



PROVIDENCE
COLLEGE

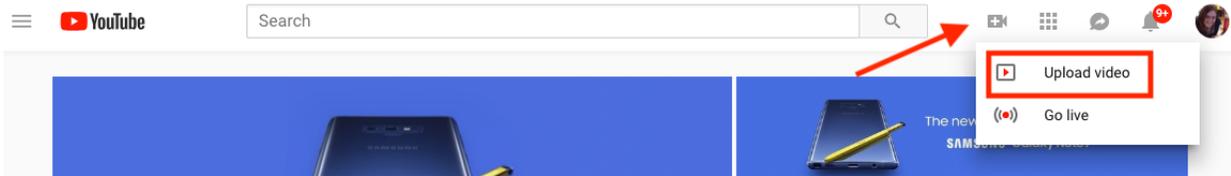
Adding Student Videos to Sakai

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

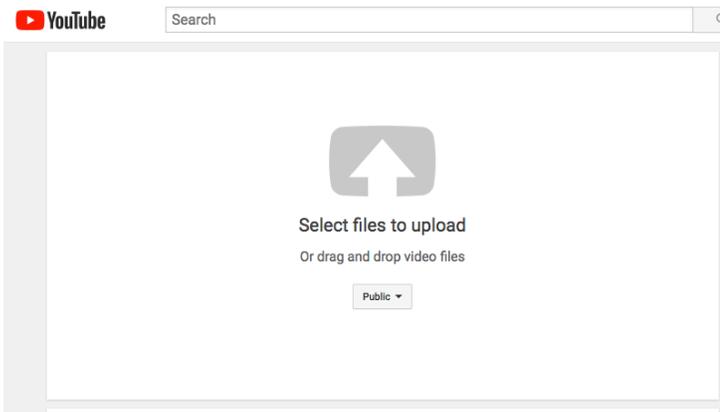
Due to space constraints and issues with file format, it is advised that any video projects are uploaded to YouTube or OneDrive so the link can be shared in Sakai.

Option 1: YouTube

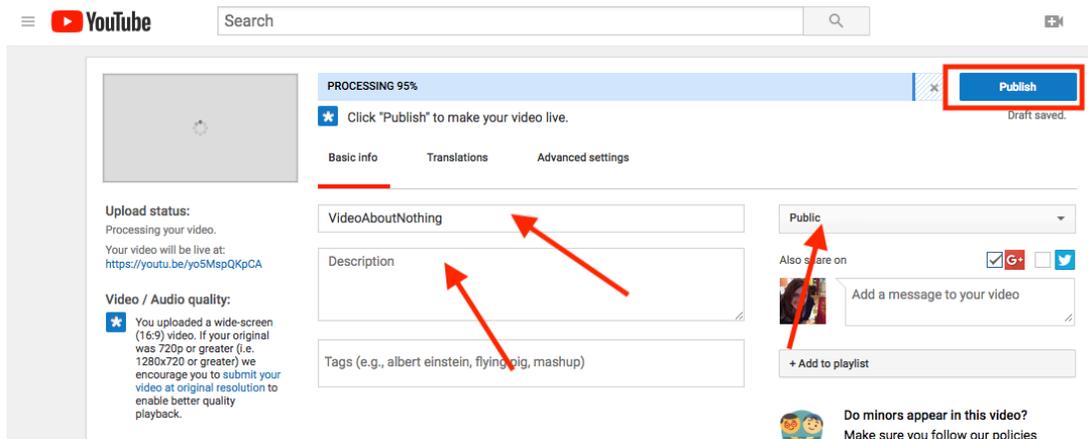
1. Go to YouTube.com. If you have a Google account, you will need to log in if you have not already done so. Once you are logged in, you will see a video camera icon in the top right corner. Click the icon and a dropdown menu will appear. From the menu, click "Upload video".



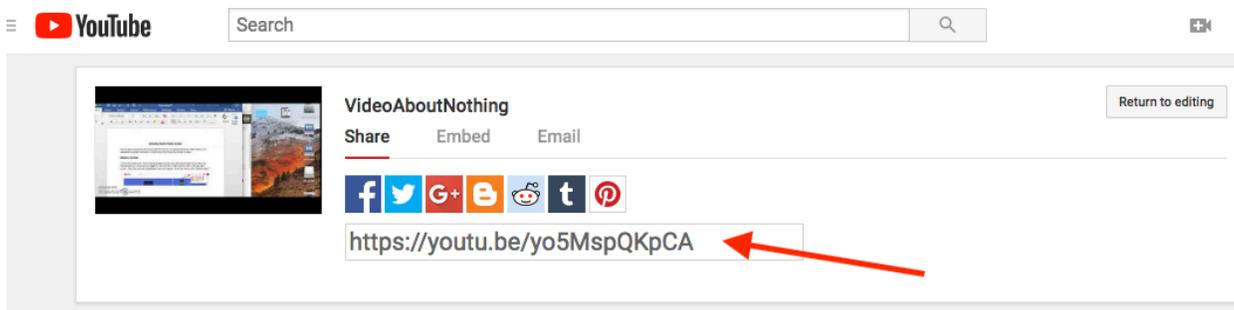
2. You can upload the video by clicking anywhere in the white square (seen below), or by dragging and dropping it into the white square.



3. The video will now begin to upload, a progress bar showing you the upload status. On this screen you can rename the video, add a description, and change the privacy settings (Public, Unlisted or Private). It is recommended you set it to “Unlisted” so only those with link can view it. When you are done, click “Publish”.

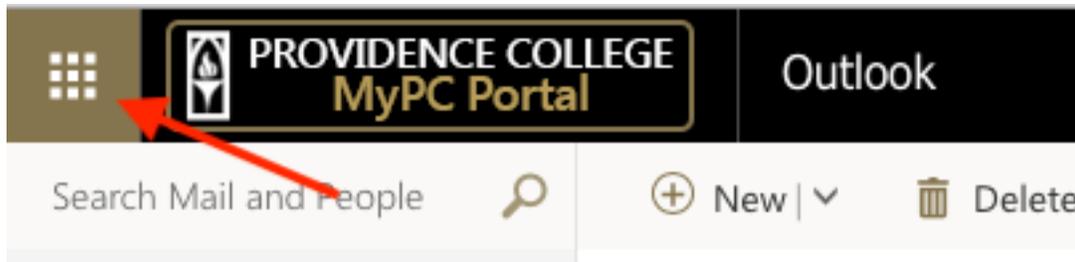


4. Now that the video is uploaded a URL has been generated for you to copy and paste to Sakai (see the “Posting a Video as a Sakai Assignment” for further instructions)

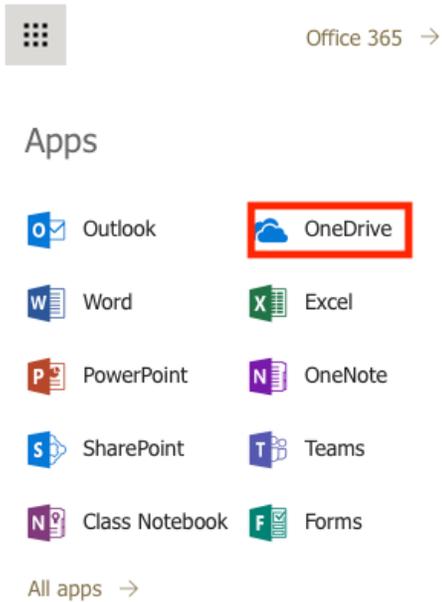


Option 2: Uploading Videos to OneDrive

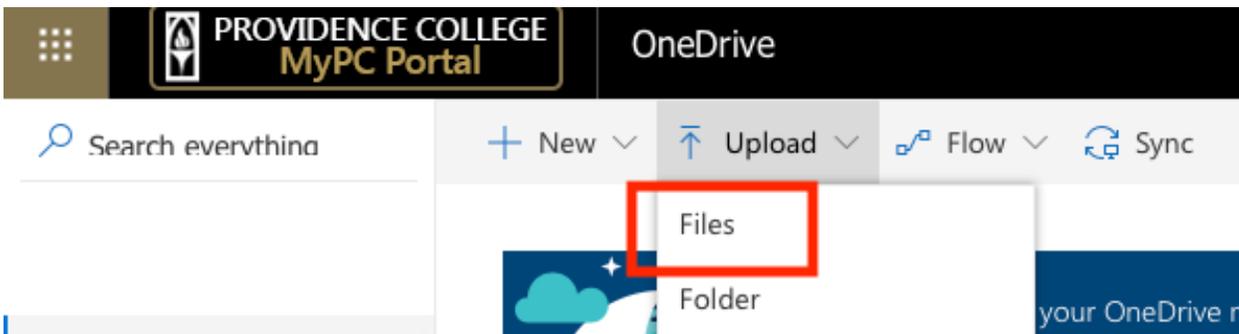
1. Start by logging into your PC student email through your web browser. Once logged in, you will see a “waffle icon” in the top right corner. Click on this for a dropdown menu of Microsoft products.



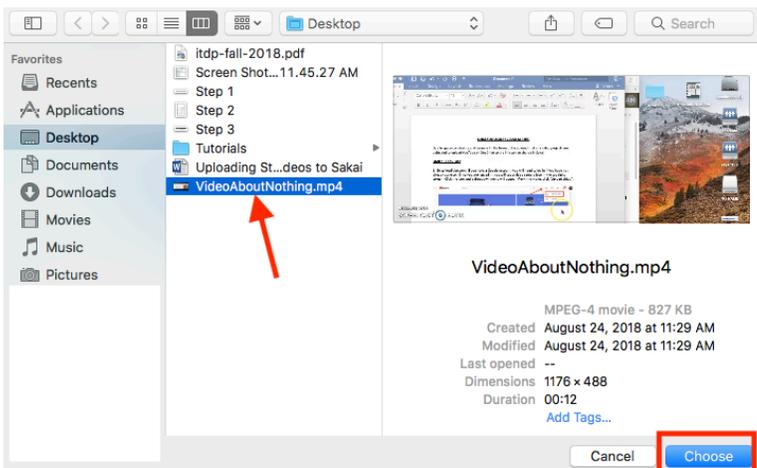
2. From the list of apps that appear in the dropdown menu, select “OneDrive”.



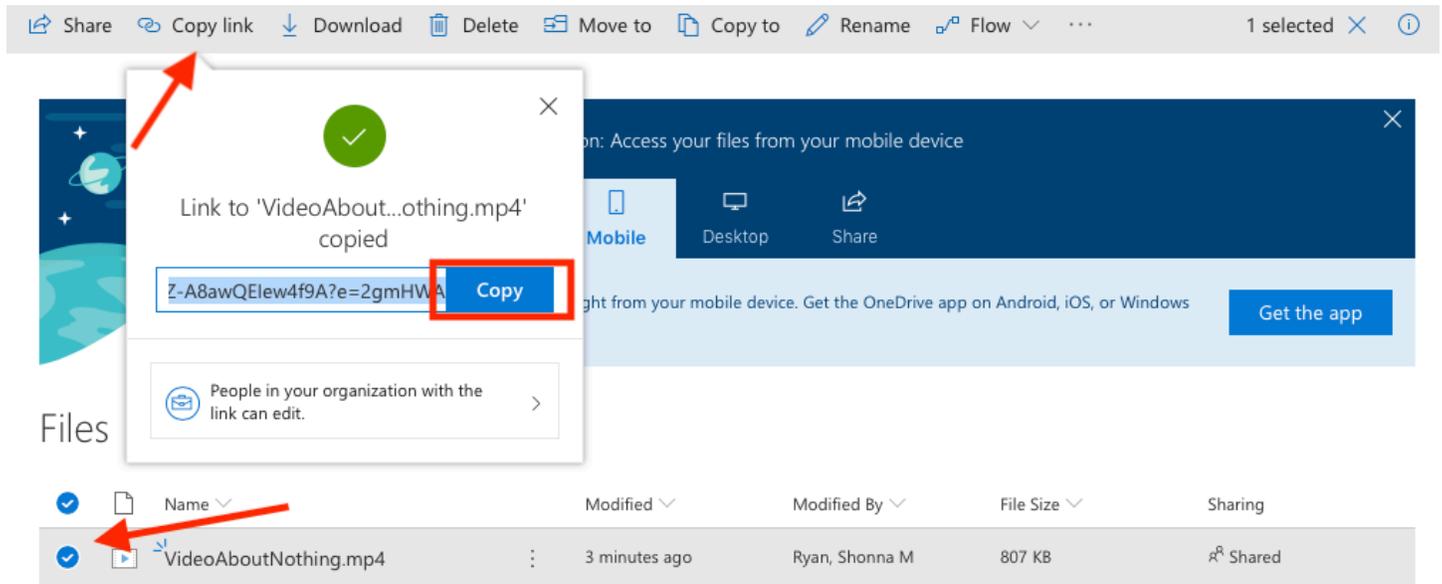
3. Once in OneDrive, click where it says “Upload” and from the dropdown menu select “Files”.



4. A browser box will appear, allowing you to select your video file, and then click “Choose”.



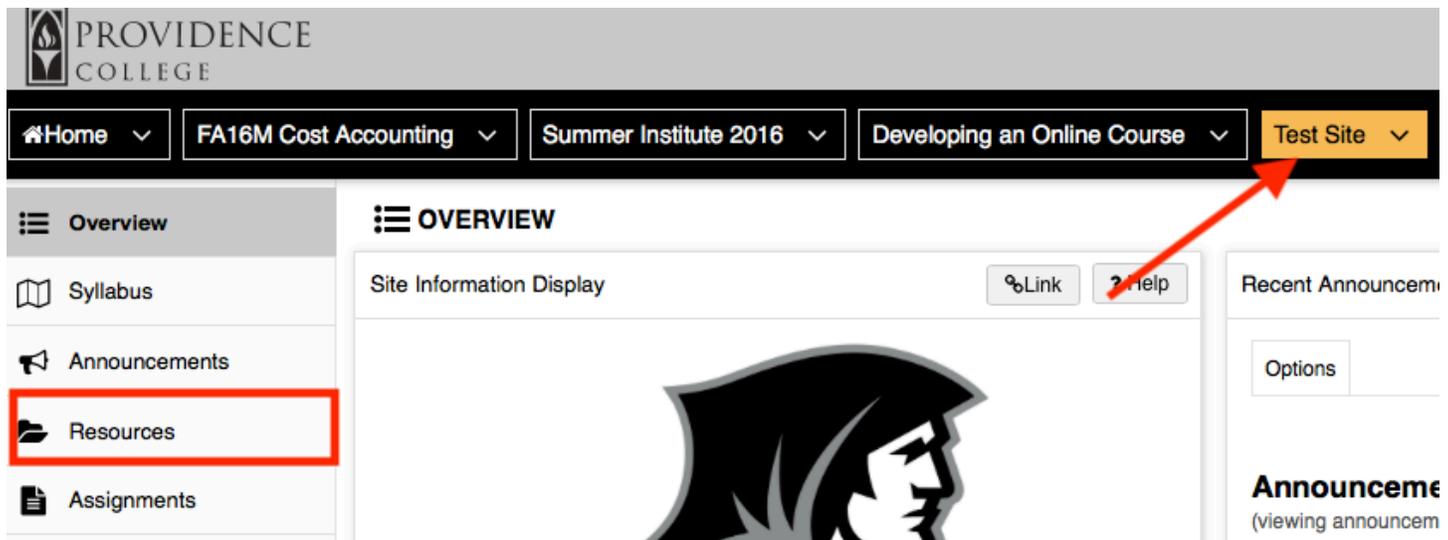
5. Now that the video is uploaded you can share it by clicking on it, and then selecting “Copy Link”. Please note that when you post this URL to Sakai, anyone who accesses it will need to be logged into their PC email account to open and view the video. You will post the video to Sakai (see “Posting a Video as a Sakai Assignment” for additional instructions).



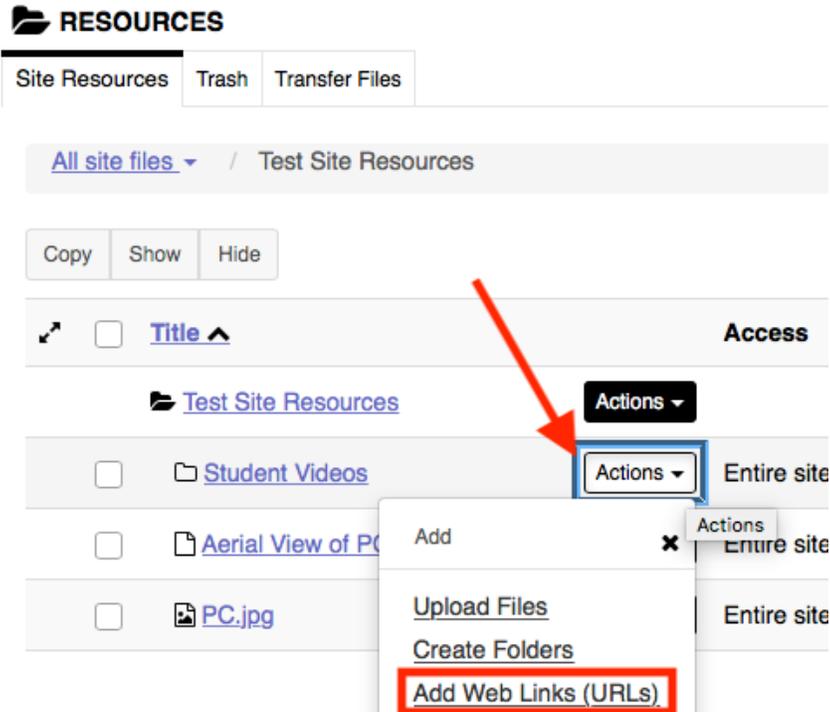
Posting a Video to Sakai Resources

Instructors may ask you to post the video URL to a Resources folder in Sakai. If so, you can follow the instructions below.

1. First, go to the course site in Sakai where you need to post the video. From the course site, select “Resources:”.



2. The instructor will have created a folder where you have been asked to add the video link. To the right of that folder, click on the button labeled “Actions”. From the dropdown menu, select, “Add Web Links”.



3. Paste the video URL into the “Web Address” line. Be sure to give the “Website Name” a title your instructor will find helpful. Then, click “Add Web Links Now”. Your instructor will now be able to view your video.

The screenshot shows the 'Add Web Links (URLs)' form. The location is 'Test Site / Student Videos'. A text box contains the instruction: 'Add as many web links (URLs) as you like. If you change your mind about have finished.' Below this are two input fields: 'Web Address (URL)' with the value 'https://youtu.be/QVvy63brK_4' and 'Website Name' with the value 'Shonna Ryan Video'. A red arrow points to the URL field, and another red arrow points to the Website Name field. Below the fields is a link 'Add details for this item'. At the bottom, there is a dropdown for 'Email Notification' set to 'None - No notification' and two buttons: 'Add Web Links Now' (highlighted in a red box) and 'Cancel'.

Posting a Video as a Sakai Assignment

Instructors may ask you to post the video as an Assignment, instead of posting it as a Resource. If that is the case, follow the instructions below.

1. Log into Sakai and go to your course site. From the left-hand menu, select "Assignments". Your instructor will have created an assignment similar to what you see below. Click the "Submit" button to get started.

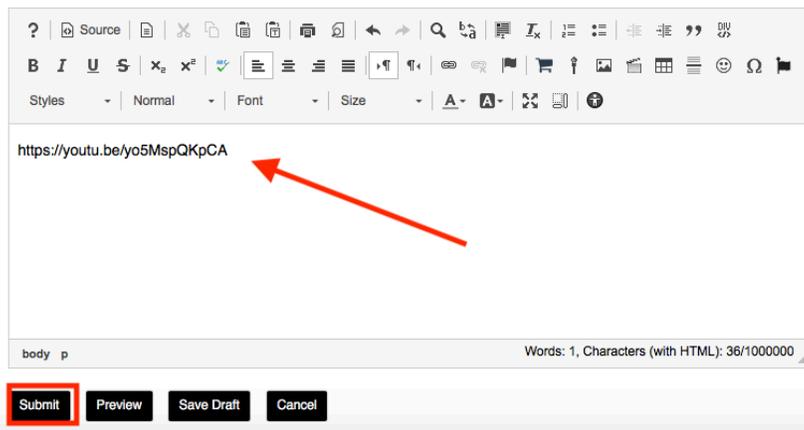
Assignment Title	For	Status	Open	Due	Scale
Video Presentation Submit as Student	Entire Site	Not Started	Aug 24, 2018 12:00 PM	Aug 31, 2018 5:00 PM	No Grade

2. At the top of the page you will see some instructions and details about the assignment. After reading these, scroll down until you see a text box for you paste your URL, as seen below. Once the URL is pasted, click "Submit".

Submission

Assignment Text

This assignment allows submissions using the text box below only. Type in your submission. **Save frequently while working.**



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting and editing. Below the toolbar, the text "https://youtu.be/yo5MspQKpCA" is pasted into the text box. A red arrow points to the URL. At the bottom of the text box, it says "body p" and "Words: 1, Characters (with HTML): 36/1000000". Below the text box, there are four buttons: "Submit", "Preview", "Save Draft", and "Cancel". The "Submit" button is highlighted with a red box.

3. You will next see a message indicating that you have successfully submitted the assignment.

ASSIGNMENTS

Submission Confirmation

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: Shonna M Ryan (sryan13)

Class site: Test Site

Assignment: Video Presentation

Submission ID: **b824499a-e2b6-4c83-bfc1-2c6f6626196c**

Submitted on: Aug 24, 2018 2:01 PM

Your submission included the following:

<https://youtu.be/yo5MspQKpCA>