# Uploading Videos to Google Drive

Most check-off videos are recorded using smartphones, tablets, or laptops. A ten minute video will be too large to email or submit as a file via UTCLearn. You should instead upload to a site such as Google Drive and then *share a link* with faculty in UTCLearn.

# Smartphone or Tablet Instructions

## 1 Install Google Drive App

The Google Drive App (free from the Appstore for iOS or Google Play on Android) makes uploading your video easier. Be sure to log in with your UTCID@mocs.utc.edu account, which has free unlimited storage.

> ### Record directly from a computer
>
> Another option is to record directly from a Windows 10 laptop or desktop with webcam (use the built-in Camera app). Macs can use Quicktime. Once the video is saved to your computer, log into https://drive.google.com to upload the file and set the sharing so that anyone with the link can see it.

## 2 Initiate Recording from Google Drive App

**a) Press the + sign to add a file**

b) Select USE CAMERA and switch selector to VIDEO

c) When done recording, press USE VIDEO.
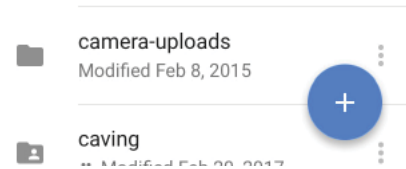
**Note: You can also record from the Camera app and then use the + in the app to upload the file.**

camera-uploads
Modified Feb 8, 2015

caving
Modified Feb 28, 2017

## 3 Set Link Sharing (Must Use Computer)

A) ON A COMPUTER (not your phone) log into https://drive.google.com.

B) Locate your video (use search bar at top if needed), then right-click on the video and choose SHARE.

C) Click ADVANCED (lower right corner of box) then CHANGE under "Who has access."

D) Select ANYONE WITH THE LINK. *Do not* select "The University of Tennessee at Chattanooga." *Do not* enter email addresses.

E) Click SAVE and then copy/paste the "link to share" from the top of the box before clicking DONE. This is the link you will paste into the COMMENTS of the assignment in UTCLearn.

# Sharing (with illustrations)

**T**he process to share is similar whether you do it via the web at drive.google.com or on your desktop computer. *Use a computer (not a phone) to set sharing permissions.*

## a

**Right-click on the file or folder that you wish to share.** If not on the web, right-click and select Google Drive (NOT "Share With" which works differently). On a Mac, right-click and choose "Share Using Google Drive."
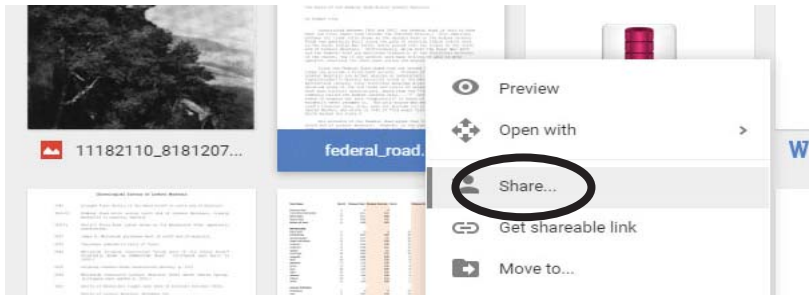
**Hint**: if you want to share a collection of files (photos, for example) put them in a folder and share the folder rather than sharing each photo individually.

## b

**Click ADVANCED (lower right) to share with others without requiring them to log into a Google account.** This is the most reliable way to share.
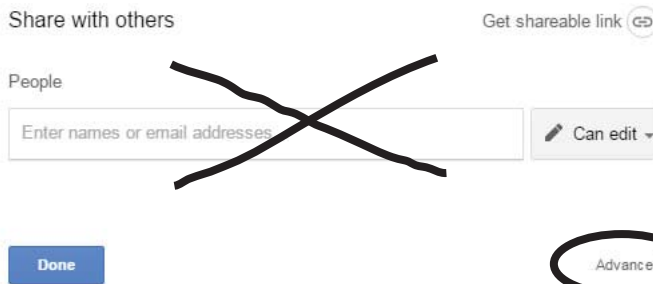
**DO NOT enter email addresses to share with UTC faculty.** Instead, always set the sharing with by clicking "Advanced" and copy/pasting the link into your own email message, NOT one generated by Google.

## c

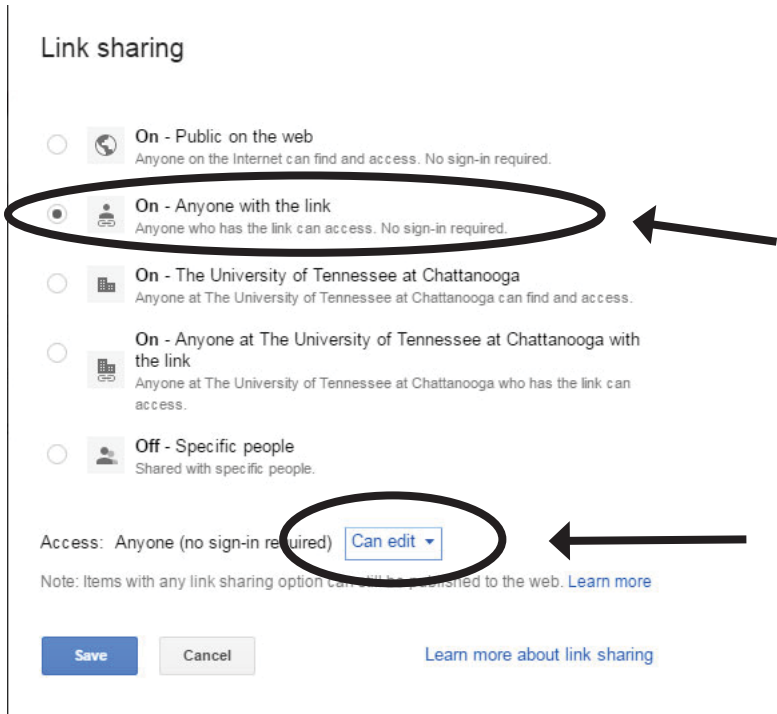**Click CHANGE under "who has access."**
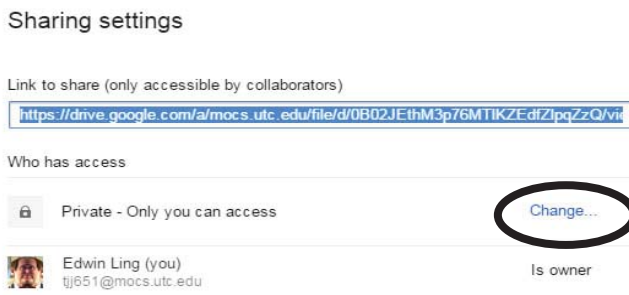
This is the address you will want to copy/ paste to share. It will be highlighted. Press Ctrl + C to copy, then paste with Ctrol +V in email, Blackboard, etc.

Again, **DO NOT** use the "invite people" option to share with UTC faculty.

**d** Select "Anyone with the link" so that no login will be required. Don't forget to click SAVE.

**Link sharing**

○ 🌐 **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

● 👤 **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

○ 🏢 **On - The University of Tennessee at Chattanooga**
Anyone at The University of Tennessee at Chattanooga can find and access.

○ 🏢 **On - Anyone at The University of Tennessee at Chattanooga with the link**
Anyone at The University of Tennessee at Chattanooga who has the link can access.

○ 👥 **Off - Specific people**
Shared with specific people.

**Access:** Anyone (no sign-in required) [Can edit ▾]

Note: Items with any link sharing option can still be published to the web. Learn more

[Save] [Cancel]         Learn more about link sharing

**IMPORTANT:** Always use "ANYONE WITH THE LINK" for sharing with faculty. **DO NOT USE** "anyone at UTC" or "specific people" to share with faculty because those options work only for gmail accounts and UTC faculty email typically do not use gmail.

Typically "can view" access is adequate.

**e** Copy/Paste the link from the "Sharing Settings" page which will appear with the link already highlighted to distribute. Using copy/paste to generate your own email is the most reliable way to distribute the link without requiring the recipient to have a Google account.

## Frequently Asked Questions

**Recipients say they don't have access?** Double-check that your sharing settings are set to "anyone with the link can view" (or "can edit") and that you copied/pasted the link into your own email, *not* the invitation generated by Google Drive.

**Questions?** E-mail Rodger-Ling@utc.edu.