

## Instruction Manual for Uploading Video Responses

Before you start recording your response:

- Take some time to prepare your answer.
- Find a quiet room to complete your recording. Make sure to speak clearly & loudly.
- Once you are ready to add a submission, make sure you are using **Google Chrome**. The video response tool will <u>not</u> load on any other browser.

You have 2 options to choose from to upload your video. Scroll down below for guidelines on how to submit using either of the two options:





## Option 1: Web Recorder [Recommended]

Before you begin, make sure you are using **Google Chrome** and your browser has access to your webcam and microphone.

- Once you are ready to record, click on the "Add Submission" button at the bottom of the evaluation page and the tool (see below) will pop-up. There will be a blank space until the tool loads, and it may take a few minutes to appear. Choose "Web Recorder".
- Use your webcam and start your recording by clicking the red button.
   Once you are done speaking, stop the recording by clicking the square button.
- Once you have stopped the video, a popup will appear (see below). Click on "Upload Recording". You do <u>not</u> need to add a title or description.









## Option 2: Upload

This option is not recommended, as it may take a long time to upload the video. Before you begin, make sure you are using **Google Chrome**.

1. Use an external camera to record your response and save your video as an .mp4 file. Once your video file is ready, click on the "Add Submission" button at the bottom of the evaluation page and the tool (see below) will popup. There will be a blank space until the tool loads, and it may take a few minutes to appear. Choose "Upload".	<ol> <li>Select your video for submission, and a pop-up (see below) will appear. Click on "confirm".</li> </ol>	<ol> <li>After step 2, another pop-up (see below) will appear. Choose "Start Upload". You do <u>not</u> need to add a title or description.</li> </ol>
but the Updad Select Files for Submission Tou can drag and drap your file have	Use filename for title Details Tote Tote Tote Tote Tote Tote Tote Tote Tote Tote Tote Sec the Publishing Policy for the Recording to be added to. Cibbal Content Cibbal Content Cibal Content C	suture Upped U



For **both options**, it will take some time for your video to load. Follow the steps below to make sure your video has fully uploaded:

4.	Only click on <b>"Save changes" AFTER</b> you see the following message.		File Upload Com WARNING: The S To finish submiss	uplete Submission is NO sion, please click Save changes	OT yet complete ('Save changes Cancel	el s' below to sav	·e.		
5.	Double-check that your video has uploaded before submitting. If your video is not visible, it has <b>not</b> uploaded and you will need to redo your submission. On the right, is an example of an <b>unsuccessful</b> upload.	Su	Ibmission status Grading status	Application 9 points Uses specified language structures and vocabulary in familiar and new contexts correctly. Thursday, 21 July 2022, Nothing was submitted v	Student meets little or none of the requirements 8:51 PM via the Planet eStream plug You can	Uses language structura and vacabulary in familiar and new contexts with limited accuracy. pin. Please ensure you up in. Please ensure you up Edit submission Remove submission still make changes to you Submit assignment ubmitted you will not be al	Draft (not sub Not grad is Uses language structure and vocabulary in familiar and new contexts with some accuracy.	ed ed es Uses language structure and vocabulary in familiar and new contexts with considerable accuracy. indow before clicking Save If your video appear, this in were errors v Do not su assigni Click "Edit Sui re-record and instructions	a Uses language structures and vocabulary in familiar and new contexts with high degree accuracy. Changes. Changes.



