

ORDER OF VIDEOS for **Creating Digital Lessons**

(VIDEO 1) Creating a Google account

1. Create a Gmail account
2. Go to your drive by first click on the following icon 
3. Then click on the triangle that says Drive
4. Creating a folder in your Google account that may be used shared by anyone . You will upload your video to this folder.
 - a. Click on My drive then New Folder
 - b. Give your folder a name that represents what you are doing.
5. **YOU ARE DONE FOR THE TIME BEING WITH YOUR GOOGLE ACCOUNT**

VIDEO (2) SET UP YOUR FOLDER ON YOUR COMPUTER

6. On your computer create a folder now on your computer where you wish to store your lessons. Maybe located under [MY DOCUMENTS]{call the folder **0-VIDEO LESSONS**}
7. Click on the icon to obtain ALL PROGRAMS. Find Accessories and open (Snipping tool) You will use this tool often to copy.

VIDEO (3) Creating a lesson

8. Watch video on creating a lesson
9. Create a lesson to be used with this course. This is something you may really use in class.
 - a. Save your lesson to the folder you created called {**0-VIDEO LESSONS**}

VIDEO (4) Installing video software on your computer

10. Install the video software on your computer. You may wish to download it from the website I created for this course.
 - a. Make sure you have a microphone.

VIDEO (5) Opening up QR Code Link and placing windows button on Lesson

11. Click on the link that is provided with this course to generate a QR Code
12. Copy the icon comes with this course to the top of your lesson It is round and blue and says **CLICK HERE FOR WINDOWS VIDEO**

VIDEO (6) CREATING VIDEO OF LESSON AND SAVE TO YOUR COMPUTER

13. Create your video and save it to your folder {VIDEO LESSONS} Give it a unique name such as Lesson 1 Division.
14. MUST NOW TRANSFER TO YOUR GOOGLE FOLDER.

VIDEO (7) Transfer video to Google Folder and your Lesson

15. Transferring your video to the google folder you created.
16. Place the cursor inside of the folder you created and then click the blue NEW icon and FILE UPLOAD will appear.
 - i. Scroll on your computer until you find the folder **0-VIDEO LESSONS**
 - b. Click on the video you just created and it will automatically upload to inside your folder. This may take 2 minutes depending on size of video.

Once the video has been uploaded completely you may do the following. Right click on the video and obtain (Get Sharable link) fourth line down will appear.

- c. Copy the link to the website that will created for a QR Code. Generate the QR Code for this lesson. CHECKING CODE: Use your QR Code scanner on your phone to make sure the QR Code is correct.
- d. Now while the link is still in memory place a copy of the link on the video icon on your lesson. The one called **CLICK HERE FOR WINDOWS VIDEO**
 - i. Click Insert hyperlink to the Video icon at the top of your lesson
 - ii. Hold down shift key and place mouse on video icon.
 - iii. This will link to the your video and open up the video you just created to check it out .
 - iv. Delete the current link on you video icon on your lesson and do the stop below.
 - v. Copy the new link that appears above your video. (***It must have the word **view** at the end of the link***).
 - vi. Go back to your lesson and Insert this new hyperlink on your video icon. (This change is necessary for when you save your lesson as a PDF file in order for it to connect when it is clicked on).
17. Use the snipping tool to copy the QR Code from the website for students to use if they want or need to.
18. Paste the QR Code and click on the **TEXT WRAPPING** icon allowing you to move it and make it smaller. You should now have two methods of branching to your video
19. SAVING YOUR NEW LESSON WITH A VIDEO INSTRUCTION
 - a. Save your lesson to the folder you created for lessons (**0-VIDEO LESSONS**)
 - b. Save your lesson a second time as a PDF file.
 - i. When your lesson is a PDF file click on the Video icon for windows and it should now go to the video you placed in your Google Account.
20. If the statement just above this one works you have completed this lesson for students to use.