

Uploading videos on the Perform-a-Poem website

Check before you start

- You have your LGfL teacher username
- You have taken the necessary e-safety steps for each batch of videos
- You have collected basic details for each of the children's videos, including where they are stored and what they are called

Starting an Upload Videos session

Select **Upload Videos**

You will be taken to this part of the Perform-a-Poem website

Select **upload video**

You now need to enter your LGfL username and password
Select the version you have from the list of options and then select **GO**

Type in your username and password and select **Login**

You should now be in the E-safety checks section.
 If you haven't done so already, read through the section carefully. The list of conditions has been checked and approved by leading LA experts in e-safety and reflects current best practice.

If you are confident that your children's videos meet these standards select the tick box and then **proceed to upload** ▶
 If you haven't ticked the box, you will get the Warning box instead.

Uploading a video

You can now enter the details of the first video, along the lines of the diagram on the right.
 All asterisked sections need information

When you have finished entering the details, then select **Continue** ▶

You now need to go onto your hard drive, video camera or memory stick to select the file you want to upload.

Select **Select file** ▶ to start this process.

If you are using a standard file manager, the end result might look something like the diagram on the right
 When you have found the file you want, double-click on its name or icon to start the upload process

You can watch the progress of the upload

But wait until the Select file button is greyed out and you have the upload complete message before selecting **Return** ▶ to upload another video or end your upload session

By ticking this box I confirm that all video performances have been checked by an LGfL registered teacher to ensure they conform to the following e-safety guidelines:

Warning:
The check box has not been ticked. This box must be ticked to show your agreement to all the statements before you can proceed.

The screenshot shows the 'Perform a Poem' website interface. At the top, it says 'The e-safe site for sharing children's poetry performances' and has logos for 'LONDON' and 'booktrust'. The navigation menu includes 'Home', 'Browse Videos', 'Upload Videos', 'Resources for teachers', 'Poems to Perform', and 'About'. The main content area is titled 'Enter video information' and contains several form fields: 'Pupil's Name' (First name: Jack, Last name: Jones), 'Author of poem' (Pupil), 'Title of poem' (My Favourite Teacher), 'Poem Topic' (School life), and 'Aspect ratio' (Video Normal 4:3). A note states 'Items marked with an asterisk are mandatory'. To the right, there is an 'Additional information' section with fields for 'Pupil's Name', 'Author of poem', 'Title of poem', 'Poem Topic', and 'Aspect ratio'. A red 'Continue' button is at the bottom left of the form.

