

Student Guide

Creating and Submitting the Oral_Comm_Assignment for Communication Courses

These instructions outline how to record, save, upload, and submit the Oral_Comm_Assignment for speeches in communication courses. There are three separate steps for accomplishing this submission. All three steps are outlined below in more detail. You will go through *either* Step 1 or Step 2 depending on how you are recording your video.

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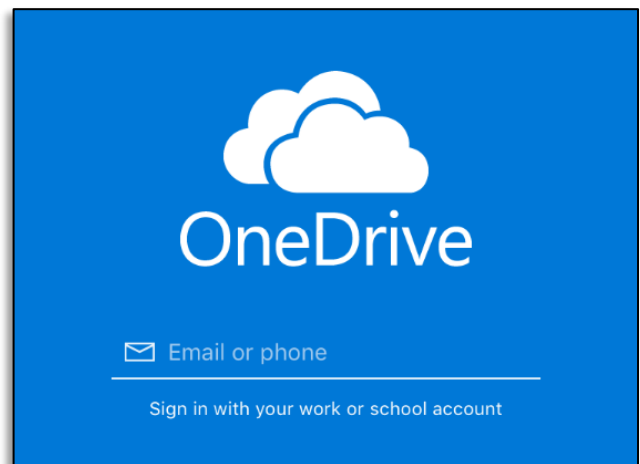
Option A: Steps for Recording a Video on your Smart Device

If you are recording your video on a smart device, follow the instructions outlined below. Due to the wide variety of smart devices on the market today, you will find specific instructions for Windows, Android, and Apple smart devices on Microsoft's help pages for OneDrive and Office 365. Please follow the steps that apply to your specific device.

1. Download OneDrive to your smart device **before** filming your speech, following the directions at the following URL:
<https://onedrive.live.com/about/en-us/support/>
2. Click on the **Tablet & Phone** screen to navigate to the instructions for your smart device.
3. Scroll down to the type of smart device you are using to ensure that you following the appropriate directions for downloading the OneDrive app.



4. Open the **OneDrive app** on your SmartDevice
5. Login using your Gator mail and password (ex. username@gator.uhd.edu)



6. Set up your smart device **landscape** on a tripod so that it captures your entire body (part of the requirement for this assignment is "non-verbal communication"). **NOTE:** Ensure that you have enough memory for a large video file.
7. Have someone else press **Record** on your smart device when you are ready to begin your speech.
8. Have someone else press **Stop** on your smart device when you are done with your speech. (Make sure that you know where this video has been saved on your smart device.)



9. Upload the video of your speech to OneDrive following one of the following directions:

Android: Open the OneDrive app, tap the **Upload** button, tap **Upload photos and videos**, choose the files you want to upload, and then tap **Upload**.

iOS: Open the OneDrive app, tap the **More** button in the upper right, tap **Add Items**, and then choose what you want to upload.

Windows: Tap OneDrive in the App list, and then tap **Add**. Tap a photo to upload it.

More information on how to do this for your smart device may be found here:

<https://onedrive.live.com/about/en-us/support/>

*****SKIP TO [STEP 3](#) IF YOU ARE RECORDING ON A SMART DEVICE.*****

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to ttlctraining@uhd.edu.

Option B: Steps for Recording a Video (Zoom) on a Desktop or Laptop Computer

If you are recording your video on a smart device, you may skip to Step 3. These steps are recommended for computers that already have an **integrated webcam**, i.e., a camera that is built in to the computer itself.

- For hours of availability and policies regarding checking out a laptop, please visit the URL: <https://www.uhd.edu/computing/labs-technology-centers/academic-computing-labs/Pages/Laptop-Checkout.aspx>
- OR, if you experience technical difficulty, contact the help desk at help@uhd.edu (713) 221-8301.

1. To record video using integrated webcam, Zoom:

- If you are using a UHD machine, Zoom is preloaded. You may skip this step.
- If you are using a non-UHD computer, **download and install** Zoom Client for Meetings by following directions outlined in the following document:

<https://www.uhd.edu/computing/services-training/training/Documents/Zoom-GetStarted.pdf>

2. Once you **install Zoom software** on your computer and log in through your student single-sign-on (SSO), review the following video for a brief overview of the Zoom video software:

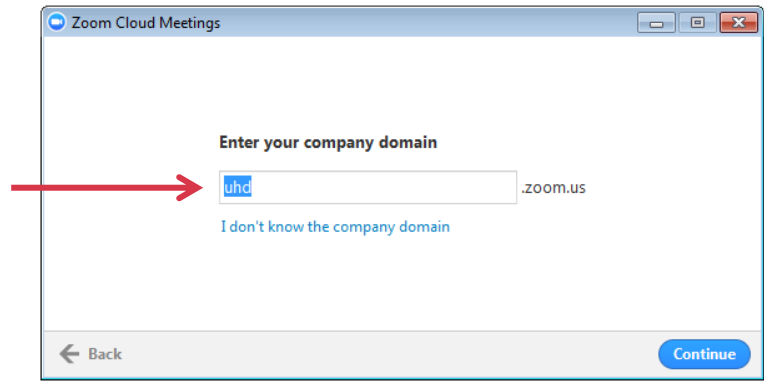
<https://uhdhml.uhd.edu/Play/183>.

- **Record a video** of your speech using the Zoom software.
- For **general video instructions** on recording a speech, click on the following URL: <https://uhdhml.uhd.edu/Play/290>
- For **specific instructions** on using Zoom for this assignment, **Open the Zoom** application from the **Start** menu (PC) or from your applications tray on your computer (Mac).

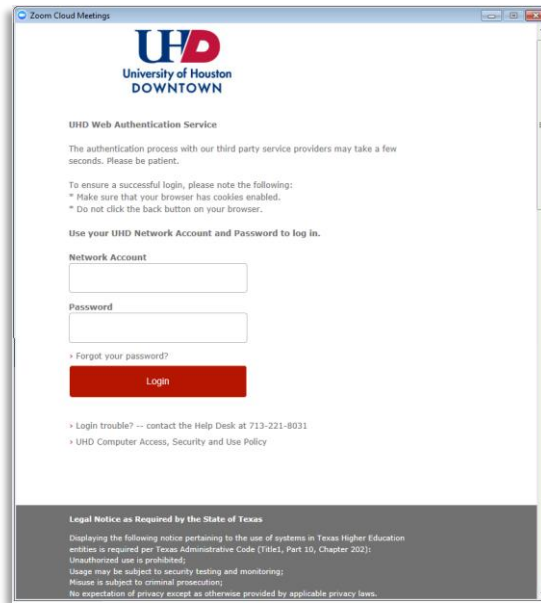
- Click **Sign In with SSO**. (This stands for "single sign-on")



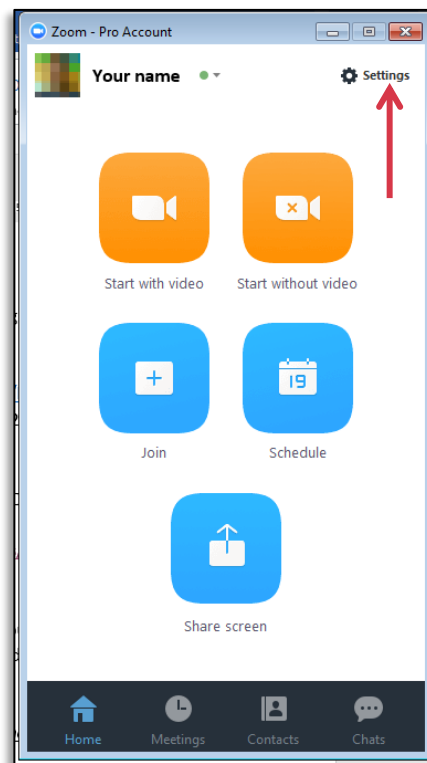
- Enter **uhd** as the **Company Domain** (as shown in the picture to the right). This will ensure that your Zoom software is connecting properly with your SSO.



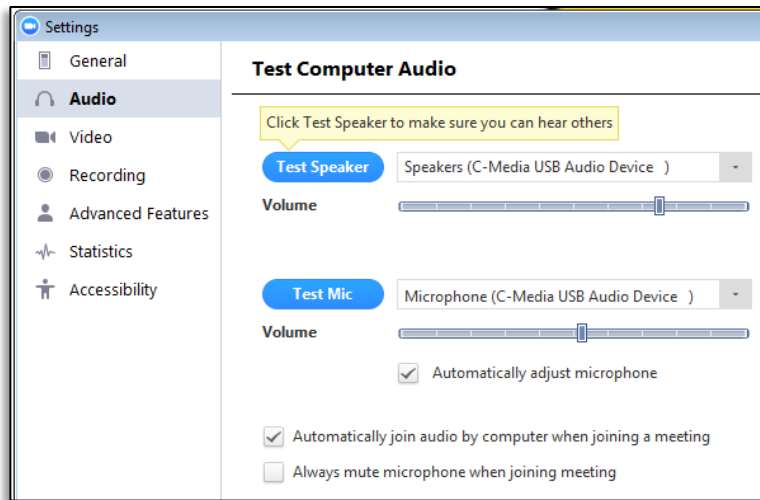
- Enter your SSO into the **Network Account** field (not your full Gator mail address)
- Enter your email password into the **Password** field
- Click on **Login**.



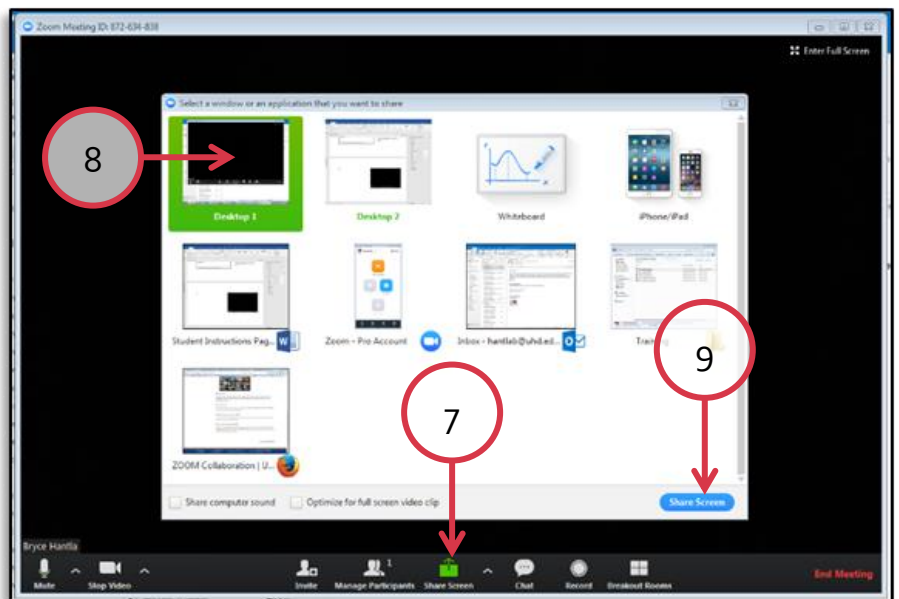
- Click on **Settings** to ensure that your video and audio settings are properly configured for recording.



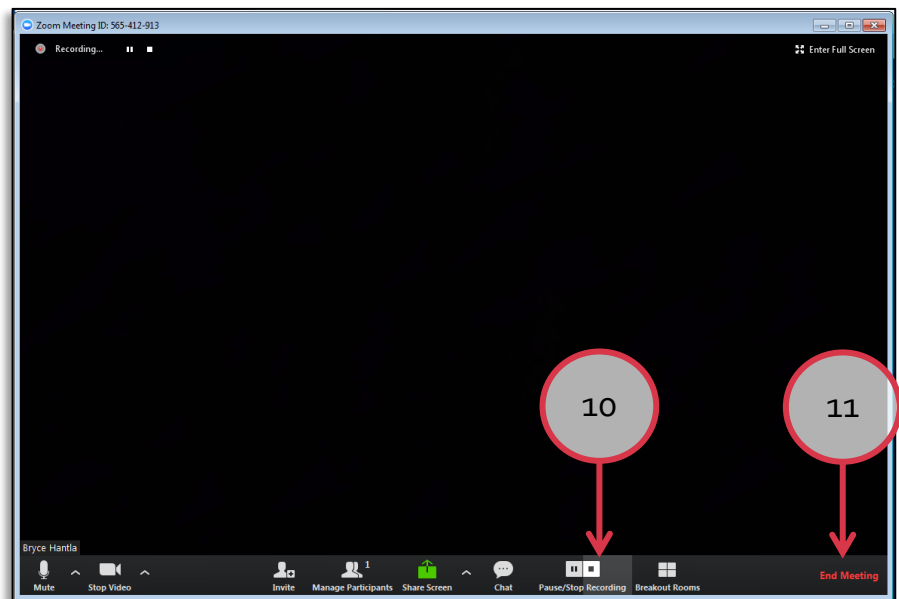
3. Click on the blue **Test Speaker** and **Test Mic** options to verify that your computer is recording you properly.
4. Close out this **Settings** window when you are confident they are configured.
5. Click on the green **Join Audio Conference by Computer** or on the orange **Start with Video** icon (depending on your Zoom settings)



6. Click on the **"Share Screen"** option if you want to use a PowerPoint presentation with the webcam video of you.
7. From here, **click on the window** that you want to show while you are recording your video.
8. Finally, Click on the blue **"Share Screen"** button.

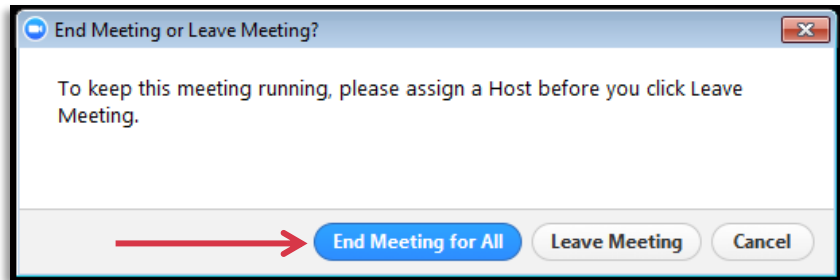


9. Click on the **Record and Stop Recording** button to start and stop your recording, respectively.
 - You will find this button on the bottom of the window if you have not started screen sharing.
 - You will find the record option in the **More...** menu at the top of the screen you are sharing.
 - For more detailed instructions on recording using ScreenShare in Zoom, click on the URL: <https://uhdhml.uhd.edu/Play18>



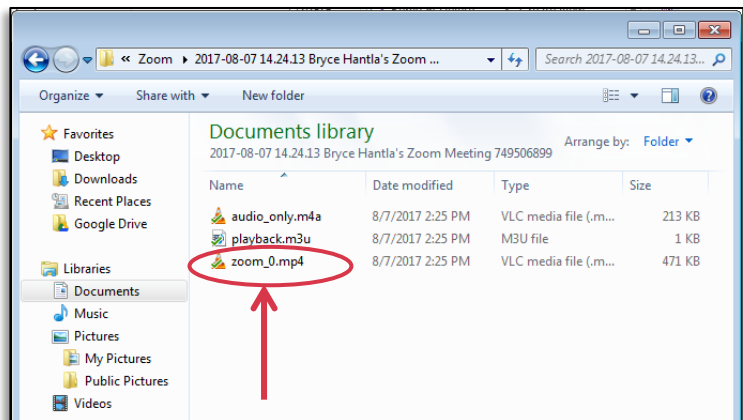
10. Click on **End Meeting** on the bottom right-hand side of the Zoom window when you are finished recording the video.

11. When you have completed recording your presentation, click **End Meeting for All**. Ending the meeting will automatically initiate a save process which will automatically save your recording.



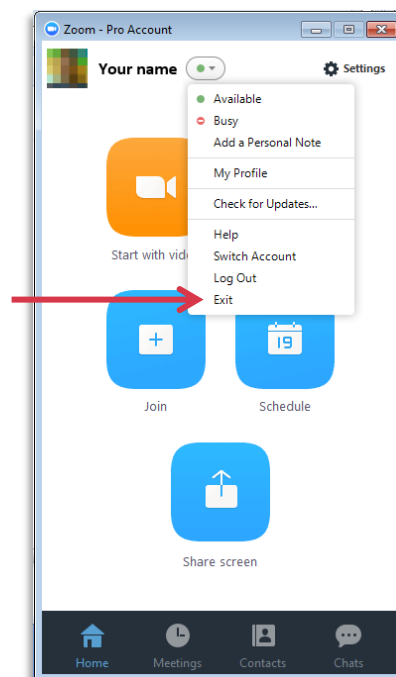
12. When the file folder containing your new recording opens (this happens automatically), identify the proper **MP4** file that you want to share with your professor.

*****NOTE:** Do not close this window to ensure that you can easily find this recording to submit to your professor.



13. To **exit Zoom** click the drop-down menu on the opening Zoom window and then click **Exit**. (If you do not do this, the program will remain running in the background.)

*****NOTE:** If you are using a computer from a lab at the school, you should continue on to the next section immediately (**2. Steps for Uploading and Sharing Video MP4 File (Office 365)**) in order to store your video in O365. Otherwise, **your files will be erased** once you log off of the machine that you have checked out.***



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2. Steps for Sharing the Video File (OneDrive in Office 365)

This section of the instructions outlines the steps required to share a link of your video from your Microsoft OneDrive cloud storage (Original file modified for this assignment (copy and paste into browser):

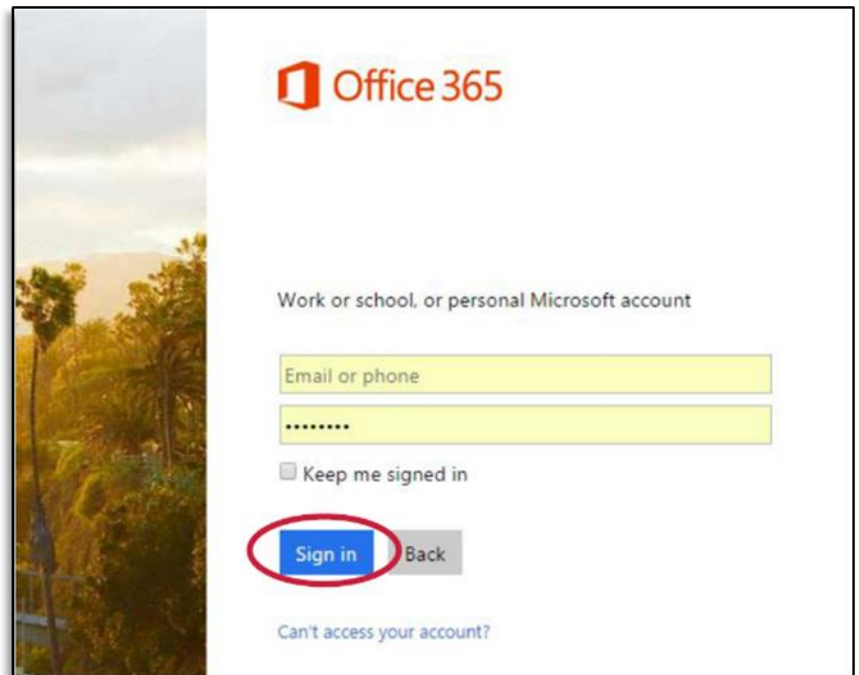
<https://www.uhd.edu/computing/services-training/training/Documents/OneDriveShareVideo.pdf#search=onedrive>

1. **On a computer** (not your smart device), go to the URL
<http://outlook.com/gator.uhd.edu>

2. Enter your UHD email and password.

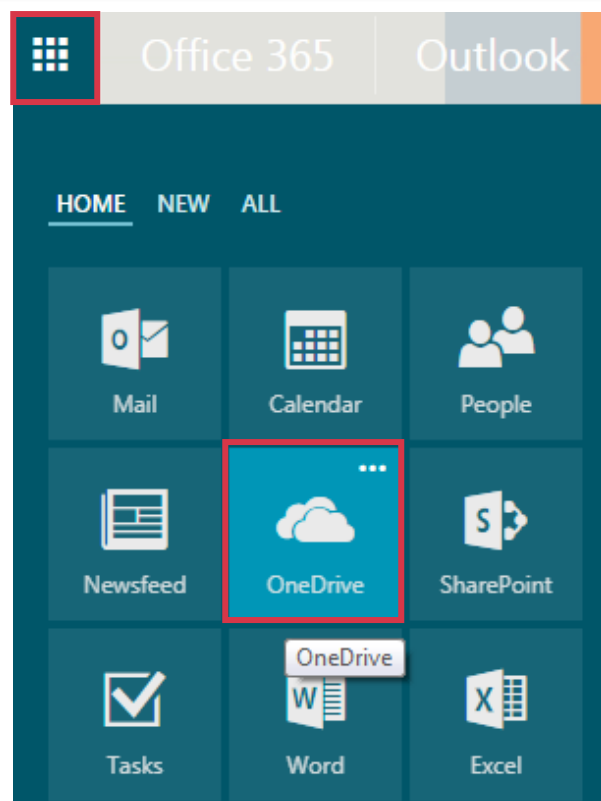
- Example:
user@gator.uhd.edu

3. Click **Sign in**.

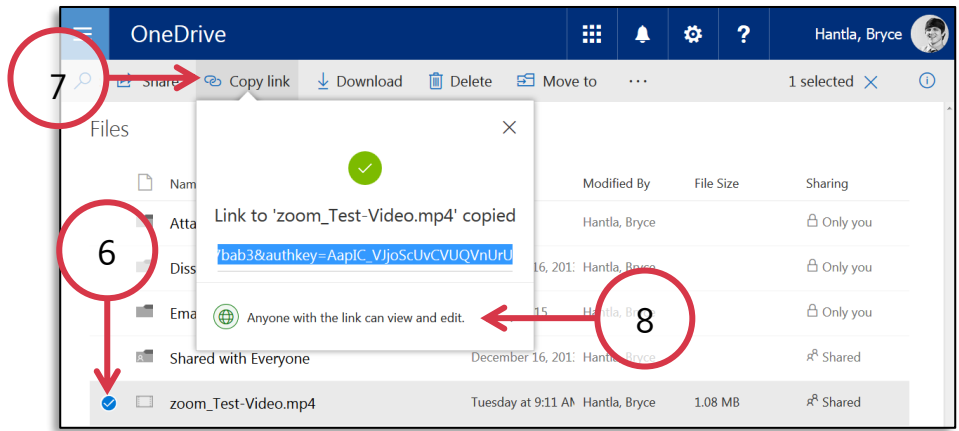


4. Click the Office365 My Apps icon in the top left corner

5. Select **OneDrive**.



6. Select the video and a blue check will appear.
7. Click **Copy link**
8. Make sure that the sharing rights are set to "Anyone" by clicking on the dropdown arrow in the window.

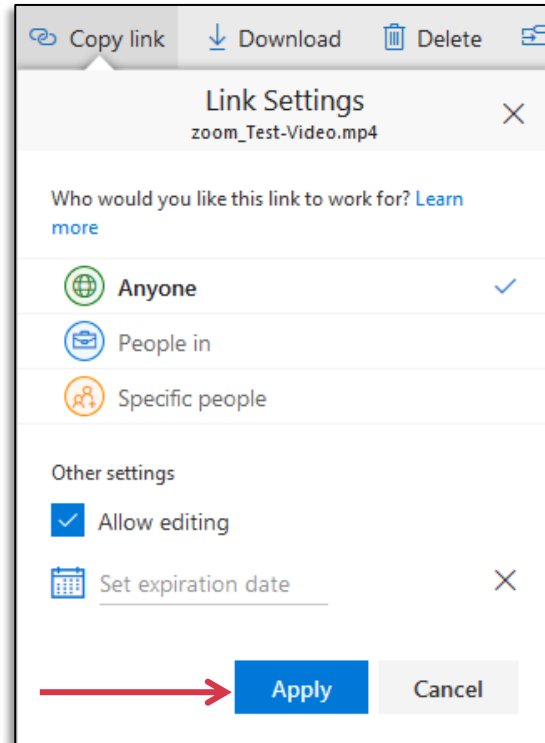


9. Click on **Anyone**



- Your professor needs to be able to download this file but will not use this file for anything other than grading or programmatic assessment.

10. Click **Apply**
11. A green check should appear at the top of the previous dialogue. This indicates that you have copied the link to your clipboard.



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3. Creating the Word Document to Submit for your Presentation

This document outlines the process that you should take to set up the Word document that you need to make in order to submit your actual video. Instead of uploading a video into Blackboard, you will only upload this Word document containing the link to the shared document (see previous steps).

1. **Open** a new Word document
2. **Save As** Document in a familiar location
3. Fill in your **Student ID** at the top of the page for this assignment
4. Fill in the **date** that you are completing the assignment
5. Write the **Title** of your presentation at the top of the paper.

6. **Copy and paste** the URL link from OneDrive video (the link may still be copied to your clipboard from the previous steps) into your document.

7. **Save** Word document again

8. Go to the URL:

<https://www.uhd.edu/computing/services-training/blackboard/Pages/UHDBlackboard.aspx>

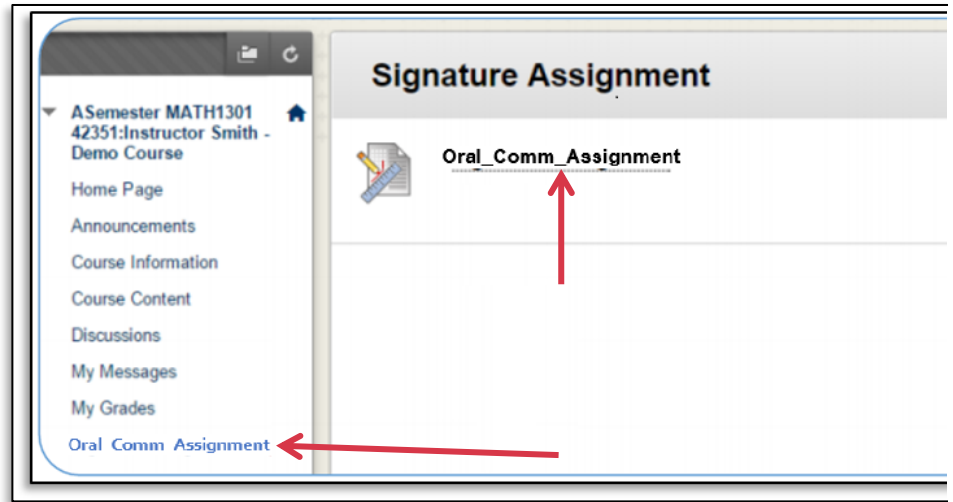
9. **Log in to Blackboard**

Log in to Blackboard

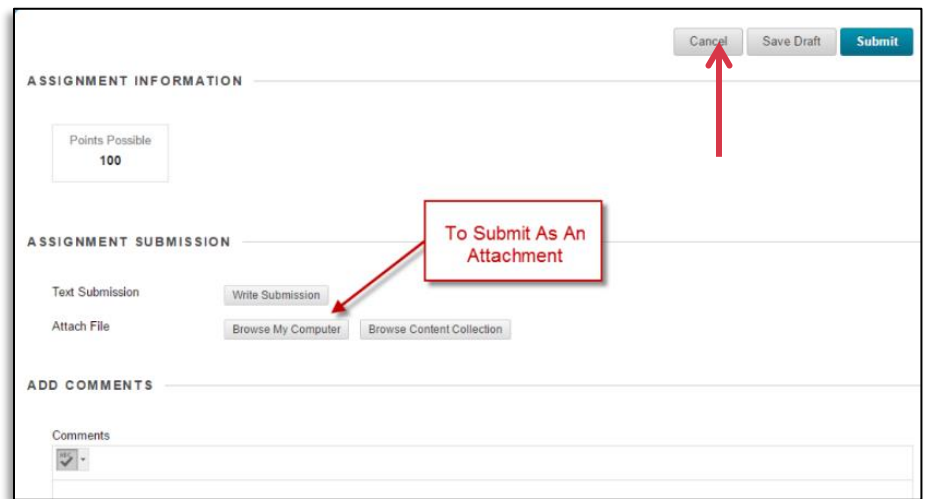
10. Navigate to your class



11. Once in the course, click on the content area containing the assignment.
12. Select the link to the **Oral_Comm_Assignment**



13. A new screen will load that will include instructions, a due date, possible points, an area to type comments, and the ability to attach a file.
14. Select **Browse My Computer**
15. Find the previously saved Word document that you created that contains the link to your video submission.
16. Click **Submit**



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