

## How to Submit a Video File on D2L:

### Step 1:

Log onto D2L and click on our class page.

The screenshot shows a web browser window displaying the D2L course page for 'Our Gr 6 VLE w. Mr Jones'. The browser's address bar shows the URL 'alcdsb.elearningontario.ca/d2l/home/17297252'. The page header includes the course name and the user's name, 'Rachel Armstrong as\_Student'. Below the header is a navigation bar with icons for 'Content', 'Assignments', 'Classlist', 'Microsoft Teams', 'OneNote Digita...', 'Freckle', and 'Sora Online Lib...'. The 'Assignments' icon is circled in red. Below the navigation bar is a large banner image of a waterfall with the text 'Our Gr 6 VLE w. Mr. Jones'. At the bottom, there are sections for 'Activity Feed' and 'Content Browser'.

### Step 2:

Click on Assignments.

The screenshot shows the 'Assignments' page in the D2L course. The browser's address bar shows the URL 'alcdsb.elearningontario.ca/d2l/lms/dropbox/user/folders\_list.d2l?ou=17297252&isprv=0'. The page header includes the course name and the user's name, 'Rachel Armstrong as\_Student'. Below the header is a navigation bar with icons for 'Content', 'Assignments', 'Classlist', 'Microsoft Teams', 'OneNote Digita...', 'Freckle', and 'Sora Online Lib...'. The 'Assignments' icon is circled in red. Below the navigation bar is a large banner image of a waterfall with the text 'Assignments'. Below the banner is a 'View History' button. The main content area is a table with the following columns: 'Assignment', 'Completion Status', 'Score', 'Evaluation Status', and 'Due Date'. The table contains two rows of assignments, both with a 'Not Submitted' status. The first row is 'Show and Share Digital Capture' and the second row is 'Pour demain!'. Below the table is an 'Attachments' section with a link to 'TF for remote.docx (13.3 KB)'. A 'Help' button is located in the bottom right corner of the page.

Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
<a href="#">Show and Share Digital Capture</a>	Not Submitted			
<a href="#">Pour demain!</a>	Not Submitted			

### Step 3:

Scroll down to the assignment you are wanting to submit and click on it.

The screenshot shows a web browser window displaying a course page. The page has a table of assignments. The first row is for 'Choose Your Future' with a status of 'Not Submitted' and a date of 'Oct 16, 2020 11:59 PM'. Underneath this row, there is an 'Attachments' section with a file named '6MonthTracker.docx (21.36 KB)'. This file name is circled in red. Below this, there are sections for 'Science', 'Social Studies/History&Geography', and 'Physical Education and Healthy Active Living', each containing one or more assignments with 'Not Submitted' status.

Assignment Name	Status	Due Date
Choose Your Future	Not Submitted	Oct 16, 2020 11:59 PM
Attachments		
6MonthTracker.docx (21.36 KB)		
Science		
Flight - Vocabulary	Not Submitted	
Flight - Forces Of Flight	Not Submitted	
Predict-Observe-Explain - Flight Demos	Not Submitted	
Attachments		
POEModel.docx (24.37 KB)		
Social Studies/History&Geography		
As Long As The River Flows	Not Submitted	
Physical Education and Healthy Active Living		

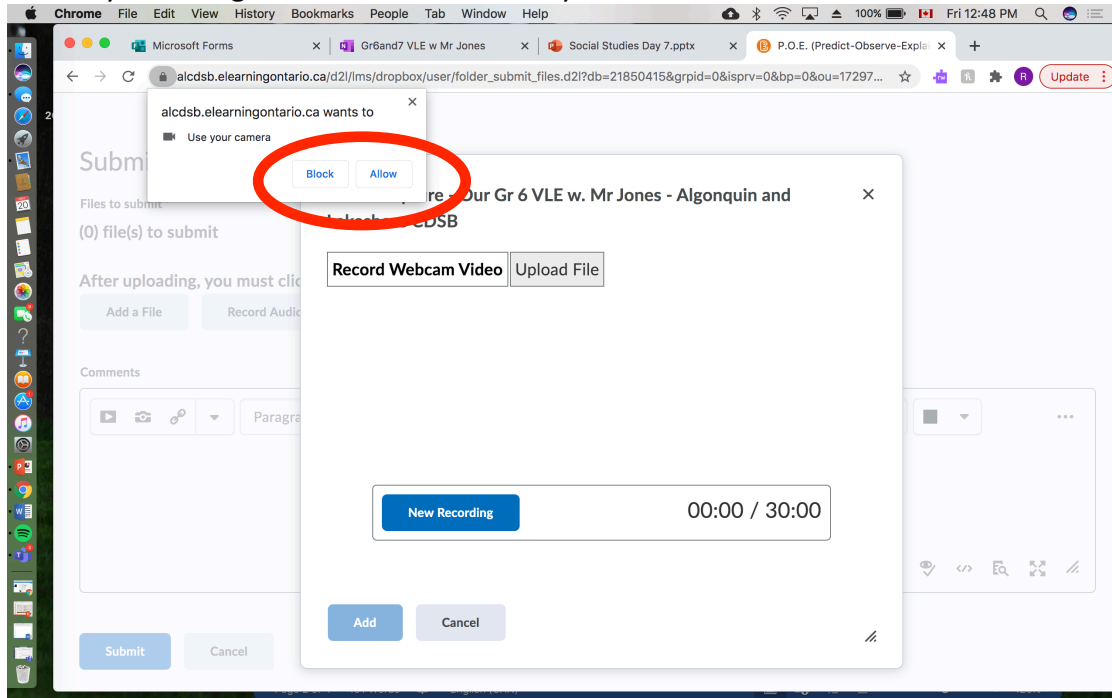
### Step 4:

Scroll down on the page and click on 'Record Video.'

The screenshot shows the 'Submit Assignment' page. At the top, there is a 'Download All Files' button. Below that, the heading 'Submit Assignment' is followed by 'Files to submit \*' and '(0) file(s) to submit'. A message states: 'After uploading, you must click Submit to complete the submission.' Below this message are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. The 'Record Video' button is circled in red. At the bottom of the page, there is a rich text editor with various formatting options and a 'Submit' button.

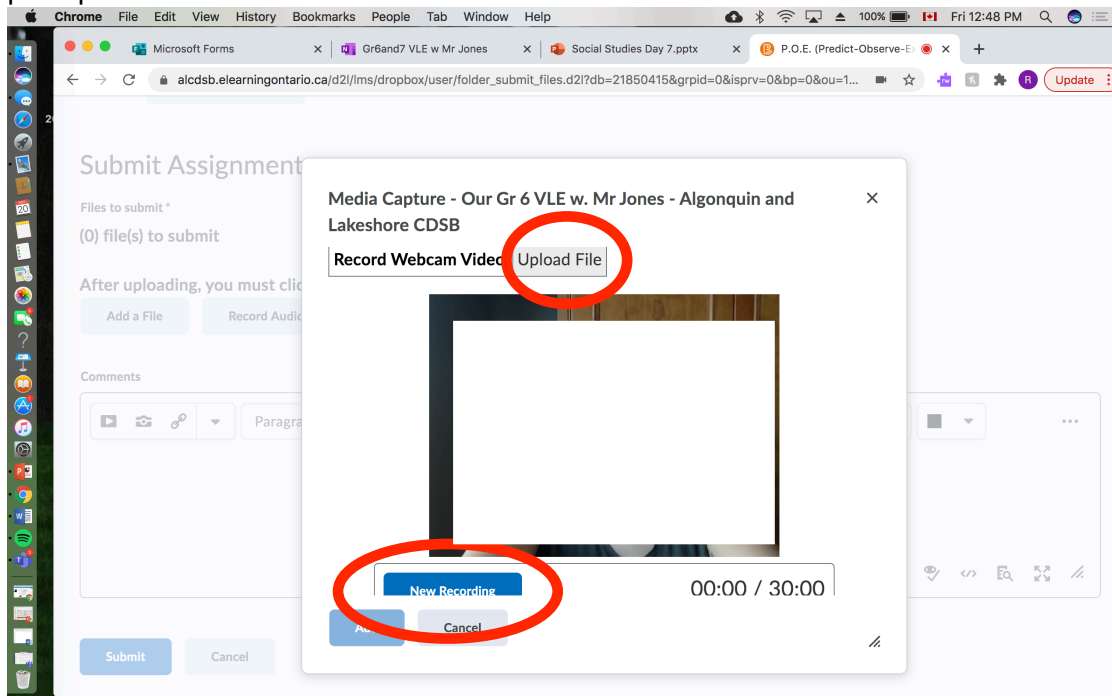
Step 5:

You may have to give access to 2DL to use your camera. Click allow if it asks.



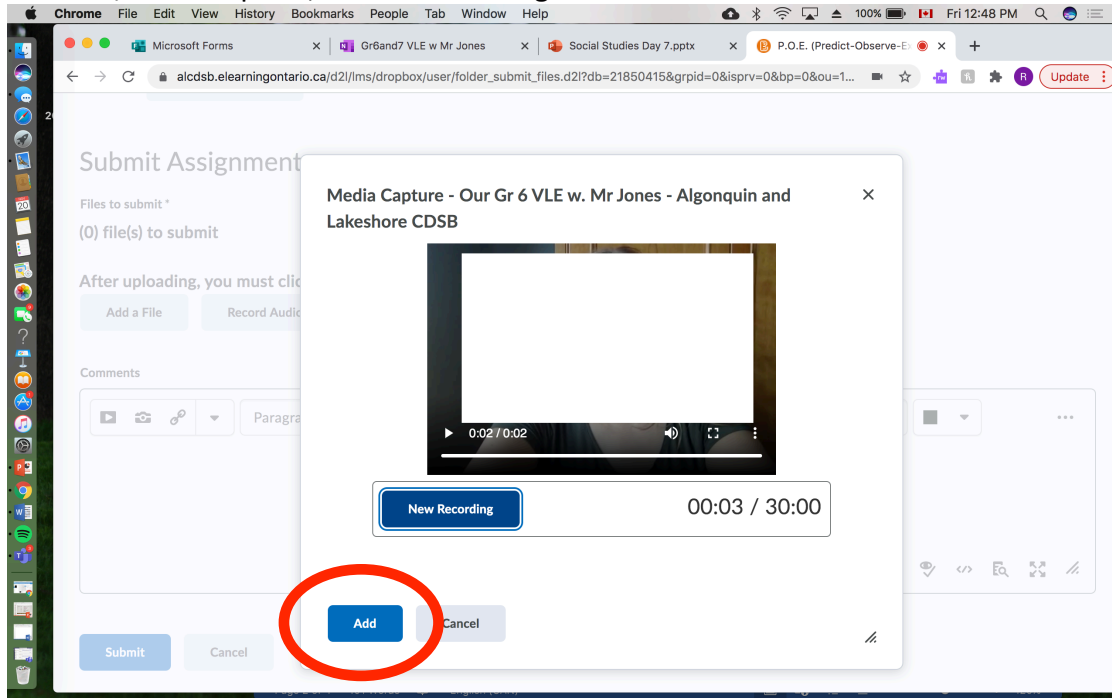
Step 6:

Click 'New Recording' and begin to record your assignment. If you have recorded a video and want to submit a file you already have on your computer, click 'Upload File' and follow the prompts.



Step 7:

Once you are finished recording press 'Stop Recording,' then click 'Add.' Give your submission a title and/or description, and click 'Add' again.



Step 8:

Finally, once you see that your file has successfully loaded, click 'Submit.'

