

Step-by-Step Guide: How to Upload a Video Submission

Where do I create my video?

For best results, and security of your information, we recommend creating your video submission using your:

- Mobile phone, tablet with camera or using the webcam on your PC.

How do I save my video?

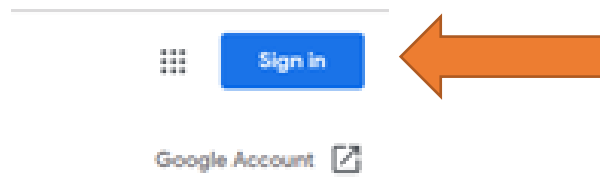
Please save your video as an MP4 file and upload to your Google account. This will enable you to then share documents with your assessor/coach, by creating and providing a sharable link.

Note: If you have a Gmail email address, you already have a Google account so you won't need to create an account. Please continue to Step 2

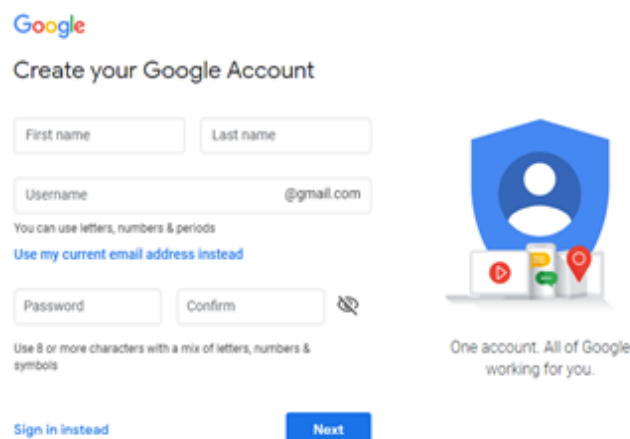
I need to create a Google account to upload my video submission

1. How to create a Google account:

- Go to www.google.com and locate and select the “Sign in” button in the top-right corner of the page.



- Select “create account” from the log in screen displayed:

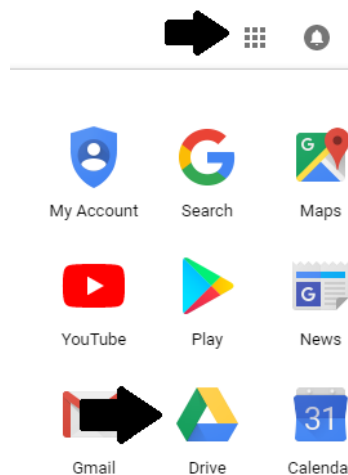


- Complete the details as requested. For further assistance please refer to www.support.google.com.

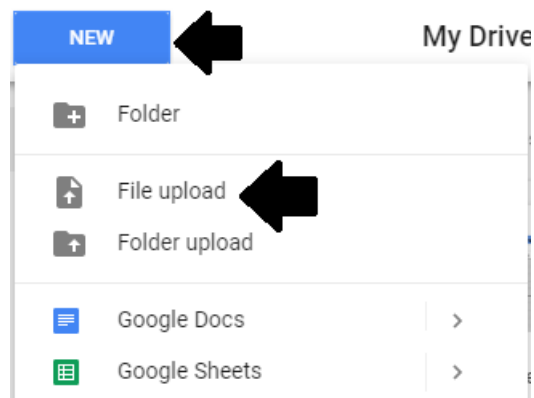
Created your Google account?

2. How to Upload a file to google drive:

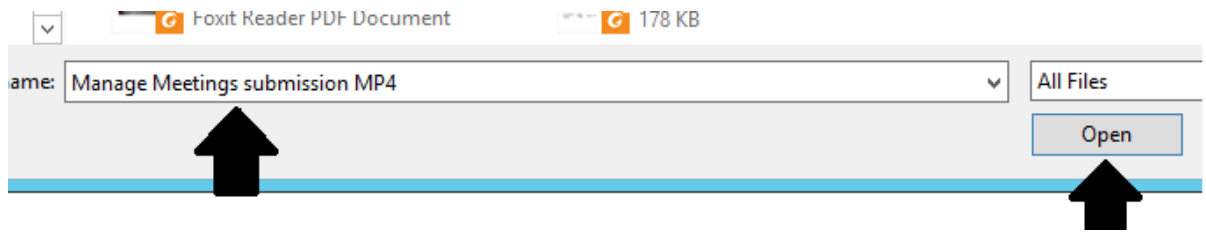
- Sign into your Google account and continue with the next step



- In the top right of the screen, select “New” this will give a drop down menu, select “File Upload”



- Locate the MP4 file you have created of your meeting and select the file name, then select “open”

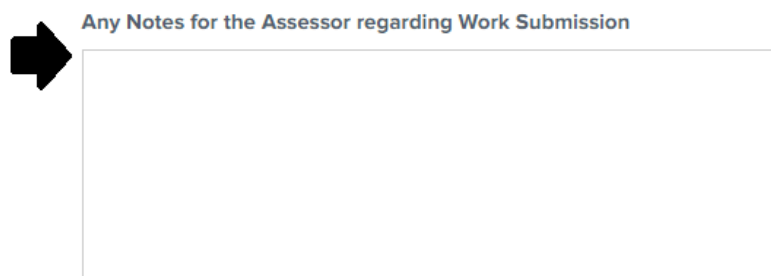


- The file is now in your Google drive for you to use or share as needed.

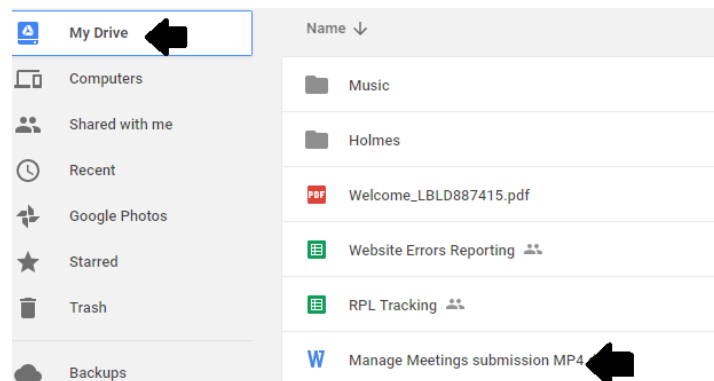
How will my Assessor/Coach view my video submission?

3. To obtain the shareable link and submit formally:

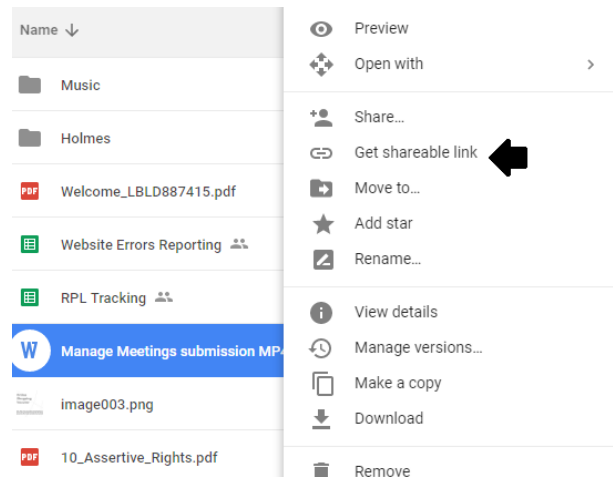
- You need to submit your video by adding the shareable link in the “add notes for your assessor” section of the “submit work” page:



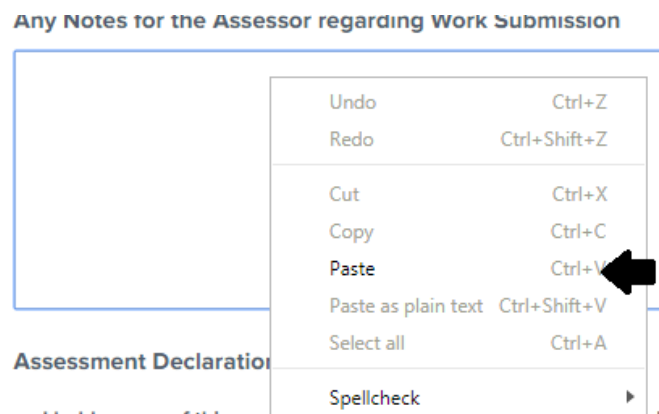
- When you are ready to submit your unit of work, log in to Google, Select “My drive” at the top right of screen, then locate your file in those displayed (if the file you want is not present, please repeat step 2):



- Using your mouse, right click and select “get shareable link” from the menu displayed:



- This will automatically copy the link to your clipboard. Navigate to the “submit work” page and paste the link into the “notes for assessor” section:



If you have any further questions regarding ‘How to Upload’ a video submission please contact your Student Support or start a ‘live chat’ (Mon-Fri, 9am-6m)