



Video Assignments with Bongo

This guide explains the workflow you will follow to complete an Individual Project Assignment with Bongo. To ensure the best experience possible, be sure to check the **Basic System Requirements Guide** before starting your project.

Note: Depending on how your instructor has set up your assignment, you may not see some of the steps below.

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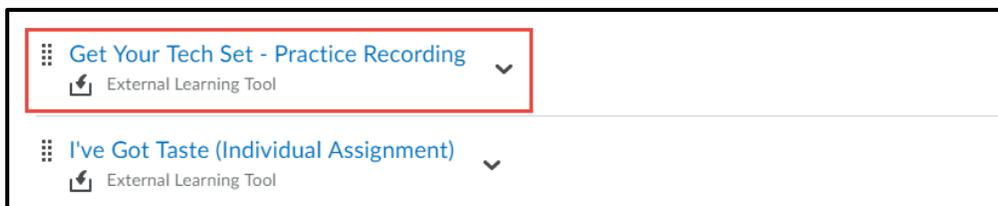
Tutorial Video

[Individual Project Assignment Workflow](#)

Add a Video

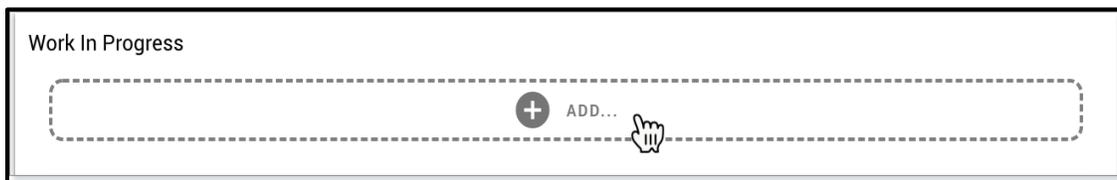
To complete an Individual Project Assignment you have the option to record or upload a video. We recommend recording within the Bongo Video Assignment tool to get the best results.

1. Click the correct assignment link within your D2L course shell.



Note: Once you have clicked on a Video Assignment, you will also be able to access it by going to **Assessments > Video Assignments**. Your Video Assignments list in Assessments will **only** be populated with those assignments where you have already clicked, started or submitted work.

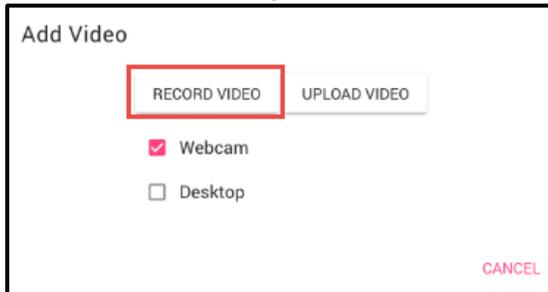
2. To begin, click the **Add** button and then select the **Video** icon.



3. You have the option to **Record Video** or **Upload Video**. We recommend recording within Bongo to get the most out of the tool.

Record

1. To record a video using only the webcam, check the box next to **Webcam** and click **Record Video**. (You will not have the desktop option in our free version.)



Note: While activating the recorder, you may be prompted to **Try using the Standalone Recorder if you're having trouble activating the recorder.**

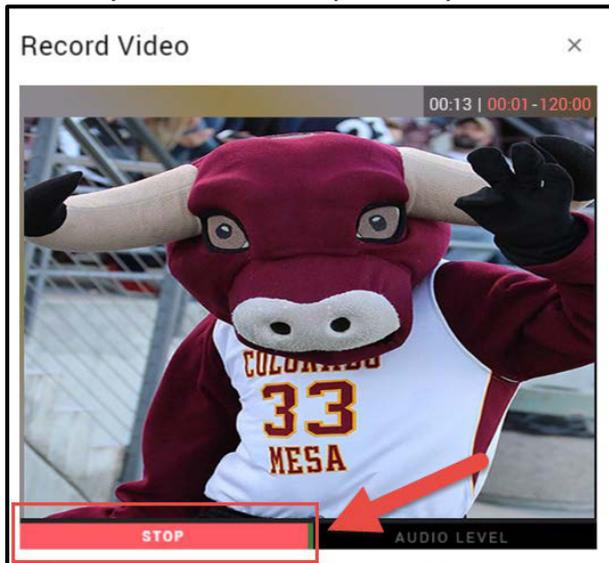


2. In the **Record Video** dialog (or the Standal:
 - a. Select or change which **Camera** and **Mic** are being used.
 - b. Make sure the **Audio Level** bar is moving.

- c. When you are ready, click **Record** in the middle of the screen.

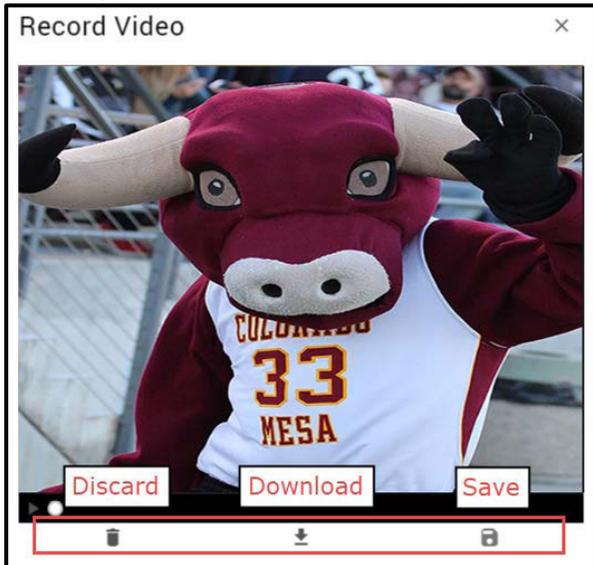


3. When you have completed your video, click **Stop** to finish the recording.



4. You can review your video before submitting by clicking the **Play** button.
5. If you would like to retry, click the **Discard** button.
6. Click the **Download** button to download the recording to your device.

7. Once you are satisfied with your recording, click the **Save** button.



8. After clicking **Save**, your video will begin processing. Important Note: Processing can take **up to 30 minutes**.
9. While processing, your video will be listed in the **Work In Progress** section.



10. You can watch and re-record your video as many times as you like and even [combine your videos](#).
11. Once the video has started processing, you can leave the page and come back to it.

Reviewing Your Submission

1. After clicking **Save**, your video will begin processing. Important Note: Processing can take **up to 30 minutes**.
2. While processing, your video will be listed in the **Work In Progress** section.



Note: Your instructor has the ability to view your work in progress, including processed videos.

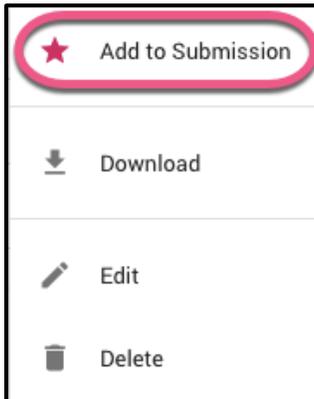
3. You can watch and re-record your video as many times as you like and even [combine your videos](#).

4. Once the video has started processing, you can leave the page and come back to it.
5. Select **Preview** to watch your recording.

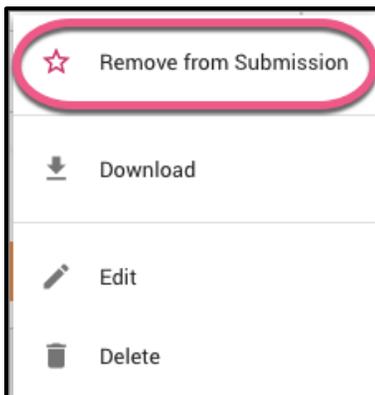


(Note: You will **not** have access to the **Auto Analysis** option in our free version.)

6. You can click on the three-dot, **More Options**, menu to add the recording to the submission (**Add to Submission** option), **Download**, **Edit** (the recording name), or **Delete** the recording.



7. If you would like to move the item back to **Work in Progress**, you can either click the star to the left of your video again, or click the menu icon and select, **Remove from Submission**.



Add Files/Links

You can also add additional files and links to your assignment.

1. Click the **Add** button in the **Work In Progress** section.



2. Click the **File** or **Link** icon.



Note: The max. file size is 100MB. Allowed file types include: 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.

Submit Your Assignment

Once you are finished recording your video, as well adding files or links, you can submit your assignment.

Note: You can only move videos once they have finished processing; only one video file can be submitted. Generally, videos will process based on their length, i.e., a 20 minute video will take ~20 minutes to process. If you have more than one video, you can [combine videos](#) in the Work in Progress section.

1. Before you can submit your assignment, you need to move an item from **Work in Progress** to the **Submission** box.
2. Clicking the star located to the left of the item will move your item to the **Submission** box.



3. If you would like to move the item back to **Work in Progress**, click the star to the left of your video again. (Note: If your instructor has already started to grade your submission, you will not have this option.)
4. Once all desired videos, links, and files have been moved from **Work in Progress** to **Submission**, you can click **Submit**.



Viewing Grades and Feedback

You may access your grades and feedback by going to **Assessments > Video Assignments** > click on the applicable assignment.

If your instructor has assigned peer reviews, check out the guide for [Peer Reviews and Viewing Feedback](#).