

Standard Instructions for Video Assessments for EduBits

These guidelines are standard instructions for EduBit assessments where you are required to produce a video as evidence of assessment.

*Always open your video link and check it opens and can be watched when you submit this as evidence.

Equipment – all you need is a smartphone capable of recording video, with audio capability. To download the video from your phone you will either need access to Wi-Fi or data.

Security of video – the video will only be viewed by the EduBit Assessor and stored if identified for post-moderation purposes. Check with your employer before videoing to ensure it is ok to create the video at work. Always seek permission if there are any other people in the video.

Length – refer to the assessment criteria for any maximum video length required.

Should I edit the video? - this is up to you. You can if you wish, however the video should contain the evidence required in the EduBits criteria.

Can someone else take the video? – yes, that's fine as long as the assessment steps are followed.

Audio - must be on during the whole video.

Quality of video and audio – the quality of the video and audio needs to be good enough to be clearly viewed and heard by the Assessor to assess the skills/tasks being shown.

Hints to ensure your video can be assessed

Plan – plan and practice the skill/tasks you are required to perform several times before producing the video.

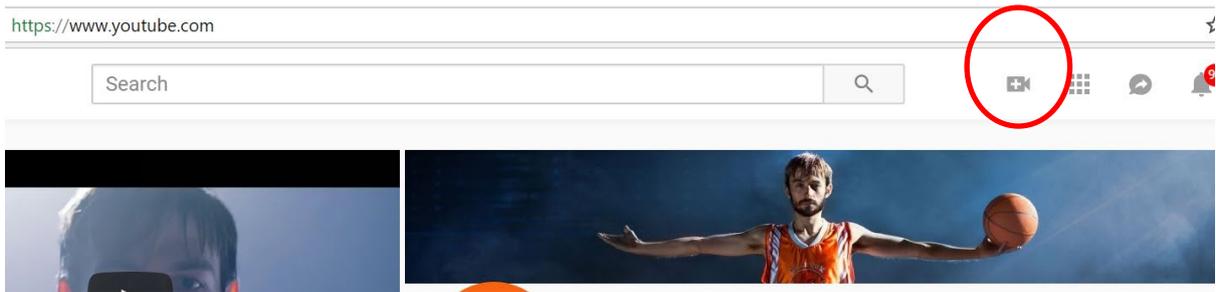
Video – if someone else is recording the video, they should rest their hands on something, e.g. a table or bookshelf, to help keep steady. If you are doing it yourself, rest the phone on something but make sure you are in the shot. A wide shot is generally preferable although some close-ups may be needed. Avoid filming towards bright lights or the sun.

Audio - choose a time of day and place to take the video where other noises are unlikely to interrupt the audio. Work off notes and practice reading these out to ensure you say what you need to within the maximum video time.

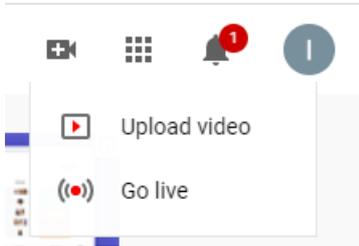
Review – watch and listen to the video before you submit it. Check that you have covered the skills/tasks required in the assessment criteria. If you are not completely happy, repeat the video.

Instructions on uploading your video to YouTube

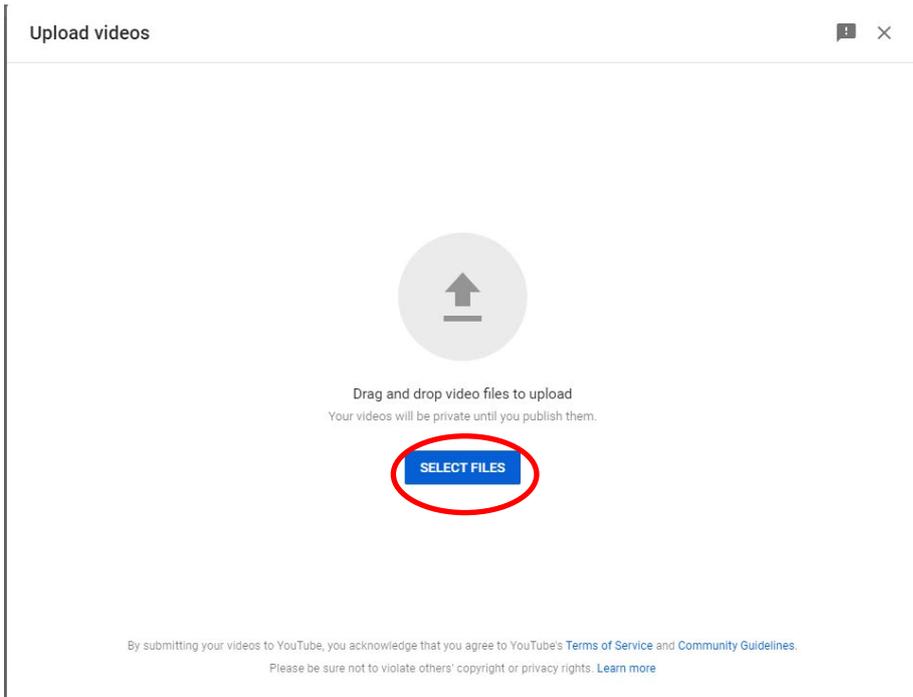
To upload a video, open YouTube and click on the movie icon (top right).



Choose Upload video



You will see an option to Select Files or you can Drag and Drop your video.



Give your video a title and wait for the processing to complete.
Scroll down and under Is this Video Made for Kids? Check “Yes, it’s made for kids” and Next.

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Yes, it's made for kids

No, it's not made for kids

▼ Age restriction (advanced)

Finished processing **NEXT**

Add video elements if needed or just click Next again.

Under Visibility choose Unlisted and Save. Please do not choose Private as this will mean that the EduBits Assessor will not be able to view your EduBit.

Details — 2 Video elements — **3 Visibility**

Visibility

Choose when to publish and who can see your video

Save or publish
Make your video public, unlisted, or private

Private
Only you and people you choose can watch your video

Unlisted
Anyone with the video link can watch your video

Public
Everyone can watch your video

Set as instant Premiere ?

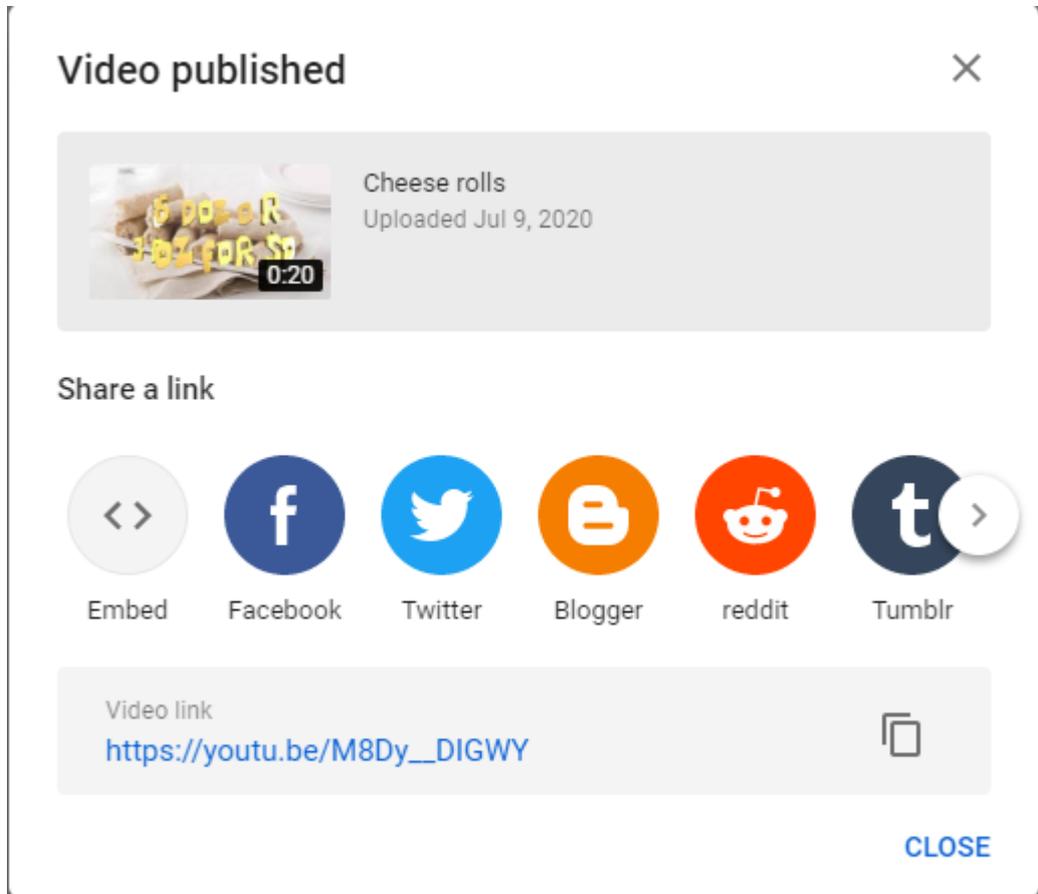
Schedule
Select a date to make your video public

Before you publish, check the following:

Do kids appear in this video?
Make sure you follow our policies to protect minors from harm, exploitation,

Finished processing **BACK SAVE**

Take a copy of the video link and Close.



Video published

Cheese rolls
Uploaded Jul 9, 2020

Share a link

Embed Facebook Twitter Blogger reddit Tumblr

Video link
https://youtu.be/M8Dy__DIGWY

CLOSE

Log into your account on the EduBits website.

- Under **Active EduBits** tab, click on **Assessment** to open details of your assessment.
- Scroll down to the Tasks section and select the **task** that you want to upload evidence for, e.g.

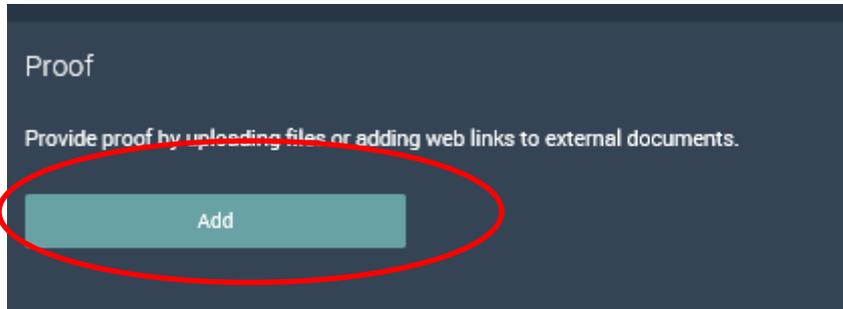
Task 2: Develop an oral presentation with accompanying visual aids

- Use the downward pointing arrow on the right hand side to unroll the instructions for that task.

INCOMPLETE



- Instructions for that task are on the left hand side. On the right hand side, under **Proof**, select **Add** to open the evidence upload window (see below).



- Paste the video link into the 'Add External Link' section (see below). Wait for the tick to show that it's uploaded completely.
- Make sure that you add a title for your video.
- SAVE (If you're operating Internet Explorer v11, you may need to scroll down to find the Save button).

Files
Choose Files No file chosen

External Documents
Link to evidence hosted online at services such as Google Drive or Microsoft OneDrive (includes video, images and documents)

Document Title: Te Reo 1 | Document URL: https://youtu.be/MXqZeMUMHx0

Save

If you have more evidence to upload for that task, click the **Add**.



If you have finished uploading evidence for that task, click the **Mark As Complete** button to change the status of that task to Complete. You can still add further evidence if you need to.

You can use the upward pointing arrow on the right hand side to roll that task up out of the way and make it easier to see the remaining tasks.

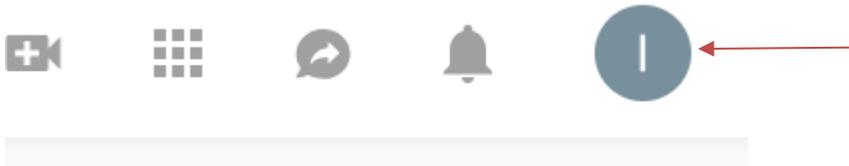
Uploading videos directly from your Smart Phone:

After you have completed your video on your smart phone, click on the share and find the YouTube icon.

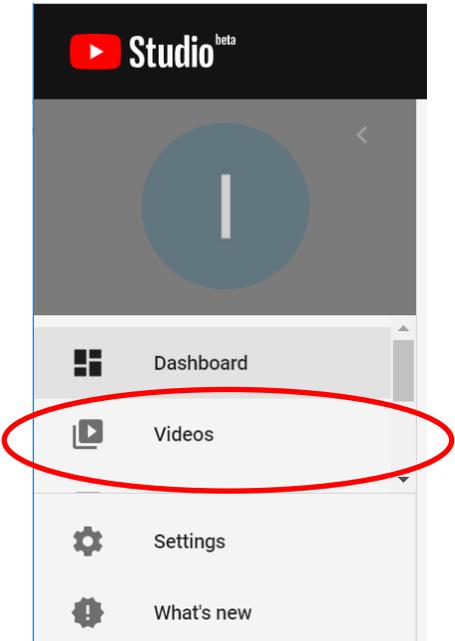


Give the video a title and set the Privacy to 'Unlisted' and click Upload.

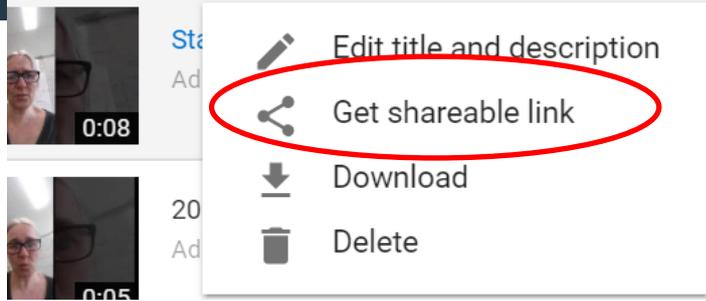
You may need to use your computer to upload the video to the EduBits website. Click on your account icon (top right of You Tube page) and choose You Tube Studio



Click on Videos on the left hand side menu



Find the video you want to upload to EduBits and click on the 3 dots for options and choose 'Get sharable link'. This link will be copied to your clipboard.



Go to your EduBits account and paste the link to the task (as above on page 4).

