# How to create a video submission assignment

## To create a video submission assignment:

1. Go to Course menu > Assignments > click the red **+Assignments** button
2. Enter assignment name
3. Enter instructions to student in the large text box (if you paste from Word, highlight all pasted in text then click the remove formatting tool,
4. Enter point value
5. Set Type = Online, and checkmark the submission method.
   - You can choose any of the options - Text, Website URL, File Upload, or media Upload - but each requires the student to use a somewhat different submission approach.
6. In the **Assign** settings, specify when students should submit their work
   - Start = beginning of submission time window
   - Due = latest activity should be submitted without penalty. Students see this Due date in the course calendar, in their To Do list, and receive alerts based on this date.
   - Until = date and time after which submissions can no longer be made.
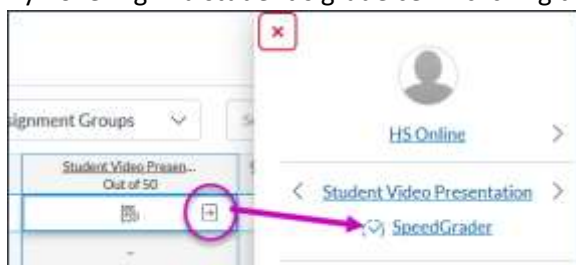   - To prevent late submissions, set the Until Date/Time = Due Date/Time.

## To learn more about the process:

Review the guides on how students will create and submit videos from Studio for each online assignment type option. Create an assignment then go through the process of submitting it using the Test Student. If you do so, then you will have a submission that you can then practice grading.

## To grade student submissions:

Grading is done through SpeedGrader, which can be reached in several ways:

1. From your To Do list on the course home page
2. From the specific Assignment's home page
3. By hovering in a student's grade cell > clicking the arrow icon > clicking Speedgrader in side tray.



Grading in SpeedGrader:

- Play the students videos.
- If the student has left the "Allow comments" setting on, you can pause at any point in the video play and enter comments in the space provided below the video.
- Enter a grade in the right column hand and additional comments.
- Note the you can also record comments, as an alternative to typing them
4. Click the red "Submit" button to save the grade and comments.