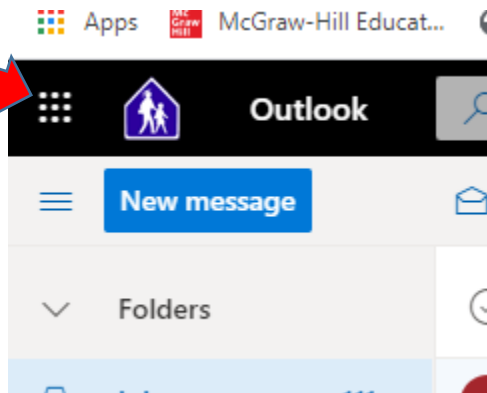


How to upload your Playing Test videos to One Drive so that I can see and mark them!

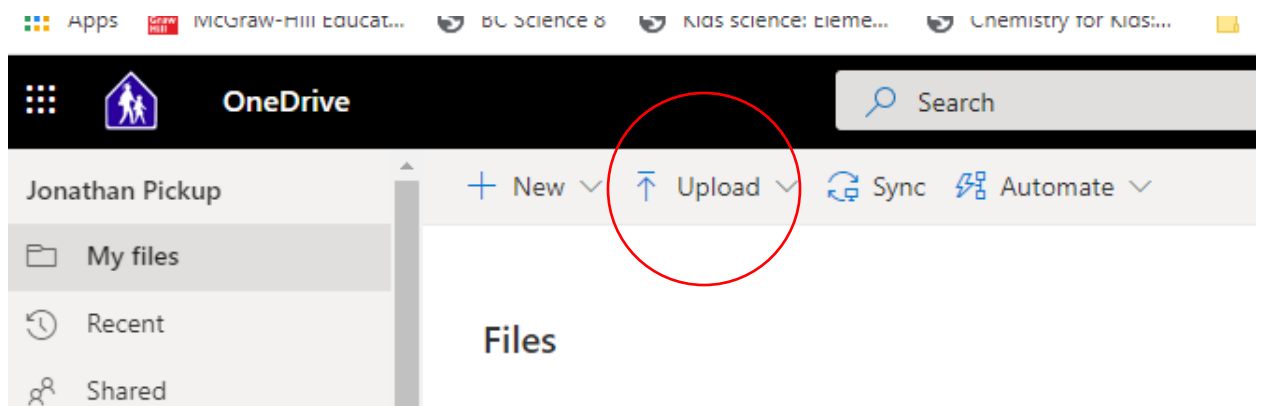
Once you have taken the video of you playing your song on your phone of computer:

1. Go to Outlook (i.e. your School e-mail)
2. Click on the waffle in the top left corner beside the sd 83 logo.

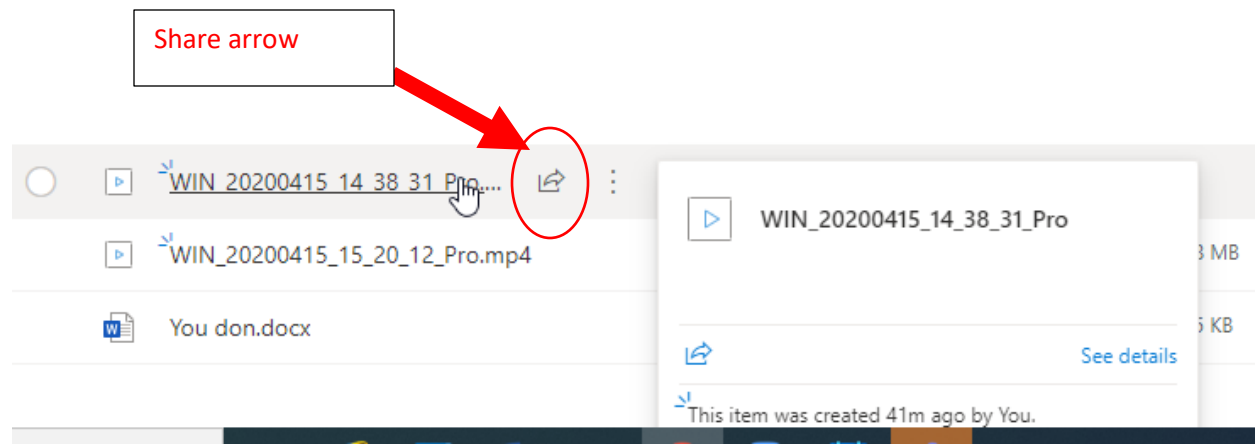
Waffle



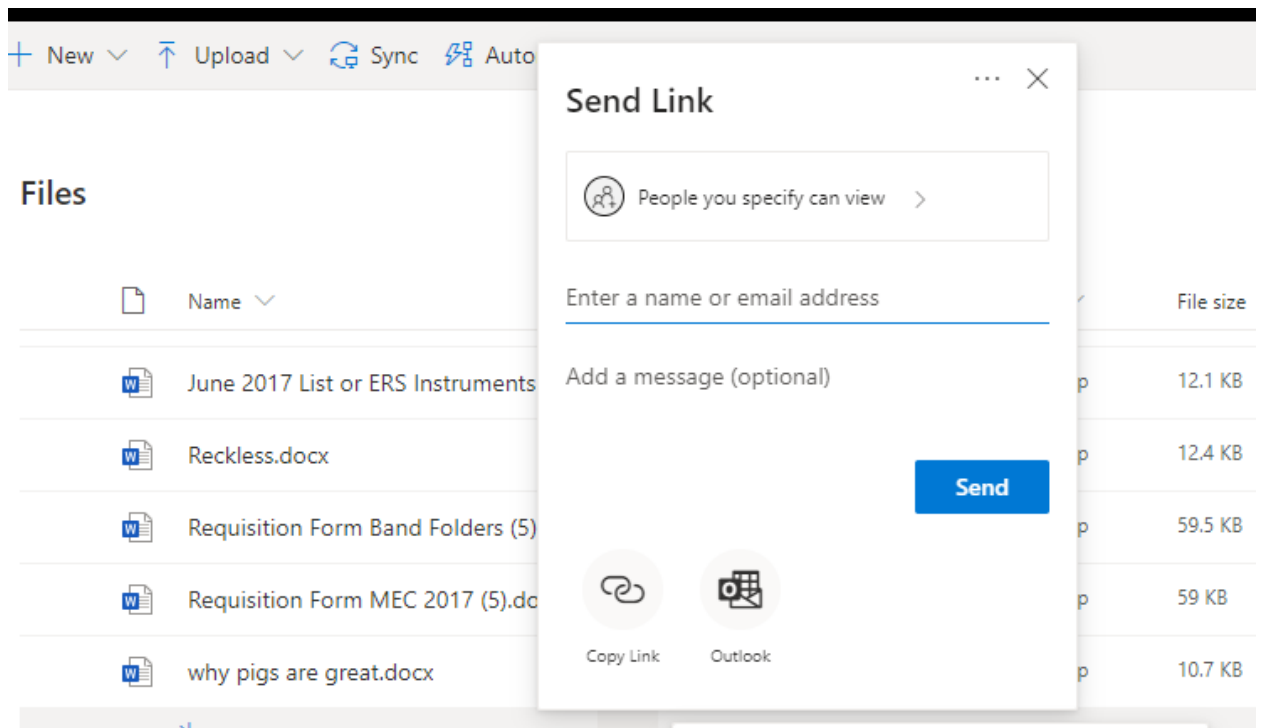
3. Select **OneDrive**
4. Select **upload** and then **files**



5. Navigate to where you saved your video file and open it.
6. Once the file has uploaded it will appear in your list of files in OneDrive.
7. To share the file with your teacher:
 - a. Hover over the file name you want to share.
 - b. Click the **share arrow** that appears beside the file.



8. You should now see the “Send Link” dialogue box.



- Enter your teacher’s e-mail address and a message like:
 - Here is my first playing test song for the week of Monday _____. The song is called _____ by _____.
- Click send.

9. Your teacher will receive a link to the file in his/her email so they can view it etc...