



ZENEAKADÉMIA

ALAPÍTVÁ 1875



Office 365 OneDrive video sharing

Uploading videos and Diploma production registration



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Technical requirements for video recordings

Only those recordings will be considered eligible and possible to assess which meet the technical requirements. Sound recordings only and videos of different formats will be rejected.

1. The submitted performance video has to be recorded in a way that the student uploading the video and the performance itself is possible to authenticate.
2. The video recording may only contain uncut recording of the performance, the pieces/movements have to be continuous without any cuts. Any post-work done in any shape or form (sound or picture) or with the usage of any kind of technology, is prohibited.
3. The picture of the video recording has to be done considering the following:
 - The format of the shot has to be horizontal (landscape).
 - The student has to be in the middle of the picture with a clear and visible shot of their face and hands in focus.
 - Avoid backlight (the main source of light is preferably behind the camera, in front of the student).
4. The sound quality of the recording has to be good enough so that instrument is clear, easily separated from outside and technical noises during the entirety of the performance.
5. File-format: mp4.



Length of recordings and uploading

Length of video recording for BA students: 30 minutes

Length of video recording for MA students: 45 minutes at minimum, 60 minutes at maximum

The video recording should be uploaded to Office 365 OneDrive and shared with the Academy. Technical information for using Office 365 OneDrive is available in [this guide](#). The submitted performance video has to be recorded in a way that the student uploading the video and the performance itself is possible to authenticate. Only those recordings will be considered eligible and possible to assess which meet the technical requirements, which can be found in the guide and section I. above.

We ask you to check the shared video before submitting it. The shared video should be available at least until 5 June 2021. The video should not be modified after it has been uploaded and shared.

The Academy has the right to verify the above-mentioned details. The technical quality of the video recording does not affect assessment.

We are kindly asking our students to act in accordance with the current epidemic related guidelines and preventative measures during the preparation of the video recording. This is everyone's personal responsibility.



Deadlines

Uploading the video recordings for both BA and MA students will be possible during the following period:
from 5 May 2021, 00.00, until 25 May 2021, 24.00.

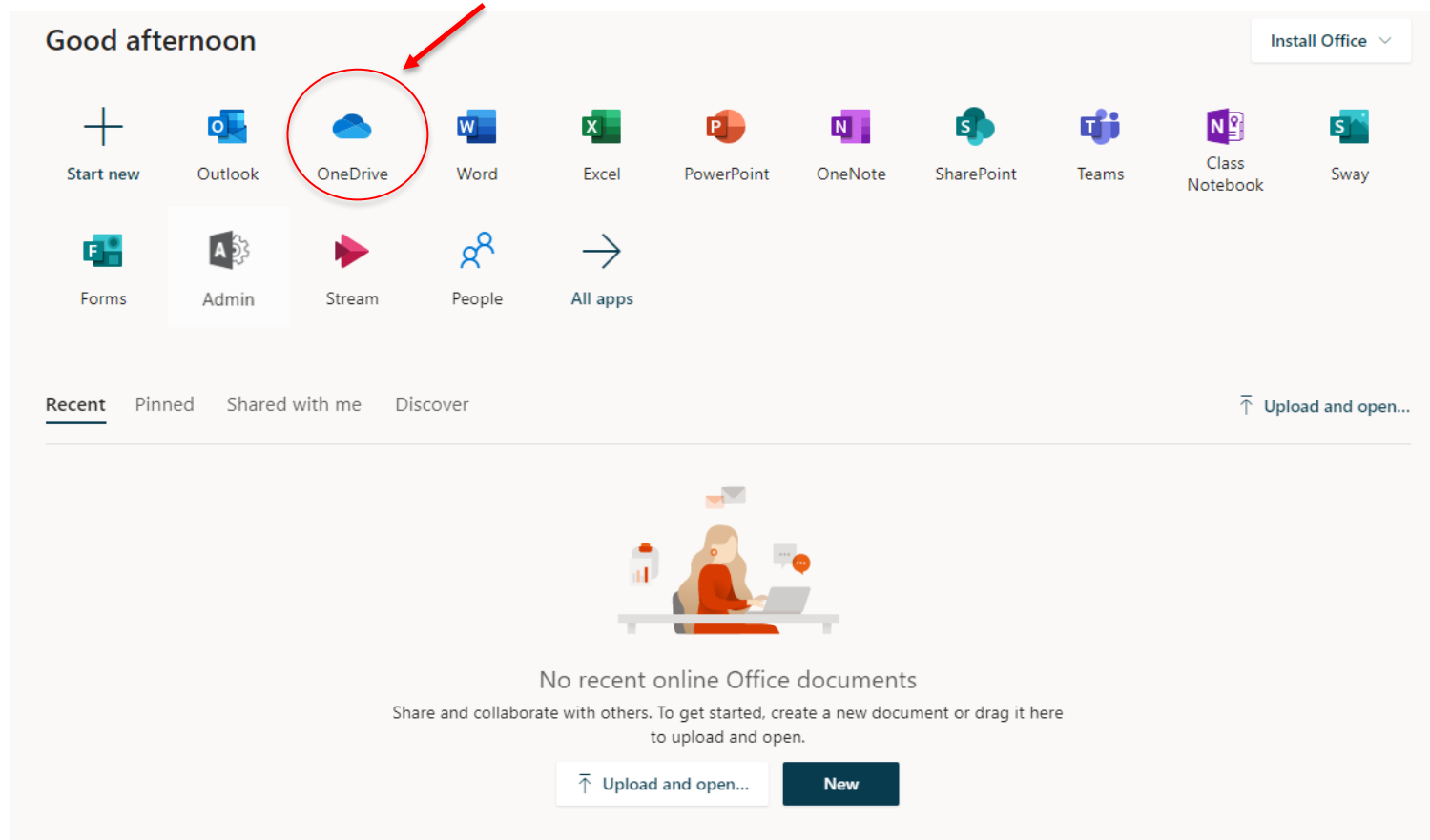


Log in at www.office.com with the given e-mail address and password! (check the e-mail from 9 April, or 7 September about login information for Office 365)

Username: <neptuncode>@student.lfze.hu

If you forgot your password, send an e-mail to itsupport.vizsga@zeneakademia.hu .

Click on the OneDrive button after logging in.

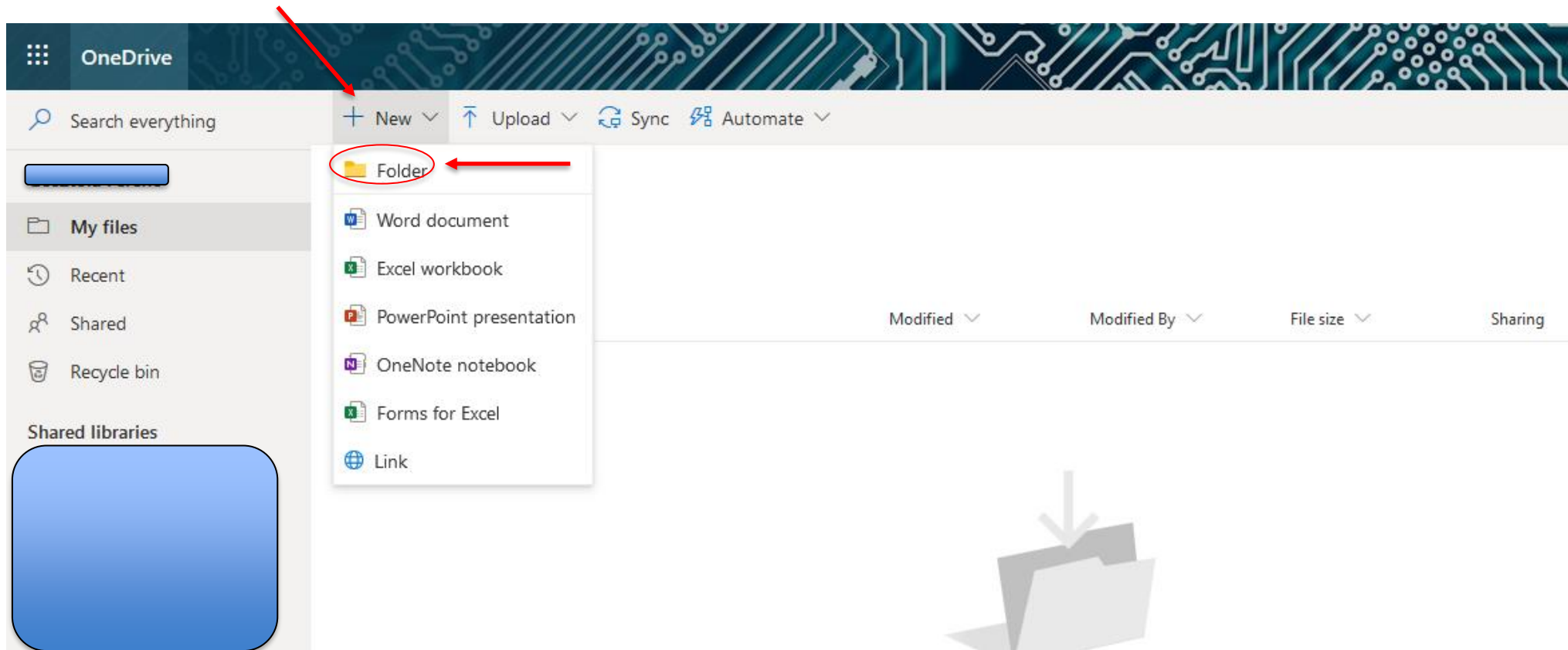


The screenshot shows the Microsoft Office 365 dashboard. At the top left, it says "Good afternoon". In the top right corner, there is a button labeled "Install Office" with a dropdown arrow. Below this, there is a row of application icons: Start new, Outlook, OneDrive (circled in red with a red arrow pointing to it), Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Sway. Below this row is another row of icons: Forms, Admin, Stream, People, and All apps. At the bottom of the dashboard, there are tabs for "Recent", "Pinned", "Shared with me", and "Discover". To the right of these tabs is a button labeled "Upload and open...". Below the tabs, there is an illustration of a person sitting at a desk with a laptop, surrounded by icons representing documents and communication. Below the illustration, the text reads: "No recent online Office documents. Share and collaborate with others. To get started, create a new document or drag it here to upload and open." At the bottom of the dashboard, there are two buttons: "Upload and open..." and "New".

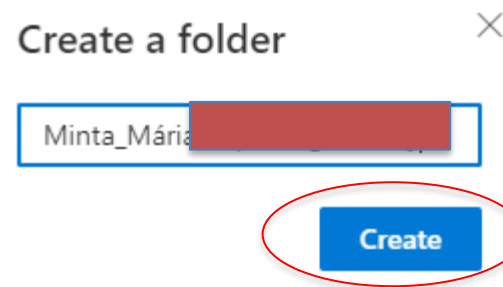


Create a folder to store your shared documents in.

Click on „New” > „Folder” to create the folder.



Give the folder a name. The folder name should start with the student's name (eg. Smith_John). After choosing the folder name, click on „Create”.







Create a folder

Minta_Mária

Create

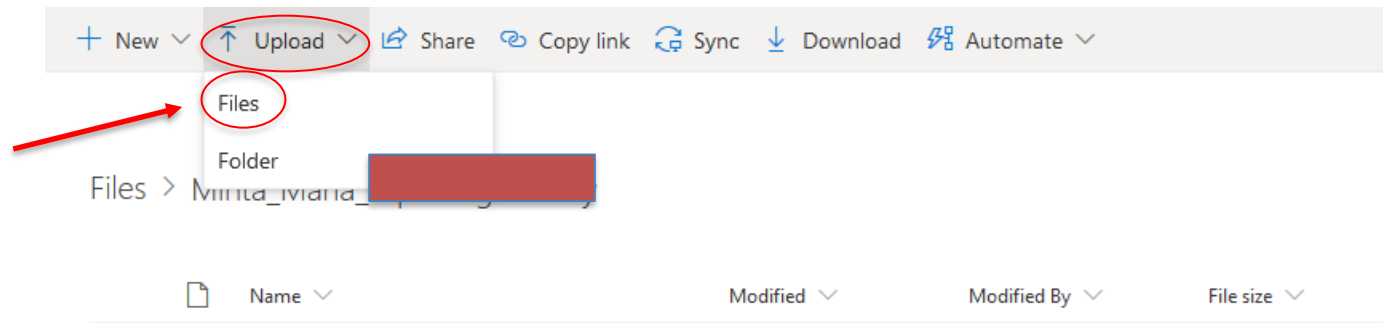
Click on the folder name to open the folder. Now you can upload the exam recording in this folder.

Files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Minta_Mária 	A few seconds ago		0 items	Private



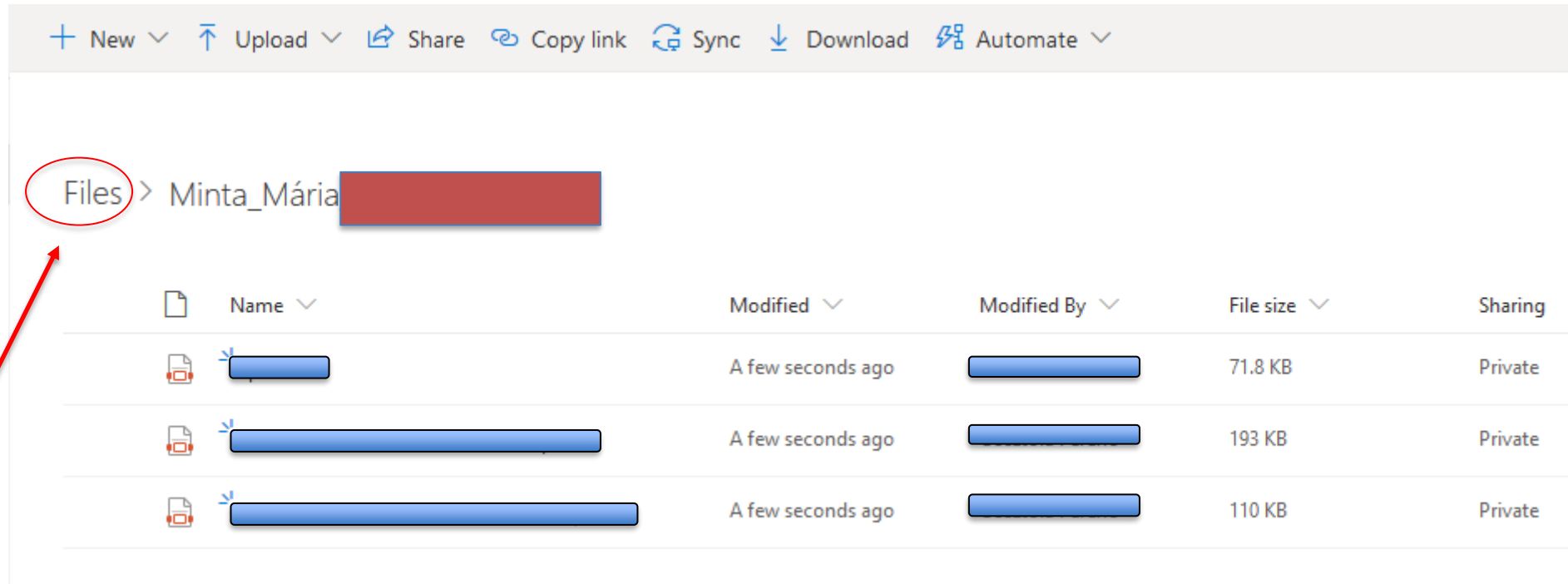
Click on „Upload” > „Files”.



Drag files here

Choose the files you want to upload, then click on „Open”. The uploading will start. Please give the uploaded file an appropriate name. The file name should start with the student’s name (eg. Smith_John_exam_video).

After uploading the file, click on „Files” to go back to the main page where you can share the folder.



The screenshot shows a file management interface with a top navigation bar containing the following options: New, Upload, Share, Copy link, Sync, Download, and Automate. Below the navigation bar, the breadcrumb path is 'Files > Minta_Mária'. The 'Files' link is circled in red, and a red arrow points to it from the left. Below the breadcrumb, there is a table with the following columns: Name, Modified, Modified By, File size, and Sharing. The table contains three rows of files, each with a file icon, a name, a modification time of 'A few seconds ago', a modified by field, a file size, and a sharing status of 'Private'.

Name	Modified	Modified By	File size	Sharing
[Redacted]	A few seconds ago	[Redacted]	71.8 KB	Private
[Redacted]	A few seconds ago	[Redacted]	193 KB	Private
[Redacted]	A few seconds ago	[Redacted]	110 KB	Private



To share the folder, click on the vertical dots („...”) > „Share”.

Files

The screenshot shows a file management interface with a table of files. The table has columns for Name, Modified, Modified By, File size, and Sharing. A folder named 'Minta_Mária_...' is selected, and a context menu is open over it. The 'Share' option is circled in red, and a red arrow points to it from the right. The context menu includes options like 'Copy link', 'Request files', 'Manage access', 'Download', 'Delete', 'Move to', 'Copy to', 'Rename', 'Automate', and 'Details'.

	Name	Modified	Modified By	File size	Sharing
✓	Folder			3 items	Private

- Share
- Copy link
- Request files
- Manage access
- Download
- Delete
- Move to
- Copy to
- Rename
- Automate >
- Details

To change sharing settings, click on the green globe icon.

The screenshot displays a file sharing interface. At the top, a toolbar contains icons for Share, Copy link, Request files, Download, Delete, Rename, Move to, and Copy to. A 'Send Link' dialog box is open, featuring a green globe icon next to the text 'Anyone with the link can edit', which is circled in red. A red arrow points to this globe icon. Below the dialog, there is a text input field for 'Enter a name or email address', an optional message field, and a blue 'Send' button. In the background, a file list is visible with columns for 'Modified', 'Modified By', and 'File size'. A file entry shows 'A few seconds ago' and '3 items'.

Choose „Anyone with the link” and do NOT tick „Allow editing”.

Click on „Apply”.

Link settings

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in Liszt Ferenc...szeti Egyetem with the link
- People with existing access
- Specific people

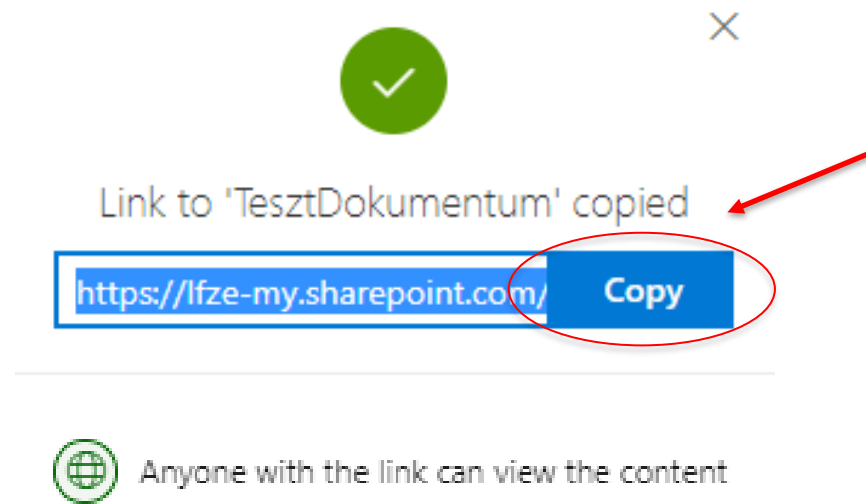
Other settings

Allow editing

Click the „Copy link” button to share.

The screenshot displays a file sharing interface. At the top, a toolbar contains icons for 'Share', 'Copy link', 'Request files', 'Download', 'Delete', 'Rename', 'Move to', and 'Copy to'. Below this, a 'Send Link' dialog is open. The dialog has a title bar with a close button. Inside, there is a sharing permission section with a globe icon and the text 'Anyone with the link can view the content'. Below that is a text input field labeled 'Enter a name or email address' and a section for 'Add a message (optional)'. At the bottom of the dialog is a blue 'Send' button and a 'Copy link' button, which is circled in red with a red arrow pointing to it. In the background, a file list is visible with columns for 'Modified', 'Modified By', and 'File size'. One row is highlighted, showing 'A few seconds ago', a blue progress bar, and '3 items'.

Click the „Copy” button.



After clicking the "Copy" button, you have a link to the video. From now on, you can share the link anywhere by "pasting". (right mouse button, paste) (Ctrl + V)



Filling the diploma production form



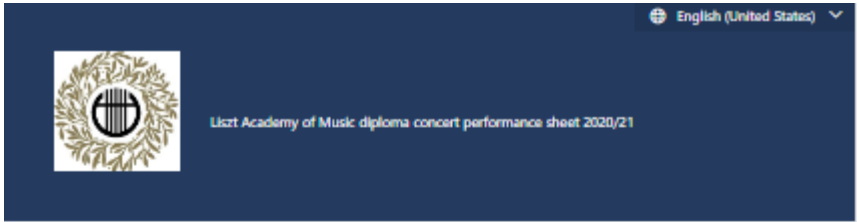
Click the link below to complete the form.



<https://ecv.microsoft.com/qHwlsunZsF>



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* Required

1. Name *

Enter your answer

Enter your name.

2. Neptun code *

Enter your answer

Enter your Neptun code.

3. Study level *

BA

MA

O10

O12

Choose your study level.

Enter the title of your performed composition.

Paste a share link copied from OneDrive.

The form is available in Hungarian and English as an option in the upper right corner.

4. Department *

- Keyboard and Harp Department
- Church Music Department (not relevant for international students)
- Department of Vocal and Opera Studies
- Winds Department (not relevant for international students)
- Jazz Department (not relevant for international students)
- Folk Music Department (not relevant for international students)
- Strings Department

Choose your department.

5. Keyboard and Harp Sub-departments *

- Piano
- Piano Accompaniment
- Organ
- Harpsichord
- Harp
- Accordion
- Cimbalom

Choose your sub-department (if applicable).

6. Performed piece(s) *

Enter your answer

7. Access link of the uploaded performance *

Enter your answer

Submit



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* Required

1. Name *

Enter your answer

2. Neptun code *

Enter your answer

3. Study level *

- BA
- MA
- O10
- O12

4. Department *

- Keyboard and Harp Department
- Church Music Department (not relevant for international students)
- Department of Vocal and Opera Studies
- Winds Department (not relevant for international students)
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- Folk Music Department (not relevant for international students)
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5. Keyboard and Harp Sub-departments *

- Piano
- Piano Accompaniment
- Organ
- Harpsichord
- Harp
- Accordion
- Cimbalom

6. Performed piece(s) *

Enter your answer

7. Access link of the uploaded performance *

Enter your answer

Submit

Once you have completed the form, click on the "Submit" button!



THANK YOU FOR YOUR ATTENTION!

Consultation about recording the video is possible via the oktatastechnika@zeneakademia.hu e-mail address. Technical help for uploading the videos is possible via the itsupport.zarovizsga@zeneakademia.hu e-mail address or call the +36 1 462-4606 phone number on working days from 9 a.m. to 5 p.m. from 5 May 2021 until 25 May 2021.



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