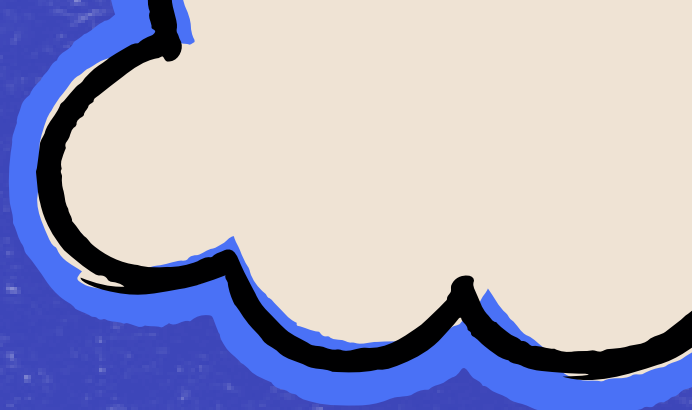




HOW TO SUBMIT YOUR VIDEO ASSIGNMENT

This guide shows you how to submit your video properly using a OneDrive link, without uploading the file directly.

Directorate of Information Technology



CONTENTS



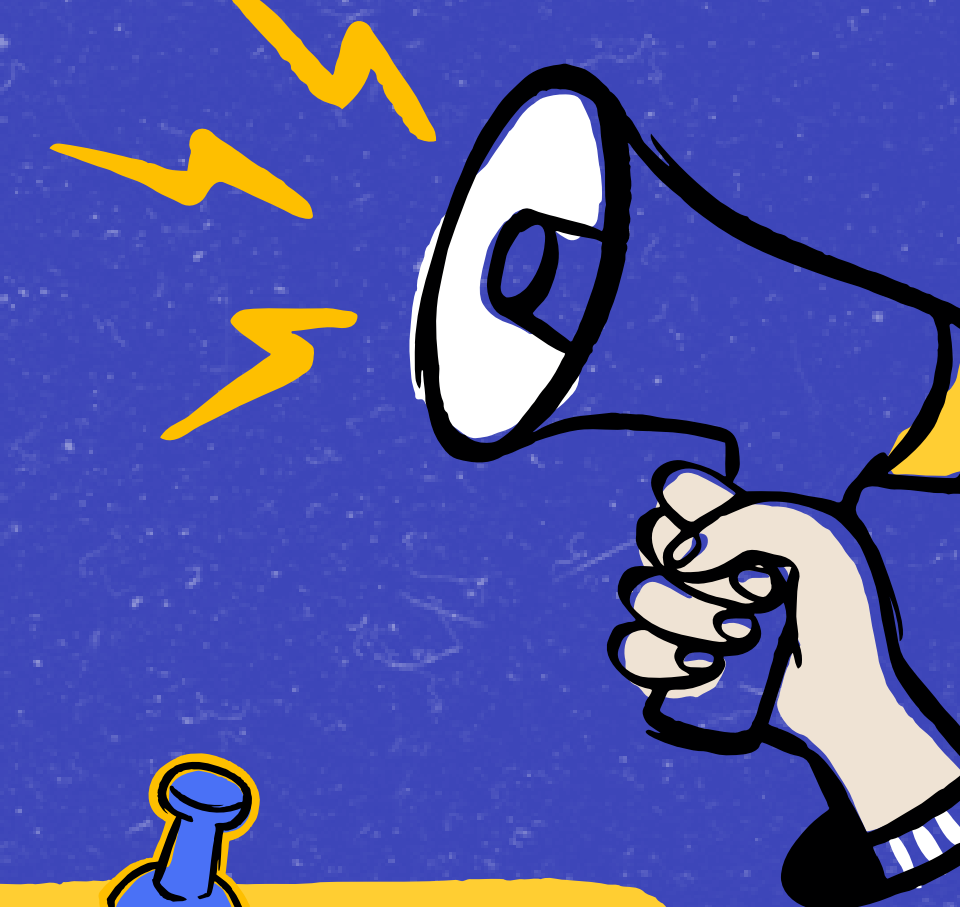
Before Submitting
Your Video
Assignment

Uploading Your Video
to OneDrive

Creating a Shareable
Link

Submitting the
Word Document via
KHAS Learn

Support





BEFORE YOU SUBMIT YOUR VIDEO ASSIGNMENT



(Important Notes)

Before submitting your video assignment, please keep the following points in mind:

- ❌ Do not upload the video file directly to KHAS Learn.
- ✅ Upload your video to **Microsoft OneDrive**.
- 🔗 Create a **shareable link** for your video.
- 📄 Add the link to a **Word document (.docx)**.
- 📁 Submit the Word document via **KHAS Learn**.

Following these steps will help you submit your video assignment **correctly and without issues**.

UPLOADING YOUR VIDEO TO ONEDRIVE

Step 1 – Sign in to OneDrive

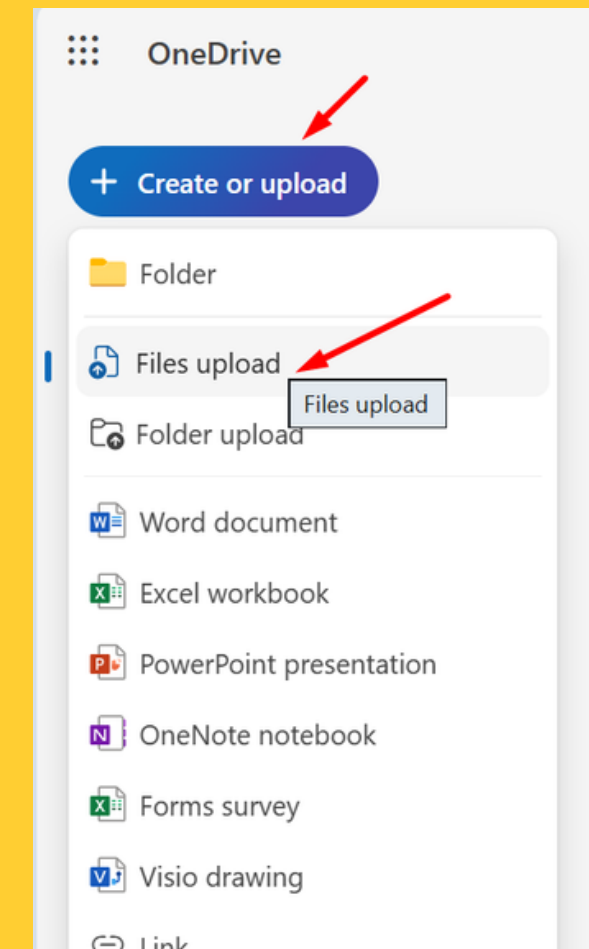
Go to **onedrive.live.com** in your web browser and sign in using your university account.



Step 2 – Upload Your Video File

On the OneDrive home page:

Use **Create or Upload → Files Upload** to upload your video file to your account.

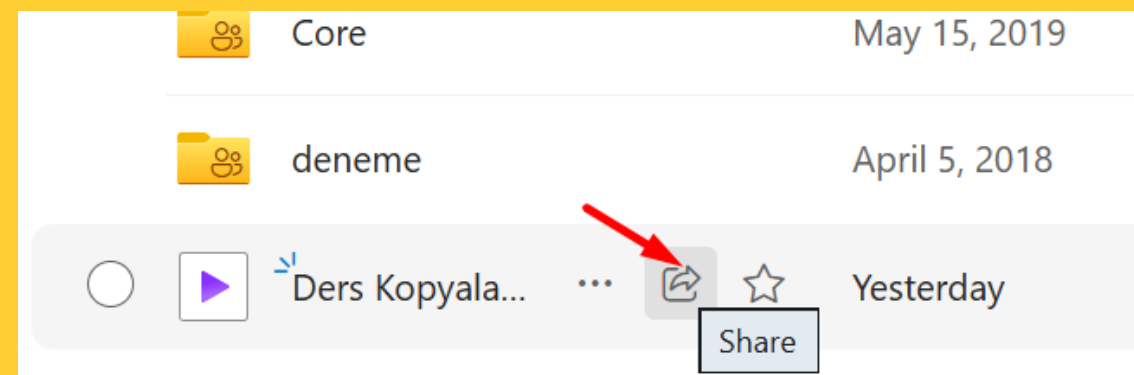


CREATING A SHAREABLE LINK FOR YOUR VIDEO



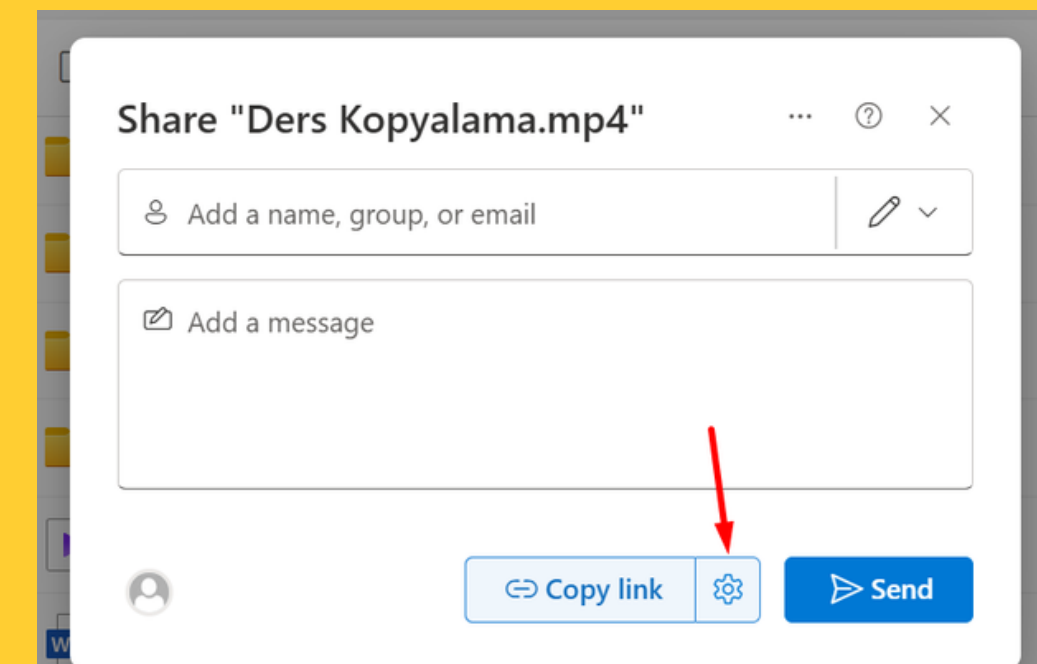
Step 1 – Select the Video File

In OneDrive, click the **Share** button next to the video file you uploaded.



Step 2 – Click the Share Option

On the screen that opens, click the **Settings (gear)** icon.



CREATING A SHAREABLE LINK FOR YOUR VIDEO



Step 3 – Configure the Sharing Settings

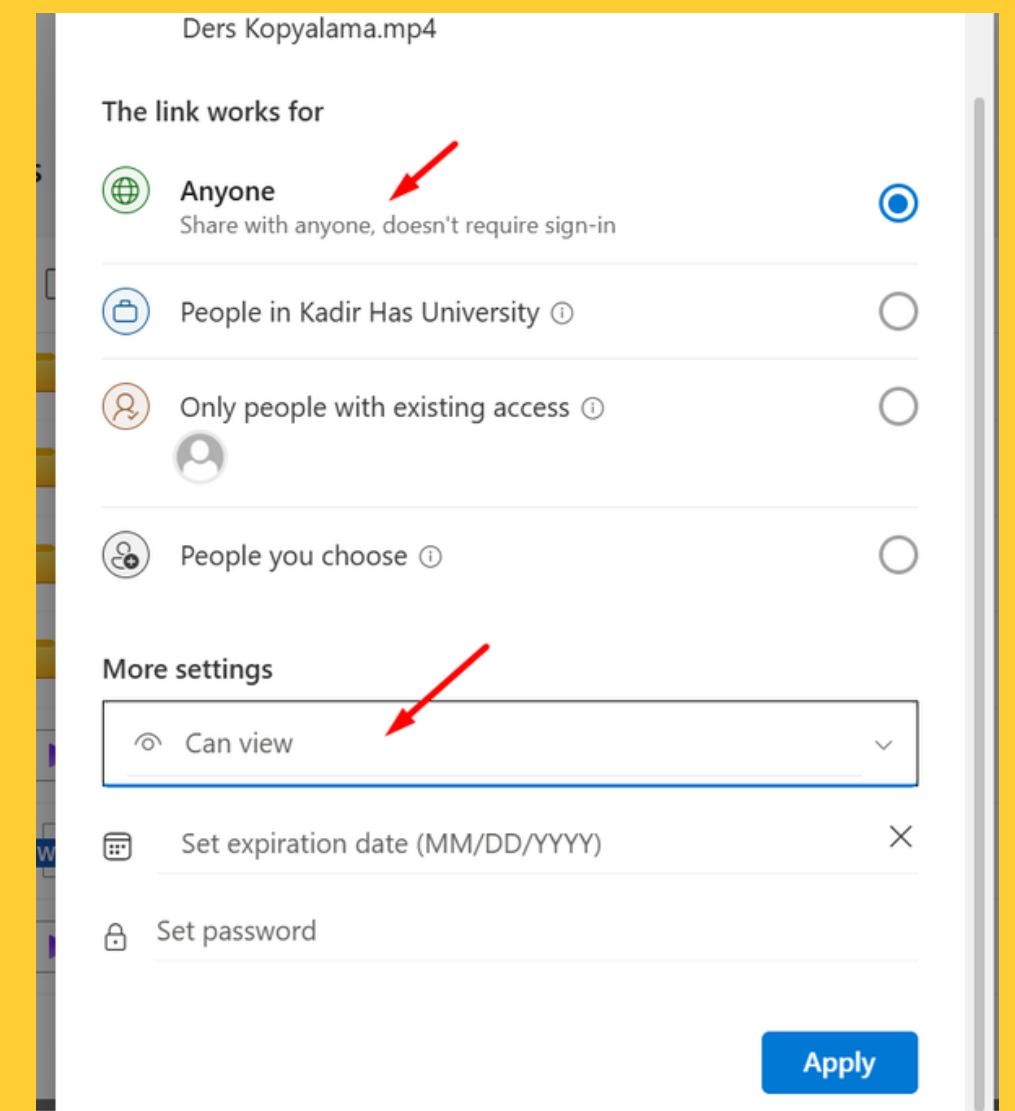
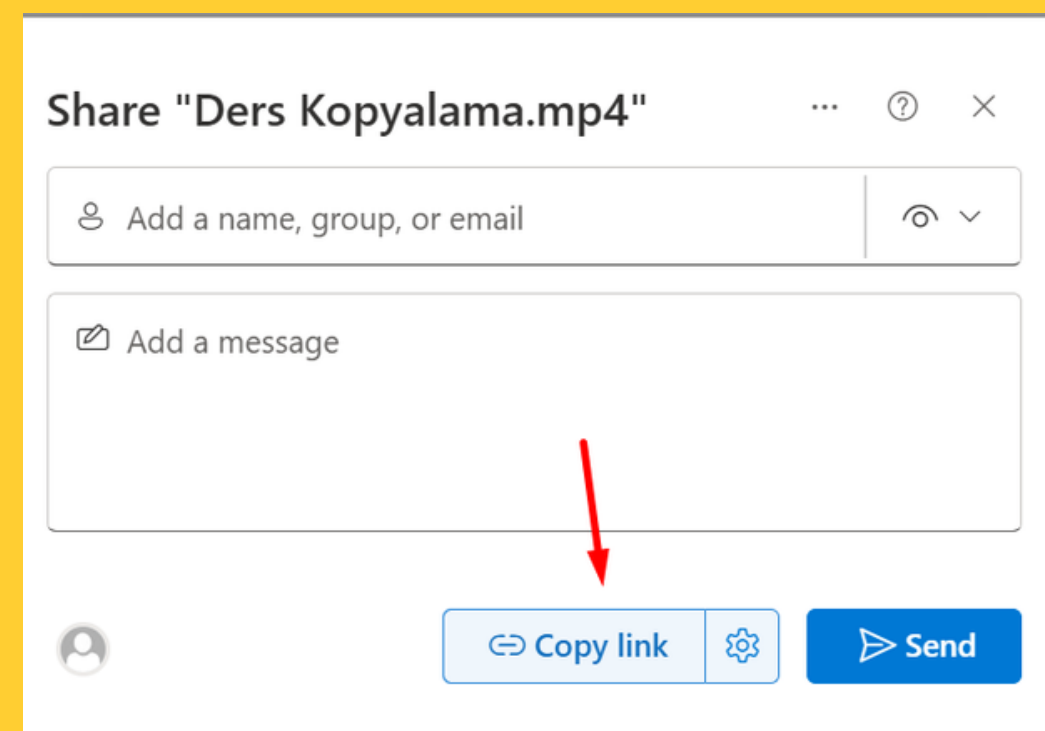
In the window that opens, apply the following settings:

- **Anyone with the link**
- **Can view**

Then select **Copy link**.

 **Important:**

If “**Only people in your organization**” is selected, your instructor may not be able to access the video.



ADDING THE SHARING LINK TO THE WORD DOCUMENT

Step 1 – Create a Word File

Create a new Word document (.docx) on your computer and add the following information:

- Full Name
- Student ID Number
- Course Name
- Assignment Title
- Video Sharing Link

Finally, save your document in **.docx format**.

Full Name

Sample Student

Student ID Number

20260101001

Course Name

Demo Course 3

Assignment Title

Video Assignment

Video Sharing Link

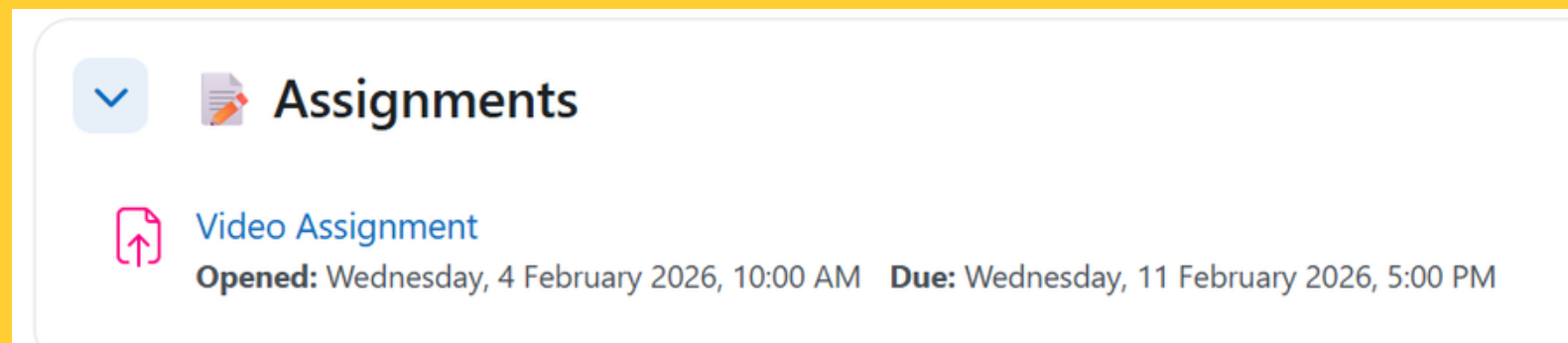
[Ders Kopyalama.mp4](#)



UPLOADING AN ASSIGNMENT TO KHAS LEARN

Step 1 – Go to the Assignment Section in KHAS Learn

In KHAS Learn, open the page in your course where the video assignment is located.



🔑 IMPORTANT REMINDER

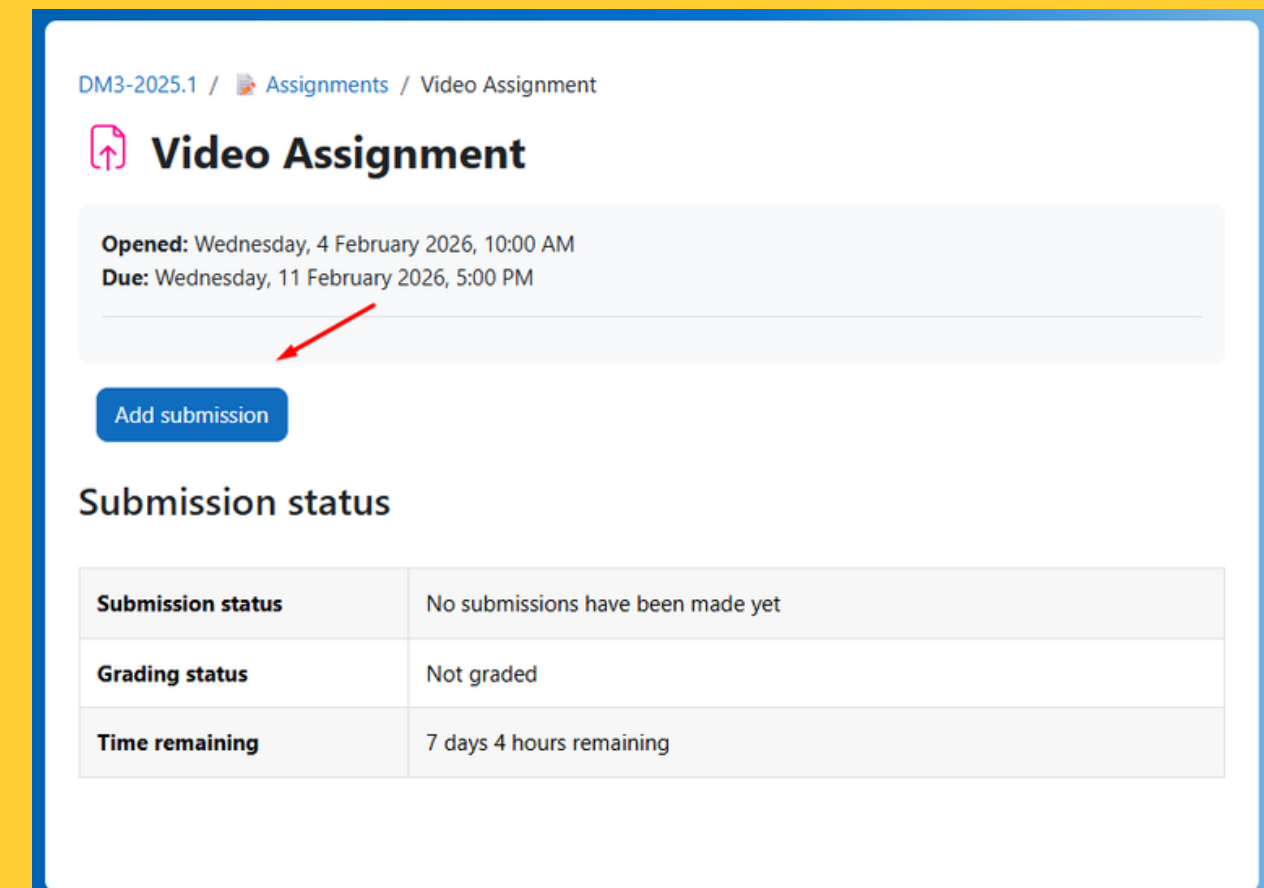
❌ DO NOT UPLOAD THE VIDEO FILE.

✅ UPLOAD ONLY THE WORD DOCUMENT THAT CONTAINS THE LINK.

Step 2 – Upload the Word File

In the assignment area, click **Add submission** and upload the Word file you prepared.

After the file is uploaded, click **Save changes** to complete your submission.





SUPPORT & CONTACT



For all technical and academic support related to **KHAS Learn**, you can directly reach the Support Team. Assistance is available for **course management, content upload, course design, assignment/quiz settings, and assessment methods**.

Submitting a Support Request via MyKHAS Ticket System

1. Log in to the **MyKHAS** system.
2. Click on the **Support tab** in the top menu.
3. Click the **New (+)** button in the top right corner.
4. In the window that opens, select **Learn Support Request** under the **Information Technologies** category.
5. Fill out the form and submit your issue/request.

Support via E-mail

You can report KHAS Learn-related issues directly by sending an e-mail to:

 learn@khas.edu.tr

Support via Phone

You can also reach the Educational Technologies team by phone:

 **+90 (212) 533 65 32 / Extension: 1210**

 **Yunus Akarsu – Educational Technologies Specialist**

 **Working Hours: Weekdays 08:30 – 17:30**