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Guidelines

Planet eStream

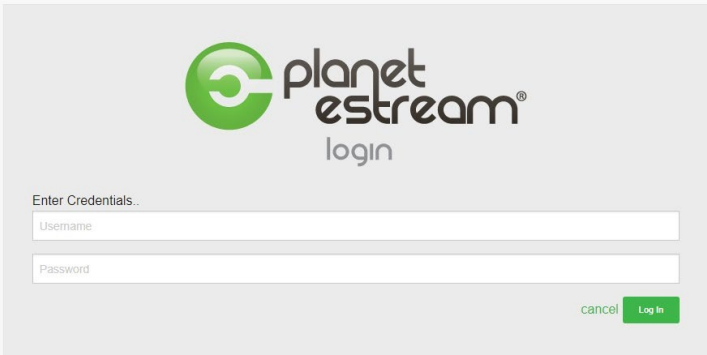
The sharing platform for examinations video footage

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1. Initial log in

- Open your internet browser and go to <https://rad.planetestream.com/>
- Enter your username and password credentials and select 'Log in'

Note: If you don't have a Planet e-Stream login, contact your local RAD office.



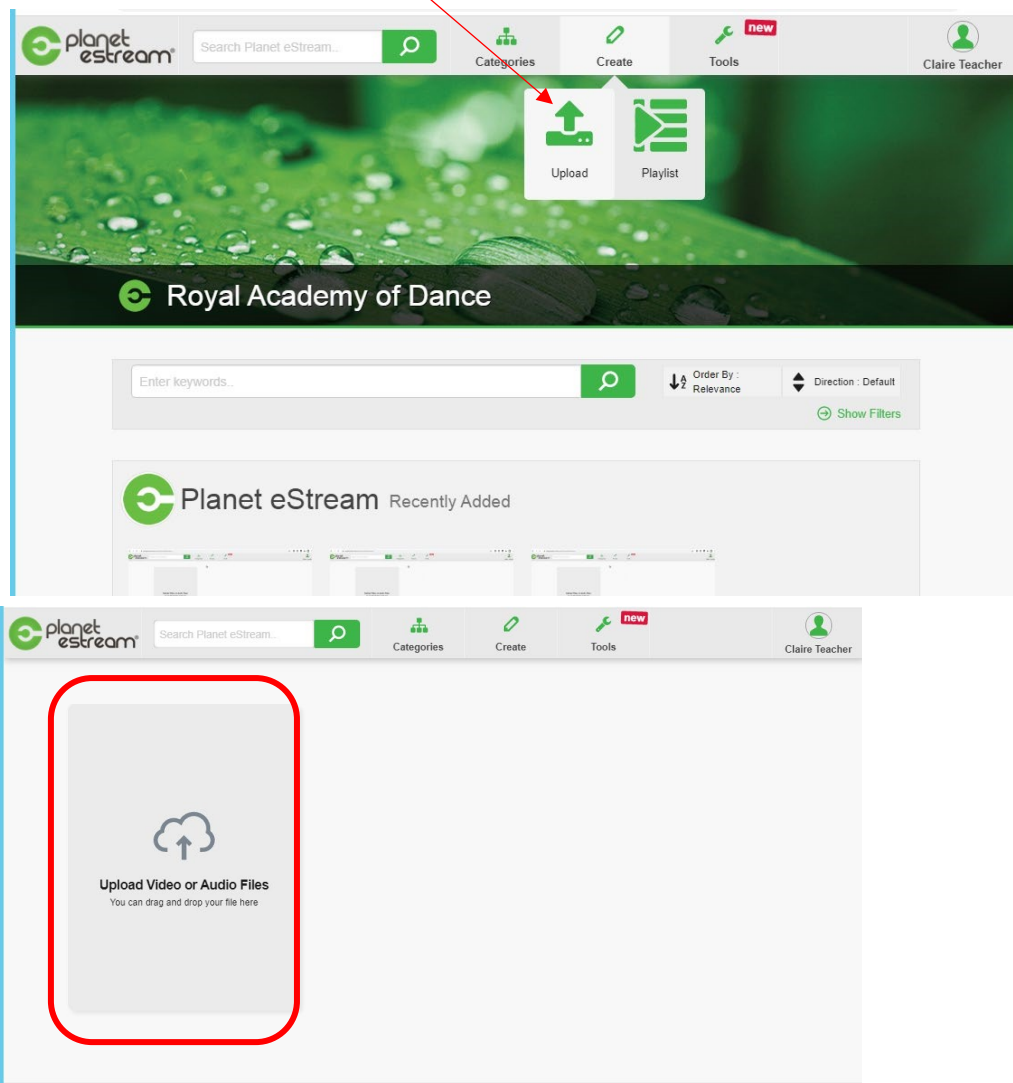
2. Uploading videos ([view video](#))

Tip #1: Practice a short video upload, you can delete it later

Tip #2: File naming convention – use this naming convention for saving your video files on your computer, it will help us manage your footage and save you time when selecting media options later:

Exam entry ID number, day number, set number, ie '876532 day 1 set 1'

- On the top menu, select 'Create' and 'Upload'
- Click on the 'Upload video or Audio Files' button and select the file you wish to upload from your computer, click 'open'



- You will then see a new pop up window where you will need to add details about your footage. Please ensure you complete all required fields in order to confirm your upload

Tip #3 : Upload several videos at once so that you don't have to repeat the media options below – you'll just have to edit the grade

Unless you have used the correct naming convention when you saved your footage on your computer (tip #2), you will need to uncheck this box in order follow the required naming convention

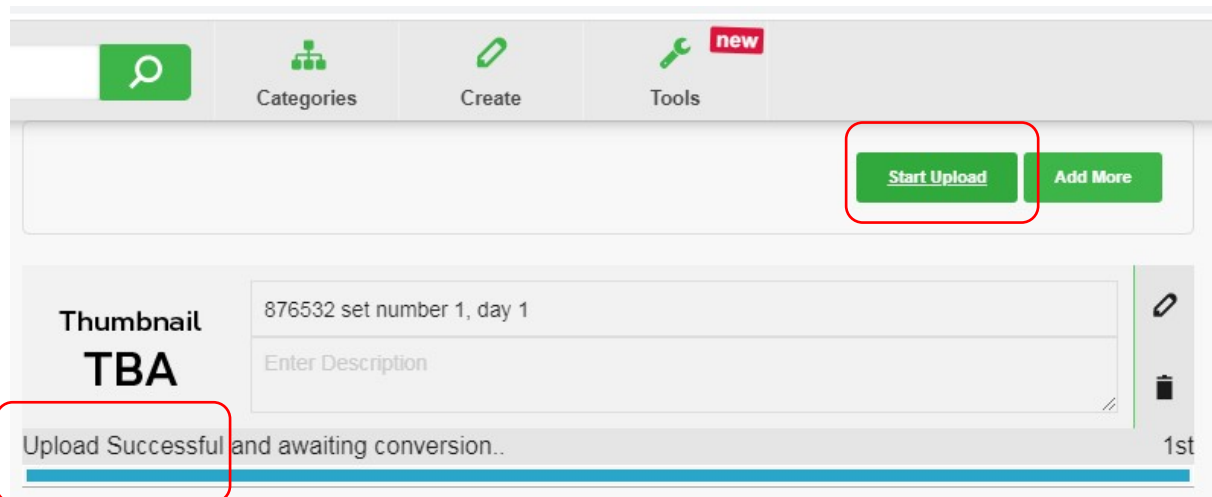
Naming convention for the entry: Exam entry ID and day and set number, ie 875698 day 1 set 1

The screenshot shows the 'Add Media Options' form. A red box highlights the 'Use filename for title' checkbox, which is checked. Another red box highlights the 'Title*' field. A third red box highlights the 'Exam Entry Information' section, which contains a text box with instructions: 'Title: Please use your exam entry ID and set number for the title of this upload, ie "865856 set number 1". Once your footage has uploaded, please create a playlist. Your playlist should match the order of your entry exactly.' A red arrow points from the text 'Here you can see further information about what is required in each field' to the 'Exam Entry Information' section. The form also includes fields for 'Description', 'School Name and ID Number*', 'Qualification Description*' (with a dropdown menu), and 'Filming Date*'. There are 'Confirm' and 'cancel' buttons at the bottom.

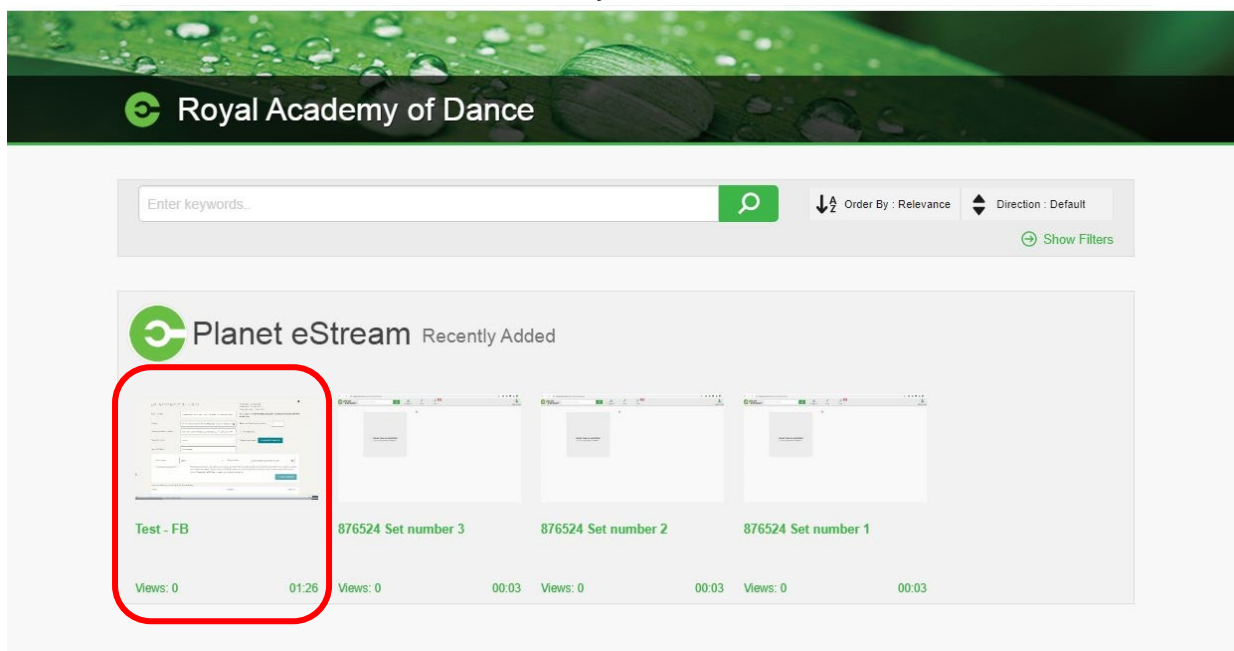
- Once you have completed the required fields, select 'confirm'
- Click the 'Start upload' button, you will see the blue progress bar for your upload •
Once your video has uploaded, the system will convert the footage to the required format
- If all your files have uploaded successfully and are being converted, you may log out.
- You should create your playlist once all the footage has been converted.

Tip # Once the footage has been converted, created your playlist4: Upload at night. Once your videos have uploaded successfully, they will go into a conversion queue, along with all the other footage being converted at that time.

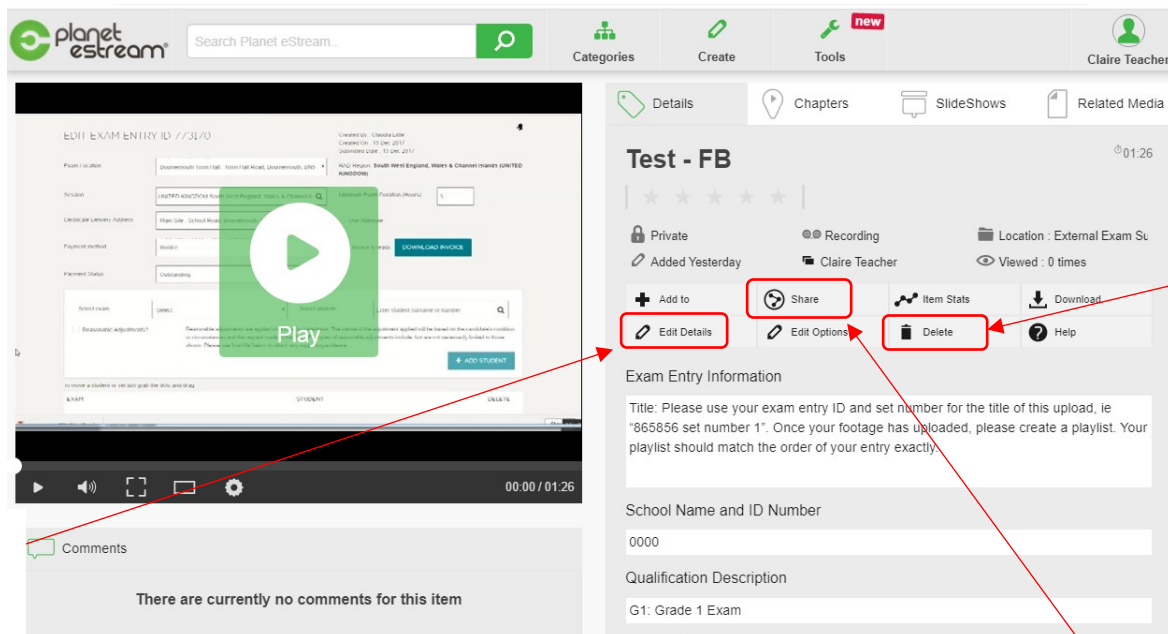
Once all the footage has uploaded successfully, you can log out, you'll be notified by email when the footage has all be converted – this may take a long time and is dependent on the conversion queue and size and type of original file.



- When you return to Planet e-Stream to create your playlist, you will see your uploaded and converted videos in the 'Recently Added' section



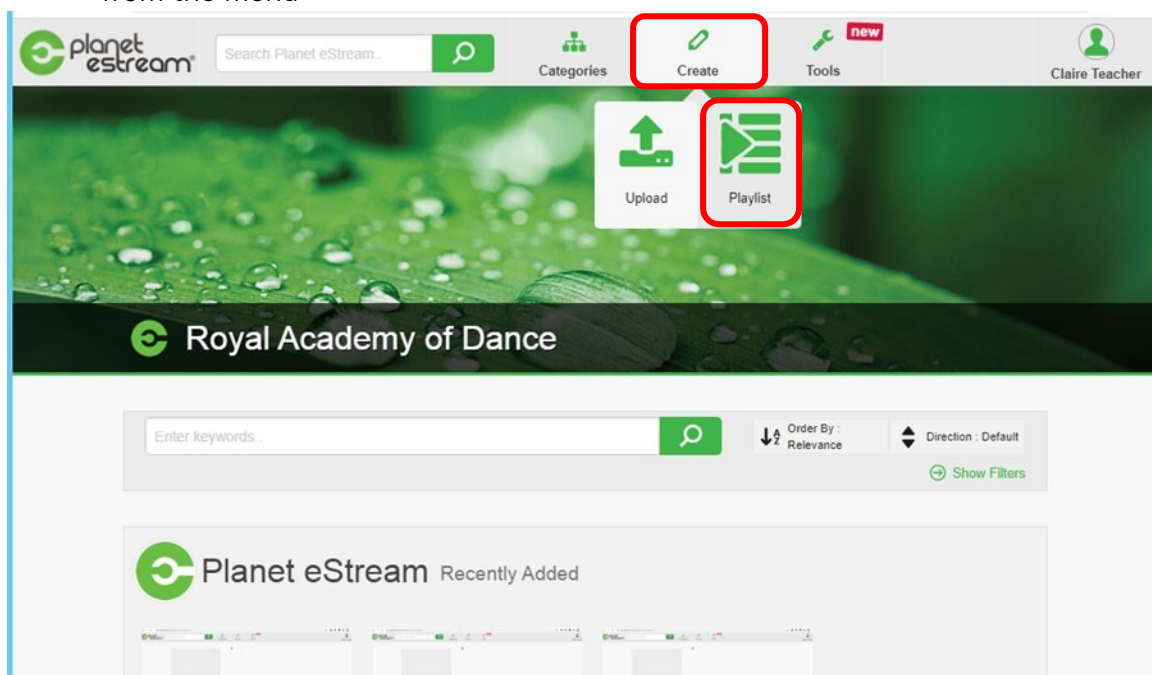
- Click on your uploaded video, you will be able to check the quality of the footage and the details of the video
(Missing exercises will not receive a mark)



If you only have one video to share with your local office for examining, then you can now create a web link by clicking on the 'Share' button and selecting 'Share by web link'. Right click the link in the pop up window and select copy, this can then be added to the notes section of your online entry in RAD Online Exams. Notify your local office when your entry has been updated with the footage link. If you have more than one video, you should [combine them into a Playlist](#) so that you only need to share one link.

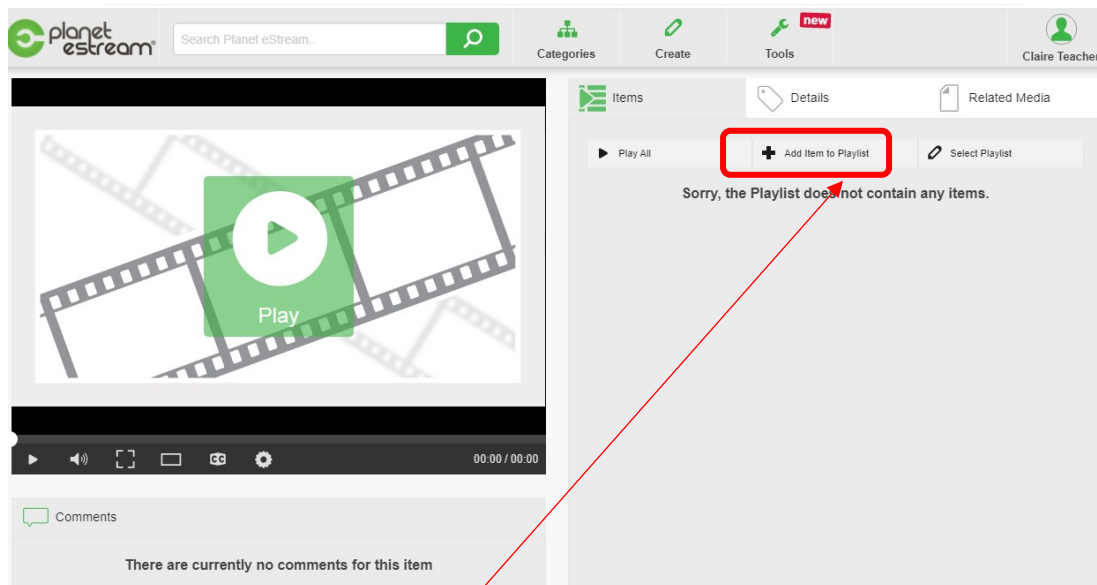
3. Creating a playlist ([view video](#))

- If you have multiple sets for the same exam entry, you can combine them into a playlist so that you only have one link
- Once you have uploaded all of your videos for your entry, select 'Create' then 'Playlist' from the menu

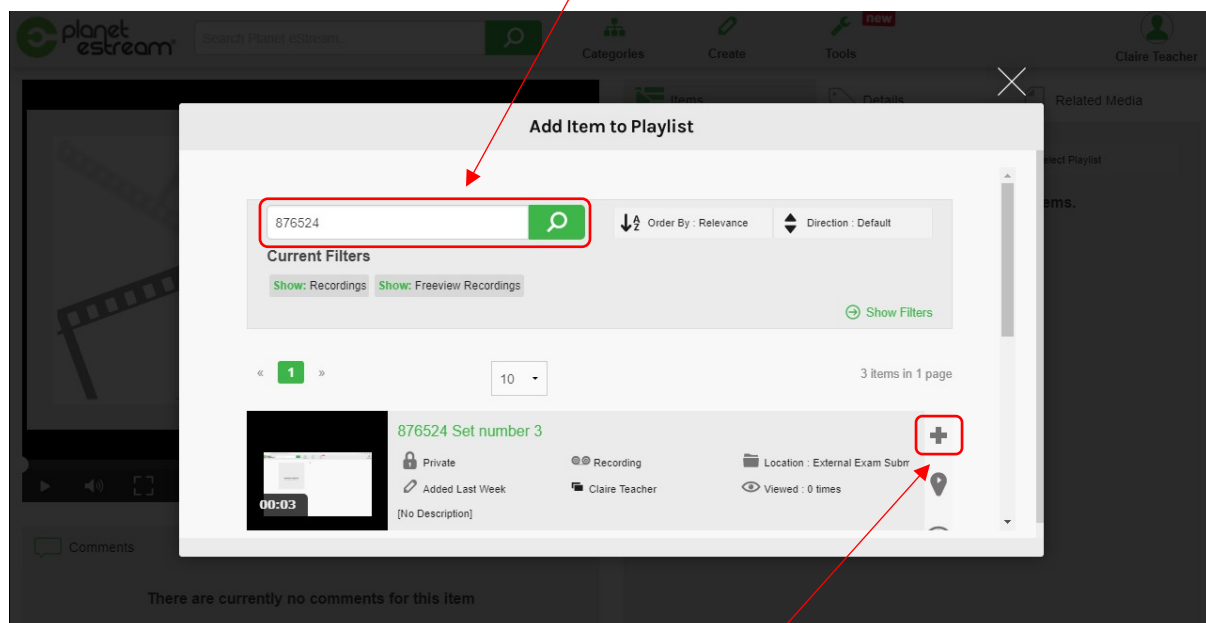


- A new window will appear to 'Create a new playlist'
- The playlist title should be your Exam Entry ID number
- Enter the details for the required fields and then select 'Create'

Note: Your playlist should match the order of your online exam entry exactly, if it doesn't, then this may result in delays to examiner assessment and release of results.

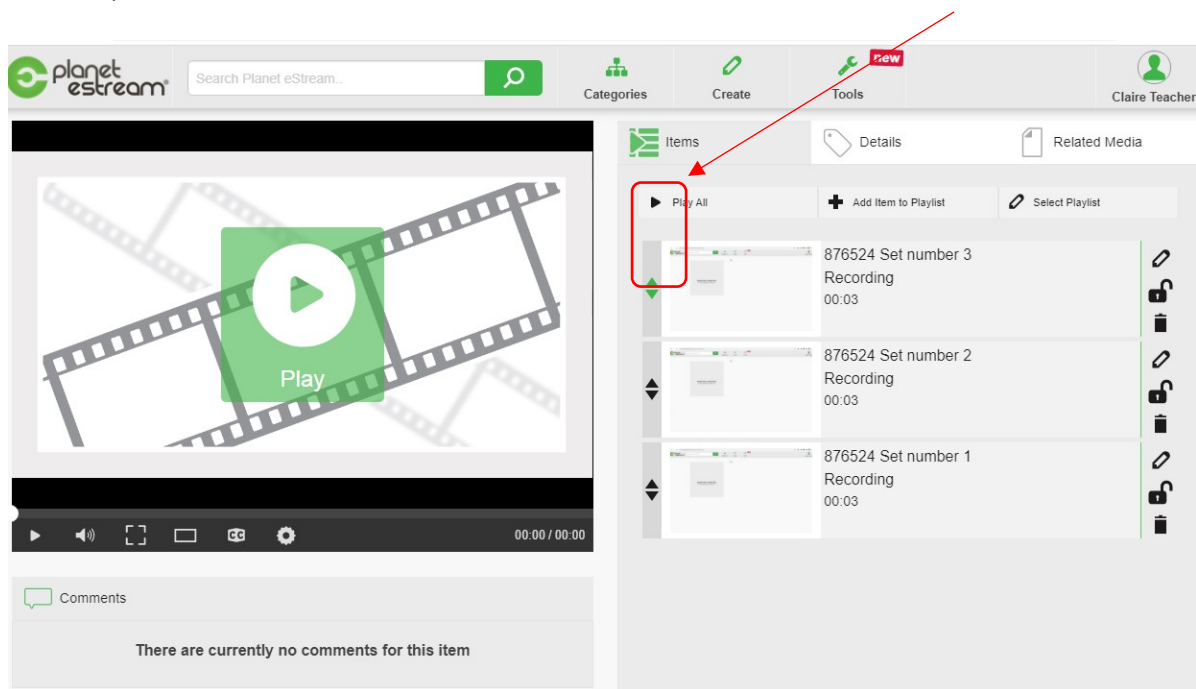


- To add videos to the playlist click the 'Add items to playlist' button
- In the pop up box, search for the entry ID number that you used as the title for your videos, a list of your available videos will then appear

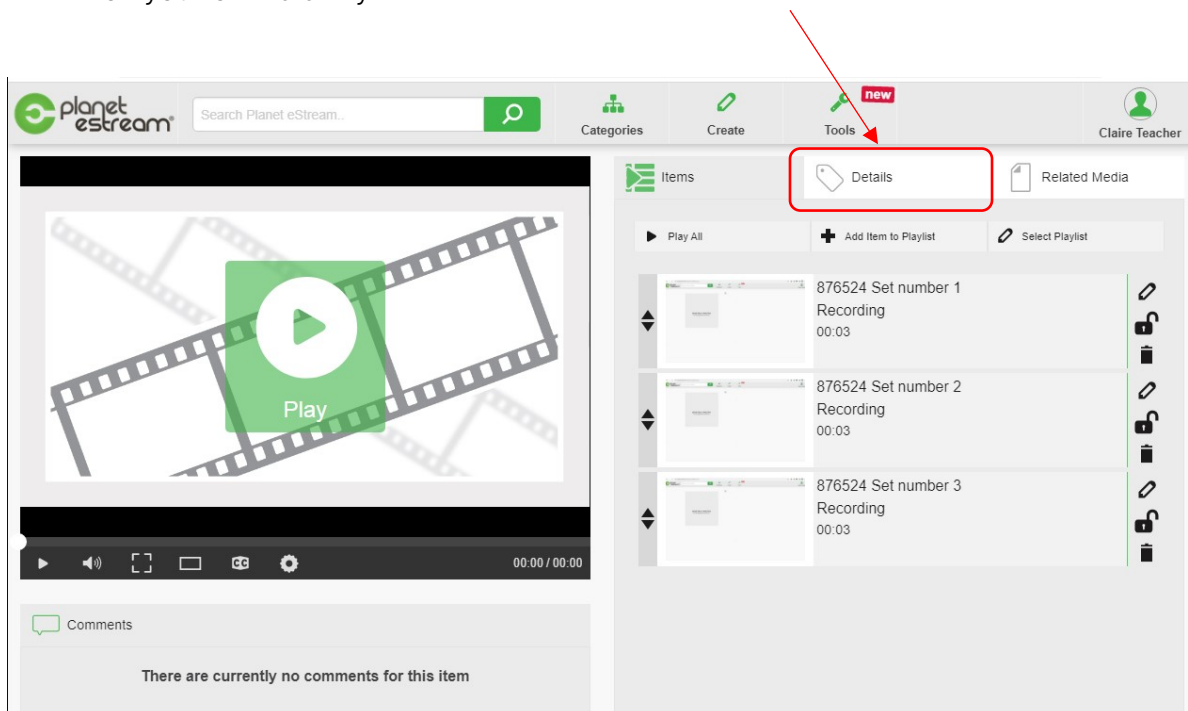


- Click the plus button next to each of the videos you want to add to your playlist. Once you have added all of your videos, close the pop up box to return to the playlist

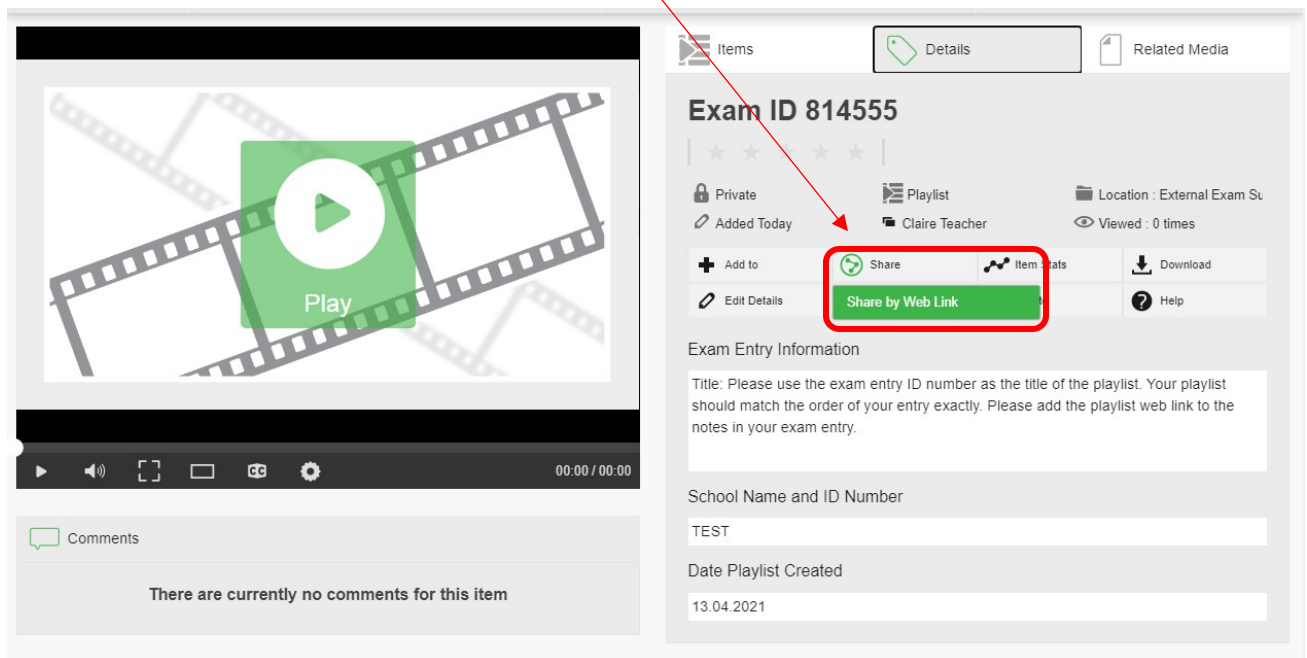
- From here, you can reorder the videos to match your exam entry by clicking and holding the double arrow to the left of the video and dragging the video to its correct place in the entry



- Once you have ordered your playlist to match your online entry, click the 'Details' tab to double check the information provided is correct and to get the web link to share on your online entry



- Click the 'Share' button and select 'Share by web link'. Right click the link in the pop up window and select copy, then paste this link into the notes section of your online entry in Radius. Notify your local office when your entry has been updated with the footage link



- Paste link into the notes and click 'ADD':

Notes – click Add button after typing to attach the note to your entry

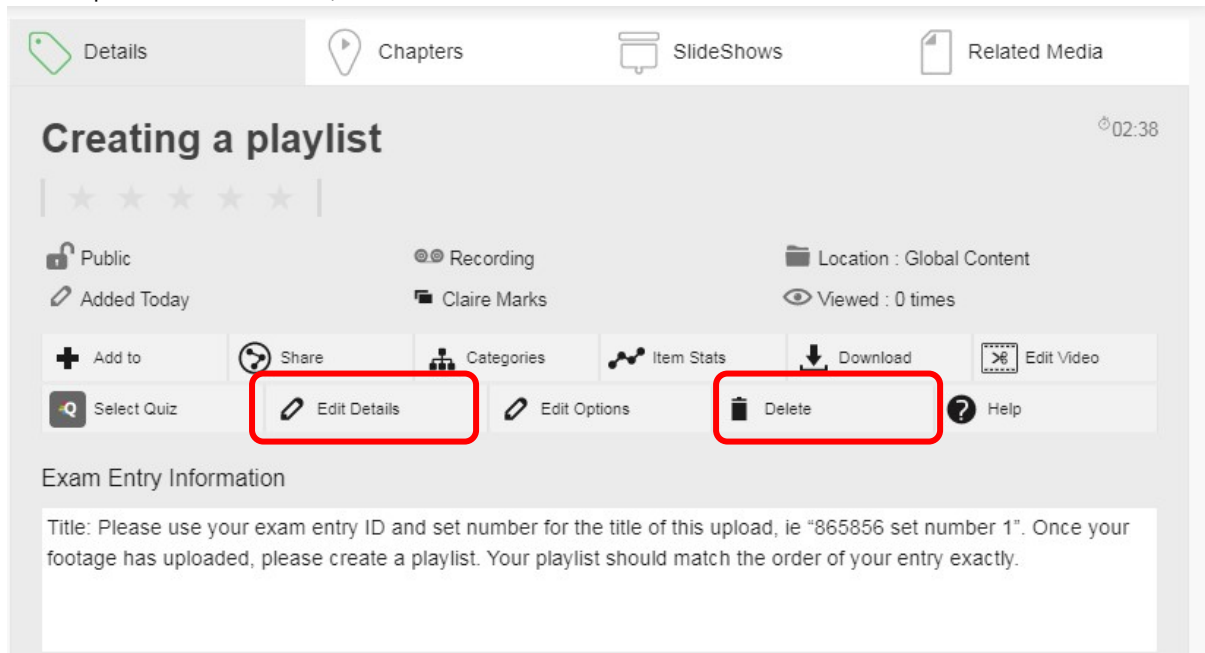
<https://rad.planettestream.com/View.aspx?id=3040~4h~GFh0Q97k>

Note type: General LOAD FILE... Reasonable Adjustment ADD

- Ensure that the exam entry has been submitted the (if you haven't done so already)
- Email filmedexams@rad.org.au to confirm that the videos have been uploaded and are ready for marking (include the exam entry ID in the subject line)
- Your local office will ensure that the entry is put forward for assessment

4. Editing and deleting files ([view video](#))

- In either the recording or playlist, go to the details tab and select 'edit details' to edit your upload information, or select 'delete' to remove from Planet e-Stream:



Note: Issues with footage and consent forms will result in a delay to examiner assessment and release of results.