



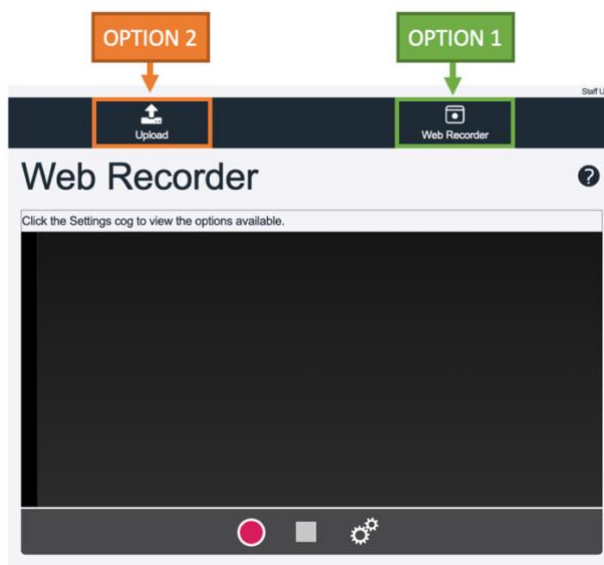
Instruction Manual for Uploading Video Responses

In this evaluation, you will use your webcam or external camera to record yourself as you respond to ONE of the question options provided. Your recorded response should be approximately 2 minutes long.

Before you start recording your response:

- Take a minute or two to prepare your answer. Create rough notes if you wish but do not create a script.
- Find a quiet room to complete your recording. Make sure to speak clearly & loudly.
- Do not read directly from your notes and try to keep your response approximately two minutes long.
- Once you are ready to add a submission, make sure you are using **Google Chrome**. The video response tool will not load on any other browser.

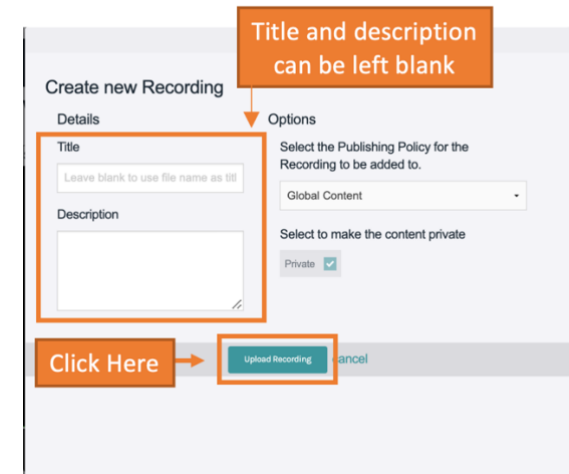
You have 2 options to choose from to upload your video. Scroll down below for guidelines on how to submit using either of the two options:



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.

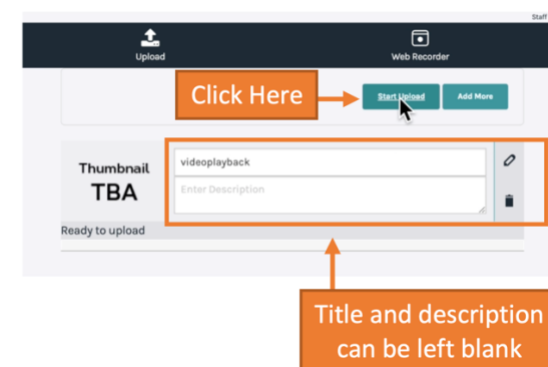
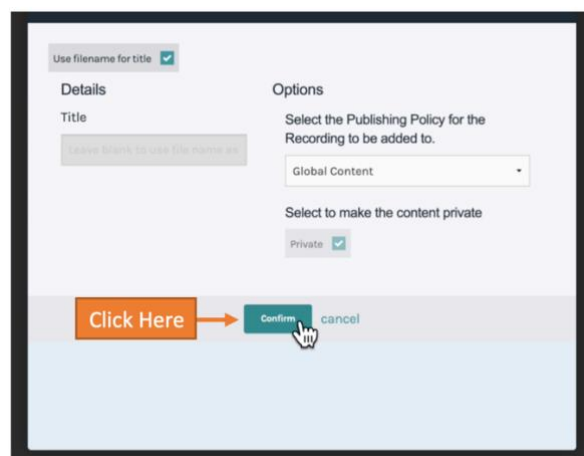
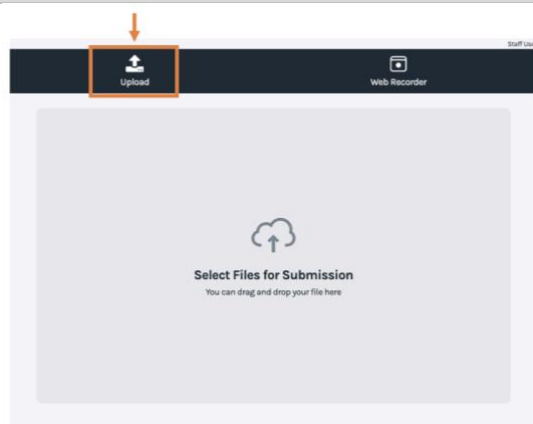
1. Once you are ready to record, click on the “**Add Submission**” button at the bottom of the evaluation page and the tool (see below) will pop-up. There will be a blank space until the tool loads, and it may take a few minutes to appear. Choose “**Web Recorder**”.
2. Use your webcam and start your recording by clicking the **red button**. Once you are done speaking, stop the recording by clicking the **square button**.
3. Once you have stopped the video, a pop-up will appear (see below). Click on “**Upload Recording**”. You do not 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 pop-up. There will be a blank space until the tool loads, and it may take a few minutes to appear. Choose "Upload".
2. Select your video for submission, and a pop-up (see below) will appear. Click on "confirm".
3. After step 2, another pop-up (see below) will appear. Choose "Start Upload". You do not need to add a title or description.





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:

- Only click on “Save changes” **AFTER** you see the following message.

File Upload Complete

WARNING: The Submission is NOT yet complete!

To finish submission, please click 'Save changes' below to save.

Save changes

Cancel

- Double-check that your video has uploaded before submitting. If your video is not visible, it has **not** uploaded and you will need to redo your submission.

On the right, is an example of an **unsuccessful** upload.

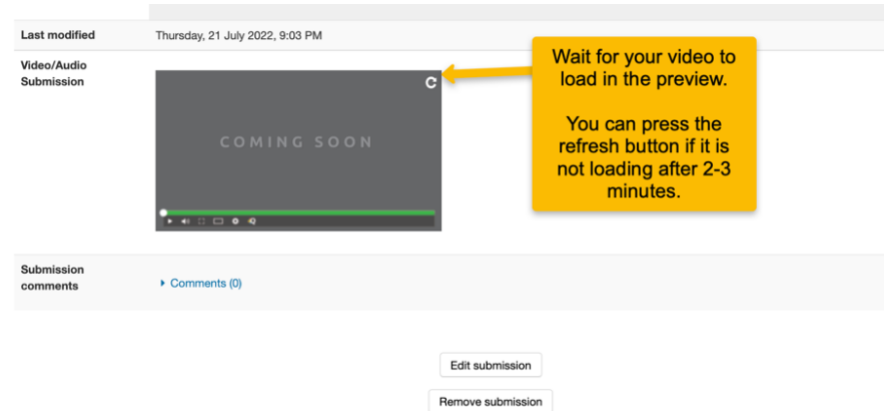
Submission status	Draft (not submitted)				
Grading status	Not graded				
Application 9 points Uses specified language structures and vocabulary in familiar and new contexts correctly.	Student meets little or none of the requirements	Uses language structures and vocabulary in familiar and new contexts with limited accuracy.	Uses language structures and vocabulary in familiar and new contexts with some accuracy.	Uses language structures and vocabulary in familiar and new contexts with considerable accuracy.	Uses language structures and vocabulary in familiar and new contexts with high degree accuracy.
Last modified	Thursday, 21 July 2022, 8:51 PM				
Video/Audio Submission	Nothing was submitted via the Planet eStream plugin. Please ensure you upload the file in the plugin window before clicking Save Changes.				
Submission comments	<p>▶ Comments (0)</p> <p>Edit submission</p> <p>Remove submission</p> <p>You can still make changes to your submission.</p> <p>Submit assignment</p> <p>Once this assignment is submitted you will not be able to make any more changes.</p>				

If your video does not appear, this means there were errors with saving. Do not submit the assignment.

Click "Edit Submission" to re-record and follow the instructions carefully.



6. Once your video has uploaded **successfully**, you can see a preview:



7. If you are not satisfied with your video, you can rerecord or reupload your video while it is still a **“Draft”**. See the instructions on the right:

