

Learners: Adding Video to your Bongo Assignment

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Methods for Recording Video in Bongo

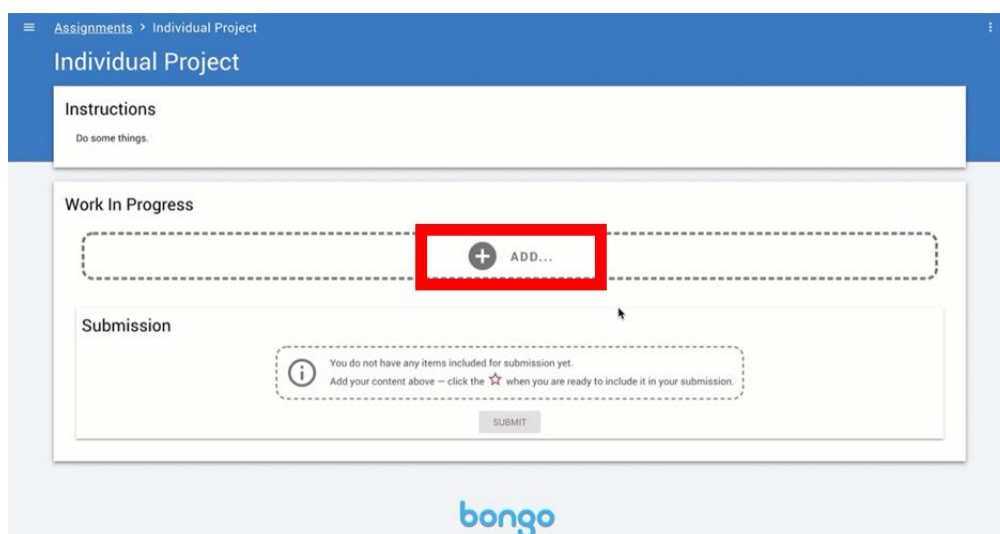
- (1) Record directly in platform:** You can record a video within Bongo learn using your webcam or perform a 'screen-share' (i.e. of a PowerPoint presentation).
- (2) Upload Video:** You can upload videos from their device, or from one of the following cloud storage platforms: Google Drive, OneDrive, or Dropbox. 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. Bongo offers unlimited cloud storage.

Users can also upload multiple videos and combine them as one submission. See this user guide from the Bongo knowledgebase for more information on combined video: <https://bongolearn.zendesk.com/hc/en-us/articles/360000143433>

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How to add record/add video to your assignment

To begin adding videos, open your assignment and click on the 'add' button in the 'work in progress' area



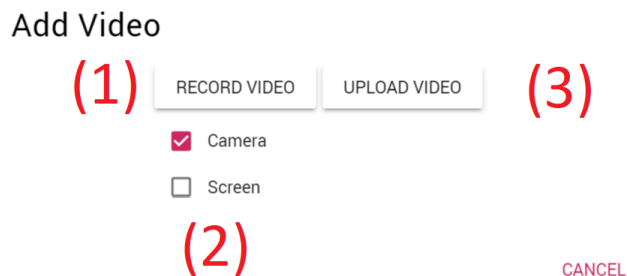
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Then click on the 'video' button in the resulting menu.



From here, you can press the 'record' (1) button to initiate a recording (webcam or screenshare) or select 'upload' (3) to submit a video that you have created elsewhere (such as from your phone, or a PowerPoint file with pre-recorded audio*).

When selecting 'record video' (1), choosing 'camera' (2) will record from your webcam while selecting 'screen' (2) will record a screen-share (of a particular application such as PowerPoint, or your whole screen). You can also narrate over a screenshare using your device's microphone.



To record video or audio from within your browser, you will need to grant permissions.

More information on troubleshooting browser permission issues for your webcam and microphone can be found here:

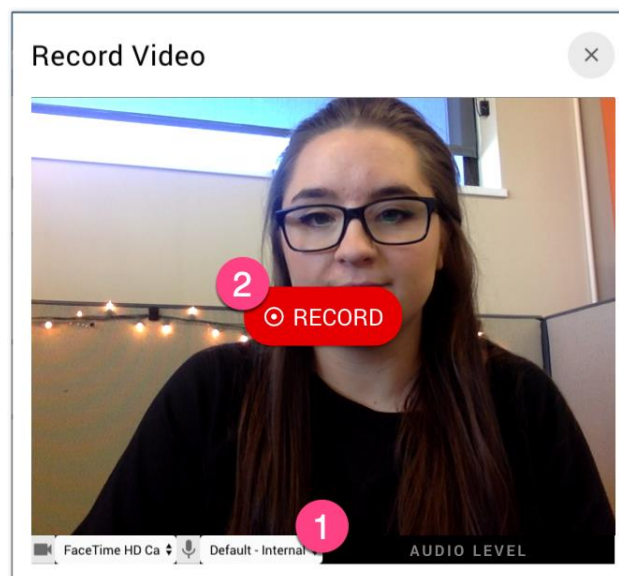
<https://bongolearn.zendesk.com/hc/en-us/articles/360009373374-Common-Troubleshooting-Solutions>

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It is recommended that you use the Google Chrome browser for bongo assignments.

Recording Video from your Webcam

If you select 'record video', the 'record video' window will pop-up in a separate frame. Here you will confirm your camera and microphone (1) and activate recording (2) (web browser permission will need to be granted). A recording cannot be initiated until the system detects sounds from your microphone (indicated by the 'audio level' bar).



When you have finished a recording, click on the 'stop' button on the top of the recorder window.

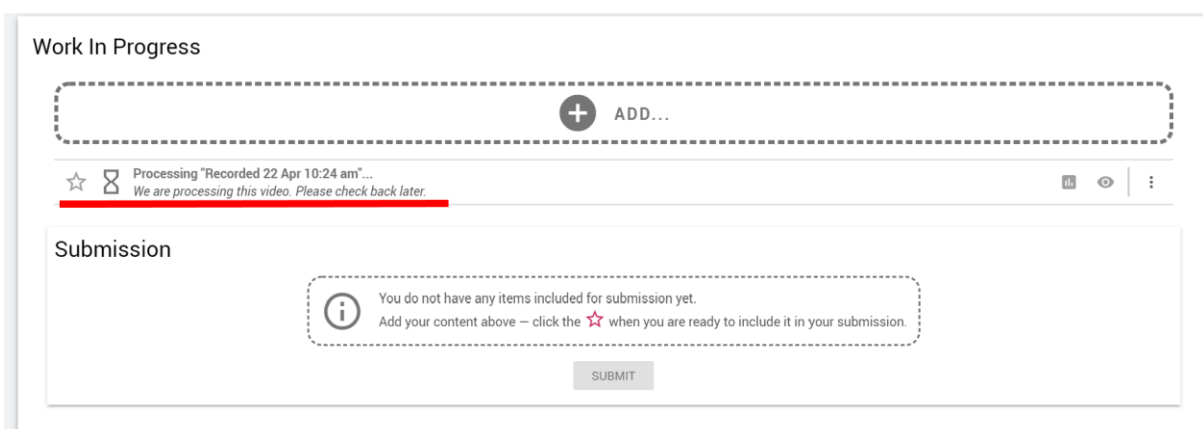


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You will then be presented with a preview of your recording, which you can watch to check that you are satisfied with it. You can make as many practice recordings as you like in this window. When you are happy with your recording, click the 'save' button at the top of the 'record video' window (1). To delete a recording and start again, click on the 'trash' icon (2). You can also download your recordings here (3).



The video you recorded will now be added to your 'work in progress' area. As per the example below, the recording will take some time to process.



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You can watch your recordings in the 'work in progress' area, at any time, by clicking on the 'preview' button (1). You can also download or delete recordings from the ellipsis (three dot) menu (2).



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Creating a Video by Sharing Your Screen/PowerPoint

Instead addition to recording yourself on your webcam, you can also opt to share your device's screen and speak over this by ticking the box labelled screen (2) and selecting record (1).

Add Video

(1) RECORD VIDEO UPLOAD VIDEO (3)

Camera

Screen

(2)

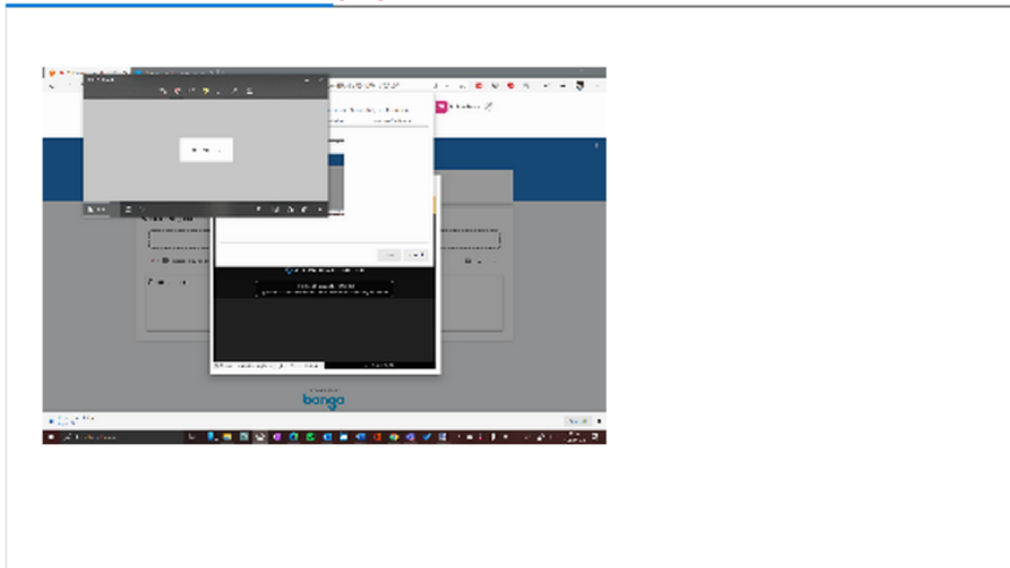
CANCEL

You will then be prompted to share your screen using one of three options: (1) sharing your entire screen, (2) sharing a particular application, such as PowerPoint, (3) sharing an individual browser tab.

Share your screen

brightspace.tudublin.ie wants to share the contents of your screen. Choose what you'd like to share.

(1) Your entire screen (2) Application window (3) Microsoft Edge tab



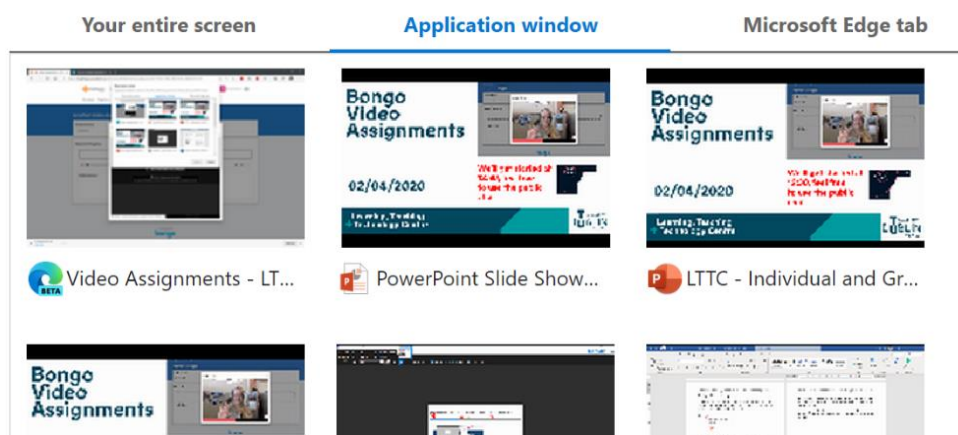
Share Cancel

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For the sake of simplicity, you can choose 'Your entire screen', then when your recording is activated switch from your browser to PowerPoint and start presenting. Another option is to select 'application window. This will then display a panel with a list of each programme/application currently open on your computer.

Share your screen

brightspace.tudublin.ie wants to share the contents of your screen. Choose what you'd like to share.



Choose PowerPoint - or your other presentation application here- and click on 'share'.



IMPORTANT NOTE ABOUT SCREENSHARES

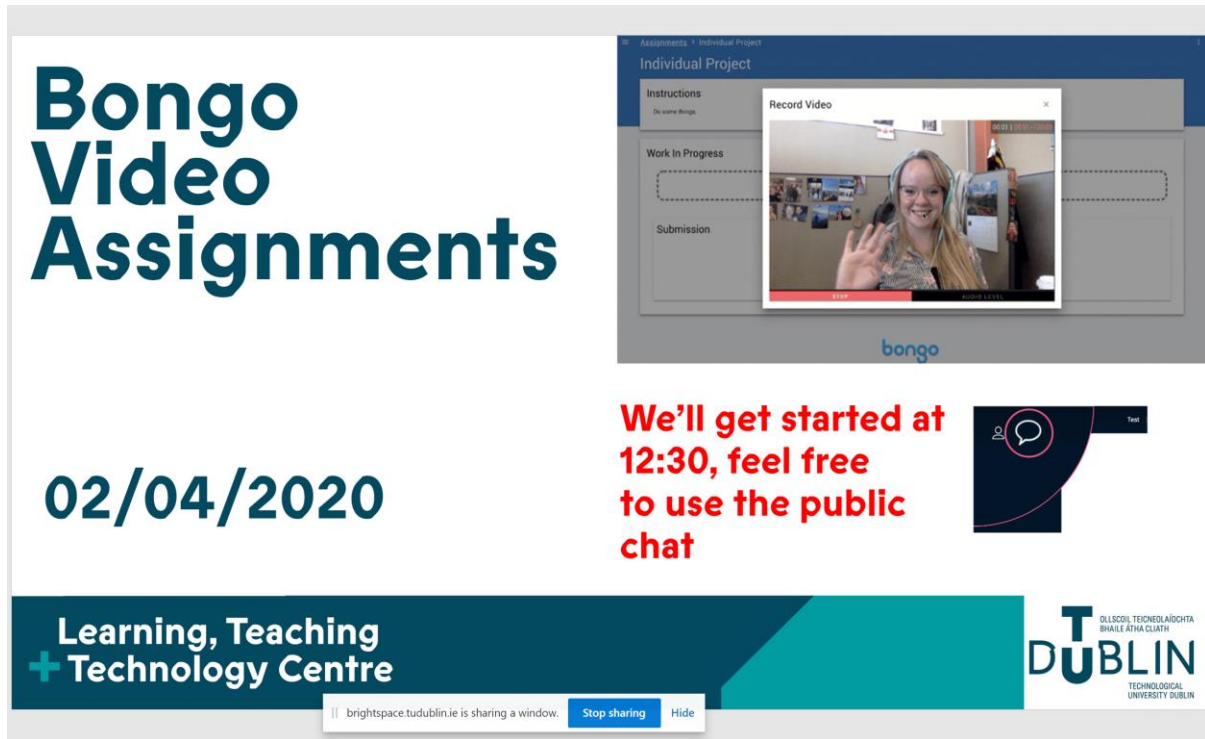
You are required to use the Google Chrome Browser to capture a screenshare.

To do so, you will also need to add the Bongo Screenshare Extension to Chrome. You should be prompted to do this by your browser, but you can also find the extension here:

<https://chrome.google.com/webstore/detail/bongo-screenshare-extension/oaocieklnankpgmddbepdkjpfheohqi?hl=en>

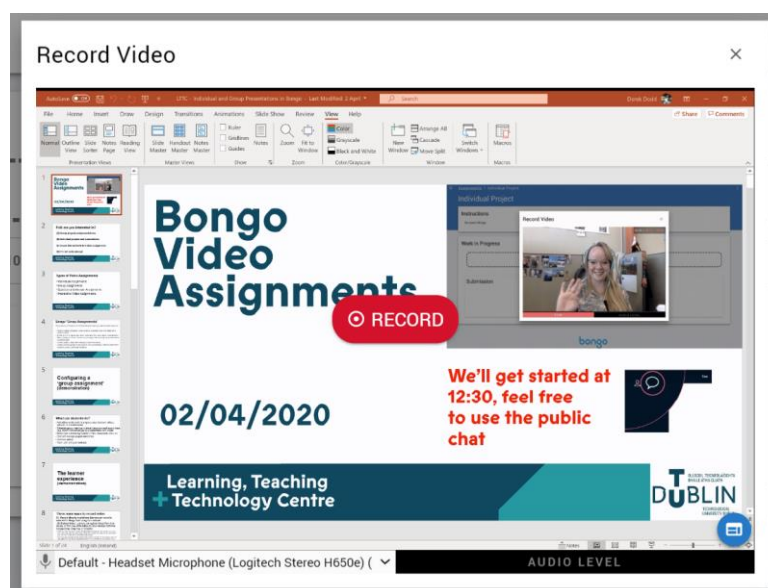
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A notification on the bottom of your screen will indicate that brightspace.tudublin.ie is sharing your window



The image shows a screenshot of a Bongo assignment page. On the left, the text reads "Bongo Video Assignments" in large blue font, with the date "02/04/2020" below it. At the bottom left is the "Learning, Teaching + Technology Centre" logo. On the right, there is a "Record Video" window showing a person's video feed. Below the recording window, red text says "We'll get started at 12:30, feel free to use the public chat" next to a chat icon. At the bottom, a notification bar says "brightspace.tudublin.ie is sharing a window." with "Stop sharing" and "Hide" buttons. The bottom right corner features the "T DUBLIN" logo with the text "DUBLIN TECHNICAL COLLEGE" and "TECHNOLOGICAL UNIVERSITY DUBLIN".

To begin recording your screenshare, return to your browser and click 'record' on the centre of the recording window.



This image is a close-up of the "Record Video" window. A red "RECORD" button is prominently displayed in the center of the window, overlaid on the Bongo assignment page content. The background shows the same assignment page as the previous image, including the "Bongo Video Assignments" title, date, and logos. The recording window also shows a video feed of the user and an "AUDIO LEVEL" indicator at the bottom.

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Once the recording starts, you can return to PowerPoint and commence navigating through and speaking over your slides. When you are done, return to your browser/brightspace and click 'stop' to complete your recording.

Record Video



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Remember to save your recording by clicking on the icon below (it will then appear in your work in progress area, ready for submission).



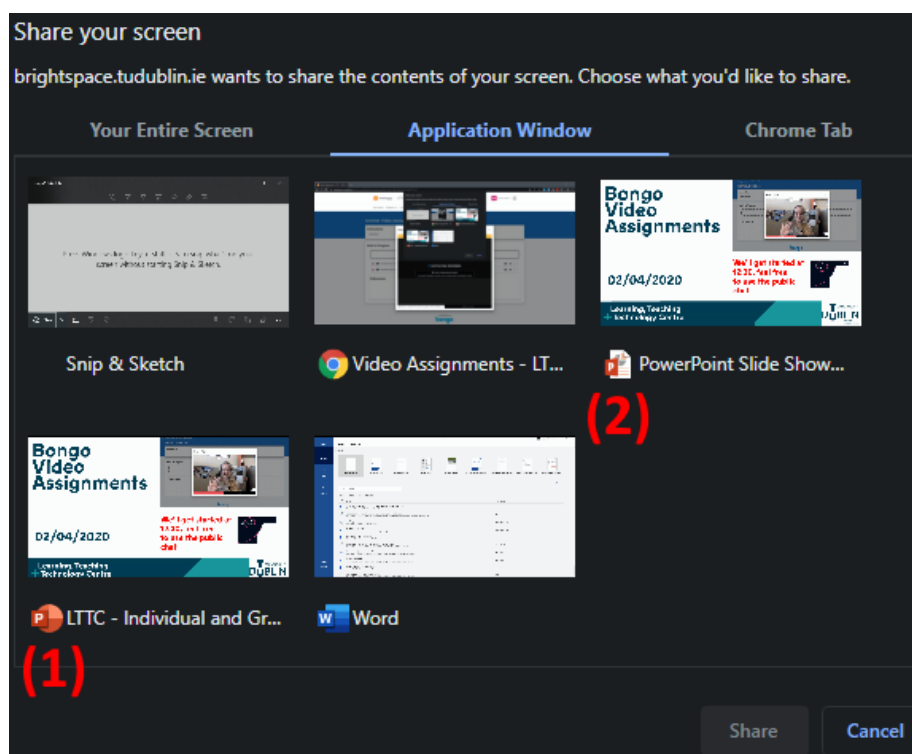
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PowerPoint - 'Normal View and Slideshow'

In the screen-share example given above, the screenshare utilised PowerPoint's normal/default view – the standard view for creating and viewing presentation slides. If you would like to share your slideshow instead, you will need to take note of the following:

- The bongo screenshare tool treats PowerPoint and PowerPoint slideshows as separate 'application windows'.
- If you would like to share your slideshow, you will need to first initiate the slideshow from within PowerPoint, then return to the Bongo record window, select 'record video'/'screen' and 'Application Window' (see above)
- Then when it comes time to select your application window, be sure to select your PowerPoint slideshow and not the application itself. They will each be represented by a different tile. In the example below, you can see one application window for PowerPoint (normal view) (1) and one for the PowerPoint Slide Show (2).

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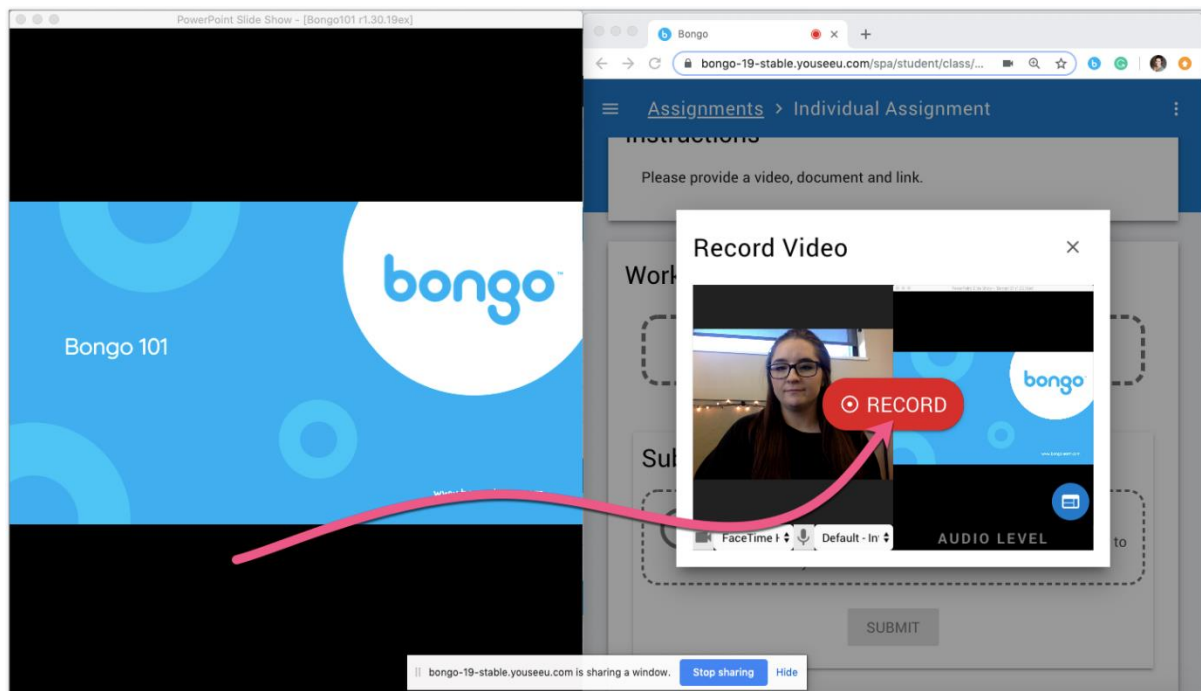


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Recording presentation slides and a webcam side-by-side

Bongo also has an option for you to record your webcam and screen-share/presentation slides simultaneously. Instructions for this process can be found here:

<https://bongolearn.zendesk.com/hc/en-us/articles/360008502653-Record-a-PowerPoint-Presentation-on-a-Single-Screen>



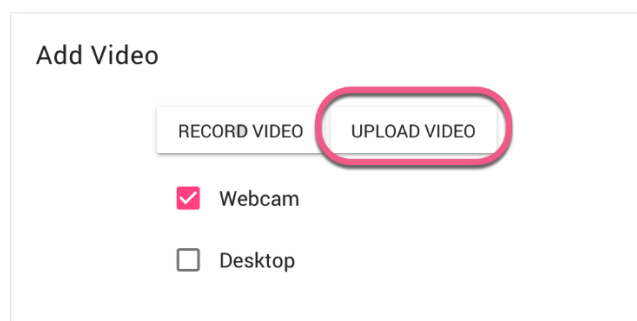
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A side-by-side webcam and screen-share recording.

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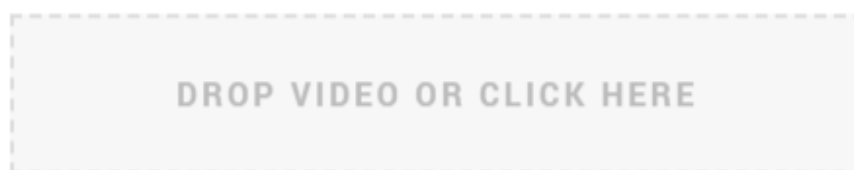
Uploading an existing video

Instead of recording a video directly within Bongo, you may choose instead to upload an existing video file that you have created elsewhere. After selecting 'add' and 'video' in your 'work in progress' area, you can do this by selecting the option 'upload video'.



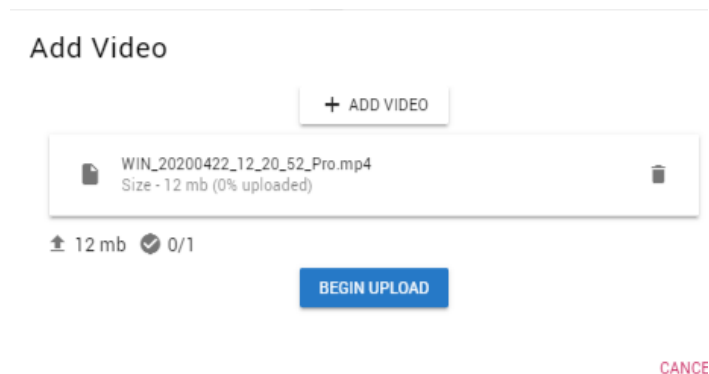
Clicking on 'upload video' will open the following pop-up menu. From here, you can either drag a pre-existing video file from your computer into the dotted box or click in the centre of it and browse to the folder where your video is located.

Add Video

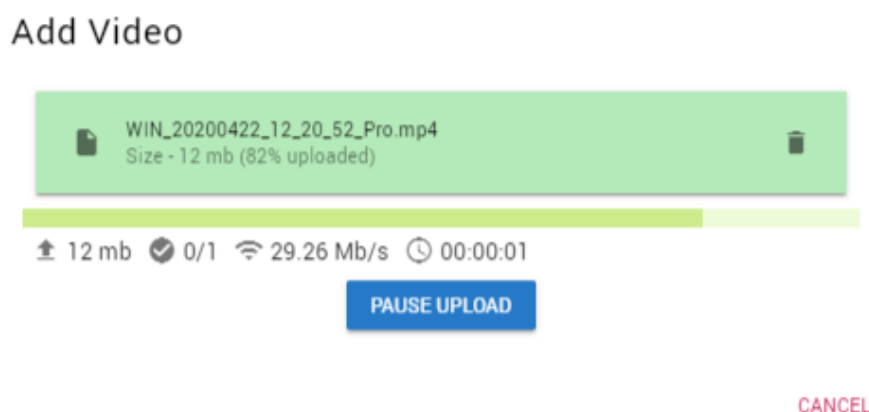


Once you have selected your video file, confirm by clicking 'begin upload'.

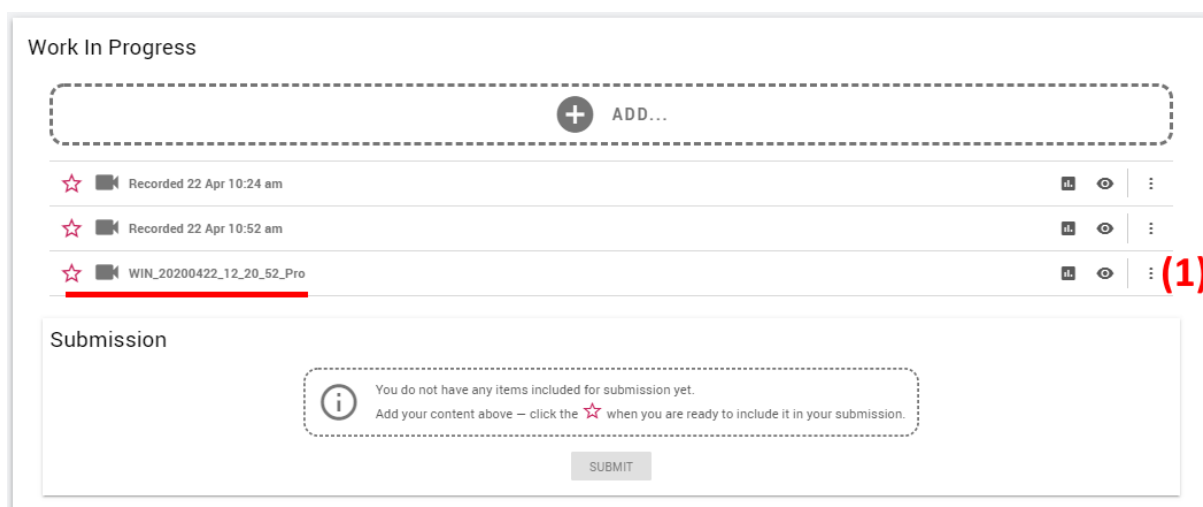
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A progress bar will then show the status of your video upload.



When your video has been uploaded, it will be located in your 'work in progress' area, ready for submission. You can edit the video title from the ellipsis (three dot) menu.



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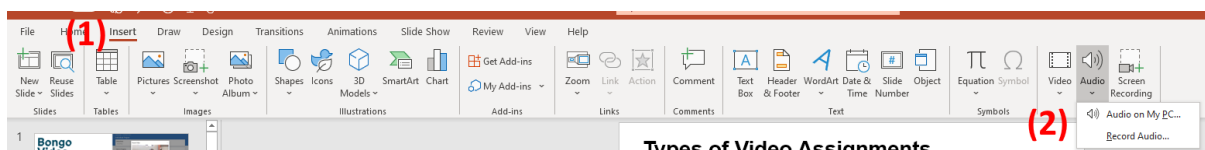
Record Audio Within Powerpoint and Upload This to Bongo

Another option for submitting your PowerPoint with audio narration is to record yourself speaking over your slides **directly within PowerPoint** and then upload this as an existing video/file to bongo.

Microsoft has published the following guide to recording audio within PowerPoint:

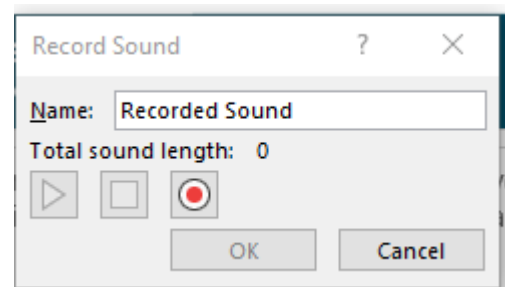
<https://support.office.com/en-ie/article/video-add-and-record-audio-eeac1757-5f20-4379-95f2-0d0cd151d5b8>

The basic process involves clicking on the 'insert' tab in the PowerPoint ribbon menu (1) and selecting 'audio' and 'record audio' from the media group (2).



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You can then record audio for each individual slide using this pop-up (recording is enabled by clicking on the red circular icon).



If you use this method, you can add your PowerPoint presentation (with Narration) to Bongo in one of two ways:

1. As an existing video using the method described above
2. As a PowerPoint (PPTX) File

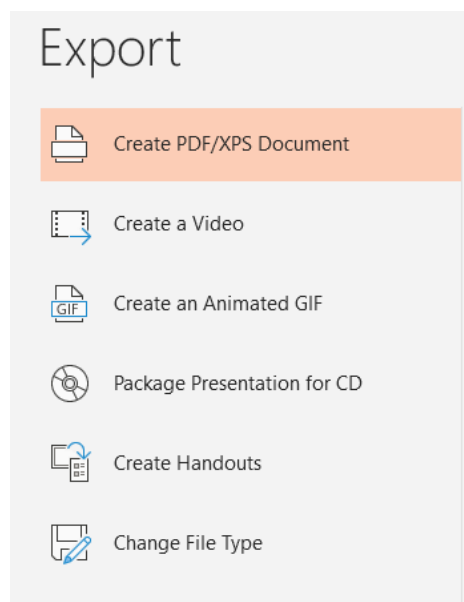
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Upload your PowerPoint as an Existing Video

After having added audio recordings to each of your slides, navigate to the 'file' menu and select 'export' from the following drop-down.

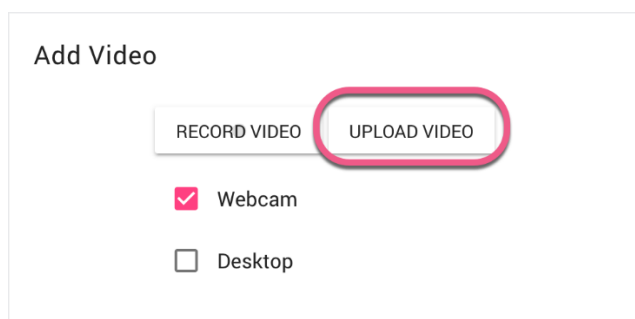
Then select 'create a video' from the export menu. We would recommend exporting your video in 720p aspect ratio.

For more information on exporting videos from PowerPoint – and advanced configuration options – see this guide: [Turn Your Presentation Into A Video](#)



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To upload your video to bongo, simply click on the 'add' button in the work in progress area, select 'video', and choose 'upload' (this process is detailed above).



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Upload a PowerPoint (PPTX) File

You may also opt to simply save your presentation in the default PowerPoint file format, which will include your audio recording/narration. You can then upload this to Bongo by clicking on the 'file' button in the add menu (it will appear in the same place as a video files in 'work in progress').

Work In Progress

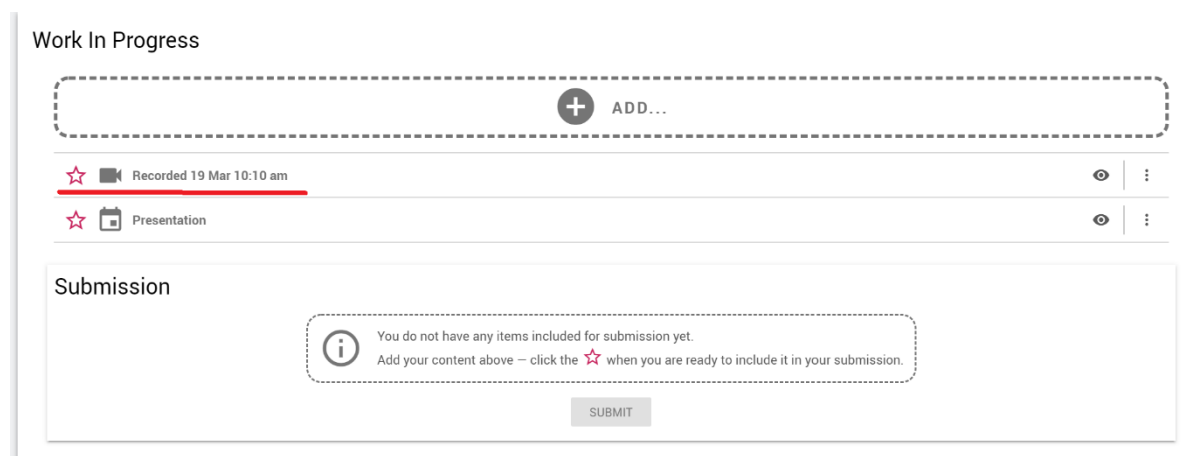


Finalising Your Video Submission

Once you are happy with a recorded video/screenshare, existing video, or PowerPoint file that you have added to your Bongo assignment, you will need to finalised your submission.

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These can be found in your 'work in progress' area.



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Clicking on the star next to each item will add it to your submission (you can add multiple files if you wish, for example you may wish to add your PowerPoint slides or other document alongside your recorded video).

Work In Progress

+ ADD...

☆ [video icon] [progress bar] [full screen] [play/pause] [three dots]

☆ [video icon] [progress bar] [full screen] [play/pause] [three dots]

☆ [video icon] [progress bar] [full screen] [play/pause] [three dots]

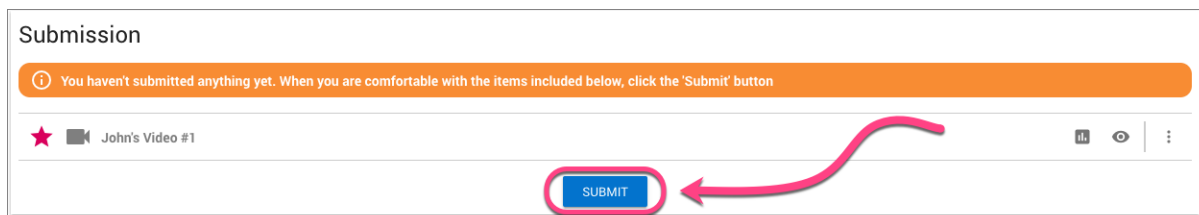
Submission

i 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

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The files you have starred will now appear in the 'submission' area. When you are ready to complete, click on the 'submit' button.



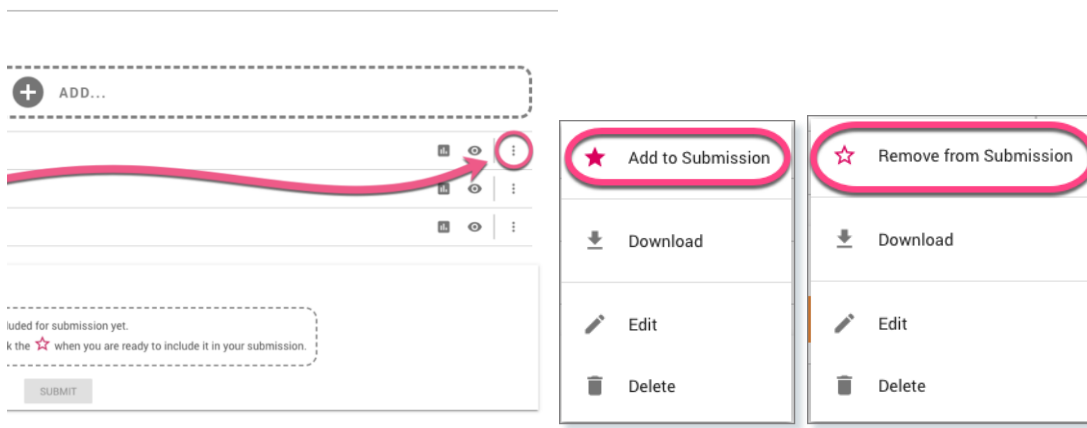
You will then be asked to confirm your submission

Submit?

Are you sure you want to submit this assignment?

NO YES

You can also use the ellipsis menu (three dots) in the 'work in progress' and 'submission' areas to add and remove files from your submission (instead of the star).



What if I submit the wrong file?

Please contact your lecturer, who will be able to reset your submission.

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Viewing Grades and Commentary on your Submission

After you submit, you can access the assignment at any time to view your submission (1) and to view your grade* (2). You will also see information about the time and date of your submission (3).

* your lecturer may not grade your assignment directly within Bongo. Please consult your assignment instructions or contact your lecturer to confirm arrangements.

The screenshot displays the 'Another Video Assignment' interface. At the top, the 'Grade' section shows 'No Grade' with a red (2) and a clipboard icon. The 'Submitted By' section shows 'Benjamin Bloom' with a red (3) and a user profile icon. Below this is the 'Peer Review' section, which is currently empty with the text 'There are no submissions to review right now.' and a red (4). The 'My Submission' section features a video player with a play button, a red (1), and the text 'Recorded 22 Apr 10:24 am'. To the right of the video player are five stars and a red (5). Below the video player is a 'No comments' section with a red (5) and a comment input field.

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Depending on how your lecturer has configured your assignment, you may also have an opportunity to review the work of your peers here (and have them review yours) (4) (5). Your lecturer may also ask you to undertake a self-assessment, i.e. of your own work (5). For more detailed information about peer-review and self-assessment, see this guide:

<https://bongolearn.zendesk.com/hc/en-us/articles/360000997953>