**UWAS-C0027 - Film, Work, and Labour**

January-March 2019

INSTRUCTIONS FOR HANDING IN VISUAL REFLECTIONS

1. HAVE YOUR VISUAL REFLECTION READY TO HAND IN
2. CREATE A YOUTUBE ACCOUNT (OR USE YOUR CURRENT ACCOUNT)
3. LOG IN TO YOUR YOUTUBE ACCOUNT
4. ADD THE PLAYLIST “VISUAL REFLECTION 2019” TO YOUR LIBRARY
	1. Open the corresponding ULR (Visual reflections…) that you find here:
		1. <https://www.youtube.com/playlist?list=PLszlNQoHXCMwZH_RygdEMIY2qN-UHVRxP&jct=kxiSg9qdT1WAwTkRpwS9ctE5hBdhMA>
	2. You may be prompted to type a password, which is UWAS.
	3. You will be able to see the playlist on your screen now.
	4. Click the Save button to add it to your library.
	5. A shortcut to the playlist will also appear on the left-hand side menu on your Library for easy access.
5. CLICK ON THE UPLOAD BUTTON ON THE TOP RIGHT-HAND SIDE OF THE SCREEN.
6. PROCEED WITH THE UPLOAD INSTRUCTIONS ON THE SCREEN
	1. Set up viewing restrictions: select HODDEN (or PUBLIC in case you want it to be visible to anyone)
	2. Upload by selecting the file or drag-and-drop
	3. On the next Uploading screen, you will see your video uploading.
	4. When the processing is done, Add a Title and Add a very short Description (include your first and last name at the end of the description)
	5. In the Advanced Settings tab, make sure that the “Allow comments” option is enabled.
	6. Fill in and check any other options that you find relevant.
	7. Click the button +Add to playlist and choose “Visual Reflection 2019”
	8. When you’re ready to submit, click the Done button.
7. YOUR VIDEO REFLECTION SHOULD BE VISIBLE FOR COURSE PARTICIPANTS NOW. GO TO THE PLAYLIST TO DOUBLE-CHECK IT.
8. ALTERNATIVE TO ADD YOUR VIDEO TO THE PLAYLIST AFTER YOU’VE UPLOADED IT TO YOUR ACCOUNT:
	1. Go to the playlist.
	2. In the playlist screen, click the button “Add videos”.
	3. Select “Your YouTube video” to find and add the video reflection that you uploaded.
9. IF FOR SOME REASON YOU HAVE TROUBLE ADDING IT TO THE PLAYLIST, AFTER STEP 7, SEND TO THE TEACHERS THE URL OF YOUR UPLOADED VIDEO. HERE’S HOW TO:
	1. Click on your profile button on the top right-hand side of the screen and go to “Creator Studio”
	2. On the left hand side, pick “Video Manager”, then “Videos”.
	3. Click on the video you wish to upload to the playlist.
	4. You will see the dashboard of your video.
	5. On the right hand side, you find the Video URL.
	6. Send this link to the teacher (tbd).