

# SEHH2042 Computer Programming - Group Project

## Guidelines on MS Teams Video Preparation & Submission

This document serves as a reference guide for preparing MS Teams Video and submission of the correct video link to Blackboard assignment submission system.

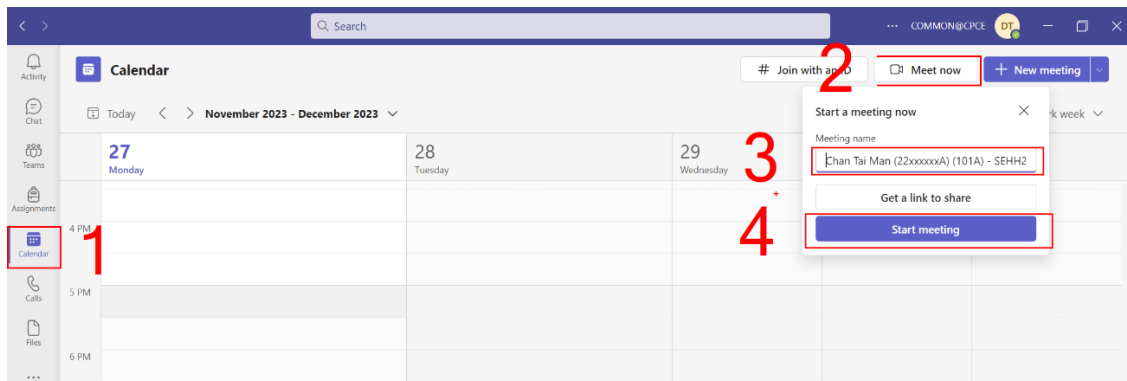
### Instructions:

#### 1. *Start MS Teams meeting.*

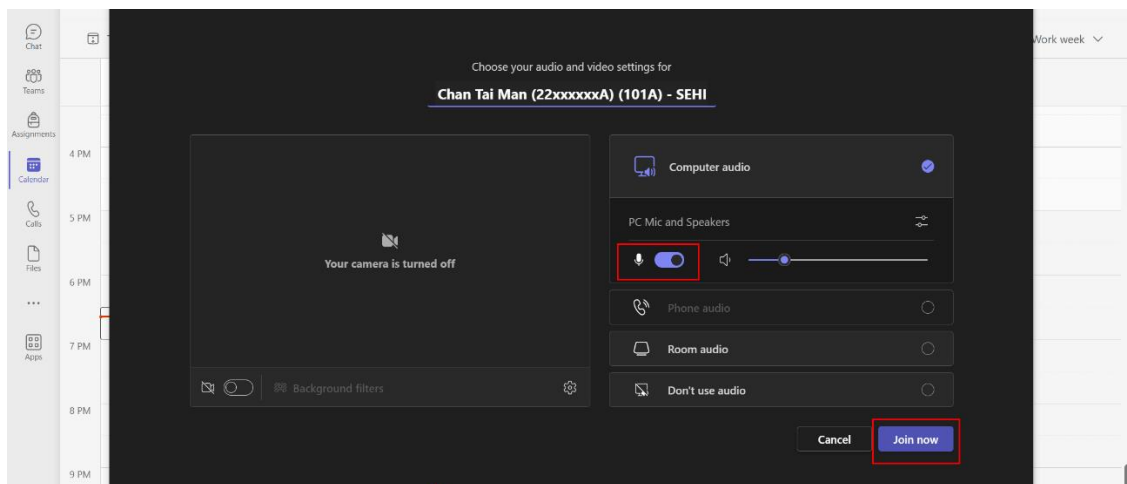
Under MS Teams, click “Calendar”, choose “Meet now”. Provide the meeting name with your personal particulars and group number. For example:

*“Chan Tai Man (22xxxxxxA) (B01A Group 1) – SEHH2042 Group Project Video”*

Click “Start meeting”.



#### 2. Make sure the microphone is turned on. Click “Join now”.

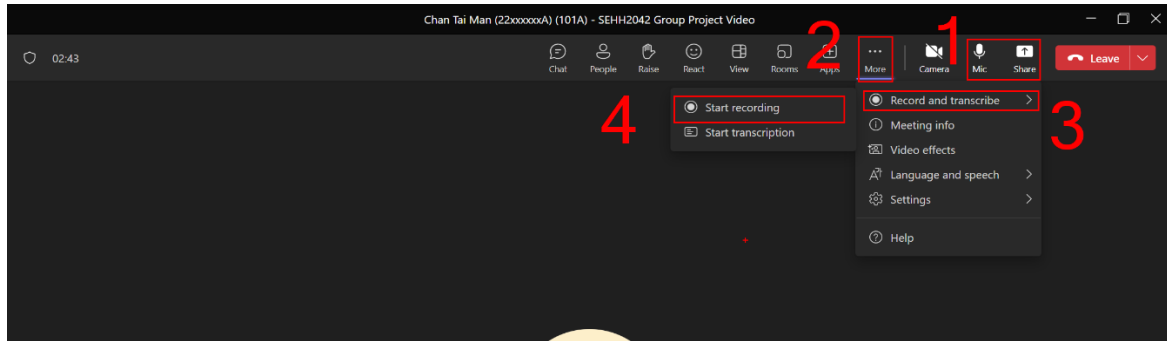


### 3. *Start recording.*

Ensure the microphone is turned on, the screen has been shared. In the screen, it should keep showing your English name, Student ID and lecture group.

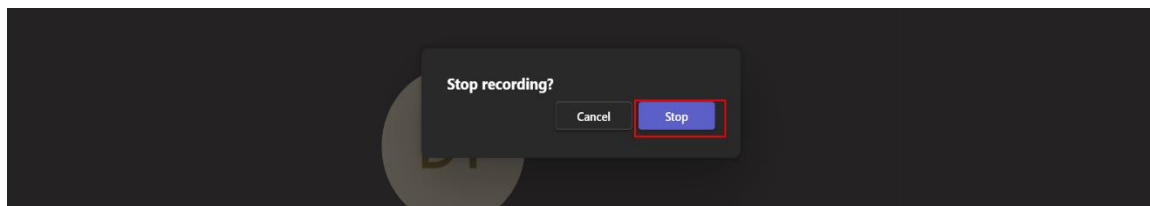
Click “More...”, choose “Record and transcribe” and then Start recording”.

**IMPORTANT:** Check the group project instructions carefully for all requirements about your video.



### 4. *Stop recording.*

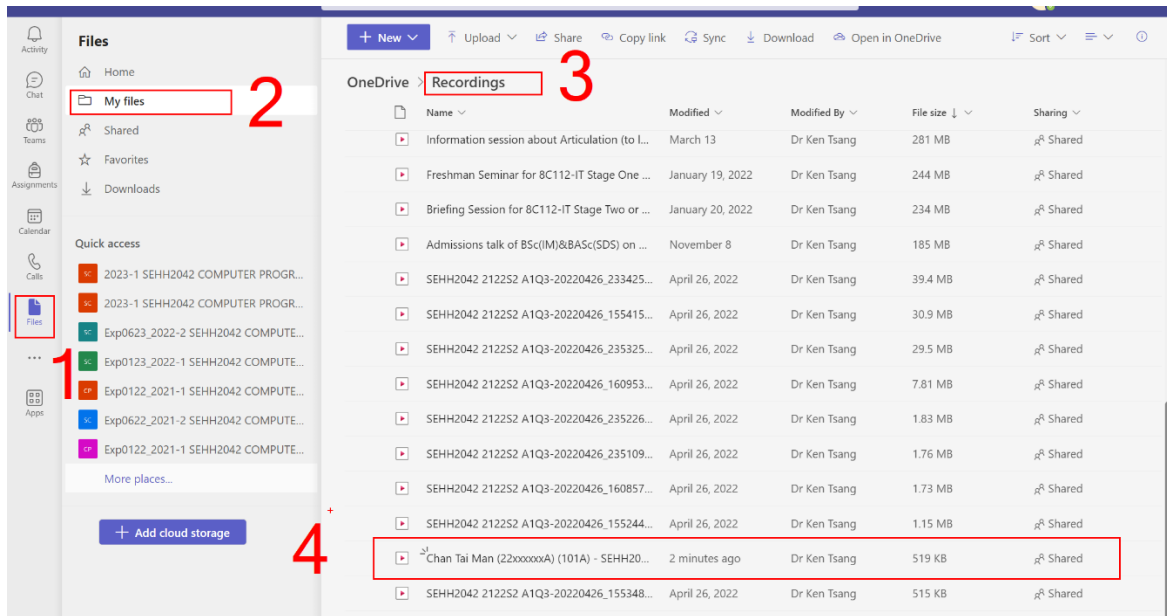
Click “Stop recording” and click “Stop” to confirm, when the recording finishes.



5. *Locate the video from MS Teams.*

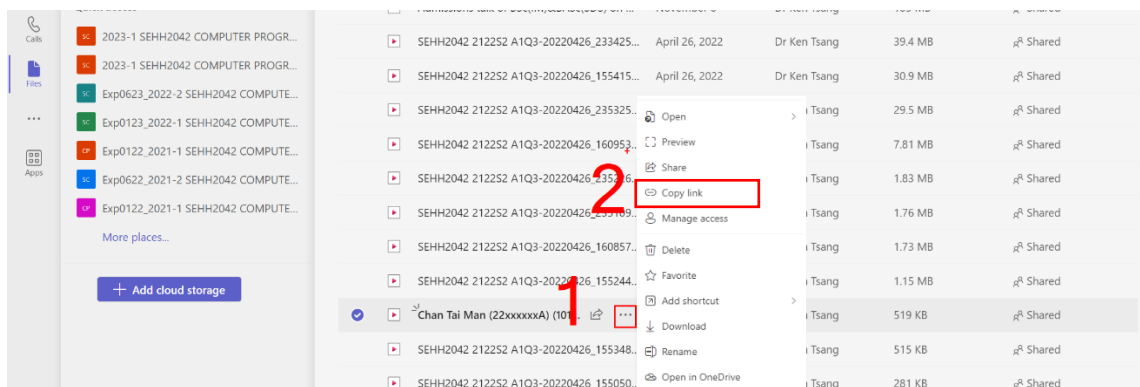
From “Files”, click “My files”. Find your video (likely under the folder “Recordings” in your OneDrive). Make sure the correct file is located.

The next step is to set up the sharing attribute for the file.



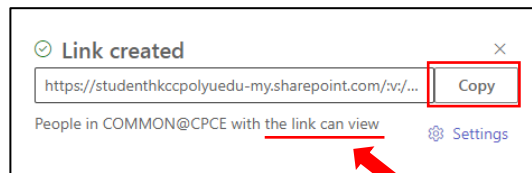
6. *Set the sharing attribute for the video.*

Click “...” besides the filename of your video. Then, choose “Copy link”.



7. Make sure that “View” access right is enabled in the settings. Then click “Copy”.

The link is then copied. Paste the link to the Blackboard submission page.



1

Check “View” access right  
Change in settings when necessary

2

8. Your submission is completed.