

1 CAPTURING AND UPLOADING VIDEOS TO YOUTUBE

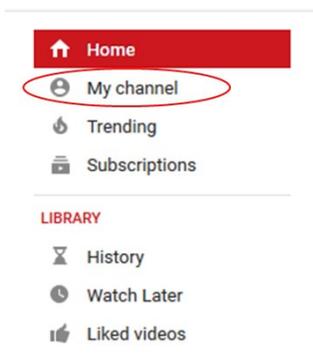
By using Workseed, you can easily capture videos about assignments you've done and upload them to your YouTube channel conveniently. Videos illustrate your skills in many cases much more comprehensive way than photos or written information. As all your videos are stored in YouTube with private setting, only you and your teacher can view them. You may freely change your video settings later on to public, if you want to show your professional skills to all YouTube users.

2 GOOGLE ACCOUNT AND YOUTUBE CHANNEL

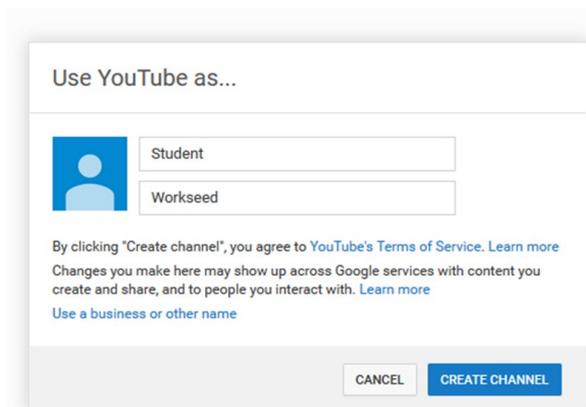
Prior to use YouTube, you need to have a Google account. If you don't have one yet, visit at www.gmail.com and select *Create an Account*. Follow instructions on the site for creating the account. Don't forget your password!

In order to upload videos to YouTube, you need to create your own YouTube channel. Since, you've Google account, sign-in to YouTube at www.youtube.com and follow these steps:

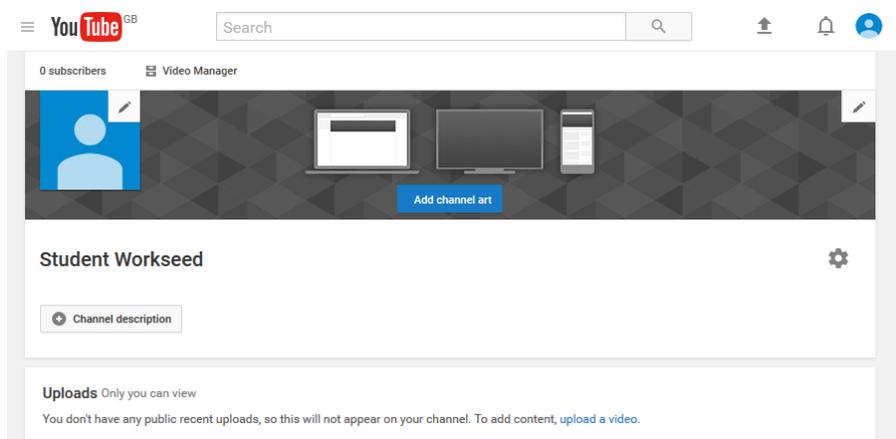
1. Open the menu and select *My channel*.



2. Select *CREATE CHANNEL*. If you have multiple Google accounts, make sure you create the channel on your correct Google account. If necessary, change the account IDs (first and last name).



3. You have now created your own channel. You can close the browser window.



3 VIDEO RECORDING TASK

An assignment or diary may include a video recording task. You recognize the video recording task from the following buttons.



If you are performing the video recording task on your smartphone or tablet, you can launch the camera application or select the video file by selecting this button. Depending on your device, you may need to change the camera mode manually for video recording.

IMPORTANT TO REMEMBER WHILE RECORDING VIDEOS

Never take pictures or videos from people without their permission! If you are unsure whether you can save the material, ask your supervisor or teacher for help. Your instructor or teacher may remove your video if the content is infringing privacy policy.

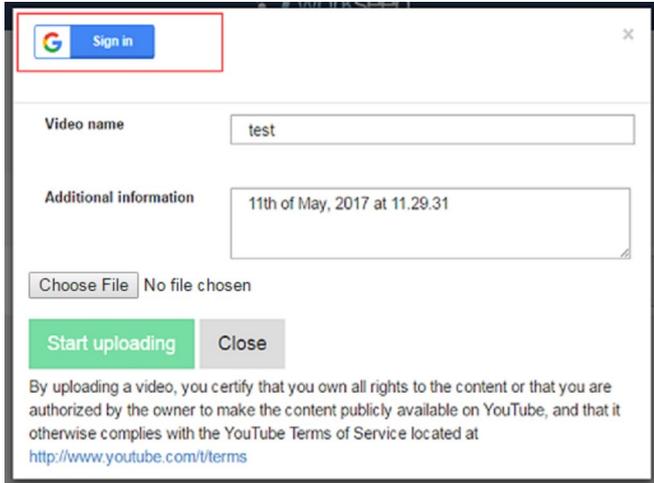
When capturing a video, consider the resolution used on your camera. If you do not have a specific resolution requirement, it is recommended to use max HD 720p or HD video resolution. You can adjust the video resolution in your camera app's settings.

When shooting, try to avoid sudden movements. Using the digital zoom and enhancement modes also reduces the image quality, so try to be as close as possible to your target, preferably with the camera's default settings. Always remember to be in safe place while recording videos.

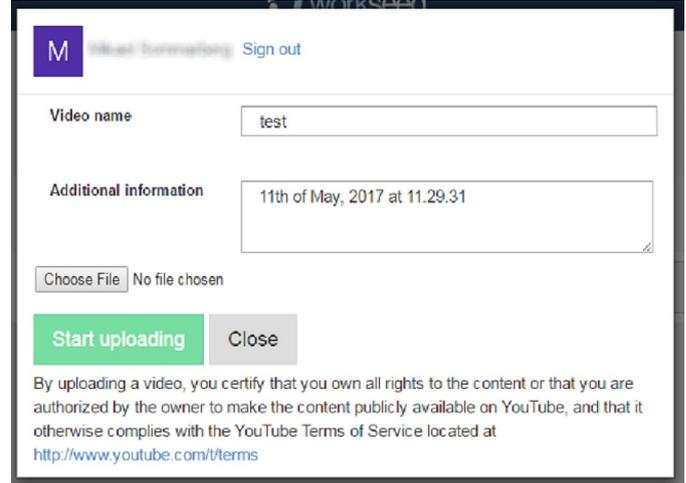
4 UPLOADING VIDEO TO YOUTUBE

After recording a new video or choosing an earlier recorded video file, you can upload it to your YouTube channel. Remember that you've created a Google account and YouTube Channel as described in Step 2 of this guide.

1. If your device is not signed in Google, *Sign in* on the top of the view. Usually the login happens automatically.

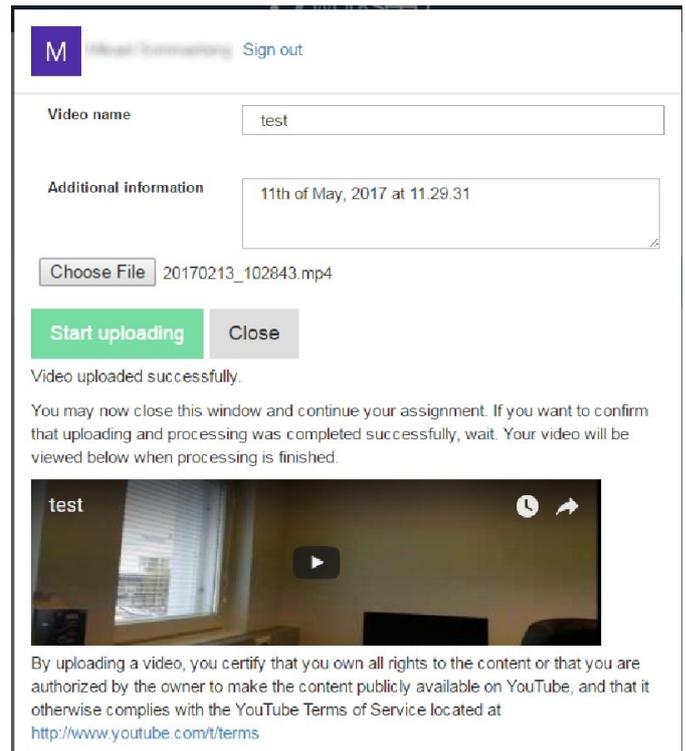


2. If needed, you can change the video file on *Choose File*. You may freely edit *Video name* and *Additional information*.



3. Select *Start uploading*. After uploading the video, wait until you see your video on the preview screen.

When your video appears on the screen, your video is successfully uploaded to YouTube and you can close the window.



IMPORTANT TO REMEMBER BEFORE UPLOADING VIDEOS TO YOUTUBE

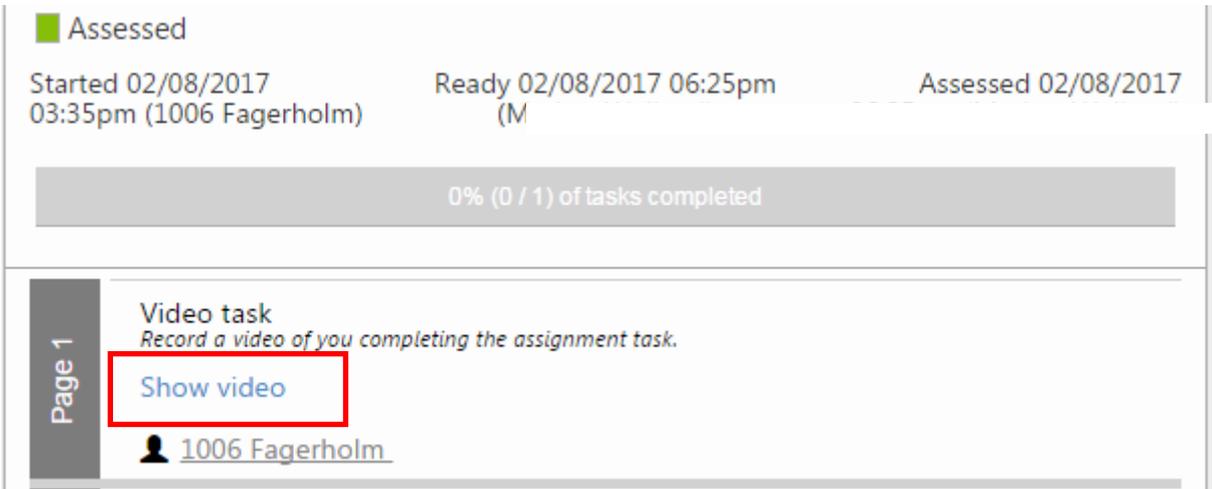
Remember that intensive mobile data usage may increase additional costs for you. If you've no unlimited mobile data plan in use, it is recommended you postpone the uploading until you can access WiFi.

The upload time depends on the speed of your data connection. If you know your data connection is slow (e.g. your device tells you're on 2G network), it is recommended that you postpone the uploading until you've a faster data connection in use.

Do not upload the same file several times on YouTube, since this may issue an error message.

5 OPENING VIDEO FROM REPORT

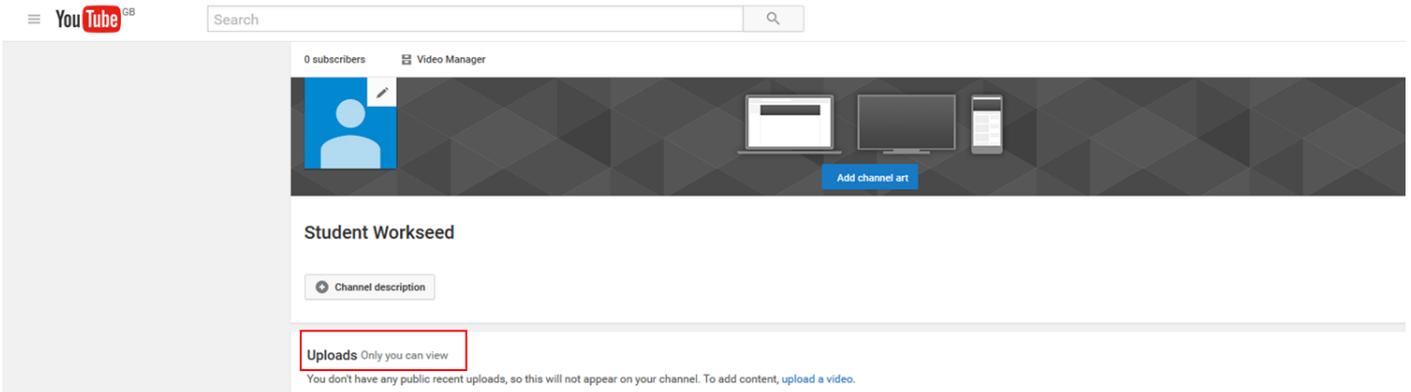
Captured videos are available on the assignment or diary report, see the picture below. You, your teacher and your instructor can view your videos by selecting *Show video*.



The screenshot shows a task report interface. At the top, there is a green square icon followed by the word "Assessed". Below this, the task details are listed: "Started 02/08/2017 03:35pm (1006 Fagerholm)", "Ready 02/08/2017 06:25pm (M)", and "Assessed 02/08/2017". A progress bar below these details shows "0% (0 / 1) of tasks completed". On the left side, there is a vertical grey bar with the text "Page 1". The main content area is titled "Video task" and contains the instruction "Record a video of you completing the assignment task." Below this instruction is a blue button labeled "Show video", which is highlighted with a red rectangular box. At the bottom of the main content area, there is a user icon and the name "1006 Fagerholm".

6 VIEWING VIDEO FROM YOUR YOUTUBE CHANNEL

You can find all the videos you've uploaded to your YouTube channel. Sign in to YouTube and choose *Uploads*.



The screenshot shows a YouTube channel page for "Student Workseed". At the top left is the YouTube logo. A search bar is located at the top center. Below the search bar, the channel name "Student Workseed" is displayed, along with "0 subscribers" and "Video Manager". The channel banner area shows a profile picture, a blue "Add channel art" button, and icons for a laptop, a monitor, and a smartphone. Below the banner, there is a "Channel description" button. At the bottom of the page, the "Uploads" tab is highlighted with a red rectangular box. Below the "Uploads" tab, there is a message: "You don't have any public recent uploads, so this will not appear on your channel. To add content, upload a video."