

Guide to safely record a video on your phone to upload on Itslearning as an assignment.

Description

This guide shows how you as a student can record a video with your own phone, so it can be transferred directly into your media library in Itslearning, without the video is being stored on your phone itself.

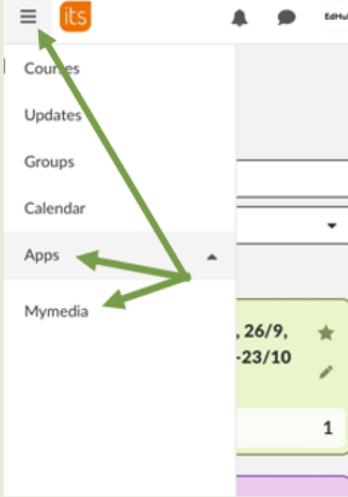
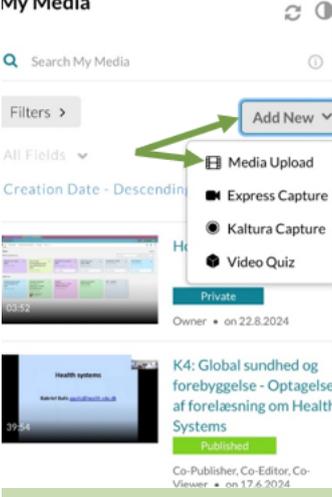
By using the method described in this guide, you are making sure that your video will not be saved in any other place than Itslearning, while also complying with the GDPR guidelines.

Contents

Description	1
How to – iPhone.....	2
How to – Android.....	4
Tagging of videos.....	6
Participant-tags.....	6
Deletion-tags.....	6
Submission of video in Itslearning as an assignment	7

How to – iPhone

NOTE! On an iPhone, a maximum of 10 minutes can be recorded

<p>1 Open your Safari-Browser and log onto sdu.itslearning.com (there is multi-factor authorization via Office 365 login)</p>	
<p>2 Choose Mymedia under Apps in the menu bar on the left</p>	
<p>3 Choose Add New → Media Upload</p>	
<p>4 Click on Choose a file to upload → Take photo or record video NOTE: The quality is usually best on the rear camera compared to the front camera</p>	

6 After the recording is done, choose **Use video**



7 Fill out the following:

- Video name
- Description of the video
- Fill out tagging according to the rules described under “Tagging of videos”

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Tags:

Publishing schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

8 Click on **Save**

Tags:

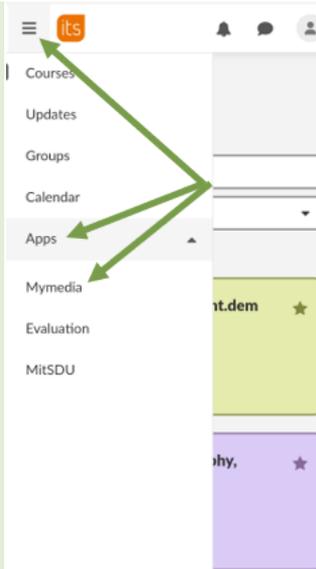
Publishing schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

The video is now available in your Mymedia and can be submitted in an assignment in one of your courses

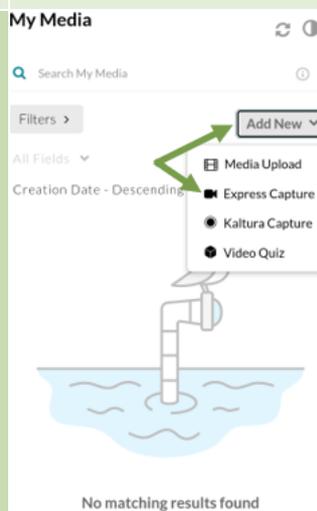
How to – Android

1 Open your Edge-browser app and link your SDU-account. After this, log onto onto sdu.itslearning.com (there is multi-factor authorization via Office 365 login).

2 Choose **Mymedia** under **Apps** in the menu bar on the left

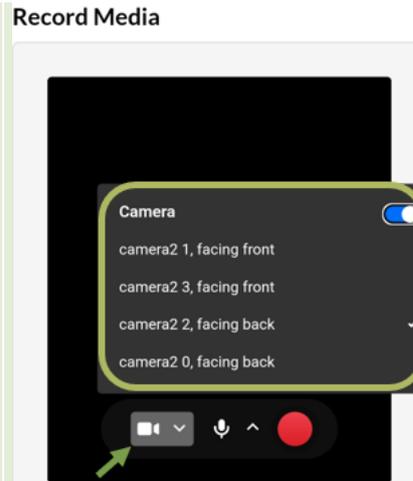


3 Choose **Add new** → **Express Capture**

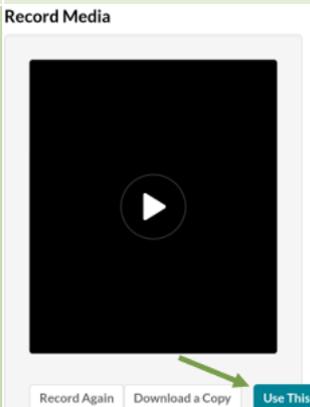


4 Press the **camera-icon** to choose between front and rear camera, and then press the **recording button**

NOTE: The quality is usually best on the rear camera compared to the front camera

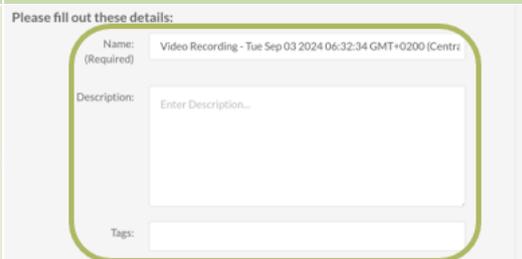


5 After recording, choose **Use this**



6 Fill out the following:

- Video name
- Description of the video
- Fill out tagging according to the rules described under “Tagging of videos”



7 Click on **Save**



The video is now available in your Mymedia and can be submitted in an assignment in one of your courses

Tagging of videos

In order to (1) comply with the GDPR guidelines, (2) enable searching for the videos and as a bonus (3) train skills within data security, all videos must be tagged. There must be inserted participant-tags and deleting-tags.

Participant-tags

Everyone that is participating in the video, and possibly participants such as patients, must be tagged, so that they can be searched for if they at a later time request that their data be removed. Students should be tagged with their SDU-mail address and their full name. Patients/citizens should be tagged with their personal e-mail and their full name. In addition, the name of the course and the semester must be stated.

Follow this list, when inserting participant-tags:

- Full name of students participating in the video
- SDU-mail address of students participating in the video
- Full name of any external participants (patients, citizens etc.), participating in the video
- Name of the course, as written in the course title in Itslearning.
- Semester (Fxx or Exx, for example: F25 for spring 2025 and E25 for autumn 2025)

Deletion-tags

Deletion-tags must be inserted in the video, so it will be deleted according to the current guidelines

A deletion-tag must contain 3 things:

1. #delete
2. Year (the year in which the video should be deleted)
3. Semester (Spring or Fall)

The deletion-tag is inserted without any spacing and with small letters only.

Your video must be deleted a year after your submission. If the video is recorded in the spring semester of 2025, then you must use the deletion-tag *#delete2026spring*.

Below you can see an example of both participant-tags and deletion-tags:

Tags:

✖ #delete2027fall ✖ xxxx@student.sdu.dk (new tag) ✖ F25 (new tag)
✖ K6-K8: Kommunikation 2: tilknyttet pædiatrisk.psykiatrisk og almen praksis klinik (F25) (new tag) |

ing schedule: Always Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Save

Go To Media

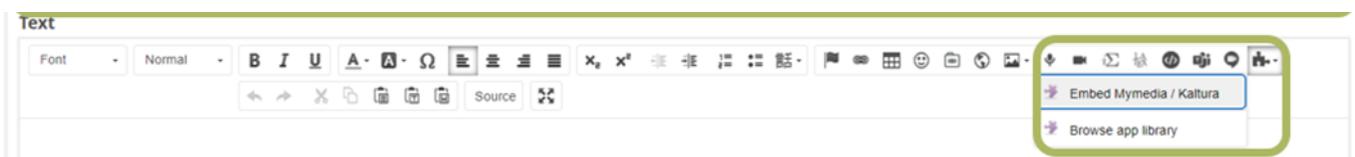
Note: Tagging can also be performed on the computer, after the video has been saved to Mymedia

Submission of video in Itslearning as an assignment

(The following method for submission of the video applies both for the itslearning app on your phone and for itslearning in the browser on your computer)

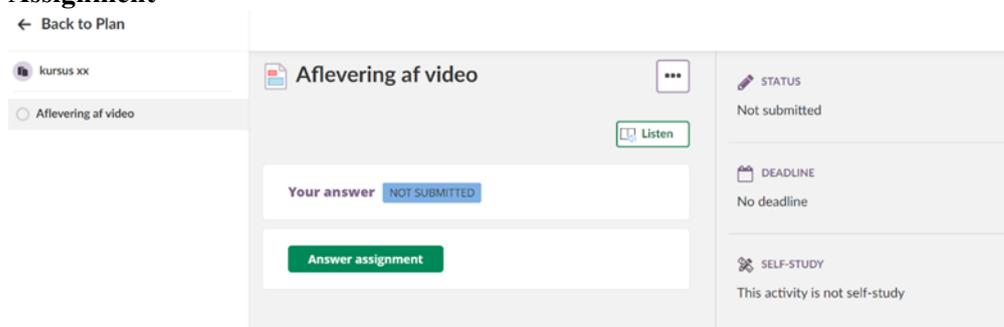
When you have recorded your video and uploaded it to Mymedia, then you can submit it in the appropriate location.

Below is an example in which the video has to be submitted as a regular assignment. The crucial thing is that during the individual activity, you can access the “puzzle symbol” in the text editor:

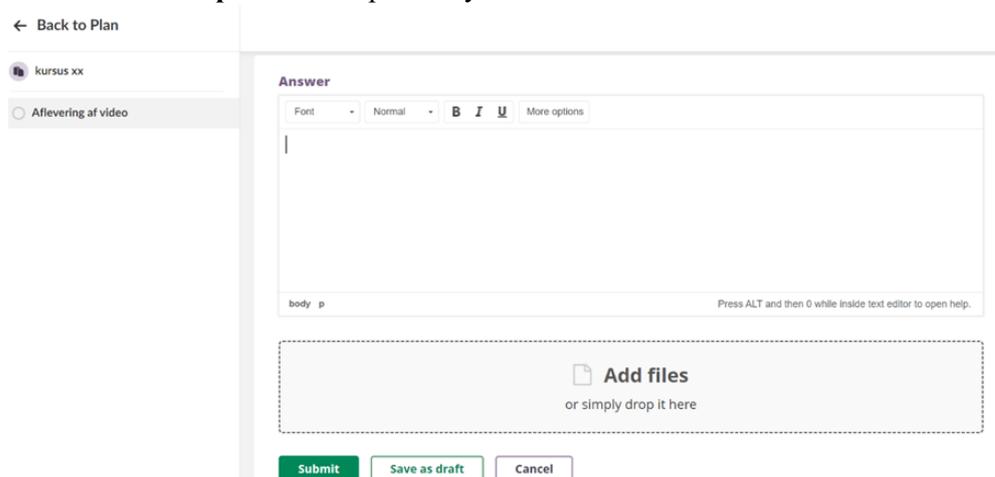


Follow the points below when submitting a recorded video:

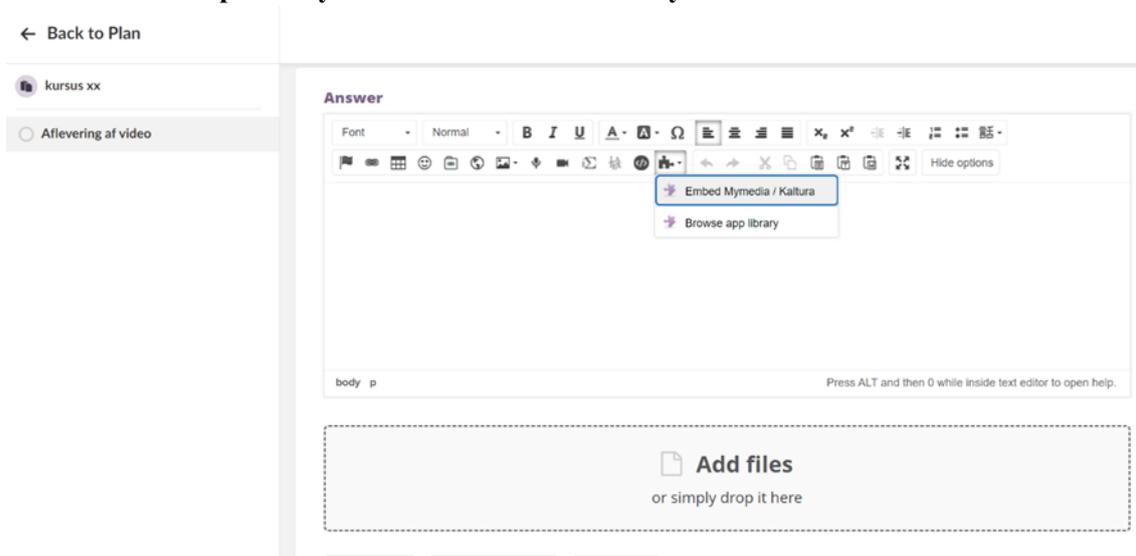
- Go into the created assignment-room in Itslearning in the relevant course room → click on **Answer Assignment**



- Click on **More Options** if the puzzle symbol is not available



- Then click on the **puzzle symbol** and choose **Embed Mymedia/Kaltura**



Note: If Embed Mymedia/Kaltura is not shown, then you have to choose **‘Browse app library’** and then click on the green plus icon next to **‘Include this app’** under Embed Mymedia/Kaltura.

- Click on **Embed** on the video that you want to upload and confirm by clicking **‘Yes, please’**



- The video has now been added to your submission, click **Save**

