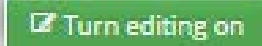


Teaching Team: Setup a Video Assignment

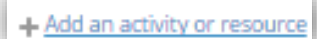


Setting up a video assignment is very similar to setting up a standard assignment. These instructions outline the settings that make Video assignments as student friendly as possible.

- 1 Login to FLO and go to the Topic where you need to add the assignment. Turn editing on.



- 2 Scroll to the relevant module and click *Add an activity or response*.



- 3 Choose the *Assignment* option from the top of the pop-up menu.



- 4 Give the assignment a name, description and setup as usual. Outline your requirements for the videos and relevant privacy considerations. Attach links to the help documents for students located on the Online Video Platform help page – *Upload a file to My Media* and *Submit Media Assignment*.

Due date	30	May	2017	00	00	Enable
Cut-off date	31	May	2017	18	35	Enable

Suggestion: To allow for students who initially underestimate the time required to upload media files schedule the cut-off date after the due date.

- 5 **IMPORTANT:** Online text submission types must be enabled as students will submit their video by embedding it using the text editor.

Submission types

Submission types Mahara portfolio File submissions Online text Word count declaration

If students are only required to submit a video, then only select *Online text*. If they also need to submit a text document or other additional files then also select *File submissions*. Online text must be selected.

- 6 Save the assignment.

Save and return to topic Save and display Cancel

- 7 Look for the help button throughout Media Vault and My Media for specific support.