**Student Teaching**

**Spring 2021**

**Observation Video Submission Instructions**

Students will use one of two video uploading platforms to submit observation videos for critique and evaluation. Students may choose one of the following two options:

**Google Drive**

***In order to use Google Drive, you must have a Google account.***

To upload to your Google Drive and share the video with your supervisor for critique, please follow these directions:

**On your PC:**

* Log into your Google account and select Drive (triangle icon).
* Create a new folder (“+New” found on left top of page)
* Name the folder “Fall 2020 Student Teaching”. Place all videos for observation in this folder.
* To upload a video, click “New” again and select “file upload”.
* Upload your video.
* Name your video the date created.
* Drag your video into the correct folder.
* Share your video with your university supervisor. Click the dropdown arrow beside of your folder and select “share”.
* From the share box, enter the email address(es) of your supervisor. Beside of their email, use the dropdown to change them from an “editor” to a “viewer” and click “send”.
* Videos should be available in your Google drive in the named folder for you and your supervisor to view.

**Using the app from your device:**

* Download the Google Drive app and log in.
* Create a new folder (“+” sign at the bottom of the screen)
* Name the folder “Fall 2020 Student Teaching”. Place all videos for observation in this folder.
* To upload a video, click “New” again and select “upload”.
* Select and upload your video.
* Name your video the date created.
* Place your video in the correct folder. Click the 3 dots to the right of your video, select “Move” and then select your folder.
* Share your video with your university supervisor. Click the 3 dots beside of your folder and select “share”.
* From the share box, enter the email address(es) of your supervisor. Beside of their email, use the dropdown to change them from an “editor” to a “viewer” and click “send”.
* Videos should be available in your Google drive in the named folder for you and your supervisor to view.

**One Drive**

To upload to your One Drive and share the video with your supervisor for critique, please follow these directions:

**From your PC:**

* Log into your One Drive account.
* Create a new folder.
* Name the folder “Fall 2020 Student Teaching”. Place all videos for observation in this folder.
* Upload the video to your computer. Name your video the date created.
* Drag the video to the correct folder.
* Click the name of the video and then right click on the cloud icon. Select “share”.
* Add the email address that it is to be sent to. At the drop-down box, click the box that does not give the viewer the ability to edit.
* Share the video.

**Using the app from your device:**

* Open the app. Click the blue “+” sign in the top right corner of your screen.
* Select “Upload” from the drop-down list.
* Choose “photos and videos” and select the video you wish to upload.
* Once the video is uploaded, name the video the date it was created.
* Select the blue “+” sign again and select “Create a Folder”.
* Name the folder “Fall 2020 Student Teaching”. Drag your videos to this folder.
* Click the three dots to the right of the folder and select “share”. Enter the email address that you wish to share it with. From the link settings, ensure that your video cannot be edited by the viewer.
* Send your video.