

IATL SDA Submission - additional guidance

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How to submit a physical piece to the office

- We are a small team and the office is not always open so if you are submitting a physical piece, please email IATL.modules@warwick.ac.uk to arrange a date and time so that we can ensure that someone will be there to meet you.
- Ensure your project is labelled with your student ID number and module code.
- Remember to submit a digital record of the piece such as a photo along with any written pieces into Tabula before the deadline.
- Check you have fulfilled the assignment brief and any addition instructions provided by the convenor.

*Your SDA will remain with us until our Exam Board. If you wish to have you SDA returned to you, contact the office in June. Any not collected by the end of July will be disposed of confidentially.

How to submit a video in Tabula

Please do not submit MP4s to Tabula. The files are too large for the system to cope with and can take hours to upload, which can be very stressful for students. Upload your Video to Microsoft Stream.

You will need to submit a word document into Tabula that contains:

- A link to your video hosted in Microsoft Stream
- A plain text transcript from the video
- Any other accompanying pieces or references as set out in the assignment brief.

Short instructions:

- Upload your video into [Microsoft Stream](#) and make the relevant markers owners of the video. There are details of who this should be on the submission template and assessment brief.
- Upload your video into Microsoft Stream Allow Microsoft Stream to generate captions
- Download your transcript file as a word document.
- Make sure the [transcript](#) on your word document matches your audio and edit if needed. Copy and paste this into your submission template to submit this via Tabula. If you would like to remove the timestamps to make the transcript more accessible, instructions included [here](#).
- Share with your convenor and also Angela Ward (check assignment brief for a list of who to share with). Ensure you give them editing permission. [Instructions](#) on how to do this is in the Long Instructions.

Submit into Tabula

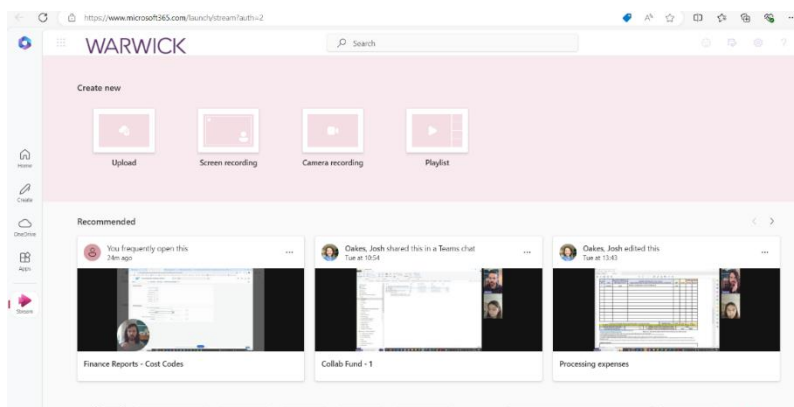
- Under the SHARE icon, copy the link and paste this into a word document. The Transcript can be pasted below the link.
- Submit the link and Transcript along with any other accompanying pieces into Tabula before the deadline expires.
- Recheck the assignment brief to ensure you have included all of the required elements of the assignment.

Long instructions:

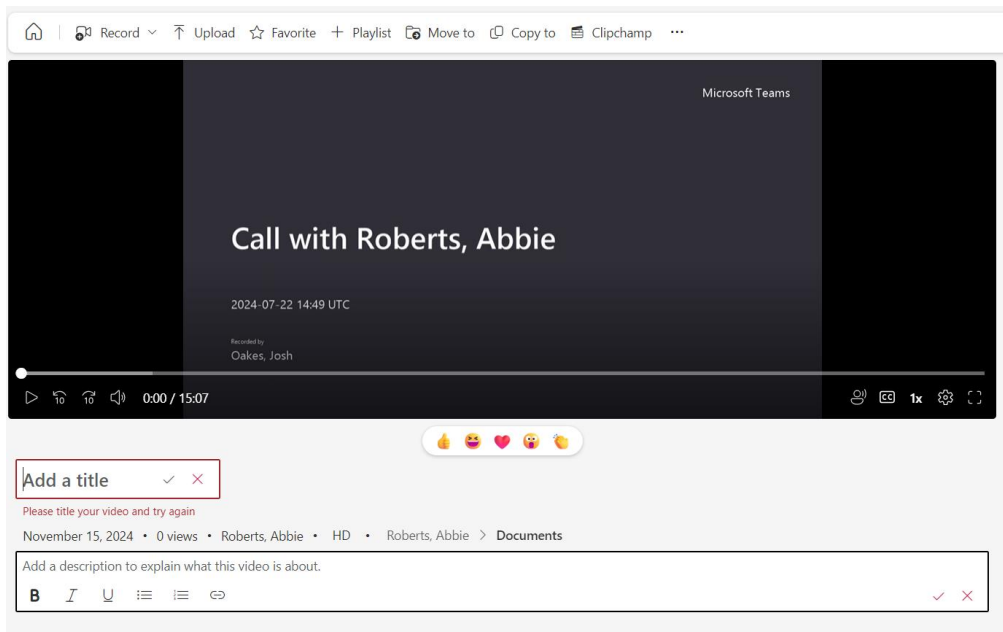
Upload Video to Stream.

Go to [Microsoft Stream](#) (web.microsoftstream.com) and sign in using your Warwick Log In details.

1. Upload your video by selecting 'upload' under 'create new' – as shown in the screenshot below. Open your video.

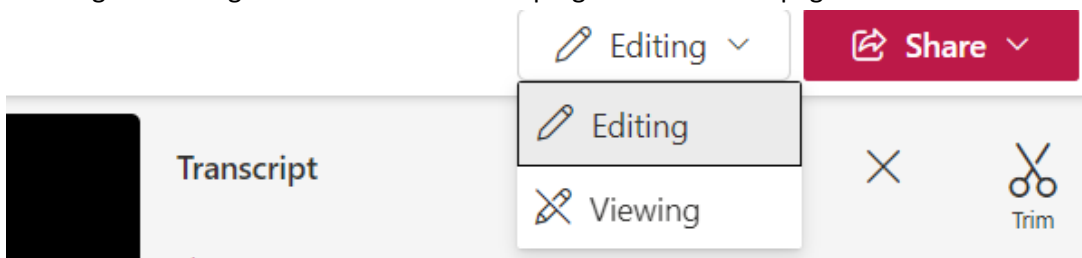


2. You may want to change the title and description for your video. Click on the title to change it. Add a description by clicking on the box below your video. Click on the tick next to each to save these changes.

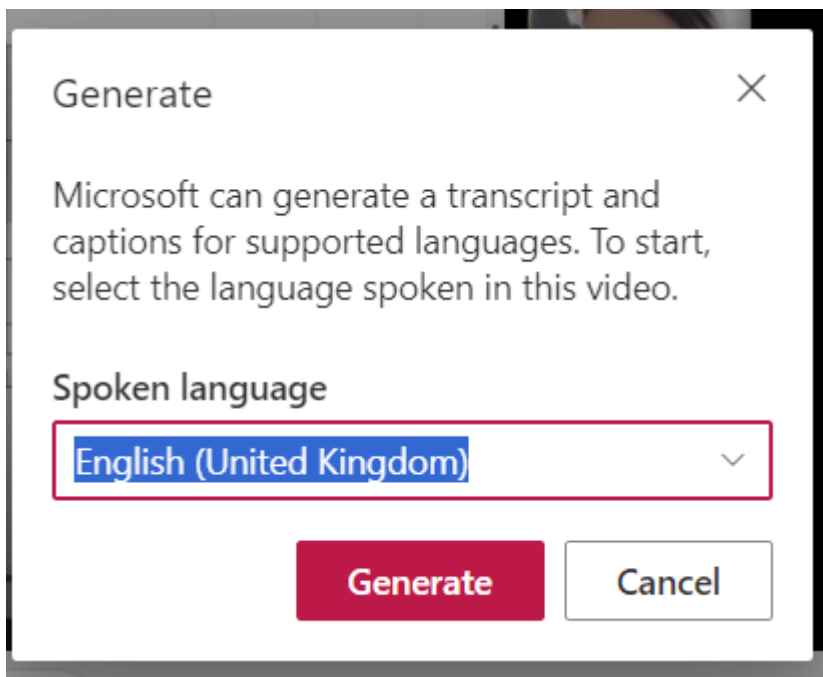
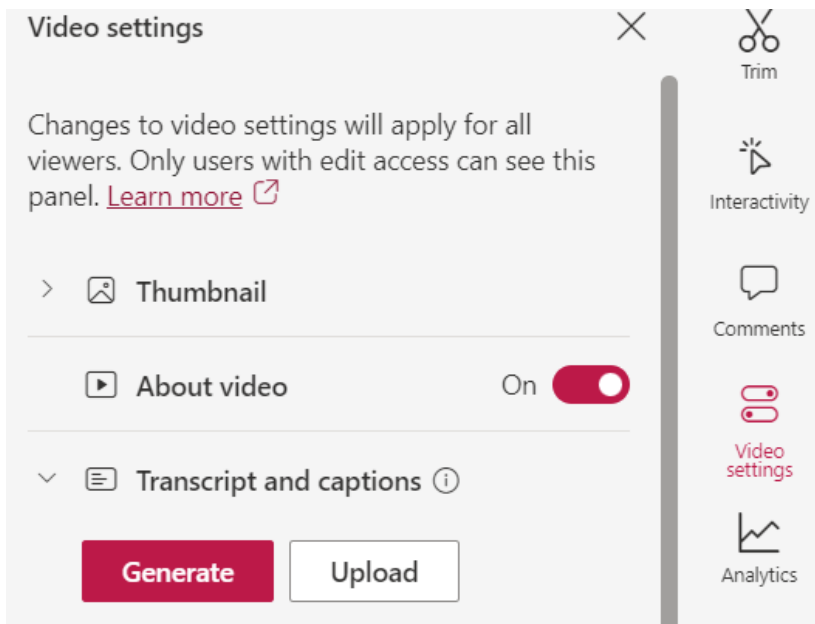


Create Transcript

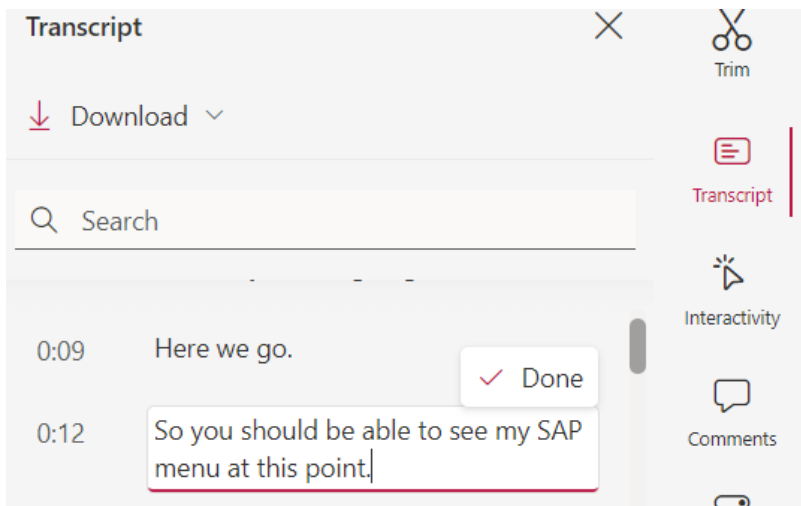
3. Transcript and Captions – First, make sure you are in ‘editing’ mode. You can switch from ‘viewing’ to ‘editing’ via the button at the top right corner of the page.



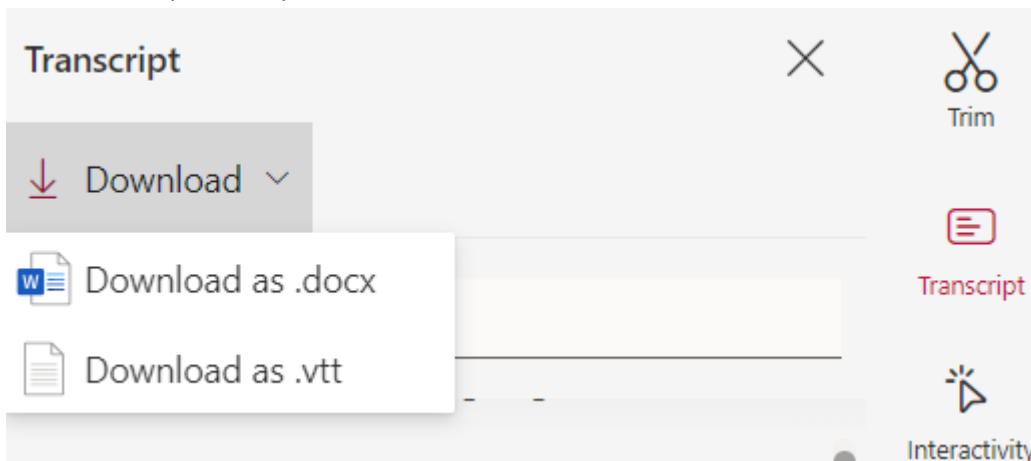
- a. Under ‘Video Settings’ to the right of your video, click on ‘Transcript and Captions’. Then select ‘Generate’. A window will appear prompting you to select a language – choose ‘English (United Kingdom)’.



4. Once your captions have generated (this can take some time, so you may want to complete [this step](#) whilst you wait), you can edit them to ensure they match your audio. Select 'Transcript' on the right side of your screen. Each section of the transcript can then be edited. Hover over each piece of text, select 'edit' and then 'done' when you are happy with your changes.



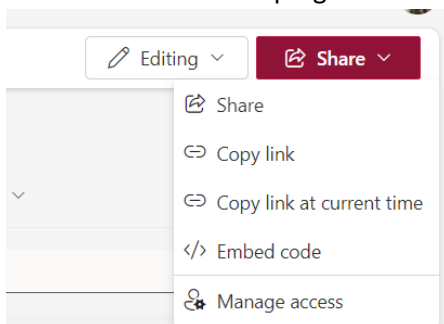
5. Underneath 'Transcript,' select 'Download' and then choose 'Download as .docx.' Save the document to your computer.



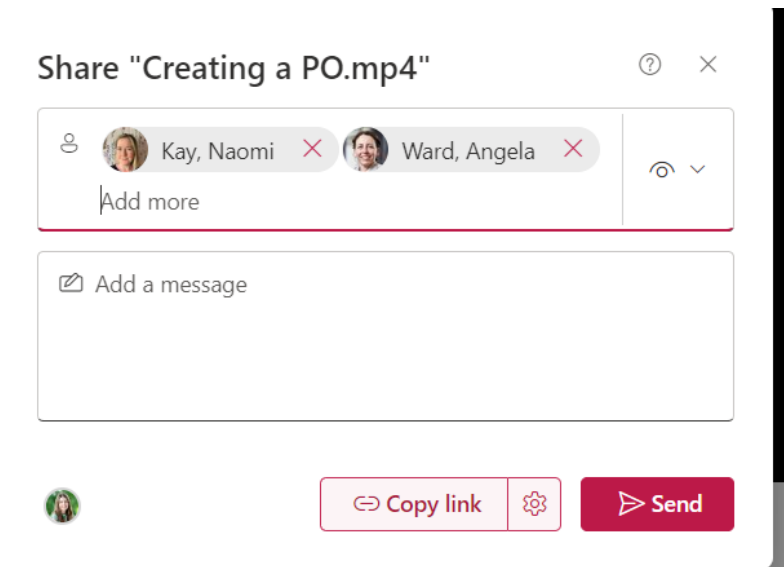
- a. Check that your transcript matches your audio and edit if needed.
- b. If you would like to remove the timestamps to make the transcript more accessible, instructions included [here](#).

Give Access to your video to permit markers to view your video

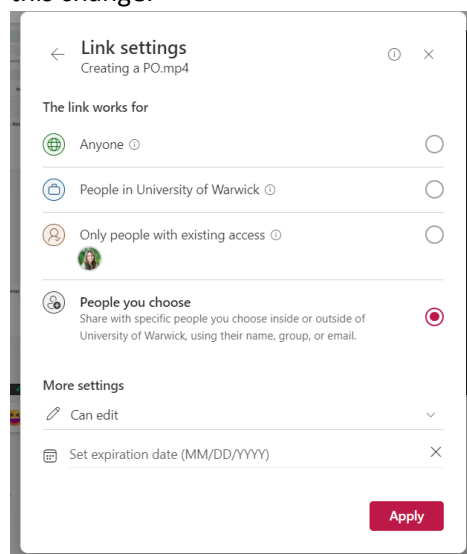
6. Manage the access of your video so the markers can view and edit it. To do this, Select 'share' at the top right of the screen, and then 'share' again.



a. Type in the names of the markers you will need to share your video with (this is specified in your assessment brief) in the top field within the window that pops up, as shown below. Select 'copy link.'



b. Next to 'copy link', select the cog icon. Select 'people you choose' if this is not already selected. Make sure the setting selected is 'can edit' (underneath 'more settings' and apply this change.



c. Paste the link you have copied into the word document you will be uploading to Tabula.

7. If you need to go back and make any changes, you should find your uploaded video on the main page of Microsoft Stream. If you don't see it, you will be able to find your video by selecting 'created by me.'

Submit your assignment into Tabula

8. You should now have all the elements you need to upload your assignment. In your submission, make sure you include:
 - a. Your Name and Student ID
 - b. A link to your video on Stream (click share to see this)
 - c. The plain text version of your transcript
 - d. Any references or other required elements for your assignment as stated in your assignment brief.
9. Upload this in Tabula in the usual way.

How to remove timestamps from your transcript

If you wish to remove the timestamps from your transcript before submission, please follow the steps below to use the 'Find and Replace' feature in Microsoft Word:

1. Press Ctrl-H to open the Find and Replace dialog box
2. Click More
3. Check the Use wildcards box
4. In the Find what box, type what you want to search for (type ?:??)
5. In the Replace with box, type what you want to replace it with (leave the replace box blank)
6. Click Replace All to change all instances of the text, or Replace to change the text one by one