DC Connect: Video Assignments – Group

Student Resource

The Video Assignment tool in DC Connect is used by your professors to create projects and assignments for you to complete virtually. There are four types of video assignments that may be added to your courses including:

- Individual
- Group
- Question and Answer, and
- Interactive

When you complete an assignment, it is then submitted for review by your peers or directly to your professor to be reviewed and graded.

This document will show you how to complete and submit a **group video assignment**.

Before you start

Please ensure you have the basic system requirements and have checked your system before starting your assignment. Rural or poor internet connections will affect how you interact with your assignment.

Note

At any time, your professor can monitor your progress, group chat discussions, and milestones. They can also join any meetings you schedule within the video assignment tool.

Document Topics

- Getting Started
- Group Chat
- Milestones
- Recording a Video
- Uploading a Video
- Combining Videos
- Adding a File
- Adding a Link
- Creating a Meeting
- Submitting your Video Assignment

Getting Started

To complete a group video assignment, login to DC Connect, go to the course where the assignment is located, select the applicable week or module, and click on the assignment you would like to complete.

Next, the **assignment submission** page will open.

Module One - Peer Interview

Group: Group 1
JI TW EB

Instructions

Interview your peers and tell us why they signed up for the program.

Milestones

Milestones will appear here after they are created.

Work In Progress

➕ ADD...

Submission

ⓘ You do not have any items included for submission yet.
Add your content above — click the ☆ when you are ready to include it in your submission.
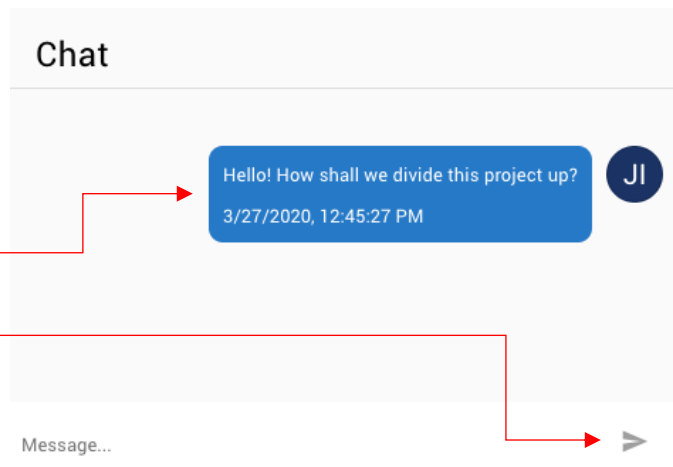
SUBMIT

POWERED BY
bongo

Group Chat

Once you have been added to a group, you can use the **Chat** feature of the video assignment tool. This is a great way to discuss assignment milestones and organize meetings with members of your group. To access the chat, click the **speech bubble** at the top right of the **assignment submission** page.
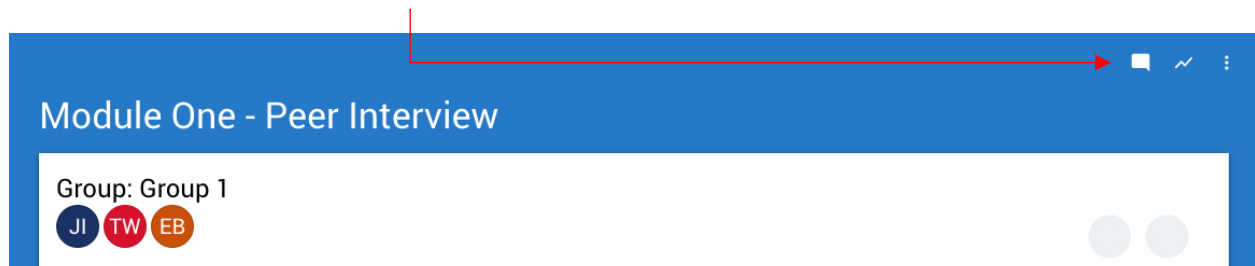
The **Chat** feature operates like any standard chat app or program available. The following areas will appear within the **Chat** window:

- **Message** area
- **Message input** area
- **Send message** icon

To exit the **Chat**, click the **speech bubble** at the top right of the **assignment submission** page.

Milestones

To help keep your group video assignment on track, you can utilize **Milestones**. Milestones are a good way to track accountability within your group.

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.

Work In Progress

⊕ ADD…
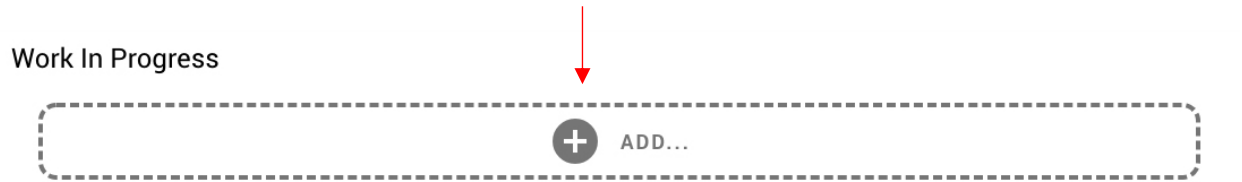
To create a milestone, select **Milestone**.

Add…   ✕

🎥 VIDEO   📄 FILE   🔗 LINK   📅 MEETING   📍 MILESTONE   🏃 COMBINED VIDEO

In the popup that appears, add the following information:

- A description
- Date
- Time, and
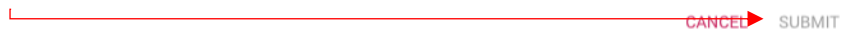- Select member(s) of the group who will be responsible for completing this milestone

When you are finished, click **Submit**.

Create Milestone

Description

Milestone Date

Milestone Time

Select Owners

CANCEL   SUBMIT

All milestones will be added to under **Milestones** on the **assignment submission** page.

Milestones

Description	Due Date	Owner(s)	Status	
Create storyboard	3/30/2020, 10:00 AM	EB	○ Open ▾	⋮
~~Write Script~~	~~3/30/2020, 10:00 AM~~	TW	○ Open ▾	⋮

To mark a milestone as complete, click the **dropdown arrow** under **Status** beside the applicable open milestone. In the menu, that appears select **Completed**.

○ Open

✓ Completed

Completed milestones will be marked as complete under **Milestones** on the **assignment submission** page.

Create storyboard	3/30/2020, 10:00 AM	EB	✓ Completed ▾	⋮

Recording a Video

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.
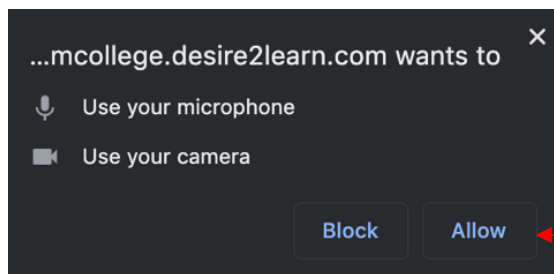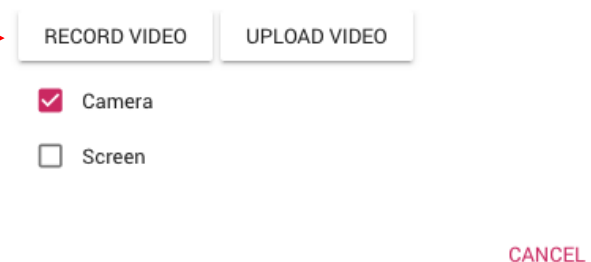
Work In Progress

To record a new video, select **Video**.

In the popup that appears, an option to record a video or upload a video will be available. There is also an option to share just your webcam or both your webcam and screen when choosing to record a new video.
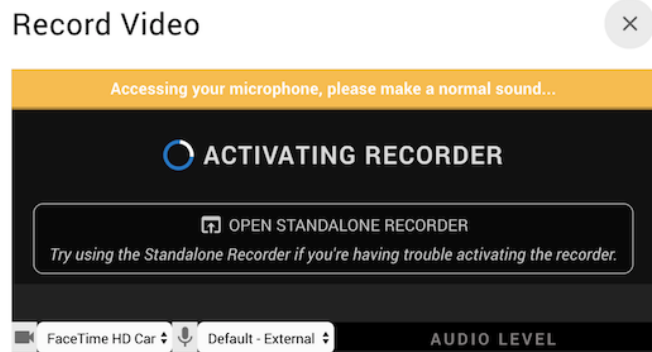
For recording a new video, checkmark **Camera, Screen** (If sharing your screen), and select **Record Video**.

A prompt will appear from your browser asking you to share your microphone and camera. Be sure to click **Allow** to continue.

Next, you will briefly see this screen as the built-in recorder activates before you can record your video.

Once the recorder has been activated, you will be presented with this window.

Click the dropdown menus located along the bottom of the recorder window if you have more than one input device available for audio and video (i.e.: laptop mic vs. headphones mic). You may have to select another input device to ensure your sound is clear and camera is active before you record.

When you are ready, click **Record**.

While recording your video, the following options will appear along the bottom of the recorder window:

- **Stop**, which allows you to stop your recording, and
- **Audio level**, which shows you how loudly you are speaking during your recording.

When you have completed your recording, click **Stop**.

Next you will see the following options:

- **Play**, to review what you have recorded
- **Reset**, to delete your recorded video and record a new video to replace it
- **Download**, to save your video to your computer, or
- **Save**, to save the video to DC Connect

To add your video to the **Work in Progress** list on the **assignment submission** page, click **Save.**

To submit your video assignment, skip to **Submitting your Video Assignment** in this document.
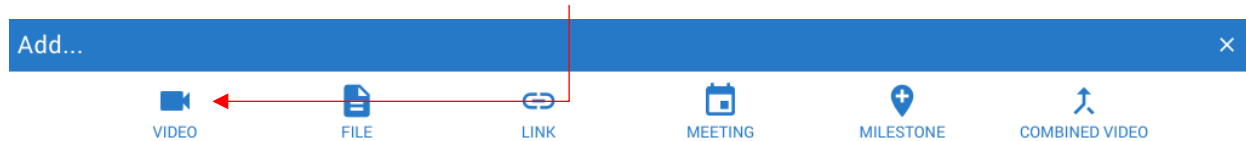
Uploading a Video

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.
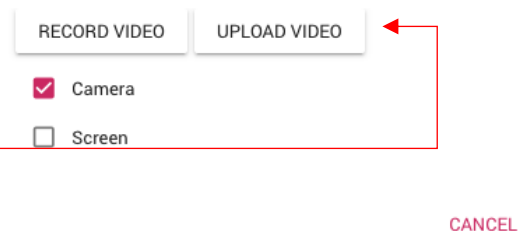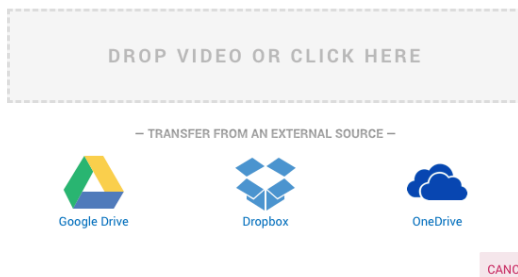

To record a previously created video, select **Video**.

In the popup that appears, an option to record a video or upload a video will be available.

To answer the question, select **Upload Video**.

In the next popup window that appears, you have the option to link to a file from:
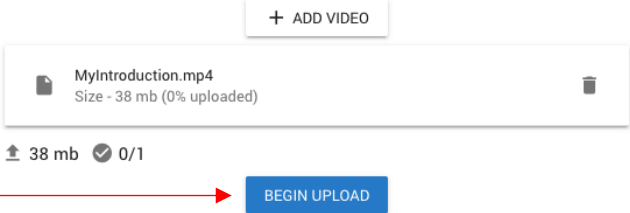
- Google Drive
- Dropbox
- OneDrive

You can also drop or select a video from your computer.

> **Note**
>
> Maximum video file size is **20GB**. The acceptable formats are: asf, avi, flv, m4v, mov, mp4, m4a, 3gp, 3g2, mj2, wmv, mpg, mpeg, wma, mod, mp3, mts, qt, f4v, m2v, wepm, ogv, mxf, vob.
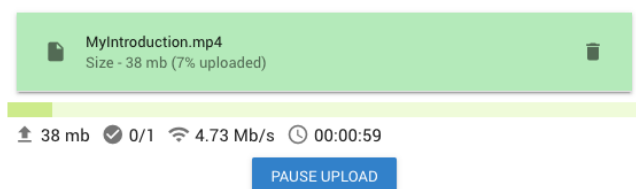
Add Video

When you have selected your video, click **Begin Upload.**

+ ADD VIDEO

MyIntroduction.mp4
Size - 38 mb (0% uploaded)

⬆ 38 mb ✓ 0/1

BEGIN UPLOAD

CANCEL

Add Video

MyIntroduction.mp4
Size - 38 mb (7% uploaded)

⬆ 38 mb ✓ 0/1 📶 4.73 Mb/s 🕐 00:00:59

PAUSE UPLOAD

Give your video some time to upload. Once the upload is complete, it will automatically be added to the **Work in Progress** list on the **assignment submission** page.

CANCEL

To submit your video assignment, skip to **Submitting your Video Assignment** in this document.

Combining Videos

Because you can only submit one video per video assignment, it might be a good idea to combine multiple videos into one for group video projects. You can do this by using the **Combined Video** option in the video assignment tool.

> ## Note
> This option does not work for videos submitted through a link (i.e.: Youtube, Vimeo, etc.). You can only combine recorded or uploaded videos.

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.
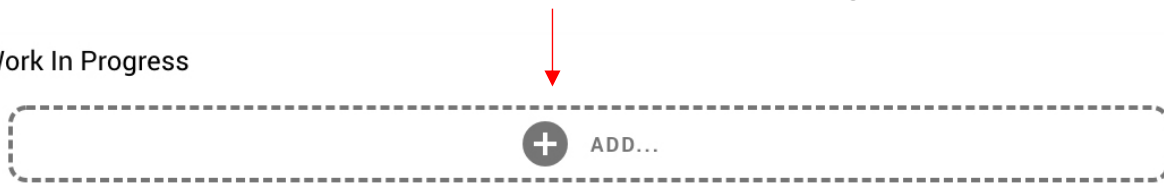
To combine a series of videos, select **Combined Video**.

> ## Note
> The combined video option only appears when at least two videos are added to the assignment. If there are less than two videos available, the option will be greyed out.

Combine Video

In the popup window that appears, checkmark the videos you would like to combine into one file, selecting at least two of the videos listed.

Next, when you have selected all the videos you would like to combine, click **Submit**.

Combine Video

As your videos are combined into one file, this will automatically be added to the **Work in Progress** list on the **assignment submission** page.

To submit your video assignment, skip to **Submitting your Video Assignment** in this document.

Adding a File

You may want to supplement your video assignment with additional documentation.

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.

To upload a new file, select **File**.

In the popup window that appears, click **Select a File** to select a file from your computer.

Upload File

Max allowed file size is 100 MB. Allowed extensions are: doc, docx, xls, xlsx, pdf, txt, rtf, jpg, jpeg, png, bmp, zip, ppt, pptx

SELECT A FILE ⬆

CANCEL

Note

Max file size is 100MB. Allowed file types are doc, docx, xls, xlsx, pdf, txt, rtf, jpg, jpeg, png, bmp, zip, ppt, pptx. If you need to submit an unsupported file type, put the file(s) in a zip folder to upload.

Once the upload is complete, it will automatically be added to the **Work in Progress** list on the **assignment submission** page.
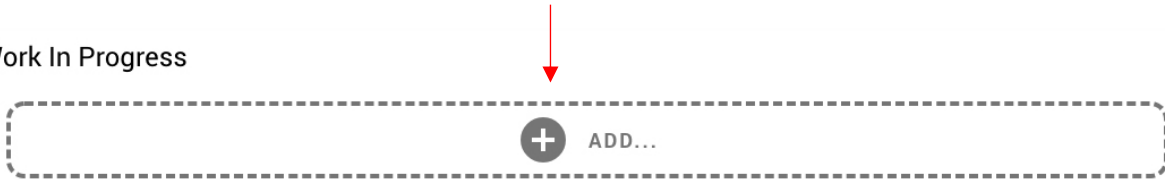
To submit your video assignment, skip to **Submitting your Video Assignment** in this document.

Adding a Link

You may want to supplement your video assignment with a supporting link.

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.

Work In Progress

+ ADD...

To add a link, select **Link**.

Add...   ×

VIDEO   FILE   LINK   MEETING   MILESTONE   COMBINED VIDEO

In the popup window that appears, add a title for your link and the URL of the link to the appropriate fields and click **Save.**

Once the link has been uploaded, it will automatically be added to the **Work in Progress** list on the **assignment submission** page.

Add Link

Link title
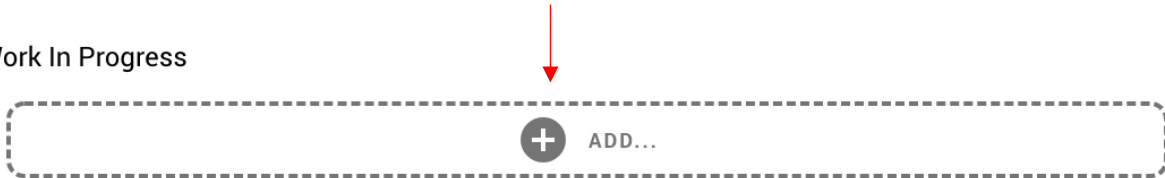
Link

CANCEL   SAVE

To submit your video assignment, skip to **Submitting your Video Assignment** in this document.

Creating a Meeting
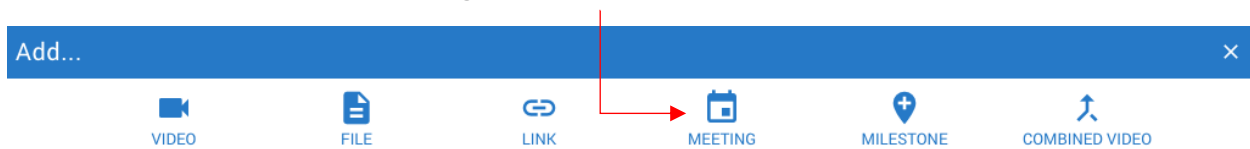
You may want to speak to your professor about your assignment by scheduling a meeting.

On the **assignment submission** page, click **+ ADD…** under **Work in Progress**.

Work In Progress

+ ADD...

To schedule a meeting, select **Meeting**.

Add... ×

VIDEO   FILE   LINK   MEETING   MILESTONE   COMBINED VIDEO

Create Meeting

Title *

0 / 50

Meeting Date

Meeting Time

CANCEL   SUBMIT

In the popup window that appears, add a title for your meeting and select a meeting date and time.

When you have entered all the information, click **Submit**.

Your meeting will appear in a new section called **Scheduled Meetings** on the **assignment submission** page. You will also find this meeting under the **Virtual Classroom** link from the top navigation of your course.

To submit your video assignment, skip to **Submitting your Video Assignment** in this document.

Submitting your Video Assignment

Note

Even though one person can submit an assignment on behalf of the group, ALL group members must access the group video assignment in order to each receive a grade.

On the **assignment submission** page under **Work in Progress,** you will see your video processing plus any other file(s) you may have added to the assignment. For all ready to submit items, you will see the outline of red star appear to the left.
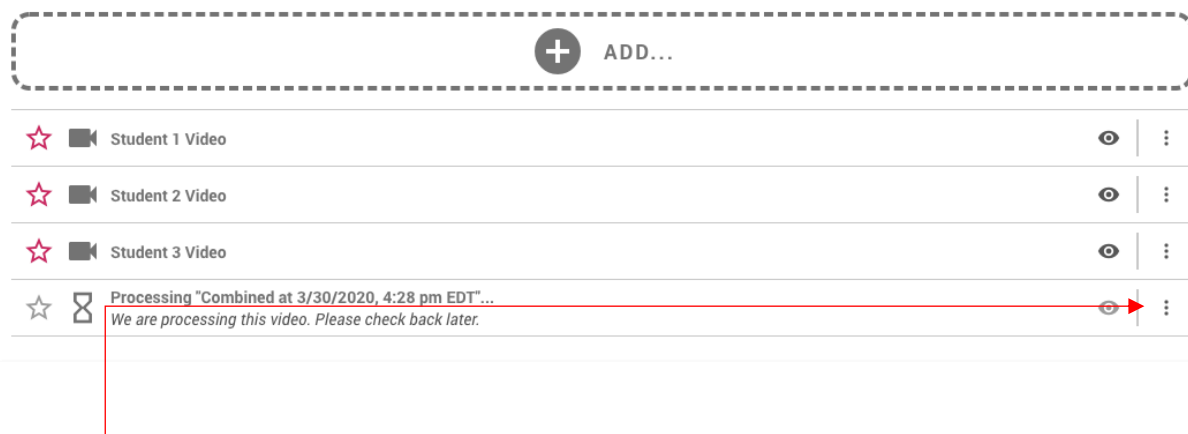
Click the ••• – located to the right of each item – to access the **Actions** menu that includes the following options:

- **Add to submission,** to add your video or item(s) to your assignment submission
- **Download**, to save your video or items to your computer
- **Edit**, to rename your item(s) prior to submission
- **Delete**, to remove the item(s) entirely
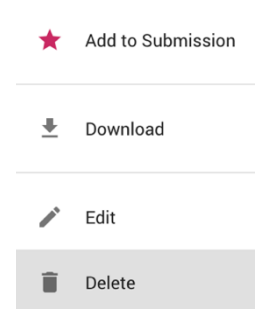
Tip

It is a good idea to edit the title of your video prior to submission, especially if submitting a video recorded directly within or series of videos combined using the video assignment tool.

If you are happy with your submission, you can go ahead and click **Add to submission** from the **Actions** menu for all the items you would like to include in your assignment.

Next, your file(s) will be added to the **Submission** area of the **assignment submission** screen. A solid red star will appear beside each successfully added file in your submission. Click **Submit** when you are ready to submit your assignment.

Submission

ℹ **ASSIGNMENT NOT SUBMITTED**
When you are comfortable with the items included below, click the 'Submit' button.

★ ▣ Group Video   👁 ⋮

SUBMIT

You will be prompted asking if you are sure you would like to submit. Click **Yes** to continue or **No** to go back and revise.

Submit?

Are you sure you want to submit this assignment?

NO   YES

Once submitted, the **assignment submission** page will automatically refresh to look like this:

Module One - Peer Interview
Group: Group 1
Submitted by: jonelle.arendoque-SB5 Instructor Student View (3/30/2020, 4:45 PM)

Grade	Group: Group 1
No Grade	JI TW EB

My Submission

▶ Group Video   ⬇

Great job, you have just completed a **group video assignment.**