HOW TO SUBMIT A VIDEO MESSAGE

1) Before recording:

Please ensure that:

- you have a device with a camera and microphone *(if using a mobile phone, you will be asked to install the Flipgrid app first)*
- you find somewhere quiet
- you consider what is in the background and how you are presented

2) Ready to record:

- open the ‘Event Code’ link provided in the email invitation sent to you (Chrome is recommended)
- click on the ‘Log in with Microsoft’ option:
- enter your Newcastle University email log-in details in the format: b2345678@newcastle.ac.uk
- click on the large green plus button and simply follow the instructions provided on screen:

*Please note:*

- if preferred, you can upload a separate pre-recorded video using the upload icon. For example, if you have recorded a video in Zoom using a background image, then this can be uploaded using this icon.

- you can use the following icons to either create an entirely visual/text-based video (i.e. not a recording of yourself), or to enhance your recorded video:

3) Edit your video:

You can edit your video after recording (e.g. trim the start/finish) and/or simply delete your recording and start again if you are not satisfied with it.

4) Take a ‘selfie’ / upload an image:

Once you are happy with your video, you will also be asked to take a ‘selfie’. This will be the image that is displayed on the grid.

*Please note:*

- if preferred, you can upload a photo (rather than a ‘selfie’) or use a frame from your video – just click on the option icon:
5) **Display name and title:**

Lastly, you will be asked to provide a ‘Display Name’ (please use your full name) and then enter your degree programme in the ‘Title’ field, for example:

- **Display Name:** e.g. Reggie Lion
- **Title:** e.g. BA English Literature; e.g. BSc Chemical Engineering etc.

This is so that your friends, course mates and family will be able to find your message using the search facility.

After you have submitted your video, it will be checked by a member of staff from Student & Academic Services and remain hidden until the event goes live (see [Schedule](#)). It will then be able to be viewed publicly.

**Privacy Statement:**

Further information on how your data will be used as well as a link to the Flipgrid Privacy Policy is available at: [https://www.ncl.ac.uk/congregations/onlinegraduations/privacy/](https://www.ncl.ac.uk/congregations/onlinegraduations/privacy/)

**TROUBLESHOOTING**

**Logging in:**

- If Flipgrid is trying to log you in automatically when you click on the link to your event, this may be because you are already logged into either a Gmail/Google or other Microsoft account (e.g. email) – this will depend on your settings.

  Solution – either ensure that you are logged out of all other Google/Microsoft accounts before clicking on the link, or copy and paste the link into a ‘new incognito window’ in Chrome by clicking on the 3 dots in the top right corner of the screen:

- Your Newcastle University IT username is made of "b", "a" or "n" followed by the middle seven digits of your Student Number. For example, if your Student Number is 123456789, then your username would be **b2345678**

Please contact [congregations@ncl.ac.uk](mailto:congregations@ncl.ac.uk) if you have any queries or are having difficulties submitting a video.