Stage III/ Internship II
Instructions for Turning in Your Video Teach Lesson

Video Teach Submission for the Portfolio has three parts.
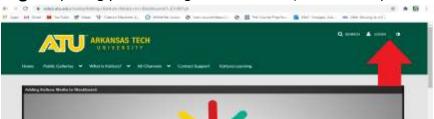1. Video Upload
2. Observation Evaluation
3. Task 2 Guided Reflection

PART 1. VIDEO TEACH INSTRUCTIONS
1. Video a lesson with your phone, tablet, or you can use Express Capture on a computer with Kaltura.
2. Upload the video on your blackboard shell for your Campus Based Supervisor to view. Allow your Cohort Teacher access to view the video in a protected manner.
3. To upload your video to Blackboard please follow the following instructions:
4. Now you must embed your video using Kaltura.

Embedding Your Video Using Kaltura

- Go to **video.atu.edu**
- **Log In** by using your ATU log in information (username & password)

- Go to **+ Add New** ….It is located up on the right by your Log In Name
- **Choose your file** to upload or drag and drop.

- Once the file is done uploading go to **My Media** and you should see your file. My Media is an option when you click on your name where the Log In option is located. At this point you are ready to turn in your video

5. Congratulations! You are ready to submit your video on Blackboard.

- **Log In** to your blackboard account **bblearn.atu.edu**
- Go to your Internship Class (Where you turn in reflections and locator forms)
- Find the **Assignment** that says **Video Submission**
- Choose **"Write Submission"**

- You may not see all the options. If you do not see "Mashups" then hit the **double down arrow** in the right corner to expand the menu in "write submission" option
- Choose **"Mashup"**

- Choose **Kaltura Media**
- Select your video and hit **"Embed"**
- Once your video is uploaded scroll down and **"Submit"**

PART 2. OBSERVATION EVALUATION SUBMISSION

You will turn in your evaluation that you received from your Campus Based Supervisor or Cohort Teacher in Task Stream. You should receive an email with the evaluation details. If you have not, please contact your Campus Based Supervisor or Cohort Teacher.

PART 3. PORTFOLIO TASK 2 REFLECTION

You will also turn in your Task 2 Guided Reflection to Task Stream and to Blackboard. This reflection is a part of your regular observations that are collected on blackboard and a part of the portfolio. The outline template for this submission is located in two places. On your blackboard shell and on the Teacher Education website www.atu.edu under Stage III.