

Record a video and save to OneDrive



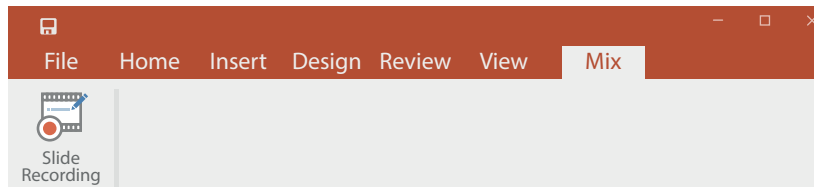
The easiest way to submit a video to your tutor is through OneDrive. This guide shows you how to record a video using Powerpoint and upload it to OneDrive on a **Windows PC or laptop**.

1

Getting ready to record



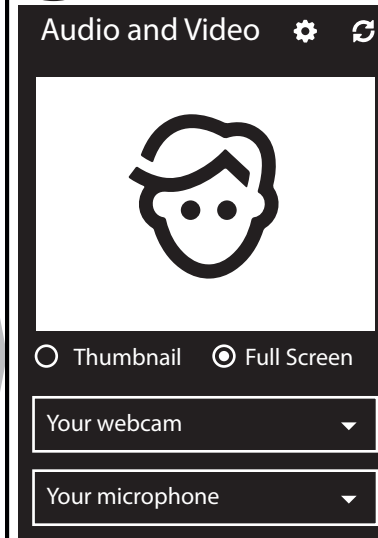
Powerpoint is the easiest way to record videos on your Windows PC or laptop



Open powerpoint and click **Mix** on the ribbon at the top. Next click '**Slide Recording**' to open up your recording options.

2

Recording your video



Make sure you select '**Full Screen**' to capture the best quality video

If your face does not appear in the box, you may need to select your webcam using the dropdown options

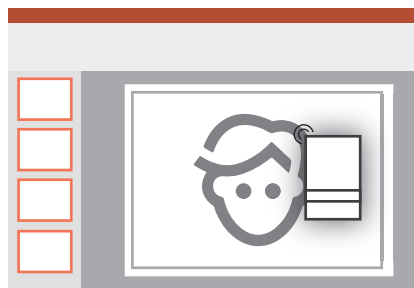
3

Saving your video



Close

When you have finished your recording, close the Slide Recording screen



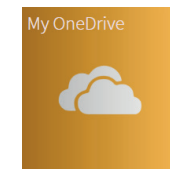
Your video will now appear on your Powerpoint slide. Right click it, select '**Save media as...**' and save your video

4

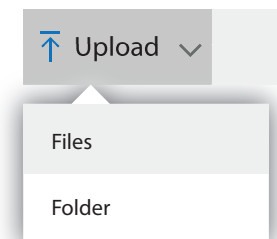
Uploading your video to OneDrive



Go to MyDay
myday.uwtsd.ac.uk



Click on the '**My OneDrive**' tile



Click '**Upload**' and select '**Files**'. Navigate to your video file and click '**Open**'