

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.

Equipment – all you need is a smartphone camera 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 marker 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 maximum video length required, these will be specified. Any videos that go over the time limit will not be marked from that point.

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 criteria.

Can someone else take the video? – yes, is 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 marker to assess the skills/tasks being shown.

Hints to ensure your video can be marked

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

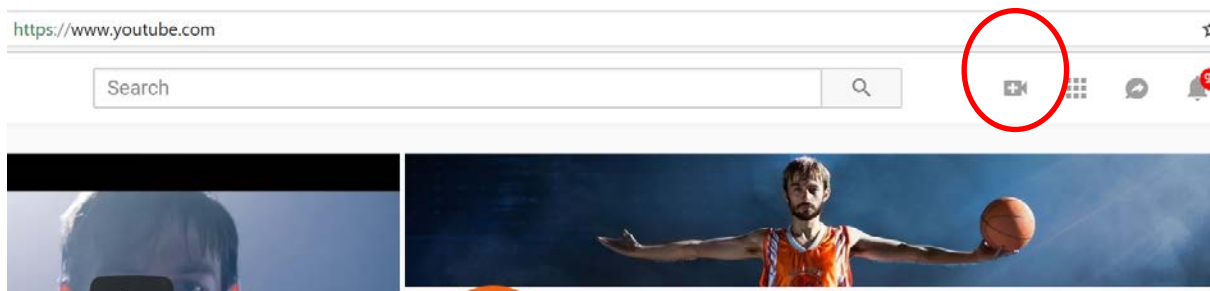
Video – if someone else is recording the video, they should rest their hands on something, e.g. a table or bookshelf, to help keep steady. If you are doing it yourself, rest the phone on something but make sure you are in the shot. A wide shot is generally preferable although some close-ups may be needed.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

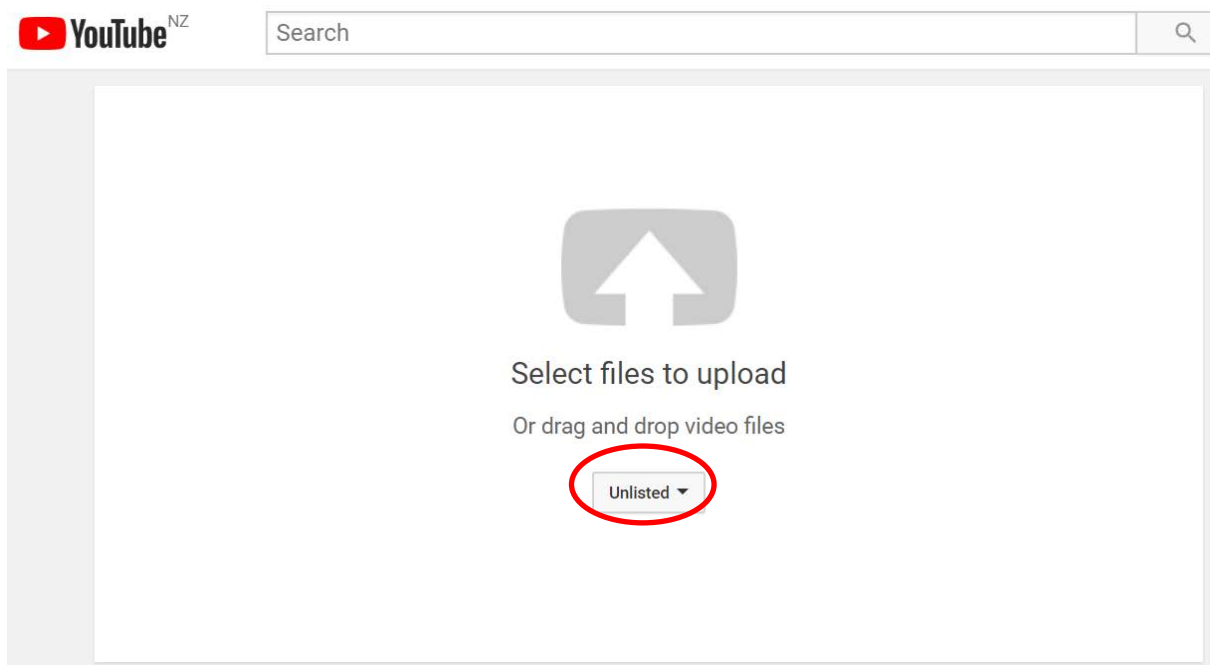
Review – watch and listen to the video before you submit it. Check that you have covered the skills/tasks required in the assessment criteria. If you are not completely happy, repeat the video.

Instructions on uploading your video to YouTube

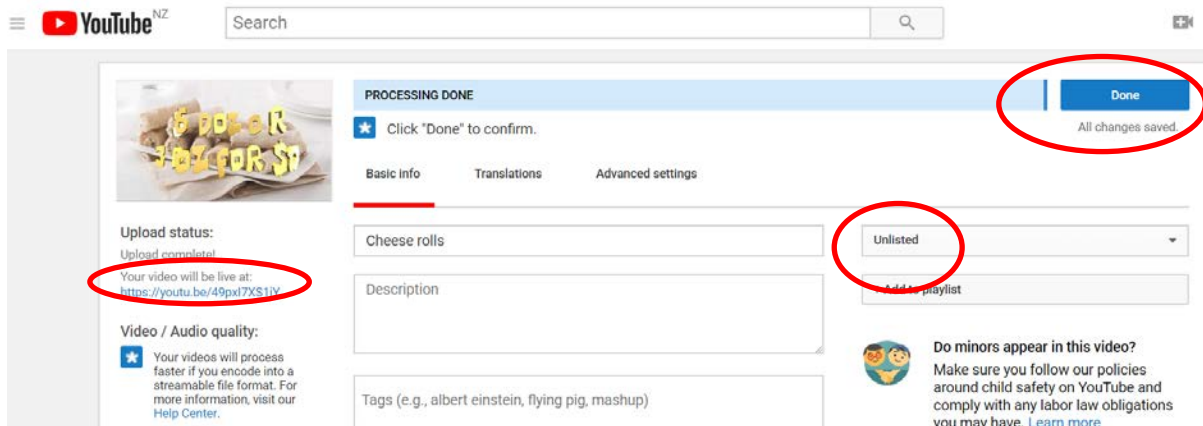
To upload a video, open [YouTube](https://www.youtube.com) and click on the movie icon.



You will see an option to upload a video using “Open” dialog or drag and drop the video right in the middle to upload. You will also see a drop down menu that may be set to “Public”. Click on it and from the menu select “Unlisted”.



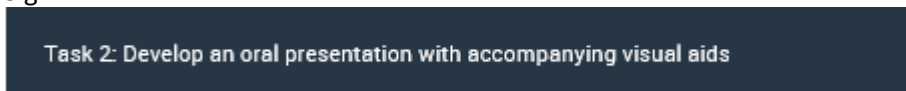
Select any of the available methods to upload the video. Once uploaded, you will see a drop down menu on the right with status “Unlisted”. When it has been uploaded, click on “Done” (top right).



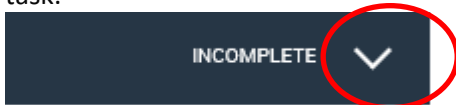
Take a copy of the link.

Log into your account on the EduBits website.

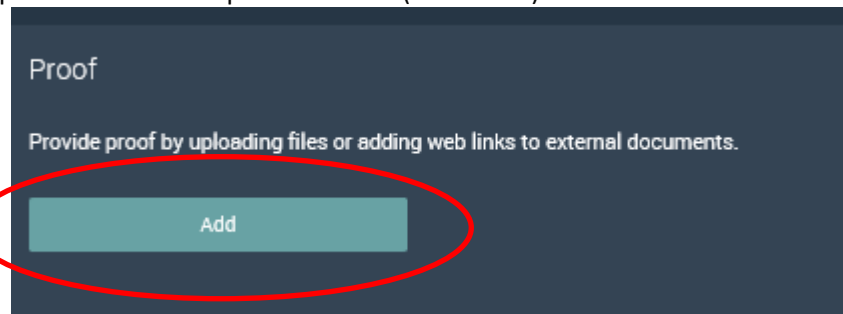
- Under **Active EduBits** tab, select **View Details** to unroll details of your assessment.
- Scroll down to the Tasks section and select the **task** that you want to upload evidence for, e.g.



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



- 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).

Upload Files
Maximum file size: 20MB

Browse Upload one or more files

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

| Document Title | Document Link |
|----------------|---------------|
| | |

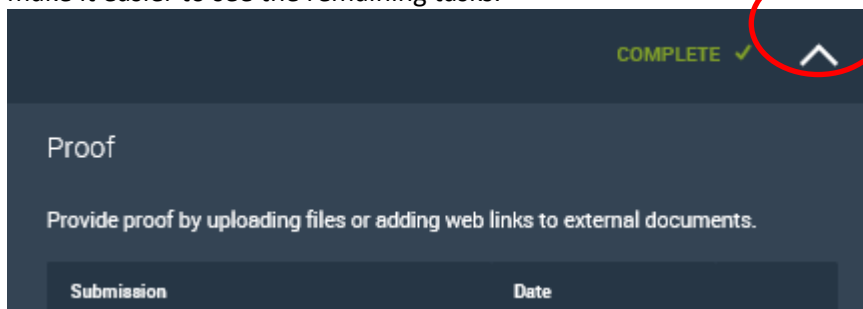
Save

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 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 icon



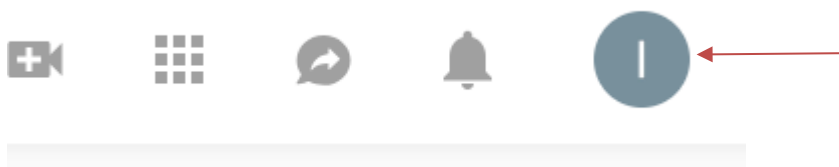
and find the YouTube icon



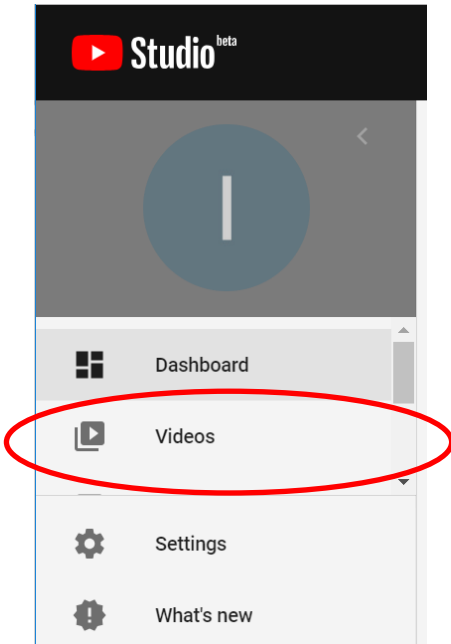
Give the video a title and set the Privacy to 'Unlisted'.

You may need to use your computer to upload the video to the EduBits website.

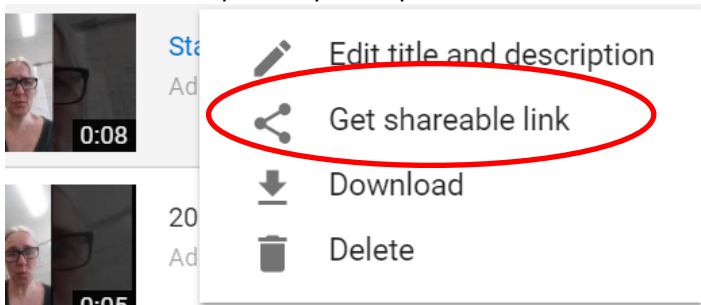
Click on your account icon and choose You Tube Studio (beta)



Click on Videos on the left hand side menu



Find the video you want to upload and click on the 3 dots for options and choose 'Get shareable 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).

