Bongo Video Assignments

Our free version of Bongo Video Assignments offers Individual Projects for students. Use this guide to learn how to create and evaluate these assignments. Share the student version of our Video Assignments guide with your students, along with our peer reviews and viewing feedback guide.

Note: Remember to use the Chrome, Edge (new Chromium version), or Firefox web browser on a PC or laptop for the best user experience. Mobile devices may not support all meeting features at this time.

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Creating Video Assignments

**Individual Assignments** offer opportunities to practice, self-assess, and deliver presentations. They allow students to upload or record video. Individual Assignments provide the opportunity for students to practice and repeat until they are confident in their recording. These assignments also offer options for time-stamped self-evaluation, peer review, and instructor review.

Creating an Individual Project

Please note, while you can build Video Assignments by going to Assessments > Video Assignments and clicking Add (+ icon) > Create Individual Assignment (person icon), this will only add the assignment to your list. It will only be available to students when you add it to your content/modules. Also, students will only see assignments populated in their Video Assignments list after they have clicked on them in the applicable content/module area first.

1. Navigate to the applicable module in your D2L course shell.
2. In **Existing Activities**, use the dropdown menu to select **Video Assignments**. (You will most likely need to scroll toward the bottom of the list.)
3. In the **Add Activity** dialog, click on the **Individual Project** (single person icon) button.

![Add Activity dialog]

**Note:** If you don’t see the blue icon options, use the back arrow in **Add Activity**.

Then click the forward arrow from **Video Assignments** to access the **Video Assignments: Create Link** options.

![Video Assignments: Create Link]

**Course Materials**
4. In the **Create Individual Activity** dialog, add applicable details for your assignment.
A. **Assignment Name** (required)
B. **Due Date** (use the date selector in the provided calendar)
C. **Due Time** (use the clock interface to select the hour, minutes and am/pm)
D. **Evaluation Type** (select from **Percentage**, **Pass/Fail**, **Auto Pass**, or **Five Star**) Note: The Auto Analysis and Rubric options are **not** available in our free version.
E. **Instructions** (required - type or record/upload a video)
   Click on the + webcam icon if you wish to Add Video.

![Add Video](image)

F. **Auto Analysis** (not enabled in our free version)
G. **Peer Review** (toggle on or off)
H. **Number of Required Reviews** (if peer review if turned on, select number of reviews – 3 is the default)
I. **Save** or **Show Advanced** (click Save if you are finished or Show Advanced for more options)
5. If you click the **Show Advanced** button, make additional selections.
A. **Post-Submission Instructions** (type or record/upload a video)
B. **Toolset** (not enabled in our free version)
C. **Auto Analysis** (not enabled in our free version)
D. **Peer Review** (toggle on/off)
E. If Peer Review is on, **Manual** (Student Selected) (Note: **Automatic** (System Selected is not available in our free version.)
F. If Peer Review is on, checkmark selections: **Allow peer review before submission** (Note: Since anonymous peer review is not available in our free version, concealment options are not available.)
G. If Peer Review is on, enter **Number of Required Reviews**
H. **Review Type** (not enabled in our free version)
I. If Peer Review is on, select **Due Date**
J. If Peer Review is on, select **Due Time**
K. **Rubric Self Assessment** (not enabled in our free version)
L. Remember to click **Save** once you’ve made all of your selections.

6. Click on the **Individual Project** you just created.

7. Your **Individual Project** will appear in your module as an **External Learning Tool**.

8. Now, when you click on your link, you will see the **Overview**.
Editing an individual project
If you wish to edit a project once it has been created, click on the dropdown beside Gradebook and select Configure.

Note: You may also go back to Assignments and click on the 3-dot menu beside the applicable assignment, and select Configure. (You may also access the Overview, or Copy or Delete a project here.)

Clicking on the sandwich (3-line icon) menu will allow you to select Assignments or Library (your videos recorded with Bongo). (Note: The Rubrics option is not available in our free version.)

For more guidance from Bongo on Individual Projects, check out: Individual Project Overview. (Remember that we do not have access to all options/features in our free version.)

Viewing Progress
As the instructor, you may go to the Overview area of Bongo Video Assignments to view student progress.
The first section, **Insights – Progress**, provides an overview for the entire class:

![Insights - Progress](image)

The second section, **Learners**, provides details for individual students:

![Learners (5)](image)

You can quickly check if students have *viewed* the assignment, have an assignment *in progress*, or if you have already *published* a grade/feedback for a student. Finally, if a student has submitted work you have not yet graded, the status will be **Needs Evaluation**.

To check a student’s progress:

1. Go to a student and click **View Progress**.
2. Go to the **Work in Progress** area. You can see recordings with dates and times. If you click on **Preview** (eye icon), you can view the video.

![Sample Video](image1.png)

![Work In Progress](image2.png)

Note: Please be aware that **Work in Progress** has not yet been submitted, so your students are still making decisions on whether to delete, save or submit these projects.
Evaluating Video Assignments

Gradebook association, Peer Reviews, Self Assessments, Learner Activity, and Report Downloads are available.

Associating a project with your gradebook

1. Scroll down below the project to the Activity Details and click on Add a grade item in the Assessment area.

2. In the event that you already created a placeholder in your gradebook, you may use the dropdown to select the applicable gradebook item. Otherwise, click on the New Grade Item (+ icon) button.

3. In the New Grade Item dialog, follow the usual procedure to adding an item and applicable category to the gradebook. (Make sure the details line up with those in your project.) Remember to click Save.

4. Now, you will see the association with your project.

And, the item will be in your gradebook, linked with an External Learning Tool.
Peer Reviews and Self Assessments

Instructors have the option to assign **Peer Reviews** and/or **Self Assessments** with projects. If you decide to assign either of these, you will configure the settings when you create/configure the project.

1. To toggle on **Peer Review**, you’ll start in the **Create** (or **Configure** when editing existing projects) settings for the assignment.

2. Then, click **Show Advanced** to access **Advanced Settings** to finish configuring the Peer Review.

   a. **Peer Review** (toggle on/off)
   
   b. If Peer Review is on, **Manual** (Student Selected) (Note: **Automatic** (System Selected is not available in our free version.)
   
   c. If Peer Review is on, checkmark selections: **Allow peer review before submission** (Note: Since anonymous peer review is not available in our free version, concealment options are not available.)
   
   d. If Peer Review is on, enter **Number of Required Reviews**
   
   e. **Review Type** (not enabled in our free version)
   
   f. If Peer Review is on, select **Due Date**
   
   g. If Peer Review is on, select **Due Time**

Remember to click **Save** once you’ve made all of your selections.

For more guidance from Bongo on Peer Reviews, check out: **Peer Review – Advanced Settings**. Remember: We do not have access to all options/features in our free version.
Learner Activity

As an instructor, you can view a summary of all items added by a student during an assignment. You can view the number of submissions (video, file, link), as well as the number of items not submitted. (Note: You only see the number, not the actual practice; however, you may see some practice items in Work in Progress.) This gives you an idea of how much the student practiced their recording or worked with the assignment before submission. To view the submission data:

1. Go to the **assignment**.
2. Go to a **submission**.
3. In the **Student** area, hover over the **webcam/file/link icons** to view details.
   
   The first column will be **Submitted** and the second **Not Submitted**.

For example, this sample student submitted 1 video, 1 file, and 1 link and did not submit 2 videos and 1 file. This most likely means he recorded 2 practice videos before his final video and revised his file.

Meanwhile, this sample student only submitted 1 video. This indicates that she did not record any practice attempts with Bongo. However, she may have practiced recording outside of Bongo, since students are able to upload to, as well as record, videos with Bongo for submission.
Grading an Individual Project

Be sure to associate the projects with your gradebook and add any applicable rubrics before students begin to submit work.

Once students have begun to submit their projects they will be added to your Overview area in Bongo. If you have turned on Peer Review you will see a column for that as well.

Depending on your selections for the project, you will see the student’s Submission, as well as any Self Assessment, Peer Review, etc. (Note: The Rubric Score is not enabled in our free version.)
In the **Submission** area, you can play the student’s recording and leave timestamped typed or video feedback on the student’s work.

**Adding preset comments**

If you have common feedback for students, you may set phrases, sentences, etc. as presets.

1. Click on the **3 dot menu** beside a comment.

2. Select **Edit Present Comments**.

3. In Comment Presets, you can **edit** (pencil icon), **delete** (trash can icon), or **add preset** (type in comment and click forward arrow icon to add).

4. Once you have set presets, they will automatically appear as options when you click on **Comment**.

You will enter the student’s grade by clicking in the **Score area**, typing in the grade (in this example, Percentage) and then click **Save as Draft** or **Save and Publish**.
The student will be able to access grades in the gradebook. Feedback on the project (including peer review and instructor comments) will be accessed by going to the project in the module or going to Assessments > Video Assignments. Be sure to remind students where they will access their feedback.

**Report Downloads**

You have the option to download a score/grade report and/or a comments report. These are .csv files. To download:

1. Go to the **assignment**.
2. Click **Export**.
3. Select **comments** or **scores**.
4. You may rename and save the .csv file.

For more guidance from Bongo on evaluation, check out: [Instructor Grading & Feedback](#). Remember: We do not have access to all options/features in our free version.