

Hello everyone! Today we are going to go over the process of creating an assignment specifically for students to upload a video.

First, you will need to open up the appropriate course. I have pulled up a sample course. You will then want to click on “Modules”. Some of you may have your modules already in place for each week, some of you may choose to create a single module housing all assignments, that is your preference. I am going to show you how to create a Module. You will need to click on “Create a Module” in the top right. Now you will have to opportunity to name the Module. I am going to name mine “Sample”.

You will see here that the module has been created. At this time there is nothing in it. To create an assignment you will need to click on the plus sign corresponding with the module. You now have the option to add an assignment to your module. You will want to select [New Assignment]. A text box will appear where you can name your assignment. I am going to name my assignment “Sample”. When you have named your assignment you will click “Add item”. Now you can see that your module is present, as is your new assignment.

To finish creating your assignment you will need to open it. To do so, you simply click on the assignment. As you can see, there is no content, no points, no submission types, and no due dates. To input this information, you need to click “edit”. In this text box you can describe the assignment and put any specifications you may have. Since this assignment’s purpose is to have students submit a video, I am going to type “upload video” as an example. Here you can enter the desired amount of points for the assignment. You can change the assignment group (this would need to be changed if you do not want the assignment put in the “assignment” section of the gradebook.) You may also input the due dates, as well as a few other preferences. Our main focus here is the “Submission type”. You are going to want to allow the students to submit this video “online”. Once you select online, a list of options will appear. Since this assignment is intended for a video submission, the text entry and turn-it-in options are inapplicable. We are going to go over the different relevant options.

First we have the option to allow the students to submit a Website URL. This would be a great option if students possibly have their videos loaded onto YouTube. They could simply submit the video’s URL. The second choice is Media Recordings. This would allow the students to directly record their video into the assignment. Lastly is the File Uploads option. This option will allow students to upload a file directly from their computer. This option also gives students the ability to import an assignment from Dropbox if they have a Dropbox account. As you can see, you may choose to restrict the file upload types. If you want students to only be able to submit .mp4 files, for example, you can check this box and input the file extension of .mp4. I am going to opt out of restricting file types. Even though you may select multiple options, the students will only be able to submit their assignment in one way. It may be most beneficial to select these 3 options to provide the students with a wide array of submission options. Again, that is your preference.

Once you have made your selections, you will want to “Update assignment”. Now you can see that your assignment has content and the submitting types we selected are present. In order to publish the

module and assignment, you will need to return to the Module section. To publish or unpublish content, you click on the cloud. When it turns green with a check mark, it indicates the content published.

You may wish to view what the students see to get a full understanding of the process. In order to do so the assignment MUST be published. Once it is, you can enter student view by clicking on “settings” and then “student view”. Once you are in student view, a bar will appear across the bottom of the screen indicating such.

To view your assignment, you can click on Modules. You will see your module and assignment now. Once you enter the assignment, there will be a “submit assignment” button in the upper right corner that you will need to click on. After doing so, you will see the different options for submission type.

You can see the Website URL option, the Media Recording option, and the File uploads option which includes the “file upload” and “Dropbox” tabs. Once the students have made their choice, they will “submit assignment”. After they submit their assignment a box will appear in the right column stating that their submission was received.

This concludes the tutorial, thank you for watching.