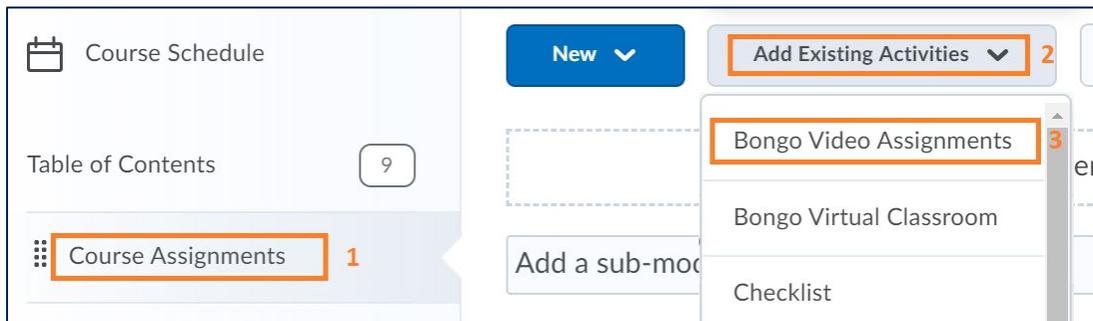


Bongo is a third-party tool that is integrated in Brightspace and allows you to create a video assignment. Students can submit one or multiple of the following options for this type of assignment:

- 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*.

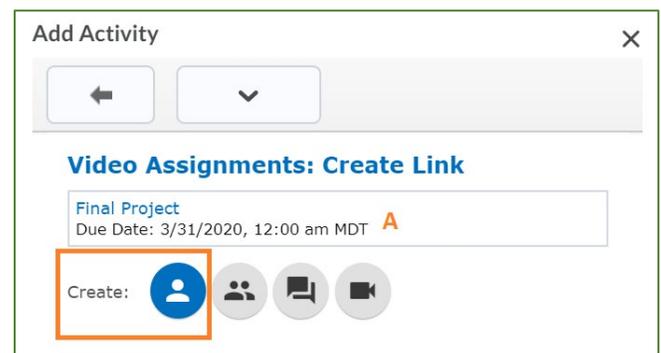


In the *Add Activity* window that opens, you can see video assignments that you have previously created; for example, the *Final Project* that is marked with an *A* in this illustration. If you want to link to this existing assignment, click on it to select.

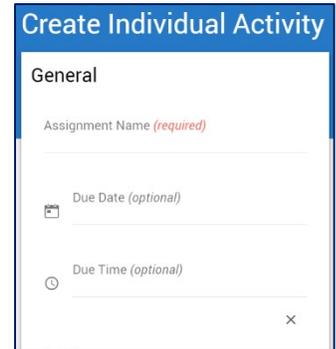
4. To create a new video assignment, click on the *Individual Project* icon next to the *Create*, shown in the image.

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

5. Complete the *Create Individual Activity* form that opens.



- This includes *Assignment Name*, *Due Date* and *Due Time*, *Grade Type*, and *Instructions*.
- Assignment Name* and *Instructions* are mandatory fields, the rest are optional.
- You have the option of recording a video of instructions (record yourself giving the instructions) or providing text instructions or both.
- 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.



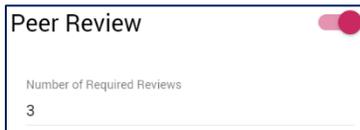
Create Individual Activity

General

Assignment Name *(required)*

Due Date *(optional)*

Due Time *(optional)*



Peer Review

Number of Required Reviews

3



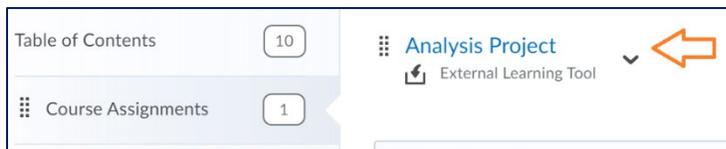
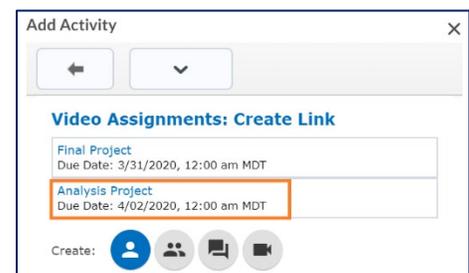
Instructions

Instructions *(required)*

- The Auto Analysis option is not currently available to Bow Valley College users.

- Click the *Save* button to see the assignment added to the list of existing Bongo assignments.
- Click on the newly created assignment to select and insert it into the module in the *Content* page.

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

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: [User] [Group] [Message] [Video]

Link the Video Assignment to the Grades Page

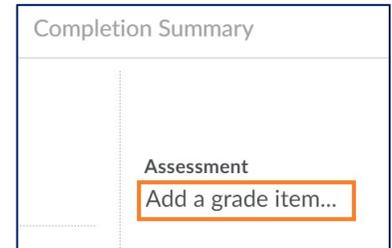
- Click on the video assignment in the *Content* page.

When the assignment opens, scroll to the *Assessment* section at the bottom of the page.

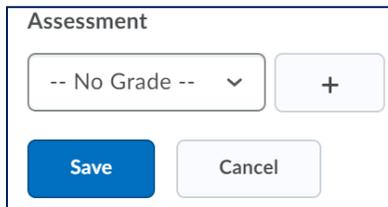
9. Click on *Add a Grade Item ...* option.

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.



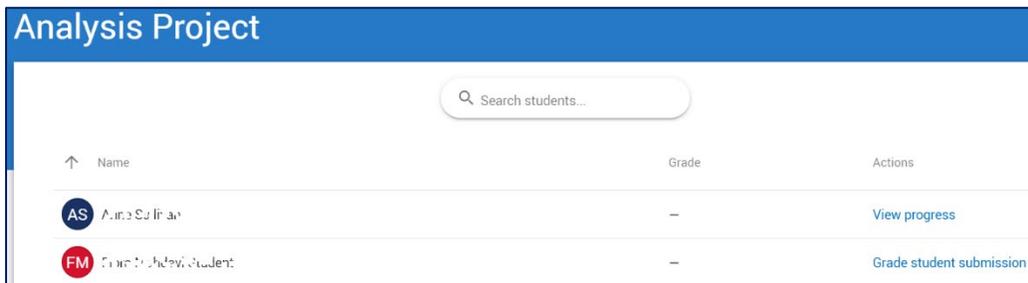
10. Click the *Save* button.



Grade the Video Assignment

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

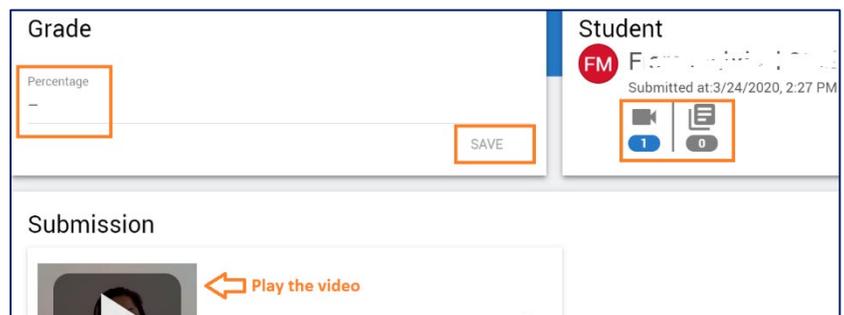
When the assignment opens, you can see list of students who have accessed the assignment and/or submitted a video or file.



2. 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).