# 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.
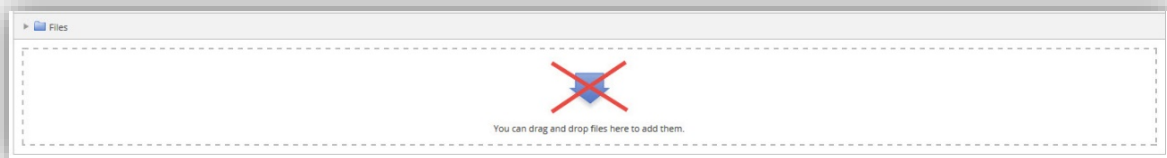
4 Find the ✳ Add Media button in the text editor box.

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.
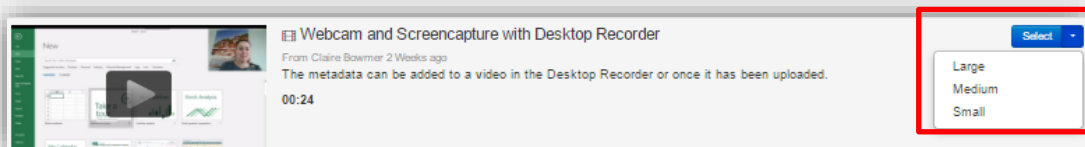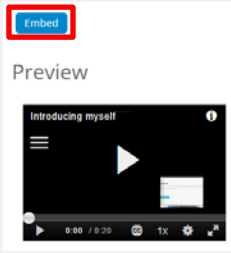

  IMPORTANT: This thumbnail will appear while your video is transcoding for viewing at a range of bandwidths. You will need to wait for your thumbnail to appear before you can embed your video. You will need to go back and refresh the page.
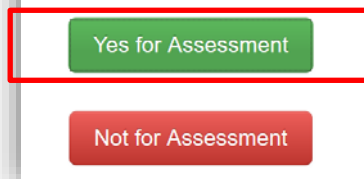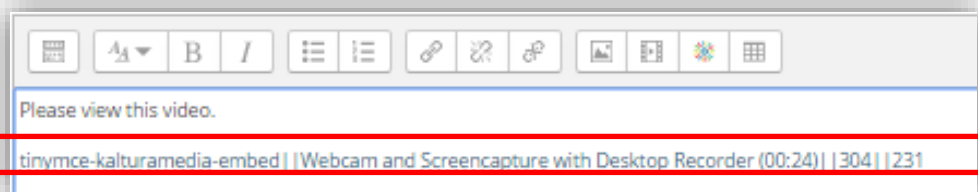
6

Embed

Preview

Introducing myself

Preview your media at the display size and click Embed.

7

Is this media for assessment?

Yes for Assessment

Not for Assessment

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

Please view this video.

tinymce-kalturamedia-embed||Webcam and Screencapture with Desktop Recorder (00:24)||304||231

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.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, October 6, 2015, 9:00 AM
Time remaining	55 days 20 hours

Add submission

Make changes to your submission
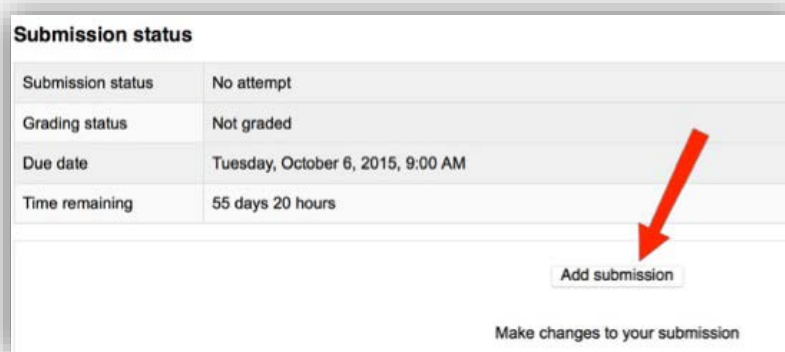
? Look for this button for specific help throughout My Media.