

Audio/Video Assignments in Brightspace

Contents

Audio/Video Assignments in Brightspace	2
1. Staff Create an Assignment in Brightspace	2
2. Students Submit Assignment	3
3. Staff Mark the Assignment in Brightspace	7

Audio/Video Assignments in Brightspace

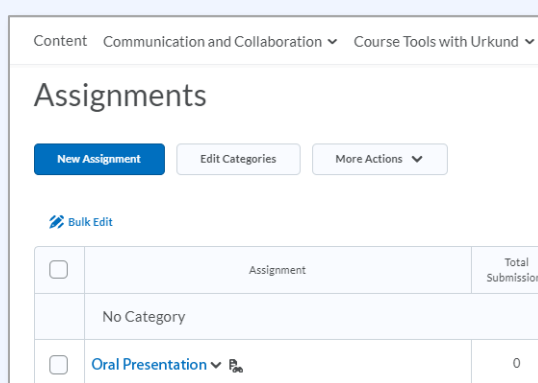
This document outlines the procedure for creating assignments in Brightspace which accept audio or video clips and demonstrates how students would submit to the assignment in Brightspace with the video being stored in the Media Library. These assignments integrate with Brightspace Grades.

If you would like general information on the Media Library, please see:

<https://mahara.uhi.ac.uk/view/view.php?t=fljWN7xMgha6dczPAO8F>.

1. Staff Create an Assignment in Brightspace

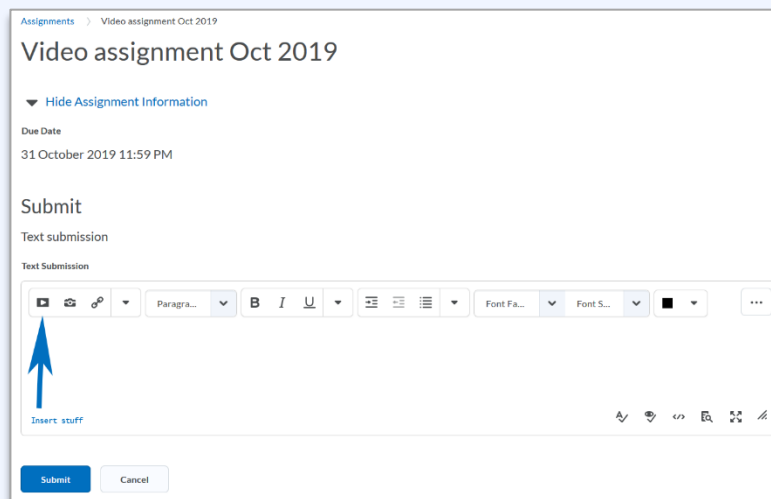
Staff should navigate to the Brightspace module and select 'Assignments' from the 'Course Tools' menu, followed by the 'New Assignment' button.



Staff would give the assignment a title and description as usual and enter Due Dates, Points Possible and other details as required. The main setting to remember is to select 'Text submission' rather than 'File submission'.

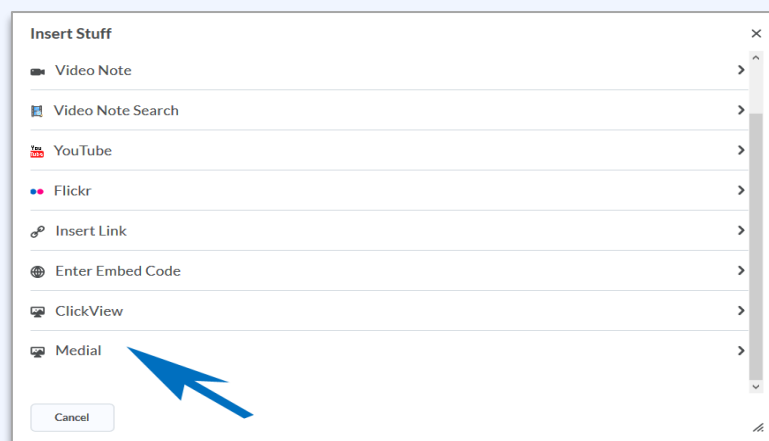
A screenshot of the 'New Assignment' form in Brightspace. The form has tabs for 'Properties', 'Restrictions', 'Objectives', and 'Turnitin®'. The 'Properties' tab is active. It includes fields for 'Name', 'Instructions' (with a rich text editor), and 'Attachments' (with buttons for 'Add Attachment', 'Record Audio', and 'Record Video'). Below these is the 'Submission, Completion and Categorization' section. It includes 'Assignment Type' (radio buttons for 'Individual assignment' and 'Group assignment'), 'Group Category' (a dropdown menu), and 'Submission type' (a dropdown menu). The 'Submission type' dropdown is open, showing options: 'File submission', 'Text submission', 'On paper submission', and 'Observed in person'. A blue arrow points to the 'Text submission' option. At the bottom, there are buttons for 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

It is necessary to create a 'Text submission' assignment so that students will have access to the 'Insert Stuff' button.

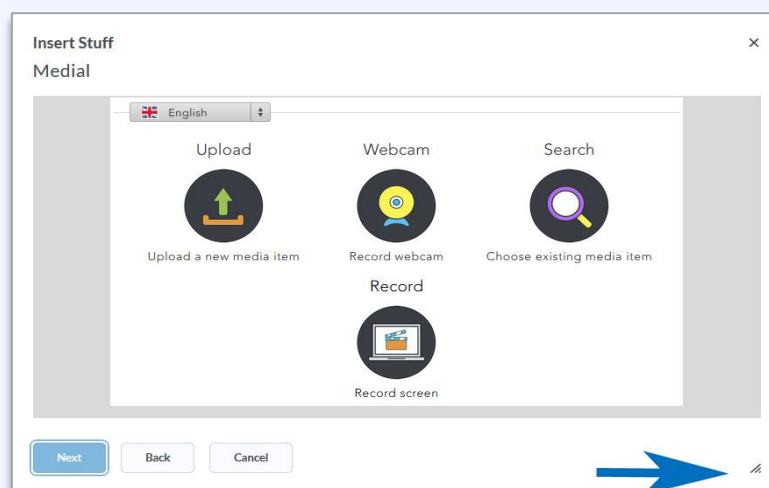


2. Students Submit Assignment

To upload the video or audio clip, students should click on the 'Insert Stuff' button. A popup window appears on screen with a selection of the tools available and students should scroll down to find 'Medial' in the list.



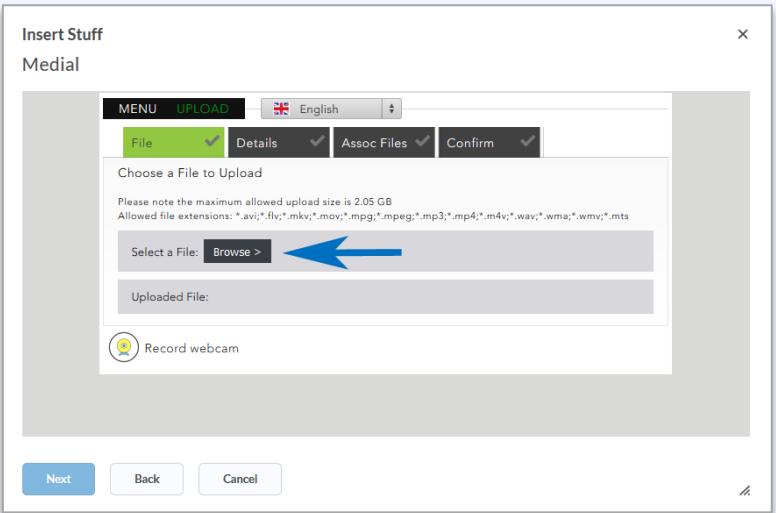
The following window is displayed with options to search for a previously uploaded clip or to upload/record a new clip. **It would be a good idea at this point to resize the window by dragging the bottom right corner in order to make subsequent screens easier to read.**



In most cases, students should choose the option to upload the video at this point. This kicks off a wizard which will take students through the process.

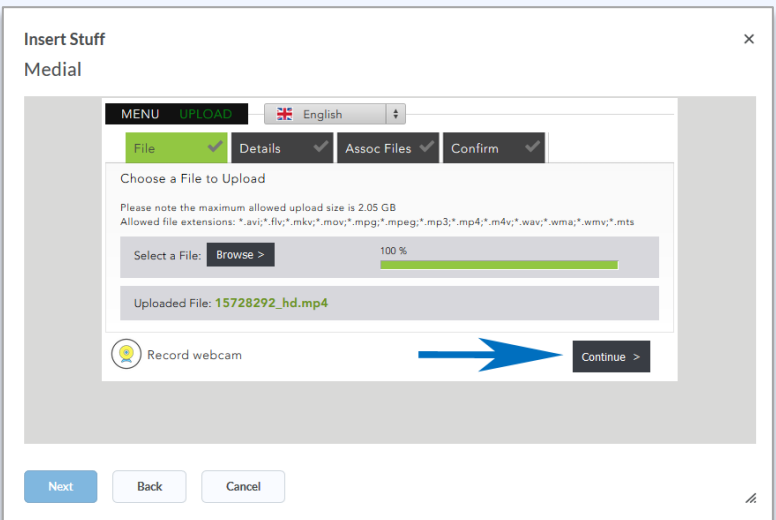
Step 1

Now students can click 'Browse' to find the video or audio file on their disc. When they have located the file, a progress bar is displayed. When the video is uploaded, a 'Next' button is displayed which students should click to move to the next step of the wizard.



The screenshot shows the 'Insert Stuff' wizard window with the 'Medial' tab selected. The 'MENU' bar has 'UPLOAD' highlighted. Below it, there are four tabs: 'File', 'Details', 'Assoc Files', and 'Confirm', all with checkmarks. The main area is titled 'Choose a File to Upload' and includes a note about the 2.05 GB upload limit and allowed file extensions. A 'Select a File: Browse >' button is present, with a blue arrow pointing to it. Below this is an 'Uploaded File:' field and a 'Record webcam' option. At the bottom are 'Next', 'Back', and 'Cancel' buttons.

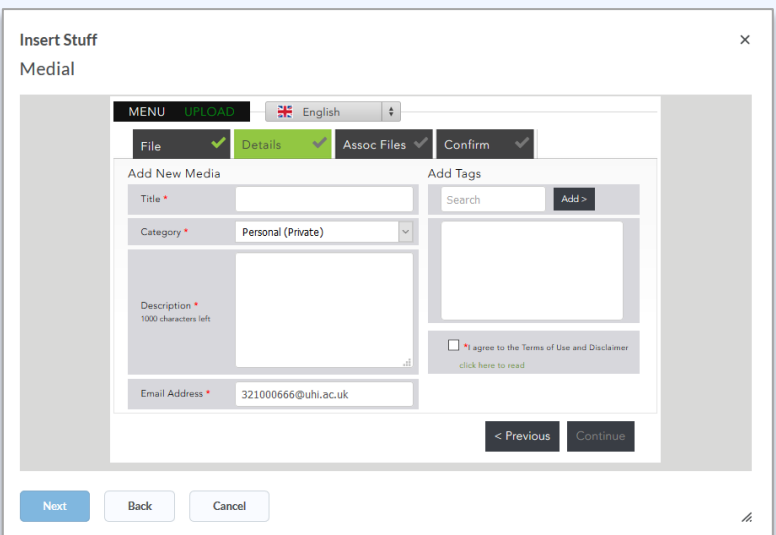
If students notice that the progress bar is not moving for a very long time, they should contact the Servicedesk on servicedesk@uhi.ac.uk or 01463 279150. The likely cause is that their bandwidth is not sufficient and there are a number of possible solutions. This is one reason that students should be advised to submit to video assignments in good time.



This screenshot shows the same 'Insert Stuff' wizard window, but the progress bar is now at 100%. The 'Uploaded File:' field now displays '15728292_hd.mp4'. A blue arrow points to the 'Continue >' button, which is now visible. The 'Next', 'Back', and 'Cancel' buttons remain at the bottom.

Step 2

'Personal Private' is the default selection from the category field which, for assignments at least, is the most appropriate. If students need to give access to a Personal Private video, they need to log onto the Media Library (<https://stream.uhi.ac.uk>) and use the 'Share' icon. This produces a link with the word 'Player'. If they place an audio/video clip in Personal Public, anyone with the link to the clip will be able to view it. The link will have the word 'Play'.



The screenshot shows the 'Insert Stuff' wizard window at the 'Details' step. The 'MENU' bar has 'DETAILS' highlighted. The 'Add New Media' section contains fields for 'Title', 'Category' (set to 'Personal (Private)'), 'Description' (with a 1000 character limit), and 'Email Address' (pre-filled with '32100666@uhi.ac.uk'). There is also an 'Add Tags' section with a search bar and an 'Add >' button. A checkbox for 'I agree to the Terms of Use and Disclaimer' is present. At the bottom are 'Next', 'Back', and 'Cancel' buttons, and a '< Previous' button.

Students have access to one other category which is open to all students, ie videos placed in the 'Student Area' category are visible to all students so it is not appropriate for assignments.

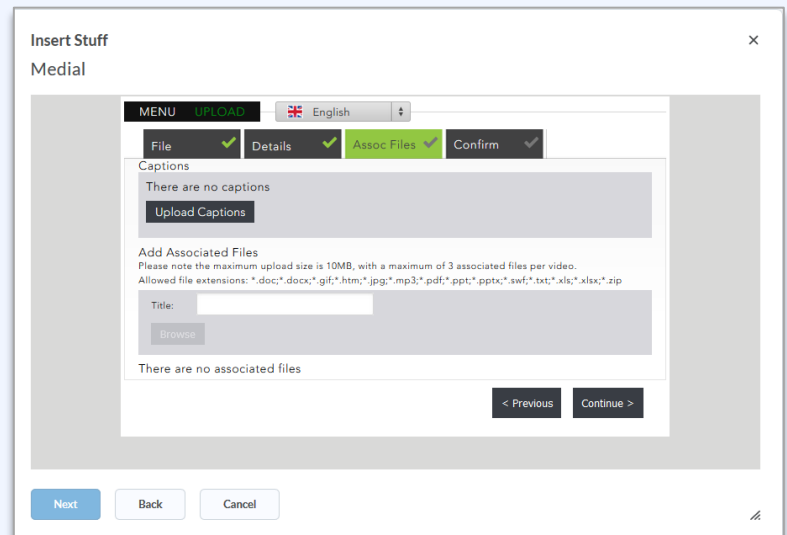
Students must agree to the Terms of Use and can read those by clicking on the green link. The 'Continue' button becomes available when that box is ticked.

Step 3

A file to add closed captions to the video can be uploaded at this point, if one is available. If closed captions are not available, a script could be attached to the clip.

Students could also upload any other files which are part of the assessment, eg report, header sheet at this point.

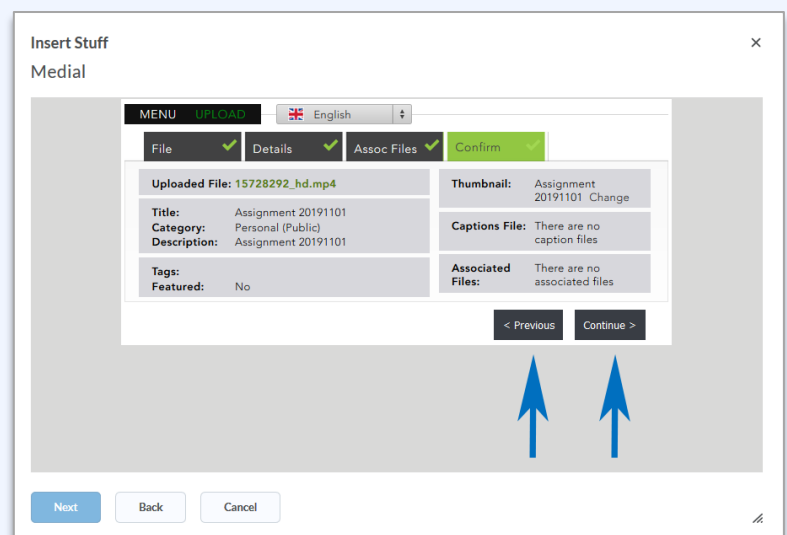
Both these can be skipped.



Step 4

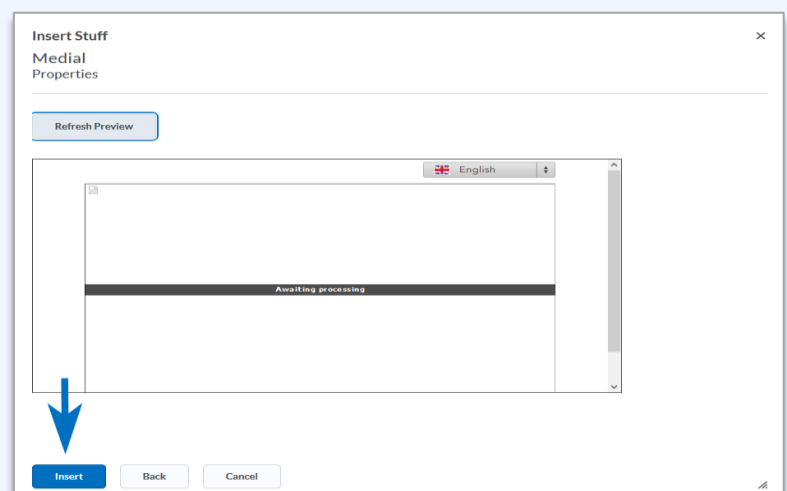
At this point, students can check all the entries and click 'Continue' if they are satisfied with their entry.

They have the opportunity to retrace their steps by clicking 'Previous' if they wish to make amendments.



Step 5

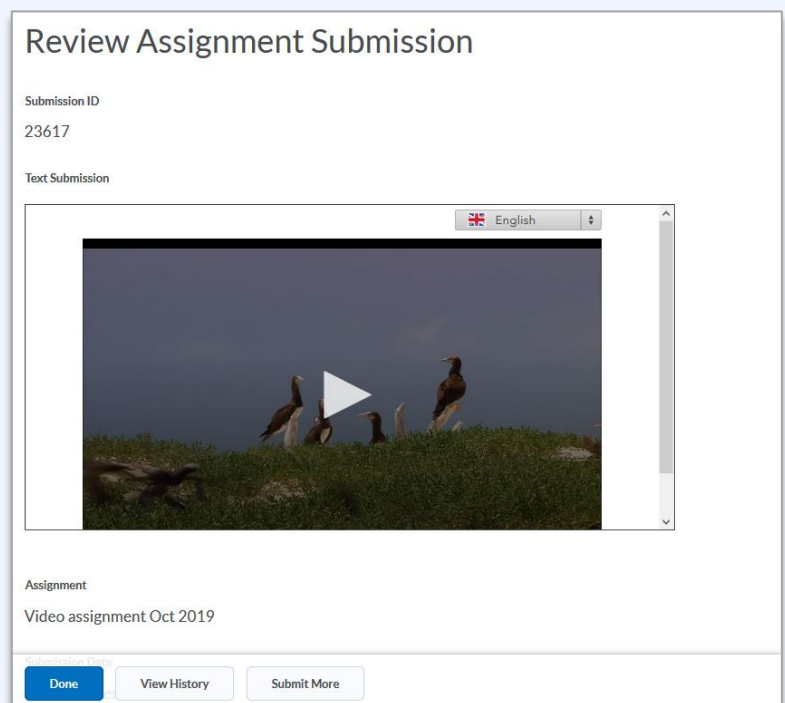
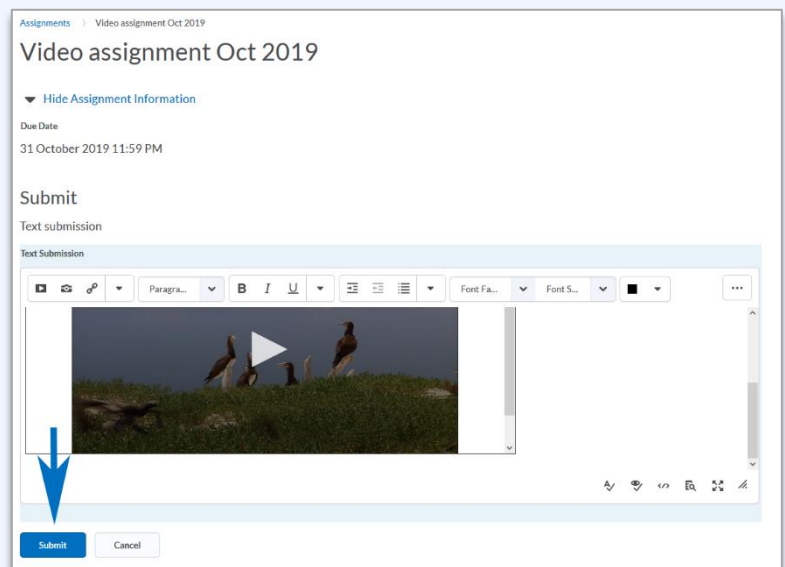
Students should not be alarmed if they receive a message "Awaiting processing" and should click the 'Insert' button to insert the clip into the assignment. They do not need to wait until processing has completed.



One important thing to note is that videos or audio uploaded to the Media Library need to be encoded to facilitate streaming to different devices. Encoding can take a while depending on the size of the file. [This is another reason students should not submit their assignments at the last minute.](#)

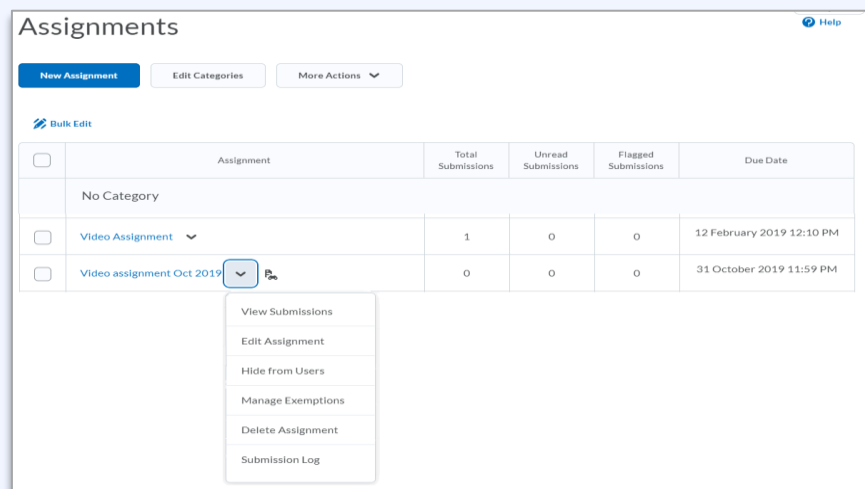
Step 6

Finally, students need to click 'Submit'. The video can be more easily viewed in the following screen which gives students an opportunity to review their submission. They will also receive an email notification of their submission.



3. Staff Mark the Assignment in Brightspace

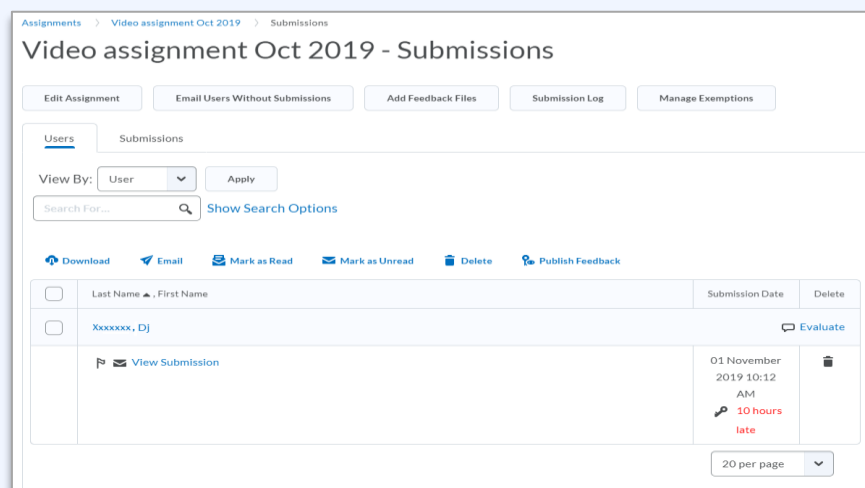
When staff navigate to 'Assignments', they should select 'View Submissions' by clicking on the down arrow beside the appropriate assignment.



The screenshot shows the 'Assignments' page in Brightspace. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main content is a table with columns: Assignment, Total Submissions, Unread Submissions, Flagged Submissions, and Due Date. The table lists two assignments: 'Video Assignment' and 'Video assignment Oct 2019'. The 'Video assignment Oct 2019' row has a dropdown arrow next to it, which is open, showing options: 'View Submissions', 'Edit Assignment', 'Hide from Users', 'Manage Exemptions', 'Delete Assignment', and 'Submission Log'.

	Assignment	Total Submissions	Unread Submissions	Flagged Submissions	Due Date
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Video Assignment	1	0	0	12 February 2019 12:10 PM
<input type="checkbox"/>	Video assignment Oct 2019	0	0	0	31 October 2019 11:59 PM

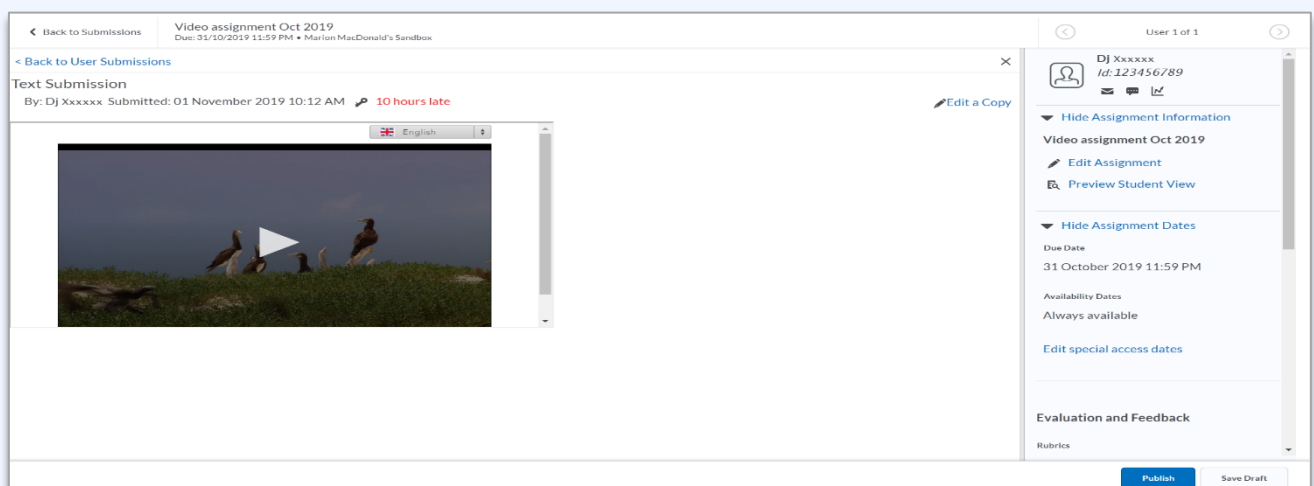
A list of submissions is presented with details of submission dates, late submissions etc.



The screenshot shows the 'Video assignment Oct 2019 - Submissions' page. At the top, there are buttons for 'Edit Assignment', 'Email Users Without Submissions', 'Add Feedback Files', 'Submission Log', and 'Manage Exemptions'. Below these are tabs for 'Users' and 'Submissions'. The 'Submissions' tab is active. There is a 'View By' dropdown set to 'User' and an 'Apply' button. A search bar is present with a 'Show Search Options' link. Below the search bar are icons for 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The main content is a table with columns: Last Name, First Name, Submission Date, and Delete. The table lists one submission: 'Xxxxxxx, DJ' with a submission date of '01 November 2019 10:12 AM' and a status of '10 hours late'. There is a 'View Submission' link and an 'Evaluate' button next to the submission.

Last Name	First Name	Submission Date	Delete
Xxxxxxx	DJ	01 November 2019 10:12 AM	<input type="checkbox"/>

Grades and feedback is placed in the panel on the right and these can be saved using 'Save Draft' which enables all class grades to be released at the same time. Students receive a notification when grades and feedback have been published.



The screenshot shows the 'Text Submission' page for 'Video assignment Oct 2019'. The page displays a video player with a play button. The submission is by 'Dj Xxxxxxx' and was submitted on '01 November 2019 10:12 AM', marked as '10 hours late'. On the right side, there is a panel for 'Evaluation and Feedback'. This panel includes sections for 'Hide Assignment Information' (showing 'Video assignment Oct 2019' and links for 'Edit Assignment' and 'Preview Student View'), 'Hide Assignment Dates' (showing 'Due Date: 31 October 2019 11:59 PM' and 'Availability Dates: Always available'), and 'Edit special access dates'. At the bottom of the panel, there is a 'Publish' button and a 'Save Draft' button.