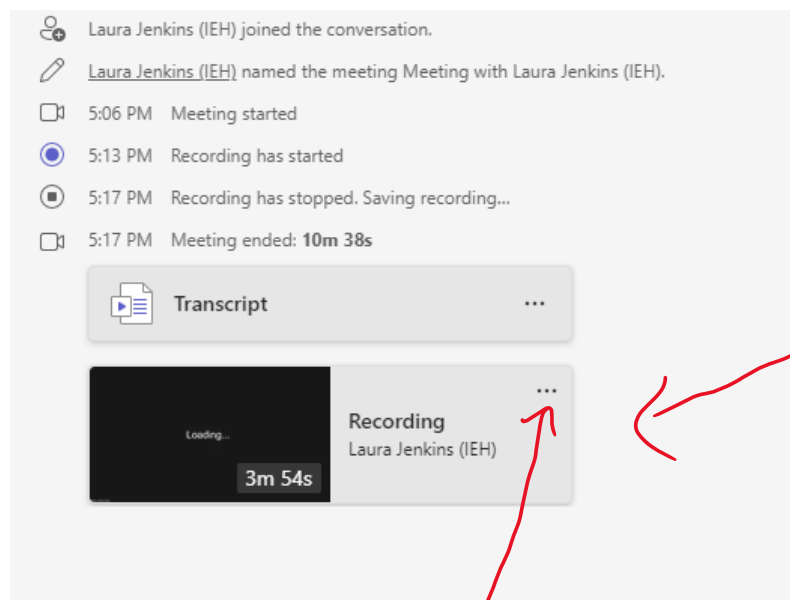
Submitting your recording

You will be able to find your recording in on your teams main screen by going to 'chat'



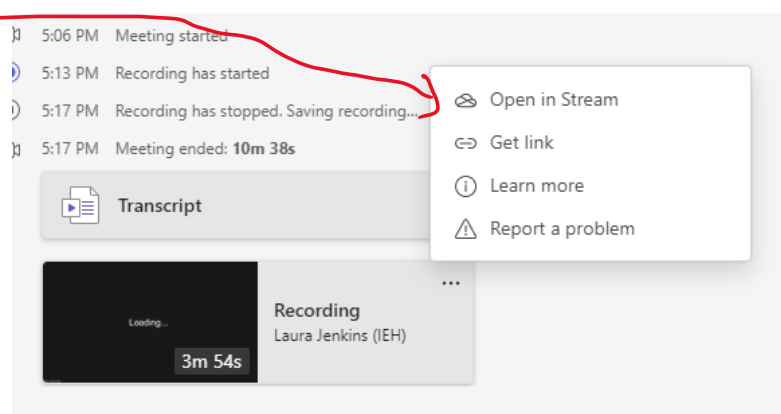
Click on the meeting that will be named 'Meeting with [Your name]'

This will open up the chat bar which will include your recording:

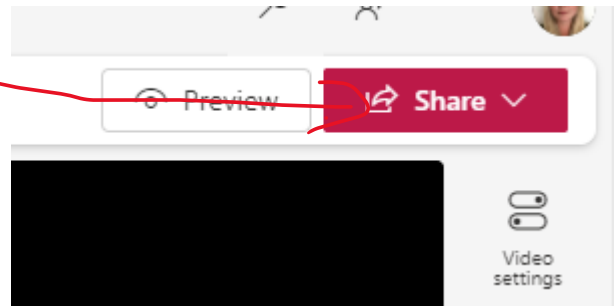


Click the three dots to open the option menu

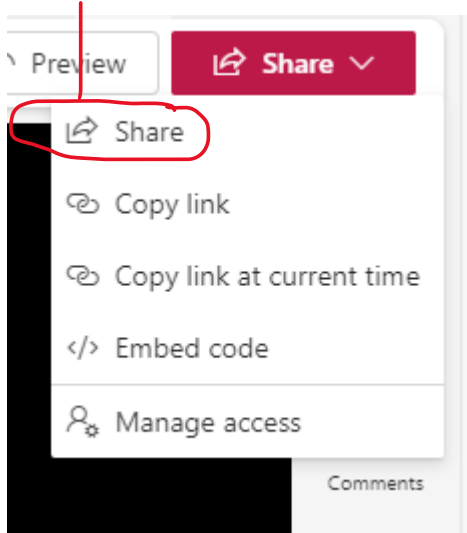
And click 'open in stream':



In stream, in the top right hand corner, click 'share'

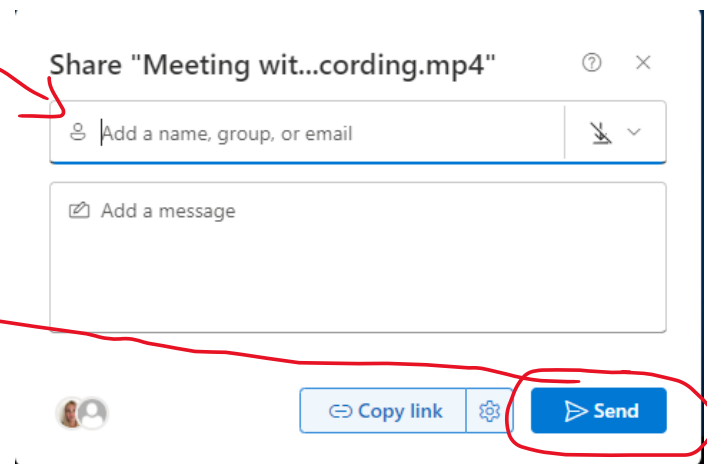


And then click share again:



In this box, type:

- Laura Jenkins (l.jenkins@uwtsd.ac.uk)
- Ken Dicks (Ken.dicks@uwtsd.ac.uk)
- Caroline Lohman-Hancock (c.lohman-hancock@uwtsd.ac.uk)



And then click send:

This will then go into my email inbox, I will repond to you saying 'submission received'.

Please note, this needs to be done BY the submission due date, unlike your live presentations that normally happen following submission deadlines, this submission needs to be emailed to me before the deadline.

If you have any questions or need further support, please contact the IT service Desk on:

0300 500 5055