ZENEAKADÉMIA

ALAPÍTVA 1875

Office 365
OneDrive video sharing

Uploading videos

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Technical requirements for video recordings

Only those recordings will be considered eligible and possible to assess which meet the technical requirements. Sound recordings only and videos of different formats will be rejected.

1. The submitted performance video has to be recorded in a way that the student uploading the video and the performance itself is possible to authenticate.

2. The video recording may only contain uncut recording of the performance, the pieces/movements have to be continuous without any cuts. Any post-work done in any shape or form (sound or picture) or with the usage of any kind of technology, is prohibited.

3. The picture of the video recording has to be done considering the following:
   - The format of the shot has to be horizontal (landscape).
   - The student has to be in the middle of the picture with a clear and visible shot of their face and hands in focus.
   - Avoid backlight (the main source of light is preferably behind the camera, in front of the student).

4. The sound quality of the recording has to be good enough so that instrument is clear, easily separated from outside and technical noises during the entirety of the performance.

5. Accepted file-format: mp4.

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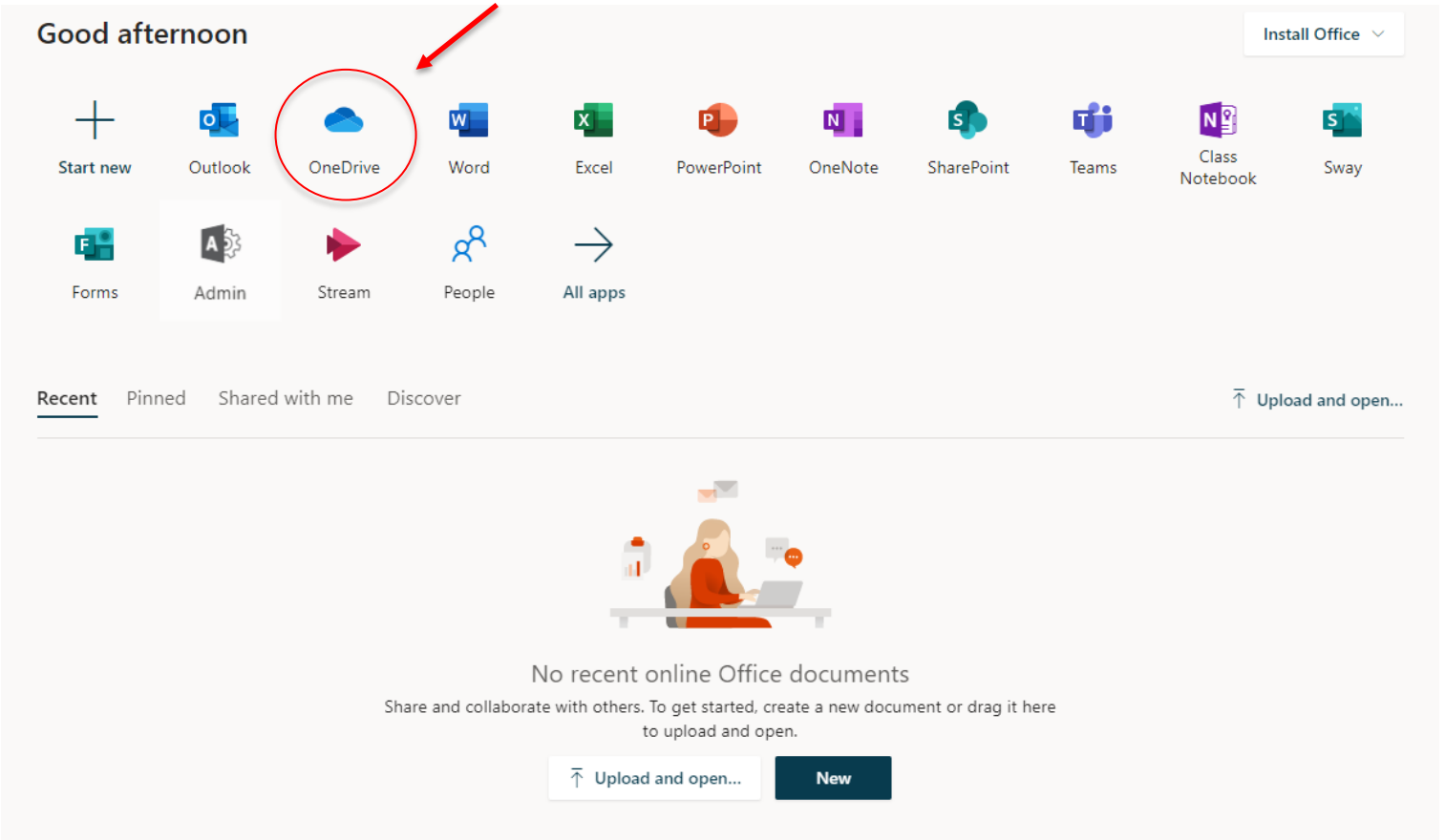
Log in at www.office.com with the given e-mail address and password (check the e-mail from 9 April about login information for Office 365).

Click on the OneDrive button after logging in.



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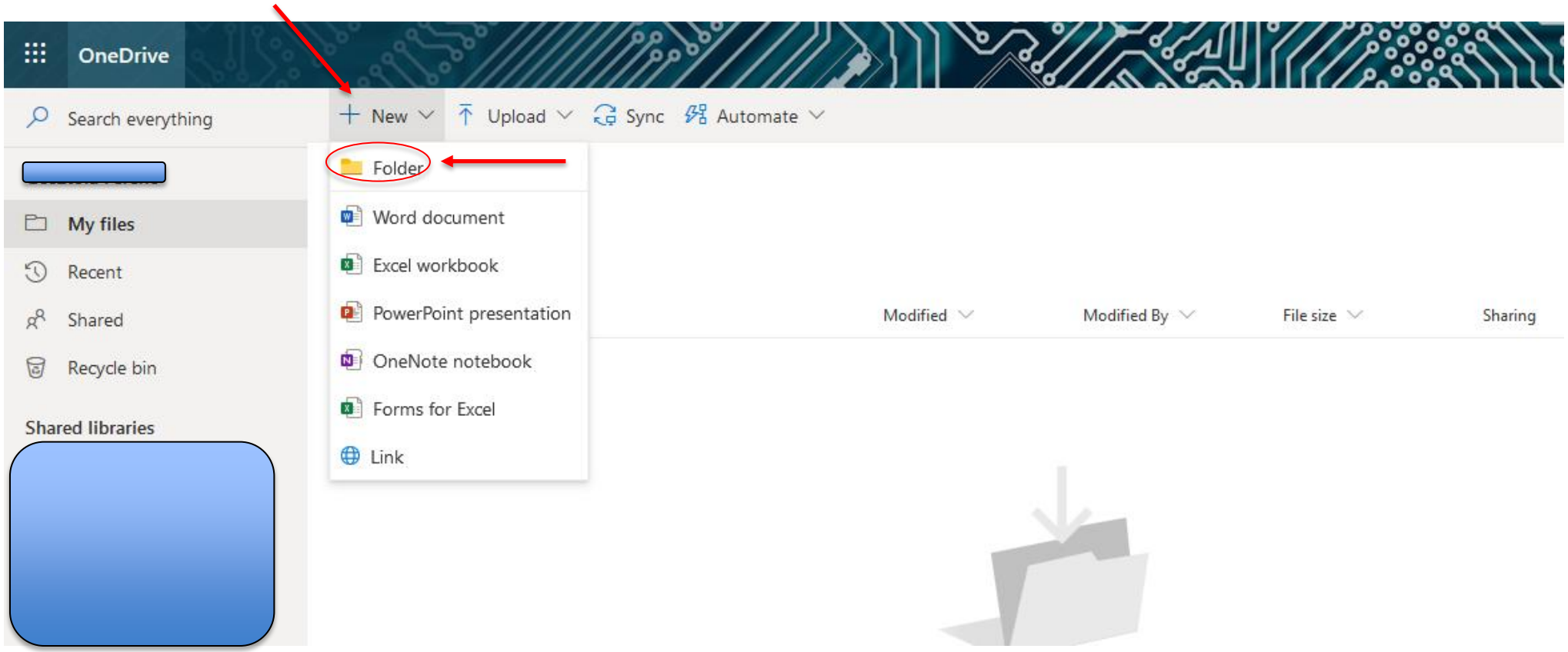
Create a folder to store your shared documents in.

Click on „New” > „Folder” to create the folder.



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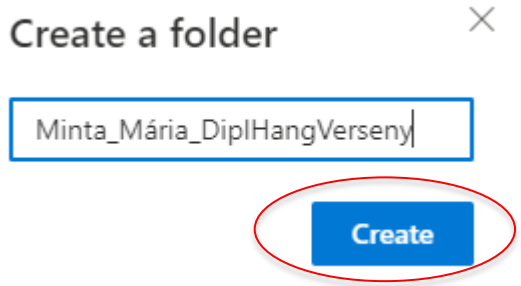
Give the folder a name. The folder name should start with the student's name (eg. Smith_John_Diploma_concert). After choosing the folder name, click on „Create".



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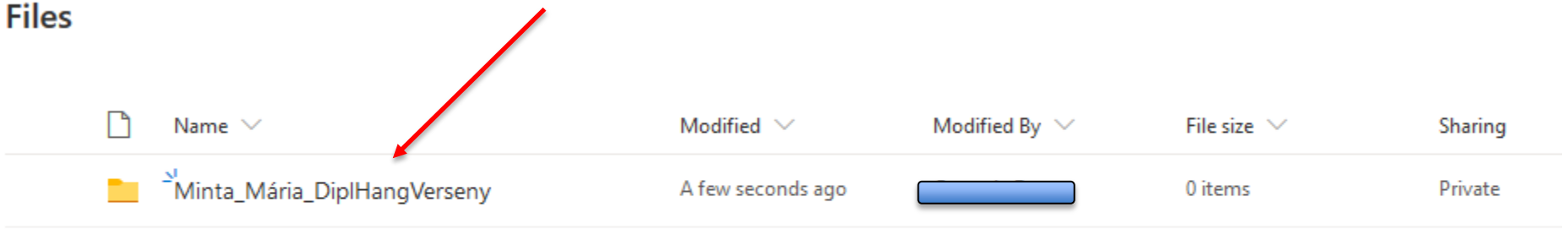
Click on the folder name to open the folder. Now you can upload the diploma concert recording in this folder.



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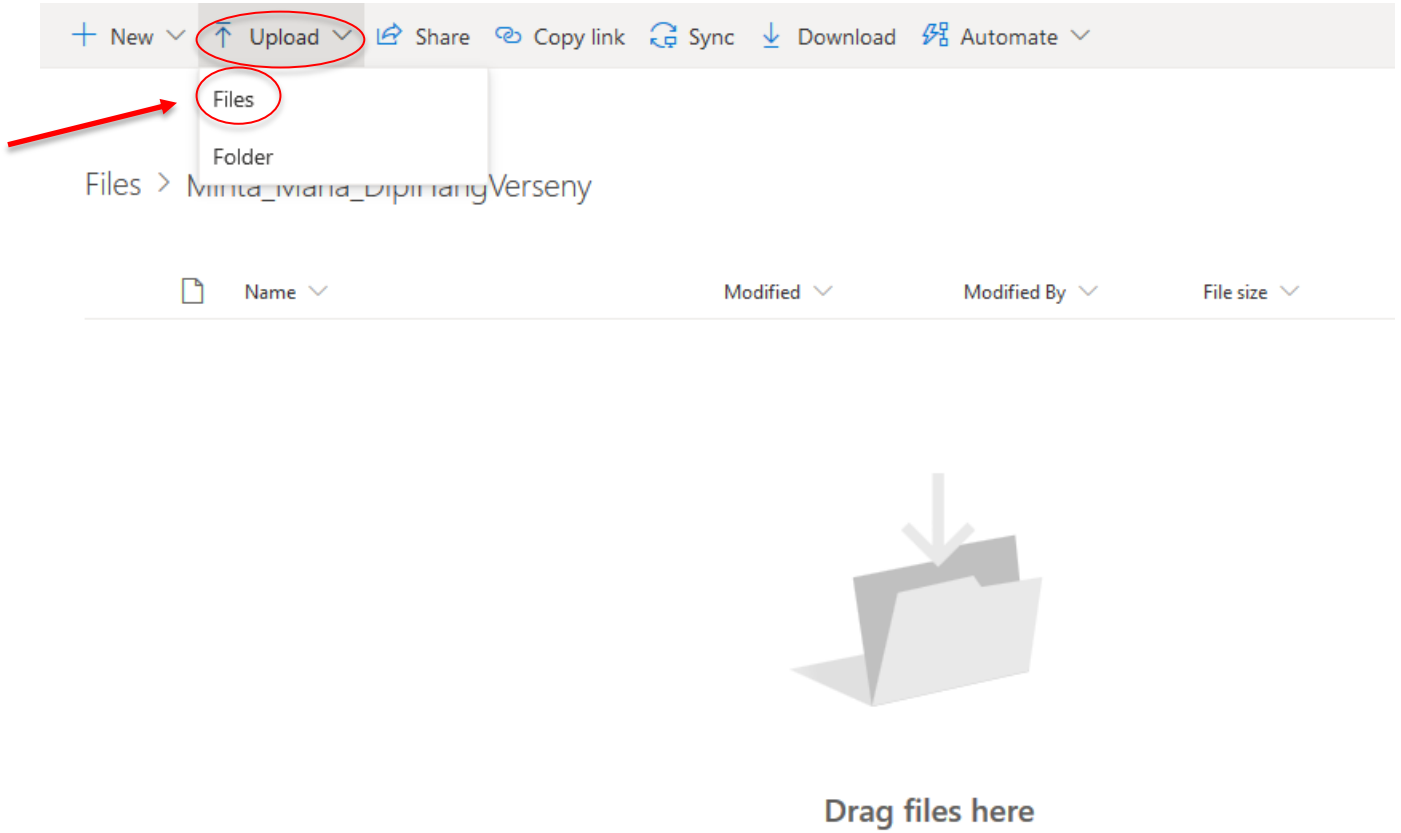
Click on „Upload” > „Files”.



Choose the files you want to upload, then click on „Open”. The uploading will start.
Please give the uploaded file an appropriate name. The file name should start with the student’s name (eg. Smith_John_Diploma_concert_video).

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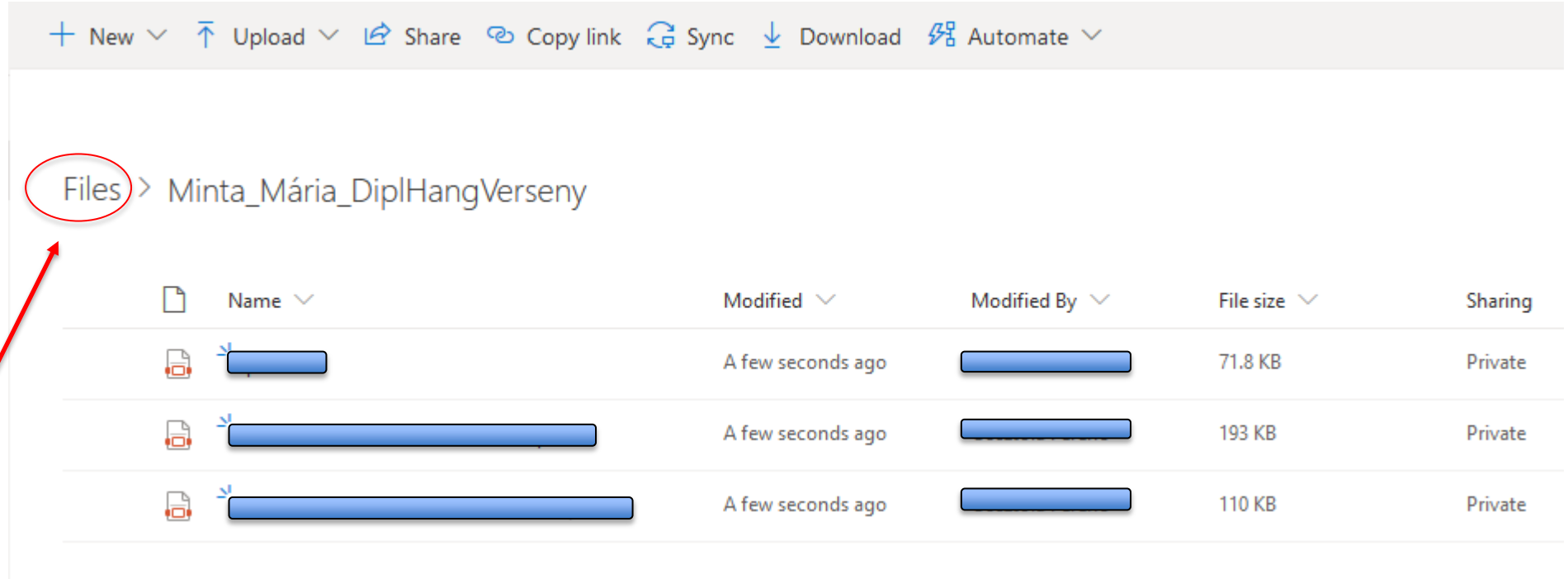
After uploading the file, click on „Files” to go back to the main page where you can share the folder.



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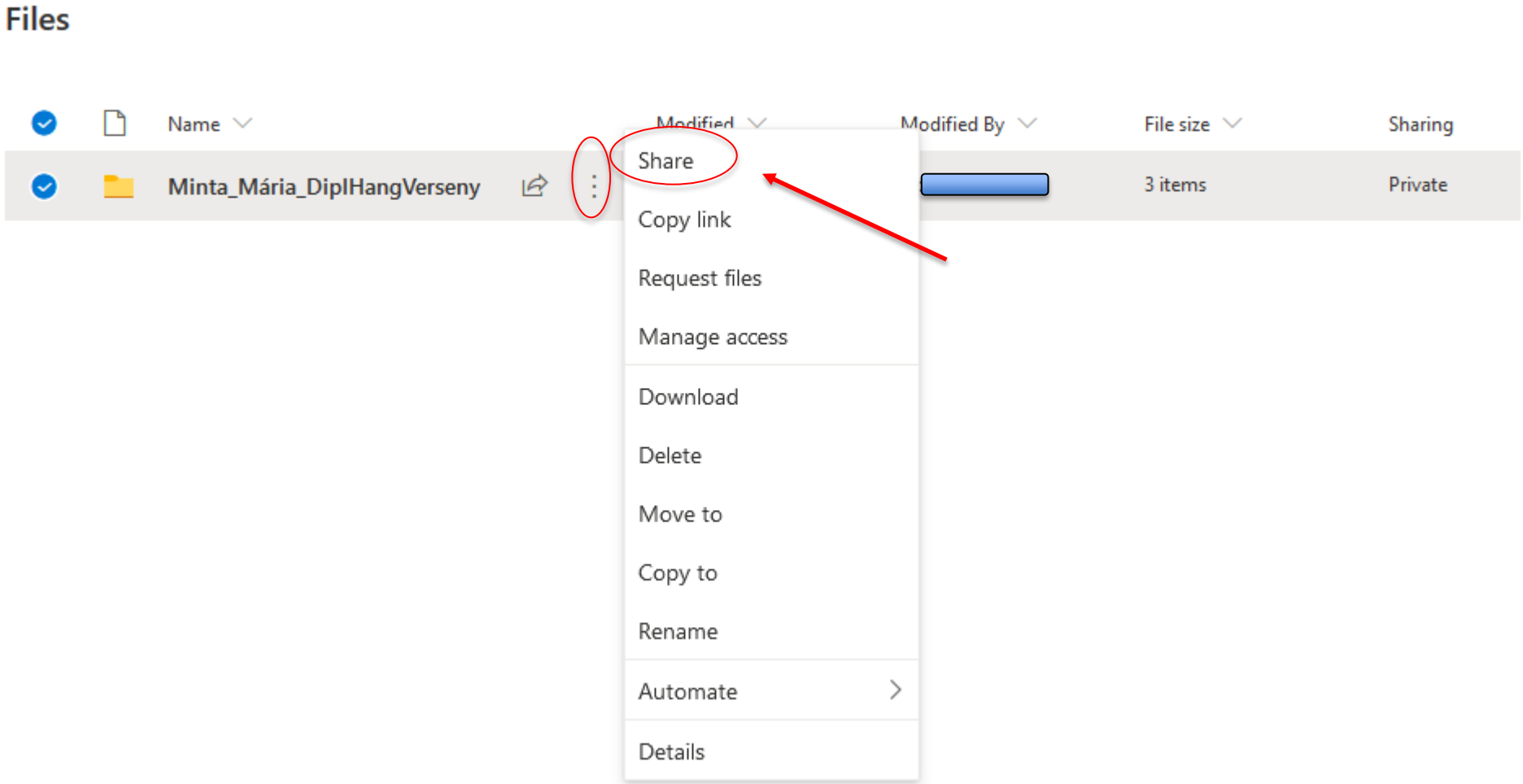
To share the folder, click on the vertical dots („…”) > „Share”.



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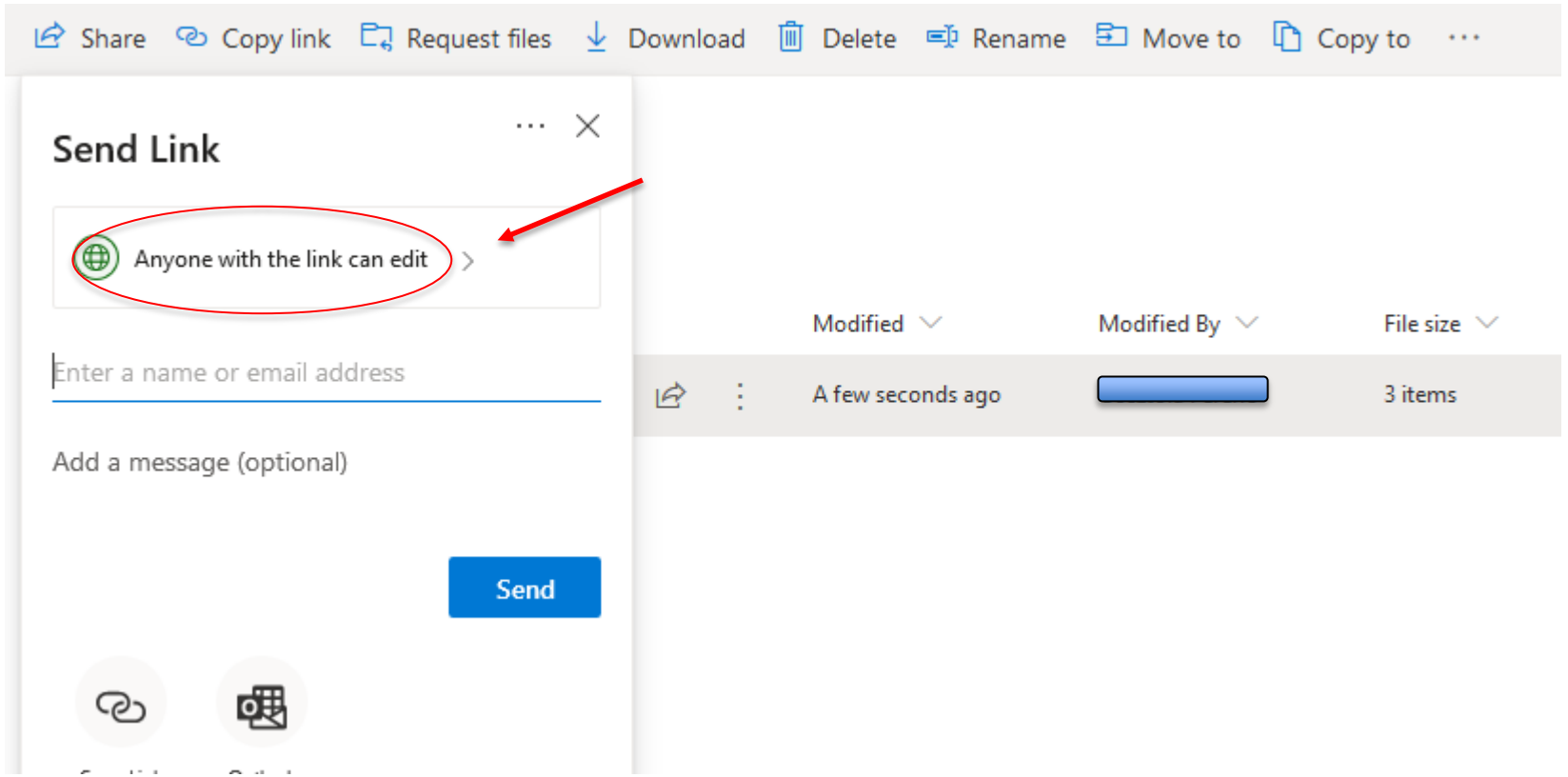
To change sharing settings, click on the green globe icon.



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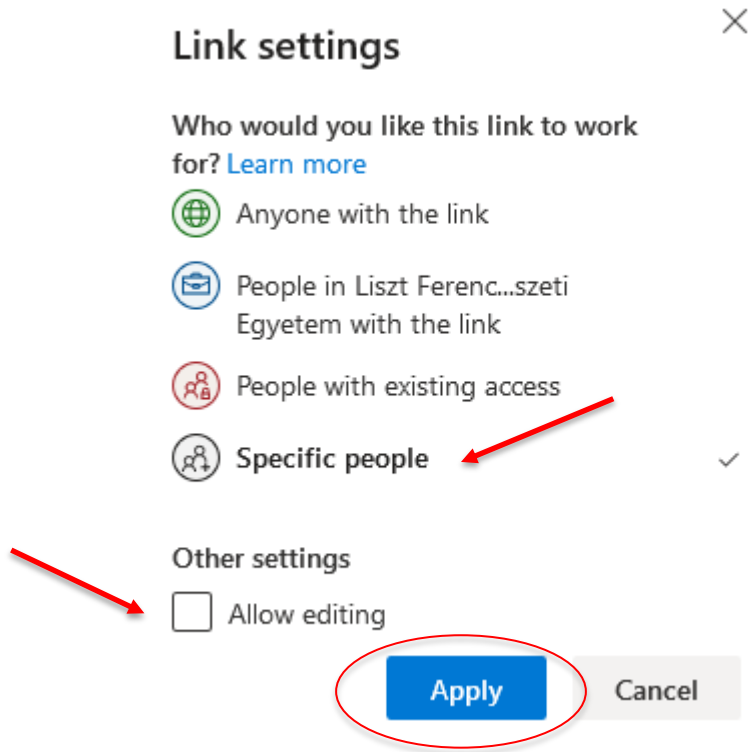
Choose „Specific people” and do NOT tick „Allow editing”.

Click on „Apply”.



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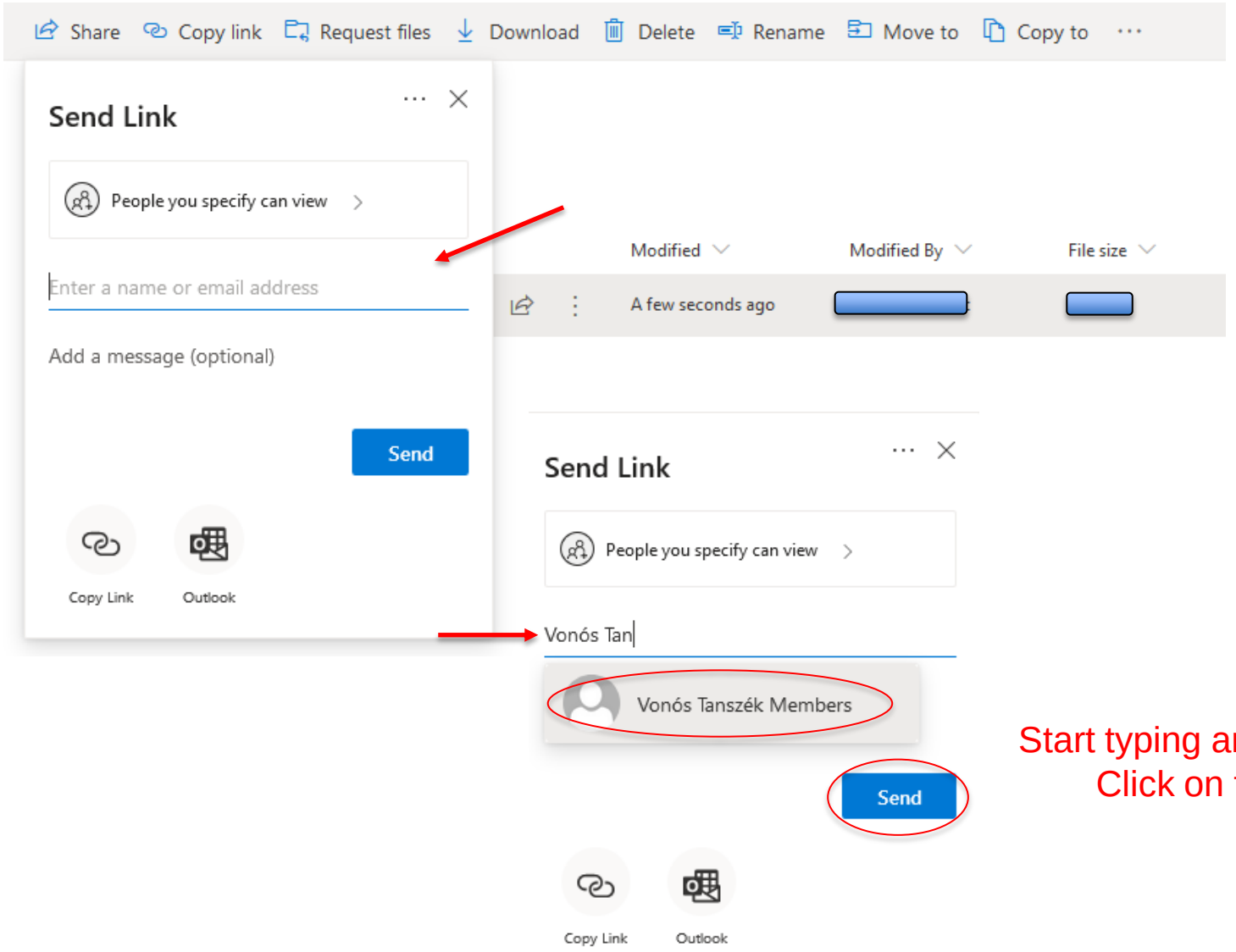
To finalise the sharing, type in the name of your department (these might only work in Hungarian, see below).



Department names in Hungarian

- Fúvós Tanszék - Woodwinds and Brass Department
- Vonós Tanszék - Strings Department
- Billentyűs és Akkordikus Hangszerek Tanszéke - Keyboard and Harp Department
- Ének Tanszék - Department of Vocal and Opera Studies

Start typing and the department name will appear.
Click on the department name > „Send”.

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The video sharing is successful.

If you need to upload more documents, click „Upload” > „Files” and start the process again.

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THANK YOU FOR YOUR ATTENTION!

If you need technical help in the uploading and sharing process, you can contact the IT Department at the itsupport.zarovizsga@zeneakademia.hu e-mail address.

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