

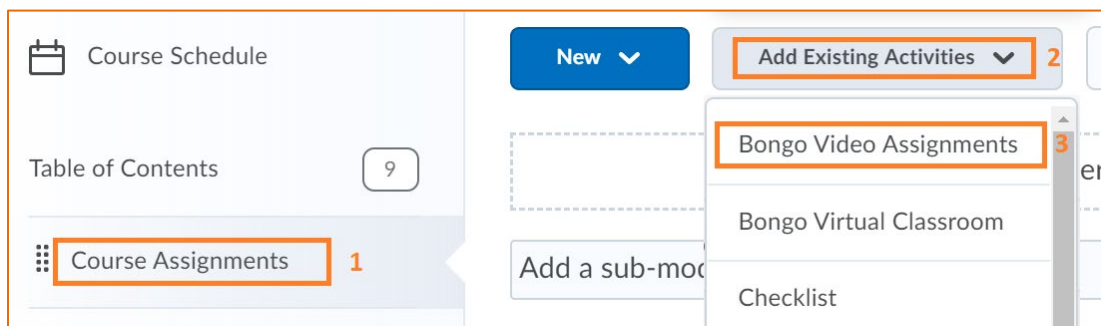
# Create & Grade Video Assignments Using Bongo

*Bongo* is a third-party tool that is integrated in Brightspace and allows you to create a video assignment. Students can submit one or multiple of the following options for this type of assignment:

- record a video of themselves using the built-in Bongo recording feature, and/or
- upload a video that they have already created, and/or
- provide a link to a video, and/or
- upload other file types.

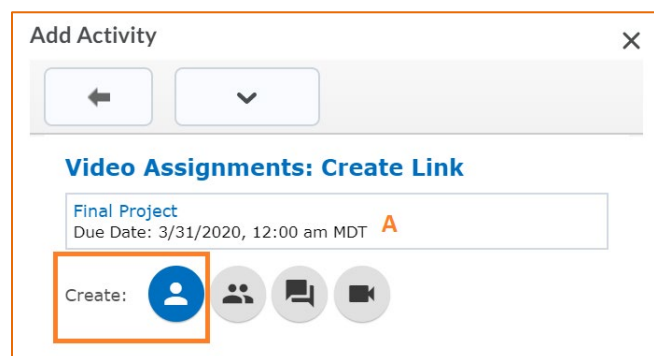
To create a video assignment, follow the steps below. Note that Google Chrome or FireFox are recommended browsers for using this tool.

1. In your course, navigate to *Content* page and locate the module (and sub-module) that you want to place the assignment in.
2. Click on *Add Existing Activities* button.
3. From the dropdown menu, choose *Bongo Video Assignments*.



In the *Add Activity* window that opens, you can see video assignments that you have previously created; for example, the Final Project that is marked with an A in this illustration. If you want to link to this existing assignment, click on it to select.

4. To create a new video assignment, click on the *Individual Project* icon next to the *Create*, shown in the image.



Note that the other options are not currently available to Bow Valley College users.

5. Complete the *Create Individual Activity* form that opens.
  - a. This includes *Assignment Name*, *Due Date* and *Due Time*, *Grade Type*, and *Instructions*.
  - b. *Assignment Name* and *Instructions* are mandatory fields, the rest are optional.
  - c. You have the option of recording a video of instructions (record yourself giving the instructions) or providing text instructions or both.
  - d. If you want the learners to see each other's submissions and review and leave comments for each other, keep the Peer Review option on; otherwise turn it off.

**Create Individual Activity**

**General**

Assignment Name *(required)*

Due Date *(optional)*

Due Time *(optional)*

**Instructions**

Instructions *(required)*

**Peer Review**

Number of Required Reviews  
3

- e. The Auto Analysis option is not currently available to Bow Valley College users.
6. Click the *Save* button to see the assignment added to the list of existing Bongo assignments.
7. Click on the newly created assignment to select and insert it into the module in the *Content* page.

**Add Activity**

**Video Assignments: Create Link**

Final Project  
Due Date: 3/31/2020, 12:00 am MDT

Analysis Project  
Due Date: 4/02/2020, 12:00 am MDT

Create: [Person] [Share] [Comment] [Video]

This is how the assignment will appear, and students need to access it from the *Content* page as well.

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**Analysis Project** External Learning Tool

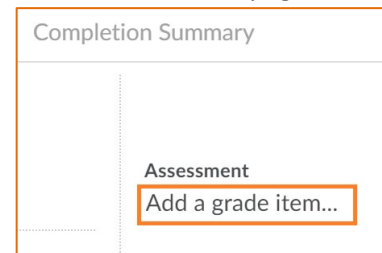
## Link the Video Assignment to the Grades Page

- Click on the video assignment in the *Content* page.  
When the assignment opens, scroll to the *Assessment* section at the bottom of the page.

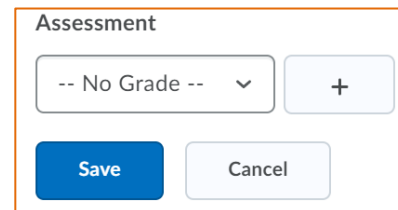
- Click on *Add a Grade Item ...* option.

This will provide two options.

- You can choose an existing, available grade item from the grade book to link to this assignment, or
- Click on the plus sign to create a new grade item for this assignment.



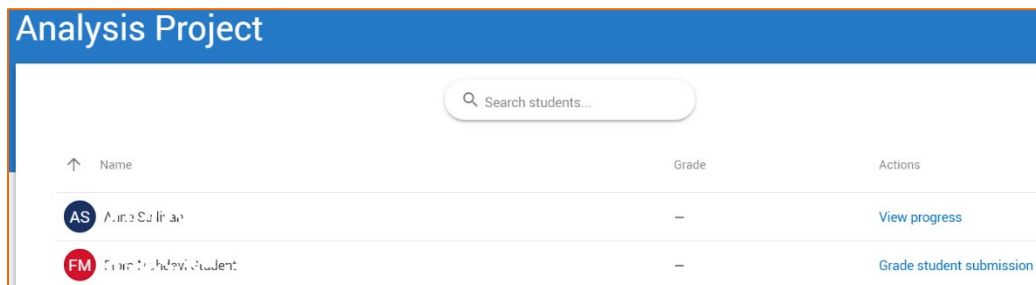
- Click the *Save* button.



## Grade the Video Assignment

- Click on the video assignment in the *Content* page.

When the assignment opens, you can see list of students who have accessed the assignment and/or submitted a video or file.



- Click on *Grade student submission* link in front of the name of the students who have submitted videos or files.

Screen that opens, shows you how many files and how many videos a student has submitted.

Here you can view student submissions and assign a grade, then *Save*.

Grade will automatically be transferred to Grades page (i.e. gradebook)

