

Handing media files and projects in to student central.

If you have a film, animation or 3d project to upload to student central, the file size can be large enough to cause some problems.

Here is a quick guide to keeping the size down and general hand in workflow:

1. **Place your completed work in a folder** on your computer - Its a good idea to name the folder with your Name, Module and assessment,.

For Example: **CatrinaSmith_CI432_Portfolio03**

2. **Compress the Folder.** Right click the folder and choose **Compress** from the menu that appears, you will get a copy of the folder with a .zip file suffix.
3. **Check the size of the zip file,** you can do this by choosing file get info (**Cmd I**) on a mac, or Right click and choose **properties** on a pc.

Note if the file is greater than 250mb you should consider reducing the size of any rendered video files inside the original folder. You can do this using Handbrake 64 which is free to download (See separate handout for this) www.handbrake.fr/downloads.php

4. **Upload to student central.** Locate the hand in area (in the Assessment section of the module area) and Click the title of the Assessment, this will open the upload page, attach your .zip file, add any comments, and click **Submit**.

NOTE: Student central gives NO FEEDBACK WHATSOEVER regarding the progress of your upload, so be patient, it may seem like nothing is happening.

IF THE UPLOAD FAILS: Success is dependent on upload speed, so if the upload fails try to get onto a faster connection - the university campus has upload speeds in excess of 50mbps, so if possible come onto campus and try again.

5. **If all else fails,** contact the [service desk](#) by email: servicedesk@brighton.ac.uk or by phone on 01273 64(4444).

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