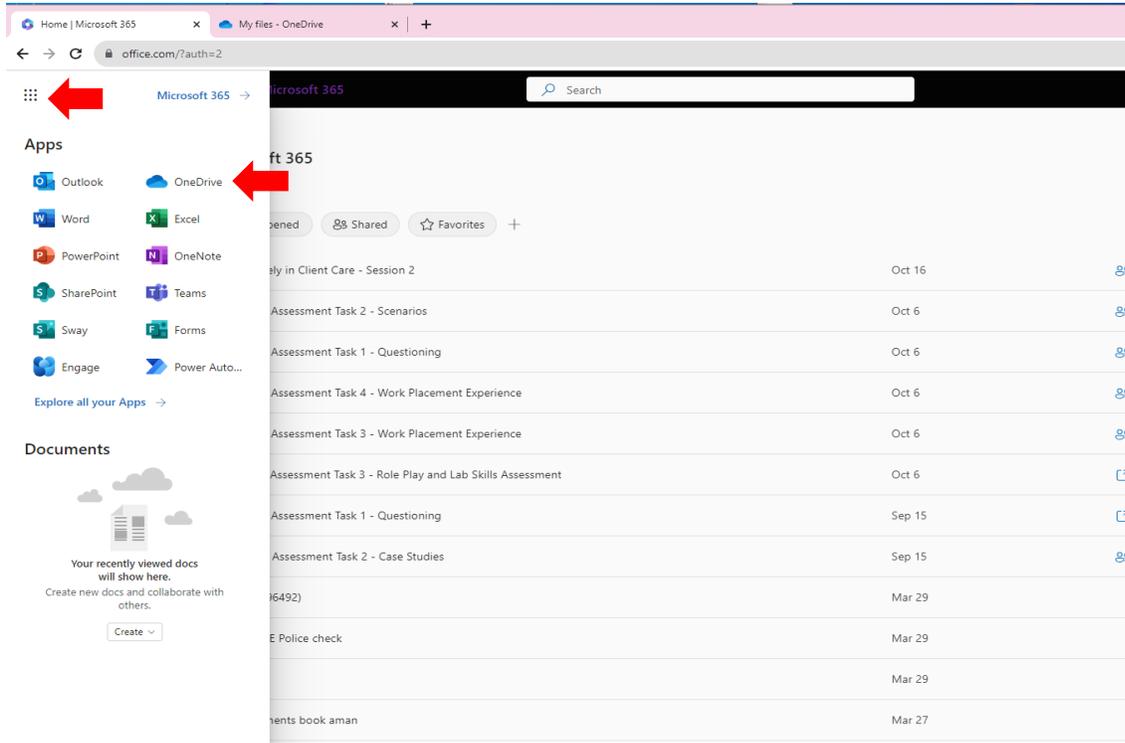
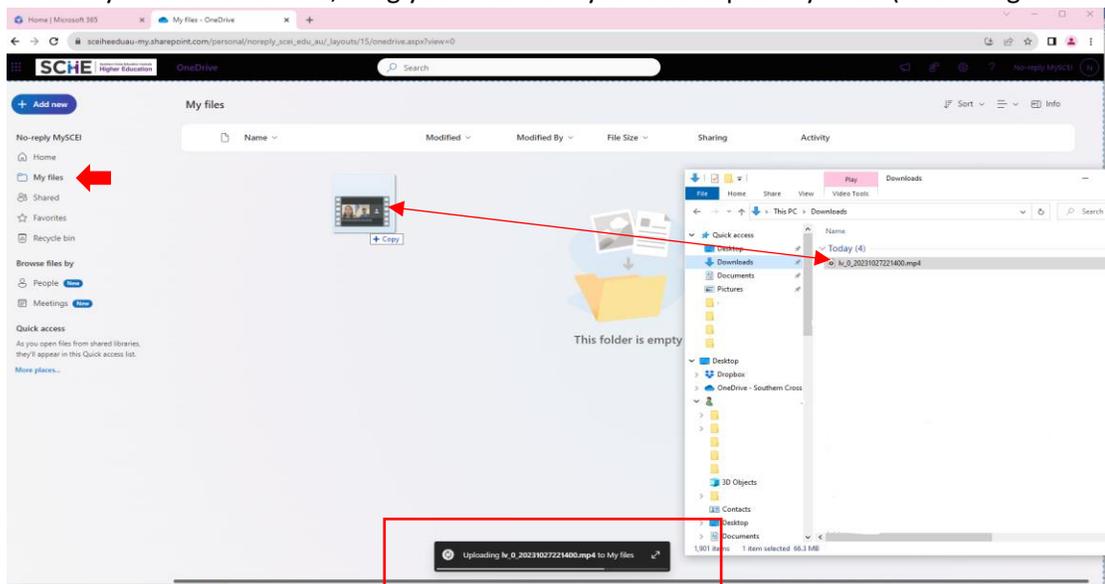


How to upload your video presentation in SharePoint:

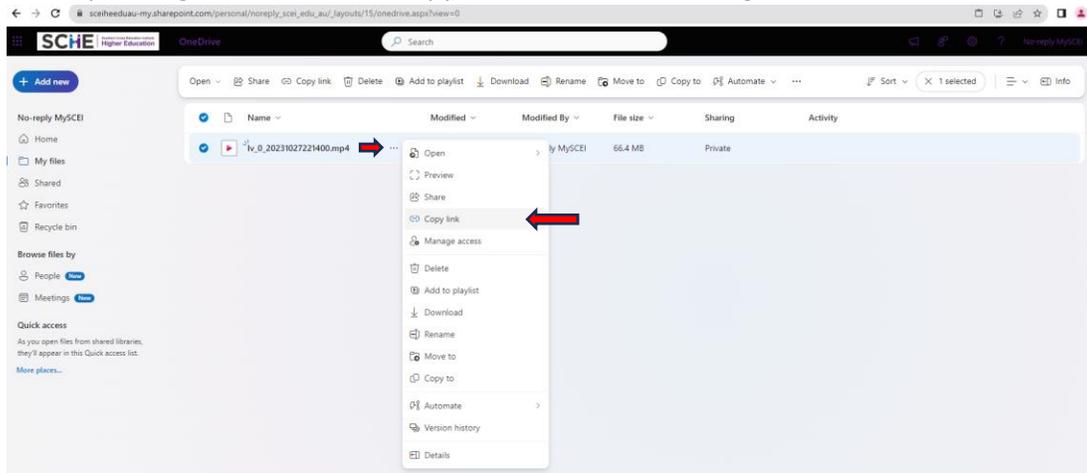
1. Open your web browser (Chrome / Safari / Mozilla Firefox / Microsoft Edge).
2. Go to www.office.com and login using your SCEI email.
3. Click on  icon and click on OneDrive. (Refer image below)



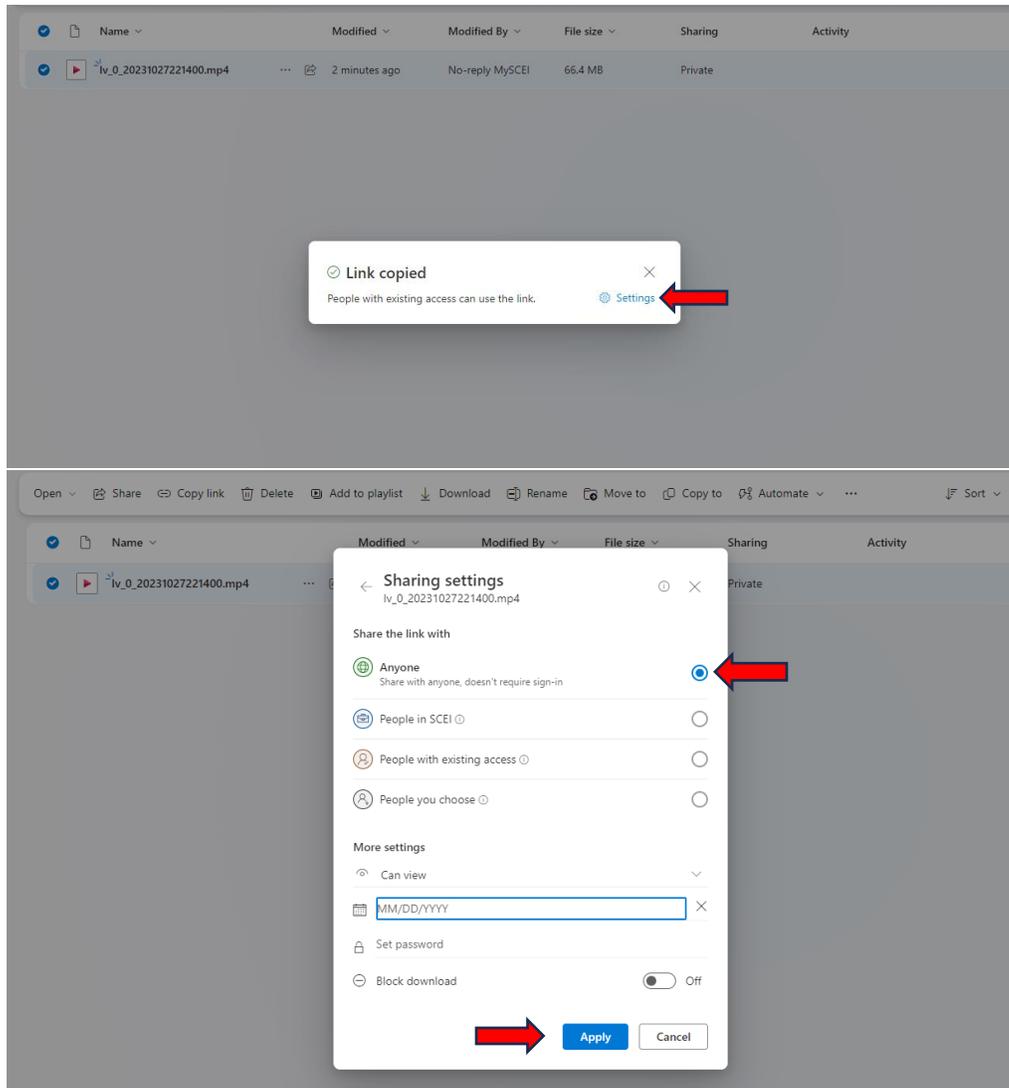
4. OneDrive page will appear.
5. Go to My Files on OneDrive, Drag your files from your desktop to My Files. (refer image below).



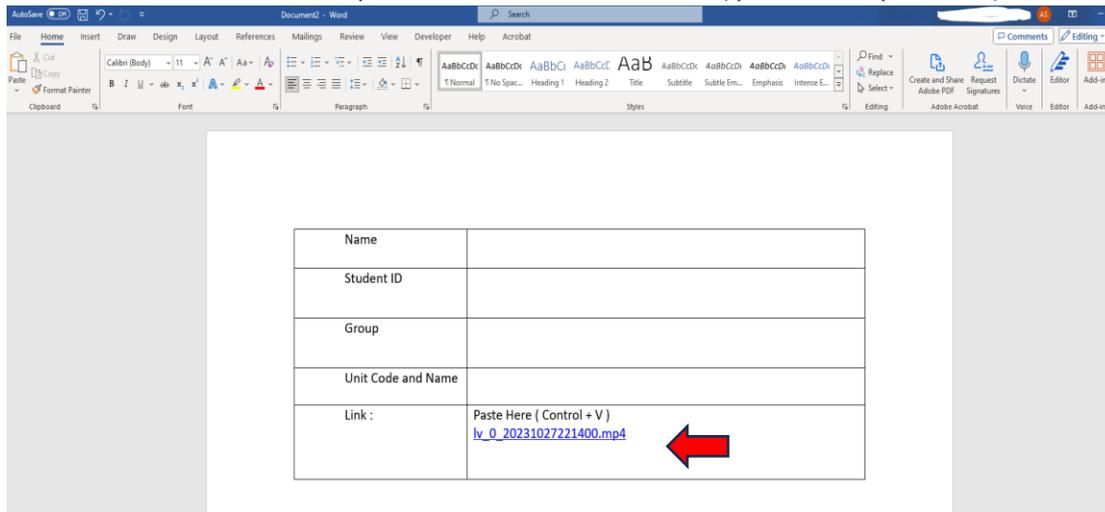
6. After uploading finishes, click on Copy Link then click on Settings.



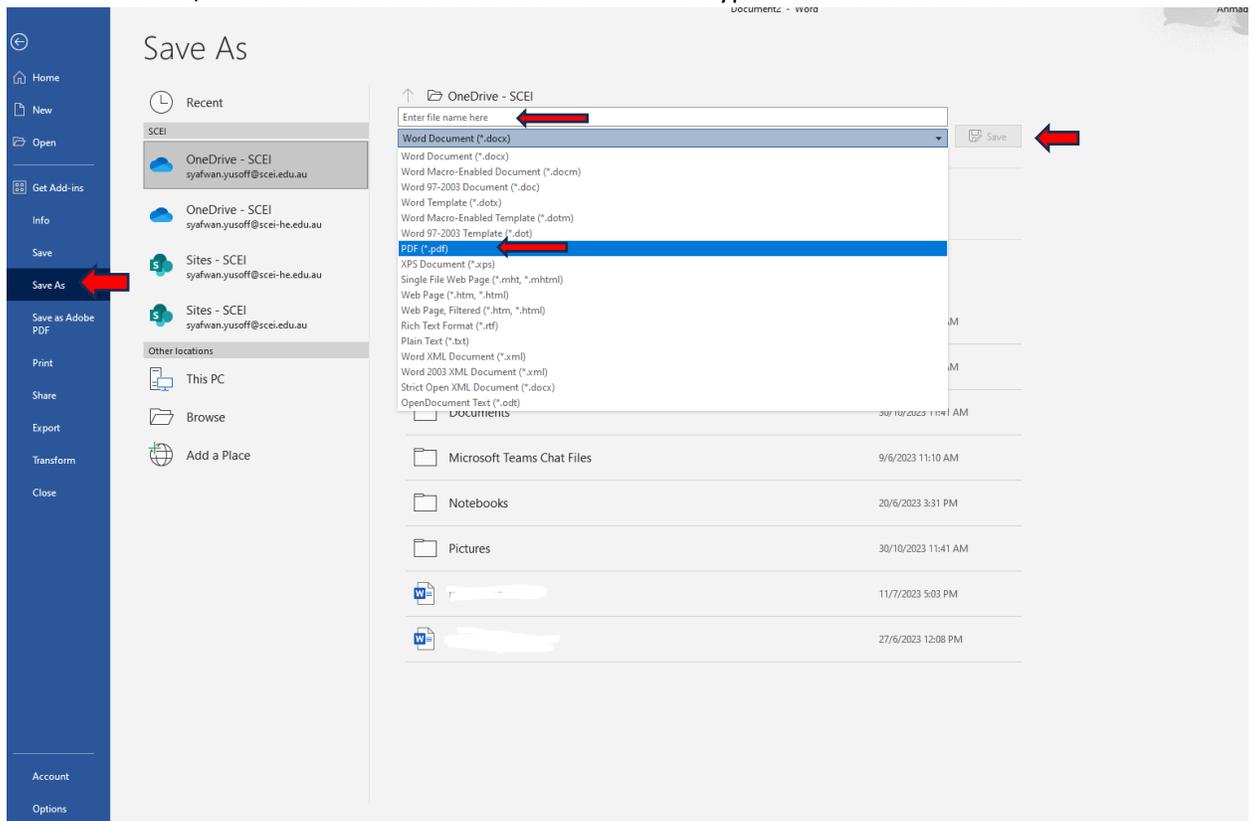
Choose to share with "Anyone" then click "Apply". Link will be automatically copied.



- Once the link is being copied, Open Microsoft Word and paste the link. Fill in Name, Student ID, Group, Unit Code & Name and Link (paste the copied Link)



- Click on Save As, Enter the file name and Choose "PDF" file type. After that Click "Save".



- Final step, submit the PDF file to Submission Point in Moodle.