



# Jordan High School Orchestra

“Excellence Lives Here”

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## Uploading Videos via Android & iOS Devices

### ANDROID DEVICE INSTRUCTIONS

#### Submitting your video using an Android phone via Google Drive:

##### Download Google Drive on your device:

If you already have a Google Drive installed on your phone skip to either “Recording your video” or “Adding a video to your Google Drive”.

##### Recording your video:

Use the camera on your phone to record your performance. If you are making several recordings it is recommended that you delete the recordings of your performances that you do not wish to submit.

##### Adding a video to your Google Drive:

- Open Google Drive.
- Ensure that you are signed in with your Katy ISD account. You must use your Katy ISD google account to upload the files. To ensure that you are on your Katy ISD account, choose the three lines in the upper left corner. The bottom of the screen will tell you which account you are currently in. To switch, choose the down arrow to the right of your account name. Sign in with your Katy account if you see it listed. If not, you will need to add the Katy account by choosing “Add another account”.
- Go to the video files on your phone.
- Select the video you wish to upload.
- Select Share.
- Select Save to Drive.
- Under document title write the name of the song.
- Under Account, make sure that you have selected the Katy ISD account.
- Under folders choose my drive.
- Select Save.

##### Copy the URL to the Google submission site:

- Open Google Drive on your Android phone.
- Find the video you wish to enter for your test and tap on the 3 dots on the right.
- Select copy link.
- On the dropdown menu select “Submit your Test”.
- Fill out the Google Form.
- When you get to the final part that says “Provide the URL...”, press and hold (long tap). You will need to put the cursor on the line first and then long tap.
- Choose Clip Tray.
- Choose the video you wish to upload.
- Hit submit.
- The next screen should say “File Submission” or “Your file has been submitted”. This means you have successfully submitted your performance.
- **DO NOT DELETE THE VIDEO FROM GOOGLE DRIVE UNTIL AFTER PROJECTS ARE GRADED.**

### Submitting your video using an Android phone via YouTube:

- Create a YouTube Channel on your device: If you already have a YouTube Channel skip to either “Adding a video to your YouTube Channel while signed in...” or Uploading a video you your YouTube Channel from the video files on your phone”
- Go to YouTube on your Android device. (Install YouTube on your device if necessary).
- Sign in to Google using your school Google account. If you have another Google account, make sure to use the school account. You should now be signed into YouTube with your school Google account.
- From the home page on YouTube, click on the person icon.
- Create a new channel.

### Adding a video to your YouTube Channel while already signed into YouTube:

- From the home screen on YouTube, select the camera icon.
- Your saved videos will appear.
- Select the video you wish to use.
- This will take several minutes to upload.
- Once uploaded, select the video.
- Choose Share.
- Choose Copy Link.

### Uploading a video to your YouTube channel from the video files on your phone:

- Locate the video files on your phone.
- Select the video you wish to add.
- Choose the share icon.
- Select YouTube.
- Create a Title and description (Examples are Title: the name of the piece and description).
- Choose Unlisted under privacy (If you choose private I will not be able to see it. Unlisted allows you to control who you share it with.)
- Select the blue arrow in the upper right corner of the screen (may be a different location on your phone).

### Recording while signed into YouTube:

- From the home screen on YouTube, select the camera icon.
- Your saved videos will appear as well as the camera icon again.
- Select the camera icon and begin filming.
- Select OK.
- Create a title and description (Examples are Title: the name of the piece and description)
- Choose Unlisted under privacy (If you choose private I will not be able to see it. Unlisted allows you to control who you share it with.)
- Select the blue arrow in the upper right corner of the screen (may be a different location on your phone)

### Copy the URL to the submission sight:

- Go to your YouTube Channel.
- Select Library.
- Find the video you wish to enter for your test and tap on the 3 dots on the right.
- Select Share.
- Select copy link.
- Fill out the Google Form.
- When you get to the final part that says “Provide the URL...”, press and hold (long tap). You will need to put the cursor on the line first and then long tap.
- Choose Clip Tray.
- Choose the video you wish to upload.
- Hit submit.
- **DO NOT DELETE THE VIDEO FROM YouTube DRIVE UNTIL AFTER PROJECTS ARE GRADED.**

### Deleting files from the clip tray:

- It is recommended that you delete files from your clip tray after you have submitted your test. This will help prevent you from uploading the incorrect file in the future. To do this:
- Open the browser on your phone.
- Go to the URL field and long tap.
- Select clip tray.
- It will bring up all the files you have copied to the clip tray.
- Choose the delete icon.
- Select the files you wish to delete.
- Select done.

## iOS DEVICE INSTRUCTIONS

### Submitting your video using an iPhone via Google Drive:

#### Download Google Drive on your device:

If you already have a Google Drive installed on your phone skip to either “Recording your video” or “Adding a video to your Google Drive”. If not, go the App store and download Google Drive for free.

#### Recording your video:

Use the camera on your phone to record your performance. If you are making several recordings it is recommended that you delete the recordings of that you do not wish to submit.

#### Adding a video to your Google Drive:

- Open Google Drive and sign-in.
- If you have a personal Google account as well as a school google account, ensure that you are signed in with your Katy ISD account. You must use your Katy ISD Google account to submit your test. Exit out of Google Drive and go to the video files on your phone.
- Select the video you wish to upload. Make sure to turn on “Link Share”.
- Select Share/Upload.
- Select Google Drive.
- Under User, make sure that you are signed in with your Katy ISD account. If your phone defaults back to your personal Google account, go “incognito” or use “private browsing” and sign into Google again.
- Select Upload.

#### Copy the URL to the video submission sight:

- Open Google Drive on your phone.
- Find the video you wish to enter for your test and tap on the 3 dots on the right.
- Select copy link.
- If you have another Google account and get a message that says you need permission go “incognito” if you are in Chrome (tap More ... then new incognito tab, then sign in using your Katy ISD account) or use private browsing if you are in Safari (tap the two boxes in the bottom left corner and choose private).
- Then sign in to Google again using your Katy ISD account.
- Fill out the google Form.
- When you get to the final part that says “Provide the URL...”, put the cursor on the line then press and hold (long tap) or double tap depending on your phone.
- Choose Paste.
- Hit submit.
- The next screen should say “File submission” or “Your file has been submitted”. This means you have successfully submitted your performance.
- **DO NOT DELETE THE VIDEO FROM GOOGLE DRIVE UNTIL AFTER PROJECTS HAVE BEEN GRADED.**

## Submitting your video using an iPhone via YouTube:

### Create a YouTube Channel on your device:

If you already have a YouTube Channel skip to either “Adding a Video to your YouTube Channel while signed in...” or “Uploading a video to your YouTube Channel from the video files on your phone”

- Go to YouTube on your device. (Install YouTube on your device if necessary).
- Sign in to Google using your school Google account. If you have another Google account, make sure to use the school account.
- You should now be signed into YouTube with your school Google account.
- From the home page on YouTube, click on the person icon.
- Create a new channel.

### Adding a video to your YouTube Channel while already signed into YouTube:

- From the home screen on YouTube, select the camera icon.
- Your saved videos will appear.
- Select the video you wish to use.
- Hit next.
- Create a title and description (Examples are Title: the name of the piece and description).
- Choose Unlisted under privacy (If you choose private I will not be able to see it. Unlisted allows you to control who you share it with.)
- Tap upload.

### Recording your test while signed into YouTube:

- From the home screen on YouTube, select the camera icon.
- Your saved videos will appear as well as the camera icon again.
- Select the camera icon and begin filming.
- Select OK.
- Create a title and description (Examples are Title: the name of the piece and description).
- Choose Unlisted under privacy (If you choose private I will not be able to see it. Unlisted allows you to control who you share it with.)
- Select the blue arrow in the upper right corner of the screen (may be a different location on your phone).

### Copy the URL to the test submission sight:

- Go to your YouTube Channel.
- Select Library.
- Select My Videos.
- Find the video you wish to enter for your file submission and tap on the 3 dots on the right.
- Select Share.
- Select Copy link.
- Exit out of YouTube and go to Google form.
- Fill out the Google Form.
- When you get to the final part that says “Provide the URL...”, press and hold (long tap). You will need to put the cursor on the line first and then long tap.
- Choose Clip Tray.
- Choose the video you wish to upload.
- Hit submit.
- **DO NOT DELETE THE VIDEO FROM YouTube UNTIL AFTER PROJECTS HAVE BEEN GRADED.**

**Deleting files from the clip tray:**

It is recommended that you delete files from your clip tray after you have submitted your test. This will help prevent you from uploading the incorrect file in the future. To do this:

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- Select the files you wish to delete.
- Select done.