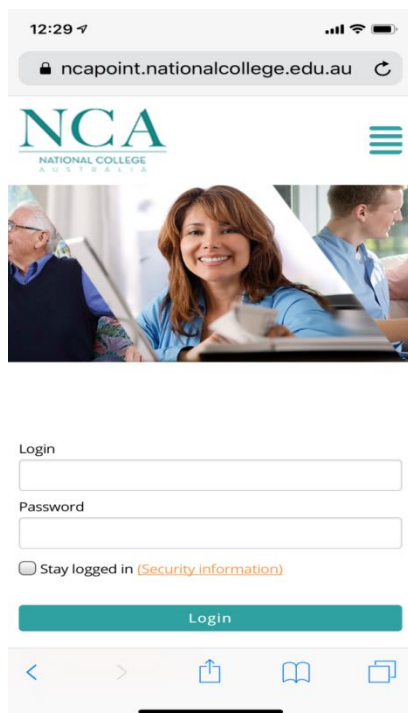


How to use your smart phone to capture videos and images, and upload them directly to NCA Point (Instant Upload Function):

Follow the below steps to record and upload your files in NCA Point instantly using your smart phone:

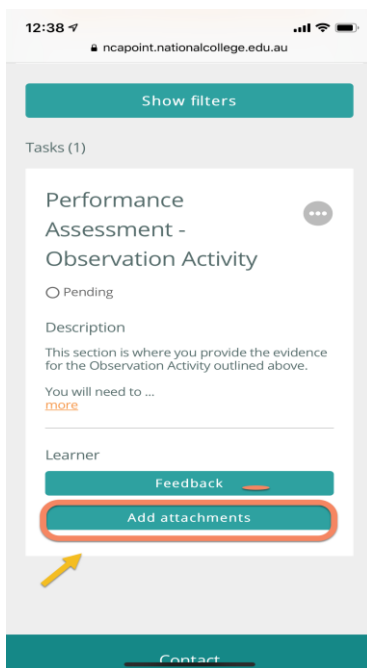
- 1- Log in to NCA Point via your preferred browser on your phone. NCA recommends that you use 'Safari' or 'Google' apps for this purpose.



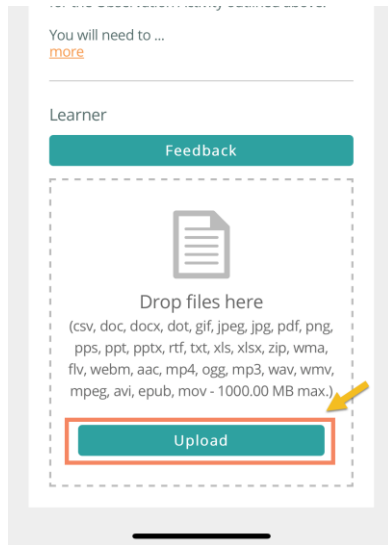
- 2- Clicked into your course, and navigate to the relevant performance assessment task to which you wish to upload a file (video or image). Click on the relevant tile.



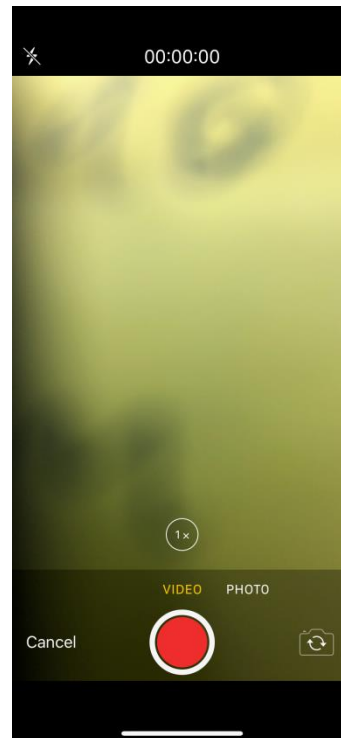
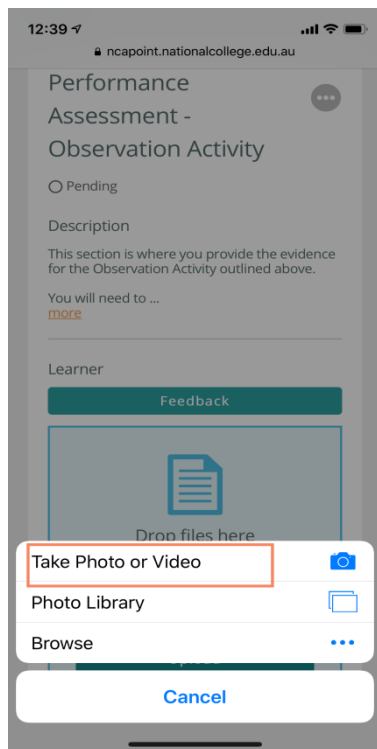
- 3- On the subsequent page, scroll down to the bottom of the page, and click on 'Add attachments'.



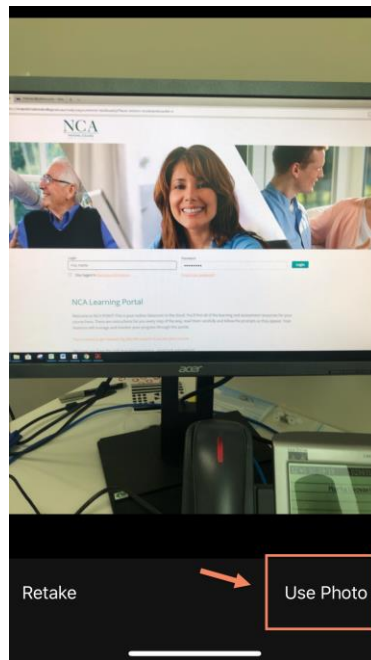
- 4- Click on 'Upload'



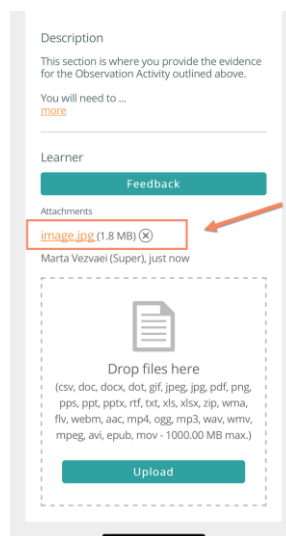
5- Select 'Take photo or video' from the menu to allow access to your phone camera



6- Capture the video, or image. Click on 'Use Photo' to upload to NCA Point.



- 7- The video or document is confirmed as uploaded to NCA Point when the file is shown as 'attached' as highlighted in the orange box below. If the file is still stuck on upload where it has reached 100% but not attached as shown below, then there is an issue with the video/document (Please check the total file size as it cannot exceed 1000 MB).



- 8- You can continue uploading files using the above steps. Note the total upload limit of 1000 MB displayed.

*******End of Document*******