HOW TO UPLOAD A SHORT VIDEO FOR ASSESSMENT

A smart phone, web cam, tablet, camera or a webcam (in your computer, or plugged into your computer) can usually produce videos that are suitable for uploading for assessment. These instructions will help you choose the right file size and upload your video to a MyLO *Dropbox*. Submission of large files like videos can take some time, so plan to start the submission process at least 1-2 hours before the due date and time of your assessment task.

1. There are many devices you can use to capture videos of yourself. You could use a webcam that is included in your computer, or a standalone webcam plugged into your computer, a smart phone or tablet, or a camera or video camera.

   Many of these devices come with apps or software to make videoing easy.

   Whatever method you use to shoot your video, you should try to create a video file that complies with one of the file types shown in the table on the right.

   Make sure your video file has been transferred to your computer before you start the upload process.

FILE TYPE	Notes
MP4	Also referred to as an MPEG-4, this is one of the most common forms of video files shared via web and email. This type of file retains a good quality whilst also delivering as small a file size as possible. Most smart phones and tablets produce this video file type by default. Some applications, like Windows Movie Maker, allow you to capture video using a webcam. They usually allow you to save a video file suitable for email, social media (e.g. Facebook) or smart phones. MP4 is generally the default file format used for these purposes.
MOV	A common file type also produced by smart phones, tables and some computers. Generally suitable for the Web.
WMV	A file type common to videos produced on a Microsoft Windows computer. See if you video software will allow you to save the file it as an MP4 or MOV, as these files can be quite large and will take some time to upload.
AVI	These files tend to be high quality and tend to produce a big file. See if you have any option to save your file as an MP4 or MOV.

2. Locate the *Dropbox Folder* that you need to use to submit your assessment task.

   To do this, go to your MyLO unit and select the *Dropbox* tool from the toolbar. This will show you a list of all the *Dropbox Folders* available.
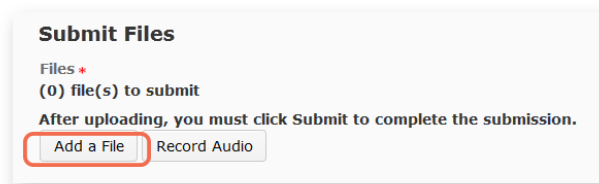
   Alternatively, your lecturer may have included a link to the *Dropbox Folder* from *Content,* for example, from a folder named *Assessment*. They often include useful information about the assessment task in these folders.
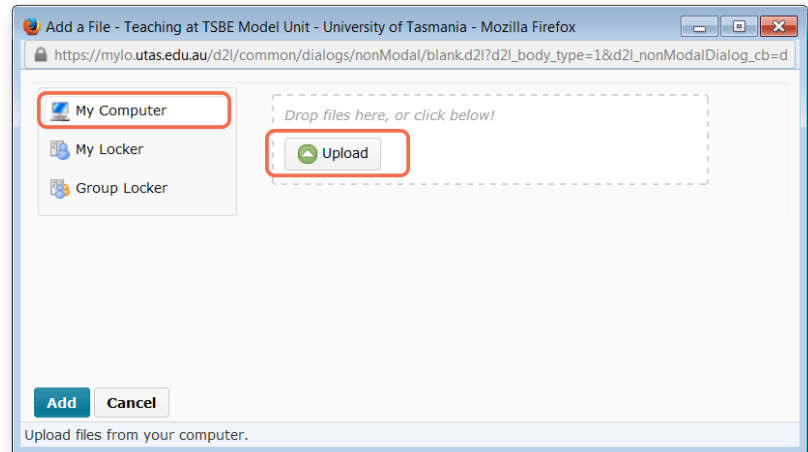
   Click on the folder name to open the *Dropbox Folder*.

3. Pay careful attention to any instructions that your lecturer has included in the *Dropbox Folder*. Do you need to upload any additional file to accompany your video? When you're ready, scroll down until you see *Submit Files* and click on the *Add a File* button.

    Submit Files

    Files *
    (0) file(s) to submit
    After uploading, you must click Submit to complete the submission.

    [Add a File]   [Record Audio]

4. The *Add a file* window will open. Select *My Computer* option from the sidebar, then click on the *Upload* button.
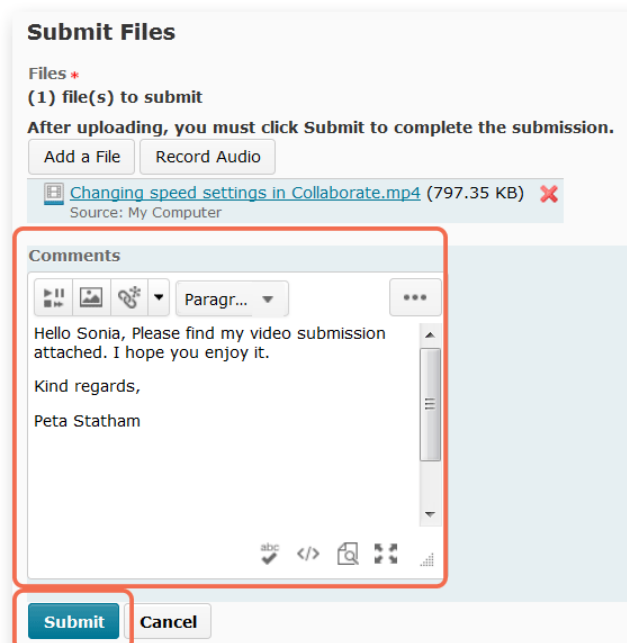
    Select your video file from your computer.

    Your video file should now appear under the *Upload* button. Once you have uploaded all the necessary files, click on the *Add* button.

    Add a File - Teaching at TSBE Model Unit - University of Tasmania - Mozilla Firefox

    https://mylo.utas.edu.au/d2l/common/dialogs/nonModal/blank.d2l?d2l_body_type=1&d2l_nonModalDialog_cb=d

    - My Computer
    - My Locker
    - Group Locker

    Drop files here, or click below!

    [Upload]

    [Add]   [Cancel]

    Upload files from your computer.

5. Check that all the files you needed to upload now appearing in the *Submit Files area*

    You can add *Comments* to your submission if you wish to.

    Click on the *Submit* button to submit your work.

    Submit Files

    Files *
    (1) file(s) to submit
    After uploading, you must click Submit to complete the submission.

    [Add a File]   [Record Audio]

    Changing speed settings in Collaborate.mp4 (797.35 KB) ✖
    Source: My Computer

    Comments

    [▮▮] [🖼] [✱] [▾]   [Paragr... ▾]   [•••]

    Hello Sonia, Please find my video submission attached. I hope you enjoy it.

    Kind regards,

    Peta Statham

    [abc] [</>] [🔍] [⛶]

    [Submit]   [Cancel]

6.   Be patient – the submission may take some time, especially if the files you have uploaded are large and/or if your internet connection is slow.

Leave the page open until you get a message similar to the one shown on the right. You may also receive an email message a short time later.

If the submission fails, try once more, then Contact the Service Desk by email to Service.Desk@utas.edu.au to request support.

File Upload Results

File submission successful

Uploaded By
Peta Statham

Folder
Testing grademark

Instructions

Submitted Files
Changing speed settings in Collaborate.mp4 (797.35 KB)

Comments

Hello Sonia, Please find my video submission attached. I hope you enjoy it.

Kind regards,

Peta Statham

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