Faculty Fellows Program
Teaching Reflections

PREPARING FOR YOUR SESSION

As part of this workshop, you have been pre-assigned to a room. Additionally, you should have received a Google notification email, allowing you access to a folder. The folder itself is the assigned room number. Attendees who registered on-site on day one of the program will receive their Google notification by Tuesday end of business.

Please note that participating in a group outside of your assigned one will not allow you to upload or participate in the exercise. Thank you in advance for understanding.

To save you time and anticipate future UW technology needs:

- Have you turned on your UW Google Apps?
  - To get started with your UW G Suite
    - [https://itconnect.uw.edu/connect/email/google-apps/getting-started/](https://itconnect.uw.edu/connect/email/google-apps/getting-started/)
  - Do not change your email forwarding.
  - If you have questions, call The Computer Vet at 206-221-5000, Option 3, then 4. If you’re on the Seattle campus, go to OUGL, Second Floor Desk.

PREPARING YOUR DEVICE (CELL PHONE OR LAPTOP)

- Only phones and laptops with built-in cameras can be used.
  - Make sure your phone has wifi capabilities
  - If using your phone, confirm that you’re logged on to the UW wifi, not your personal hotspot
- Double-check that there is enough space on your device to host your 3-5 minute individual recording.
- If you’re using a phone or tablet, make sure you have installed the Google Drive App. Sign in with your full UW email address (i.e. HuskyDubs@uw.edu)
- For laptops, go to drive.google.com
  - Sign in with your full UW email address (i.e. HuskyDubs@uw.edu)
**PREPARING FOR YOUR RECORDING**

- Use the provided tripod to adjust and place your phone. Make sure the tripod is not pressing any buttons on your phone (i.e. volume keys) and/or blocking the camera on your phone.
- Check to make sure the volume is high so as to capture good audio.
- If using your phone, confirm it is on “recording” or “video” mode instead of “photo.” Make sure the camera facing out. It should not be in “selfie” mode.
- Feel free to ask a colleague to start and end your recording.
- Finally, confirm that your recording has been saved.

**UPLOADING YOUR PRESENTATION**

From your phone or tablet
- Click on the sharing link that was sent to you via email (from facfells@uw.edu), which will take you to your assigned folder (room number).
- Click on the blue plus sign located in the bottom right-hand corner of the app.
- Select “UPLOAD.”
  - You may need to navigate to your videos.
  - If the app asks for access, click YES.
- Select your video. Uploading may take some time.

From your laptop
- Click on the sharing link that was sent to you via email (from facfells@uw.edu), which will take you to your assigned folder (room number).
- Drag and drop your video to the folder.