



INSTRUCTIONS FOR UPLOADING AUDIO/VIDEO SUBMISSIONS

Your assignment includes the submission of an audio/video recording/presentation. Therefore, please adhere to the following process for your assignment submission.

1. Record your audio/video presentation by using appropriate software and upload it to your college OneDrive account. You should have already received the login details for your Spurgeon's Microsoft Office 365 account. This includes 1TB worth of storage space on One Drive. Therefore, please upload your presentation to the OneDrive and copy the web URL of that file.
2. Write a short explanatory note indicating the basic details of your presentation. For example, if your assignment is a sermon recording, then mention the scripture text, sermon title, intended audience and the OneDrive web URL. Please make sure that you do not have any expiry date or sharing restrictions on the URL. The URL must be accessible and available for the tutors and external examiners. Your assignment might require further details about the presentation, so please make sure that you give all details as required by your unit assignment guidelines.
3. Fill in your cover sheet and add it to your explanatory note and upload it to Moodle as you would normally submit an essay.

Note: If One Drive account does not work for you, then you could use WeTransfer (<https://wetransfer.com/>) to send your file to the Unit Tutor. If you are doing this, then please mention it clearly in your explanatory note.