

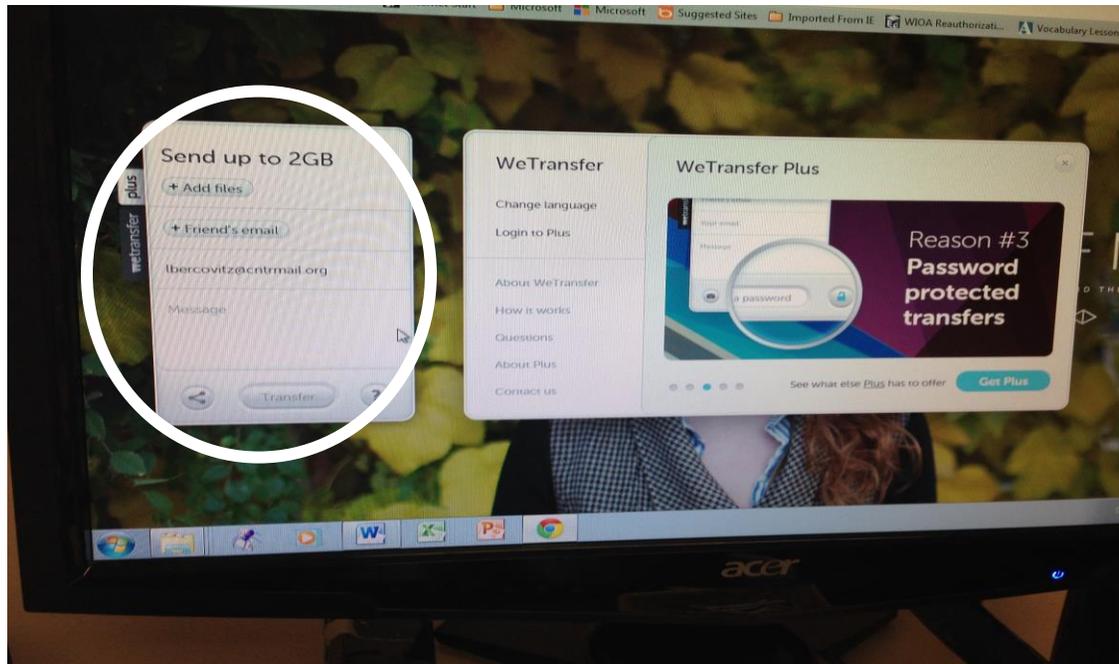
Virtual Classroom Observations: Uploading Video Clips Using *We Transfer*

If possible, videotape in short segments rather than one continuous tape.

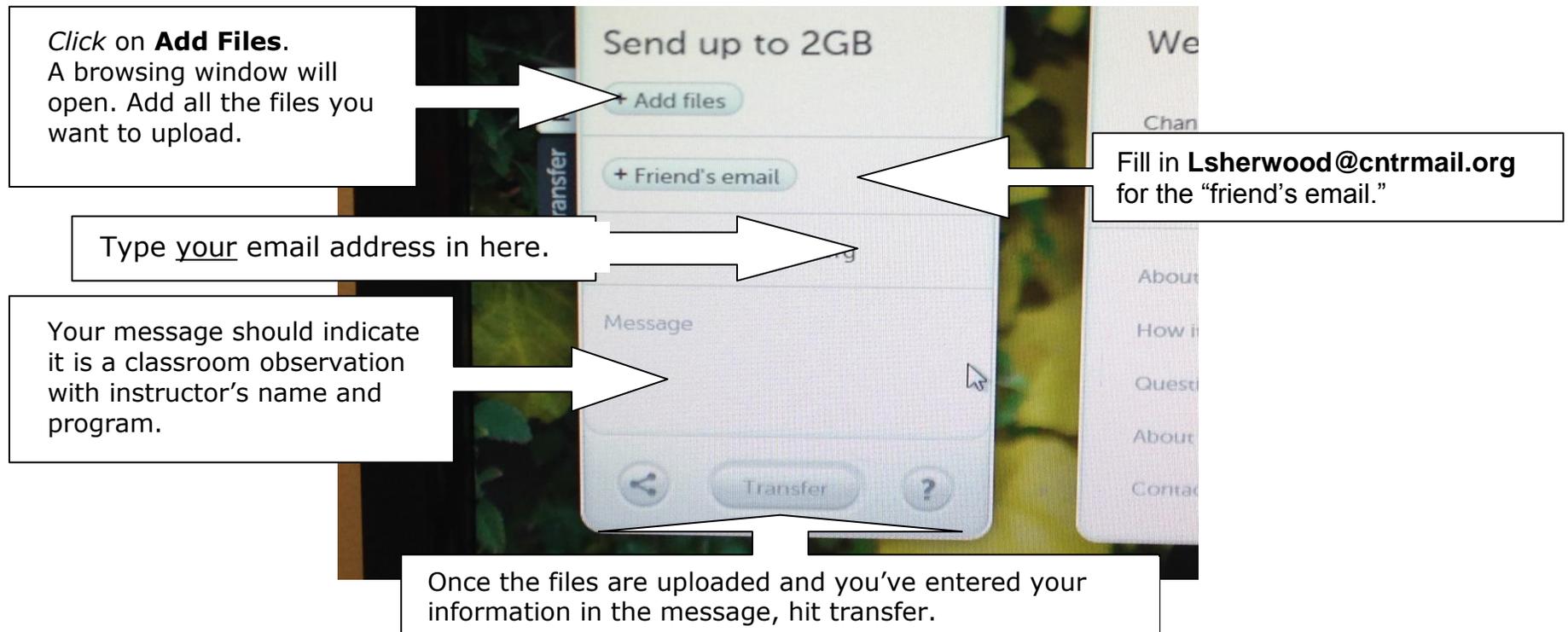
If you have questions before or during the uploading process, contact Laura Sherwood at LSherwood@cntrmail.org or call 224-366-8622.

Go to the website *We Transfer* to upload your files: <https://www.wetransfer.com>.

The first screen is below. (Be aware that the background changes periodically.) Use the box at the left side of the screen for the free services.



Fill in the box circled in white to upload and transfer (send) your files. (See page 2)



When you hit transfer, wait a few moments to receive a message that confirms you've transferred the files to Laura Sherwood. She will receive an email stating that there are files waiting to be downloaded from *We Transfer*.

We Transfer will hold your files for seven (7) days. After that, they will be deleted.

The time it takes to upload your videos depends upon the speed of your internet. When this was tried from various computers, the time ranged from 3 minutes up to 10 minutes in most cases. The uploading time is also dependent upon the number and length of the clips.

Laura will download the files within 1-3 business days. However, if you receive a message indicating that your files have not yet been downloaded after 4-5 days, please contact Laurie Martin at the ALRC to let her know. Laurie Martin's contact information is Lmartin@cntrmail.org or you can call 224-366-8631.