Assessing a Video Assignment

Getting Started

1. Click on Courses in the main navigation menu.

2. Click on Courses located in the side menu below.

3. Click on Dashboard located in the side menu below. If you are unable to access the Courses Dashboard, you will need to contact your campus Unit Administrator for help.

4. Select the Term from the drop down menu. The current term is selected by default.

5. Click on the Course sub-tab that contains the assignment you want to assess.

6. Click on the number located below the ASSESSMENT(s) pending portion of the assignment you want to assess to view the students who have submitted their assignments. Click on the name of the student you want to assess to open a split screen.

Assessing a Video Assignment from the Courses Dashboard
Assessing a Video Assignment

7. Click on the name of the student you want to assess to open a split screen.
   
a. On the left, you will be able to view the uploaded video. Note: The video starts playing when the split screen appears.

b. On the right, you will be able to view the assignment’s assessment tool(s).

Viewing Student Video Submission

As noted earlier, the video starts playing when the split screen appears. You may stop, pause, and start.

1. When you select to assess a student’s video assignment, you will see a split screen view. The left side of the split screen will show the student’s video assignment, and the right side of the split screen will show the video assessment tool(s).
Assessing Student Video Submission

1. Click on the name of the Assessment Tool.
2. Complete the assessment by selecting the radio button for each criterion within the rubric.

Assessment Tool

3. If you would like to add a Video Annotation to a specific criteria in the rubric, click on Video Annotation(s) below the criteria
   a. By clicking on Add New, you get the following video annotation options: Comment, Note, Highlight.
      i. If you select Comment, you may select Start Time and End Time the comment field will be displayed in the video. Additionally, you may enter the comment that will be displayed in the comment box in the video. Once you have finished entering your comment, you click Add.
II. If you select **Note**, you may select the Start Time and End Time the note will be displayed. Additionally, you may enter the note that will be displayed below the video. Once you have finished entering your comment, you click **Add**. By clicking on **Add New**, you get the following video annotation options: **Comment, Note, Highlight**.
If you select Highlight, you may select the Start Time and End Time the highlighted comment will be displayed. Additionally, you may enter the comment that will be displayed in a highlighted box in the video. Once you have finished entering your comment, you click Add.
Add a Highlight

IV. In order to make changes to the already created comments, you may change the comments in the box and click **Update**.

V. In order to delete an annotation, check the box next to the selected time frame and click Delete.

b. If you have completed the annotation for that specific criterion, click on it and it will bring you back to rubric.
Navigation Guide (Faculty)
Assessing a Video Assignment

Note: If you have created multiple annotation instances, you may click on the time range of an annotation and it will display that specific comment/note/highlight in the video.

Instructional Technology Video Assignment Rubric — Content — Video Annotation(s)

Time Range

4. Click **Complete** or **Save**.
   
a. If you select **Save**, you save the entry and will remain in the Assessment Tool.

b. If you click **Complete**, you save the entry and it will prompt to the previous page.

5. After you have complete the assessment tool(s), choose one of the following actions:
   
   • **Submit**: Submit the assessment for the student to see
   
   • **Close**: Exit the assessment tool without saving any changes (if you clicked **Save** in the assessment tool previously, these changes will be saved).
Granting an Extension

To the Student

1. Click on Courses in the side menu.

2. Click on Courses located in the side menu below.

3. Click on Dashboard located in the side menu below. If you are unable to access the Course Dashboard, you will need to contact your campus Unit Administrator for help.

4. Select the Term from the drop down menu. The current term is selected by default.

5. Click on the Course sub-tab that contains the assignment you want to assess.

6. Click on the number located below the Assessment(s) pending portion of the assignment you want to assess to view the students who have submitted their assignments.

7. Click on the name of the student you want to assess to open a split screen.
   
   a. On the right, (if only one assessment tool is listed for the video assignment) it will display the assessment tool. Click on

   b. Click on Revoke.

   c. Click on the Extension sub-tab.

   d. Click on Edit Due Date.

   e. Enter a New Due Date/Time and Comments and click Update.
Grant an Extension