


Recording Video on an iPad and Transferring to OneDrive

Using an iPad to Record

- It is recommended to use the built-in video camera on the iPad. Go to the Camera app and set the camera to video mode. To get the best format for your video, you should record with your iPad in the landscape position (turned on the side). This will allow your video to be the correct height and width for editing.
- The internal microphone is very robust and captures quality sound. It is recommended to do a few test videos from different distances to determine how far away to place the iPad.
- It is also recommended to keep videos under 30 minutes in length and under 5GB. If you need to record a longer video, break it into 30 minute sections.


Transferring to OneDrive

- Download the Microsoft OneDrive App from the App Store.
- Enter your WCU credentials to login to Microsoft.
- Once logged in, go back to the camera app > select the video you want to transfer > tap the share icon. 
- Choose OneDrive > browse to the folder location > tap *Upload to OneDrive*. If OneDrive is not visible, choose the *More* button and toggle it on and tap done.
- Transferring large file sizes require a robust WIFI connection. A 30-minute video can take up to 30 minutes to transfer.

Sharing

- From OneDrive, select the video you want to share and tap the share icon > copy link or enter email and hit send.
- Set your privacy settings to Anyone with the link or People in WCU can view or edit.
- There is also an option to set sharing to expire on a certain date and you can set a password.

Files Shared with You

- When someone shares a OneDrive file with you, you typically get an email message with a link.
- To view files that have been share with you. Open the OneDrive app on your iPad.
- Tap the Shared icon  at the bottom of the app. This view will have all files that have been shared with you.