

# Submit an Audio or Video Assignment



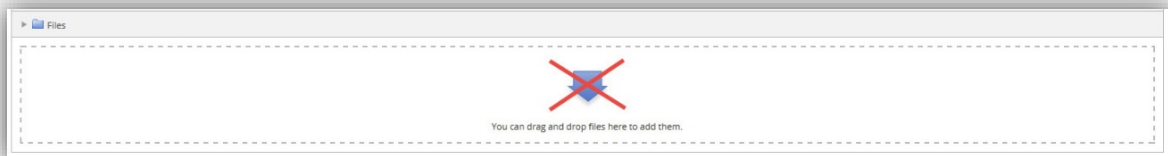
There are only a few differences between submitting a media and standard assignment. For best success follow this guide and allow additional time to upload media.

- 1 Upload your media to your private *My Media* repository. Only you can view these videos until you choose where you embed it in the closed FLO site. See Online Video Platform help page for instructions - *Upload a file to My Media*.

- 2 Click the Assignment submission link in your FLO topic site.



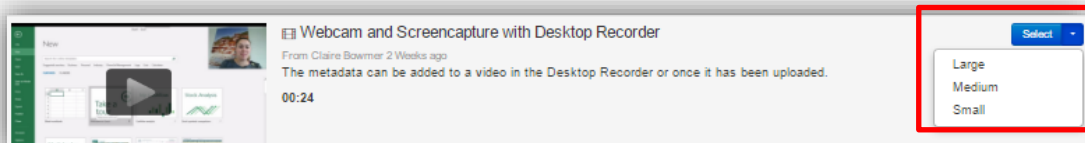
- 3 Follow the usual steps and upload any text documents. Media is embedded rather than uploaded, your My Media files cannot be accessed from the File Picker.



- 4 Find the Add Media button in the text editor box.



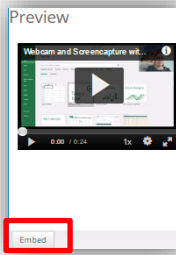
- 5 Find your chosen media and click the blue Select button. This will default the display size of the embedded video to medium, you can change the size in the drop down menu.



**IMPORTANT:** This thumbnail will appear while your video is transcoding for viewing from range of devices and bandwidths. You will need to wait for your thumbnail to appear before you can embed your video.

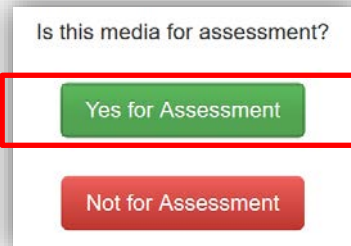
Continued...

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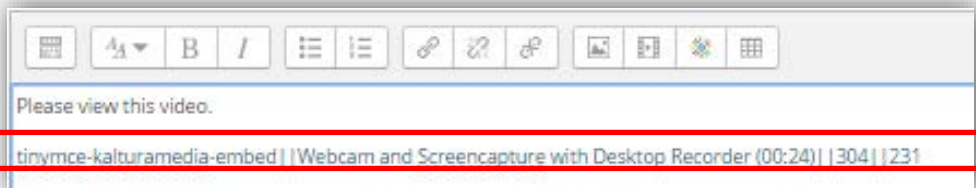


Preview your media at the display size and click Embed.  
Hint: You may need to scroll down to view the Embed button.

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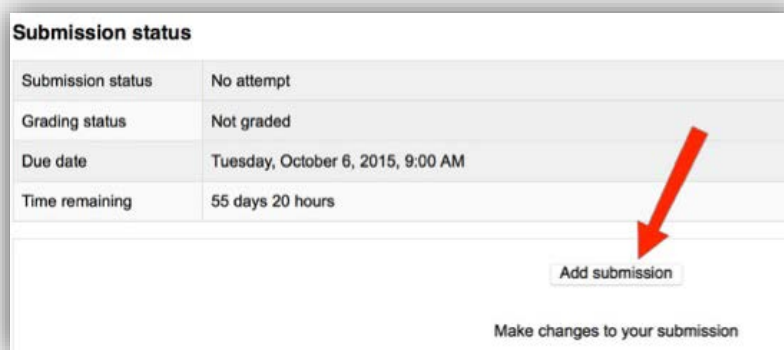


8 Your Media will appear as blue text in the editor.



To prevent the embed code corrupting add text and other content on a new line.

9 Make sure you click through **all** the final steps including the student integrity declarations.



? Look for this button for specific help throughout My Media.