

## Facilitating individual student presentations using the 'individual assignment' tool in Bongo

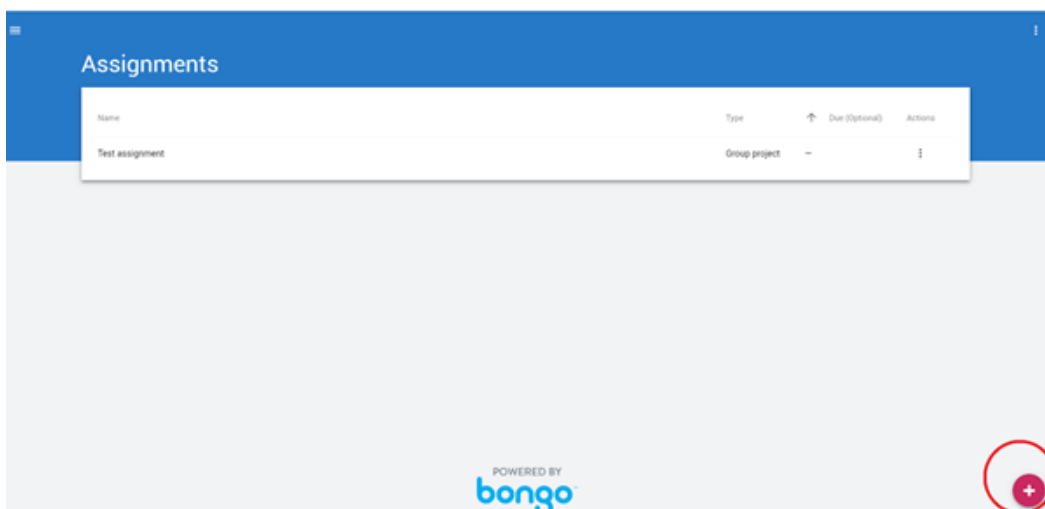
### Introduction

In addition to being used to host virtual classroom meetings, the Bongo Learn platform can help lecturers to provide an online alternative to individual and group-based, in-class presentations. This short guide will show you how to use Bongo to create 'individual assignments' in which learners can:

- Record or upload a video of themselves presenting on a topic or demonstrating a skill
- Use the virtual classroom to record themselves narrating over presentation slides or their screen (a 'screenshare' of their desktop or a specific computer application)
- Upload files or links to share with their lecturer
- Review their peers' presentations
- Respond to reflection questions set by the lecturer

### Setting up an Individual Project

From within your Brightspace module, select 'assessment' and then 'video assignments' from the navigation bar. You'll be taken to the bongo assignments page for that module. From here, click on the plus icon on the bottom of the page.



From the resulting pop-up menu, select 'create individual project':



## Create Individual Project

On the next page, you will need to:

- Name the assignment
- Provide a due date (optional)
- Select the desired grade type (percentage, rubric, five-star, pass/fail, or 'Auto Pass' – which automatically gives learners 100% when they provide an answer)
- Provide some text-based instructions (limited to 1,024 characters)
- Enable peer review of other learners' submissions (optional)
- Add video instructions\* (optional)

\* with **video instructions**, lecturers can utilise their own webcam to offer directions to learners. Simply click on the video camera icon and begin.

The screenshot shows the 'Create Individual Activity' interface. The 'General' section includes fields for 'Assignment Name (required)', 'Due Date (optional)', 'Due Time (optional)', 'Grade Type', and 'Percentage'. The 'Instructions' section is highlighted with a red box and contains a video camera icon and a text input field labeled 'Instructions (required)'. Below this, there are sections for 'Auto Analysis™' (with a toggle switch and a 'CONFIGURE KEY TERMS' link) and 'Peer Review' (with a toggle switch and a 'Number of Required Reviews' field set to 3). At the bottom right, there are 'SAVE' and 'SHOW ADVANCED' buttons.

You can then opt to:

- Record a video directly from your webcam (select record video)
- Share your screen (tick 'screen' and 'record video')
- Upload a video you have created on another device (upload video)
- Import a video already created in bongo (select from resources)

## Add Video

RECORD VIDEO    UPLOAD VIDEO    SELECT FROM RESOURCES

Camera

Screen

CANCEL

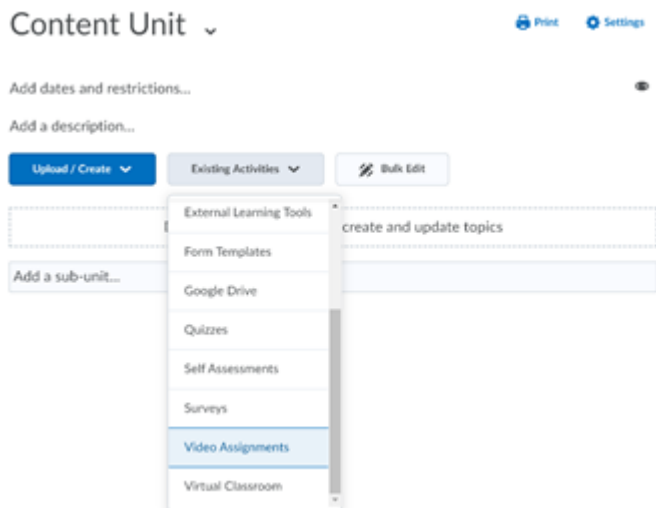
For more information on the advanced features of individual assignments – including peer review – see this Bongo knowledgebase article:

<https://bongolearn.zendesk.com/hc/en-us/articles/360005804254>

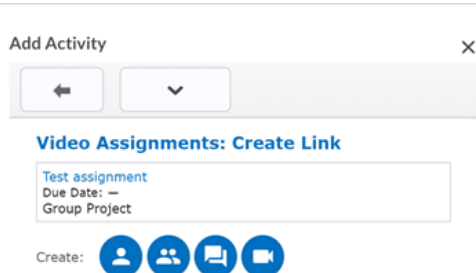
### How to share an 'individual assignment' with your learners

For learners to access a bongo assignment, you will need to link to it from the 'content' area in your module.

To do so, select 'content' from the navigation bar within your module and select 'add existing activities'. From the resulting drop-down menu, choose 'video assignment'.



Choose from the list of existing assignments you have created for this module



Students will now be able to visit the assignment from the link created within your module unit.

Content Unit ▾

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Test assignment ▾ ✓  
External Learning Tool

Add a sub-unit...

## What can learners do within an individual assignment?

In an individual assignment, learners can:

- Record a video of themselves giving a presentation (up to 120 mins)
- Record themselves narrating a visual aid (such as presentation slides or a screenshare)
- Upload a video they have created on another device (such as the camera app on their smartphone)
- Respond to reflection questions created by the lecturer
- Upload accompany materials such as files and links
- Record a video with a group by scheduling a virtual meeting
- Peer review

## How learners can add videos to their assignment

Students can add videos in two ways:

- (1) **Record directly in platform:** learners can record a video within Bongo learn using their webcam
- (2) **Upload Video:** Learners 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>

## There are two ways for a learner to add a presentation to their submission.

1. Recording or uploading a video directly to their work in progress area
2. Scheduling an individual bongo virtual classroom meeting and recording it

### 1. Recording or uploading a video directly to their work in progress area.

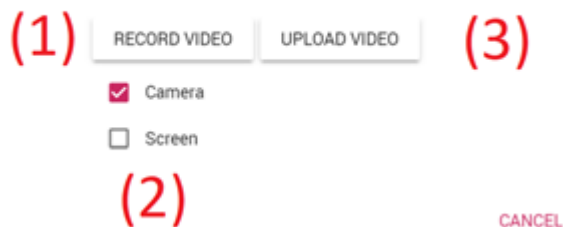
Learners can record directly within bongo using their webcam or upload a video that they have already created on another device (such as their webcam).

To begin adding videos, they will click on the 'video' button in the work in progress area.

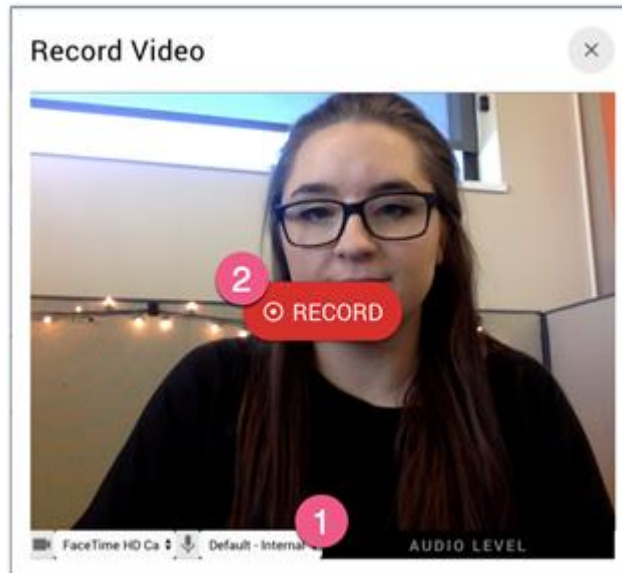


From here, they can record their webcam directly within bongo (1), share their screen (2), and upload a video that they have already recorded on a different device (3).

#### Add Video



If they select 'record video', the 'record video' window will pop-up in a separate frame. Here they can confirm their camera and microphone (1) and activate recording (2) (web browser permission will need to be granted).

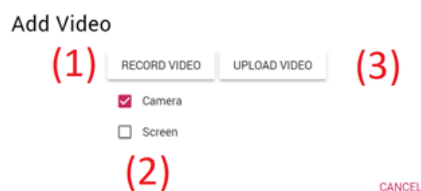


When they are happy with their video recording, they can click the 'save' button at the top of the 'record video' window (1).



## Sharing their screen

When recording a video, students can opt to share their device's screen and speak over this— instead of their webcam video – by ticking the box labelled screen (2) and selecting record (1).



Information about screen-sharing for learners can be found here:

<https://bongolearn.zendesk.com/hc/en-us/articles/115005100493>

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

## Recording presentation slides and a webcam side-by-side

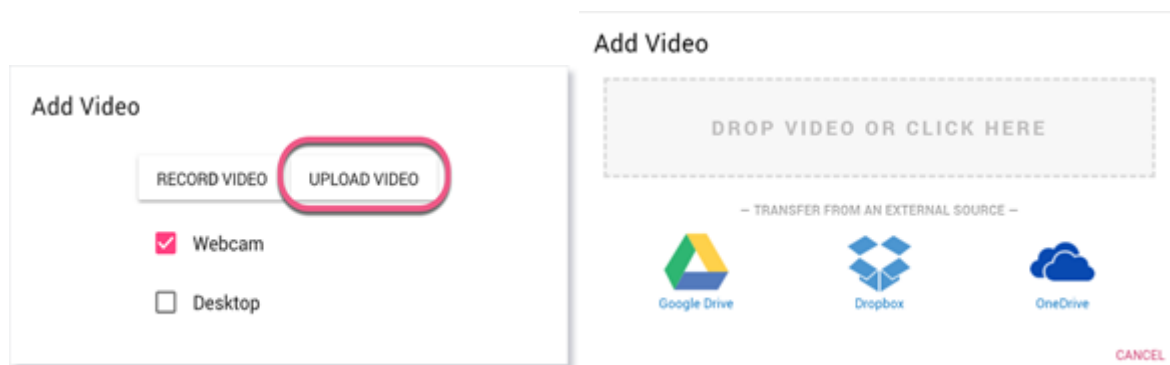
Learners can record their webcam and share their screen/presentation slides simultaneously. Instructions can be found here:

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

However, it may be more straightforward for learners to schedule their own meeting in the virtual classroom, upload their slides, and record themselves speaking over them (See section 2 – page 12 – below).

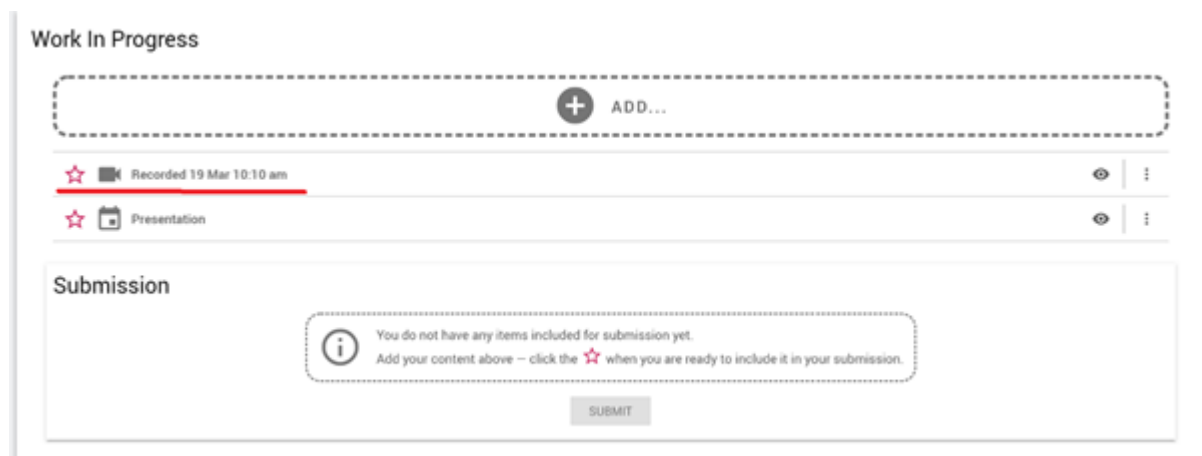
## Uploading an existing video

If learners select 'upload video', they may upload a video file from their device or cloud storage.



## Adding videos to their submission

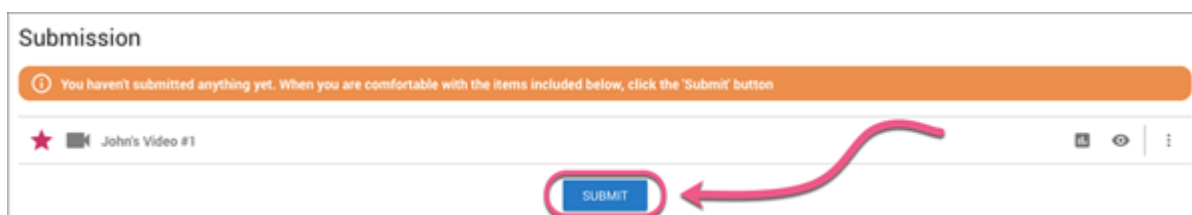
Learners can then find their recorded videos in the work in progress area within their assignment.



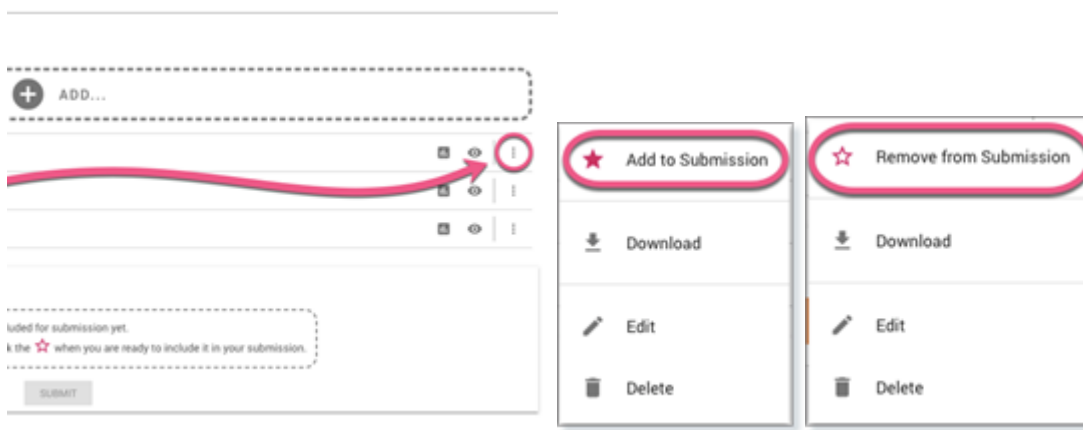
Clicking on the star next to each item will add it to the student's submission.



Clicking the 'submit' button will finalise the submission (only the lecturer can reverse this).



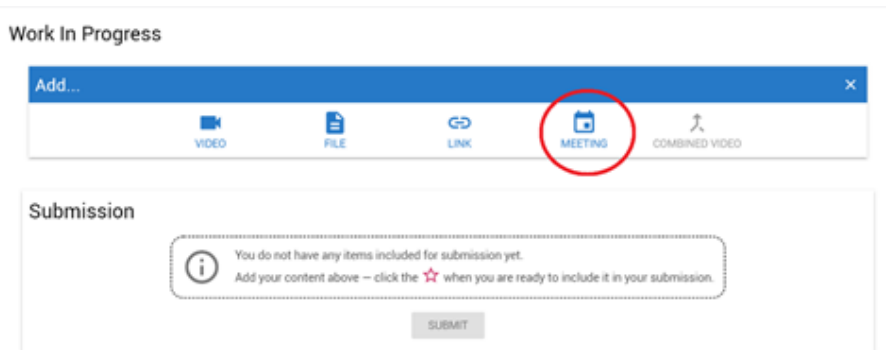
They can also use the ellipsis menu next to each item to add it to or remove it from their submission.



## 2. Scheduling an individual bongo virtual classroom meeting and recording it

Bongo gives learners the ability to schedule their own virtual classroom meetings within projects. They can enter this meeting and record themselves providing a presentation and invite external participants (such as their lecturers and peers). They must include a meeting name, date, and time (meetings must be scheduled at least five minutes ahead of time).



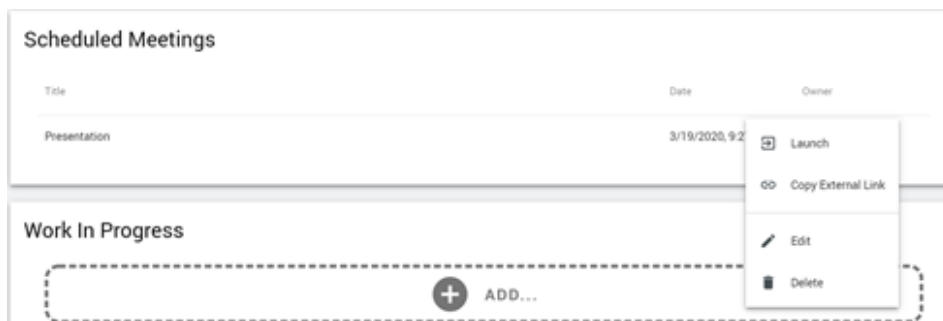


As 'scheduled' meetings that will now appear in their individual assignment, detailing any meetings that they have created.

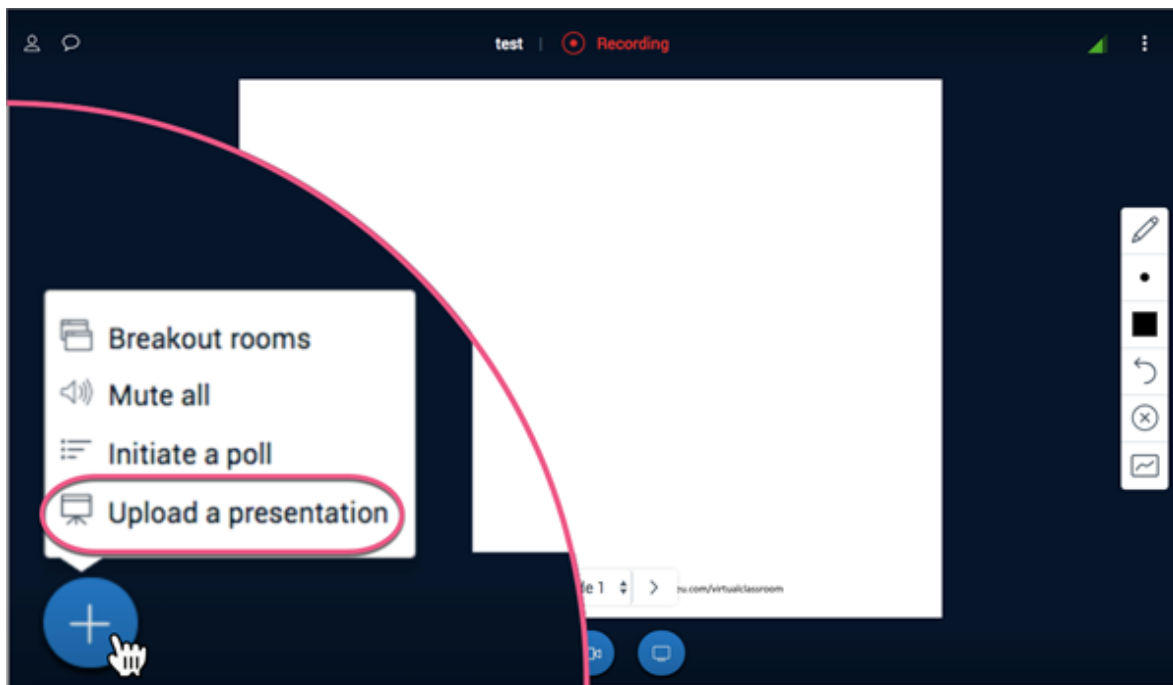
### Scheduled Meetings

Title	Date	Owner
Presentation	3/19/2020, 9:27 AM	BB <span>⋮</span>

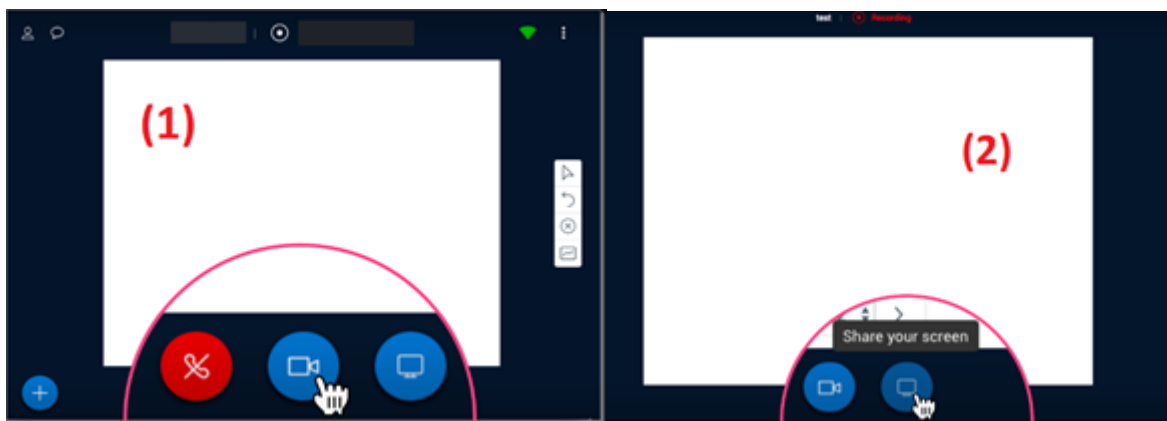
From the ellipsis menu, they can launch their meeting, edit its settings, get a shareable link for other participants, and delete it.



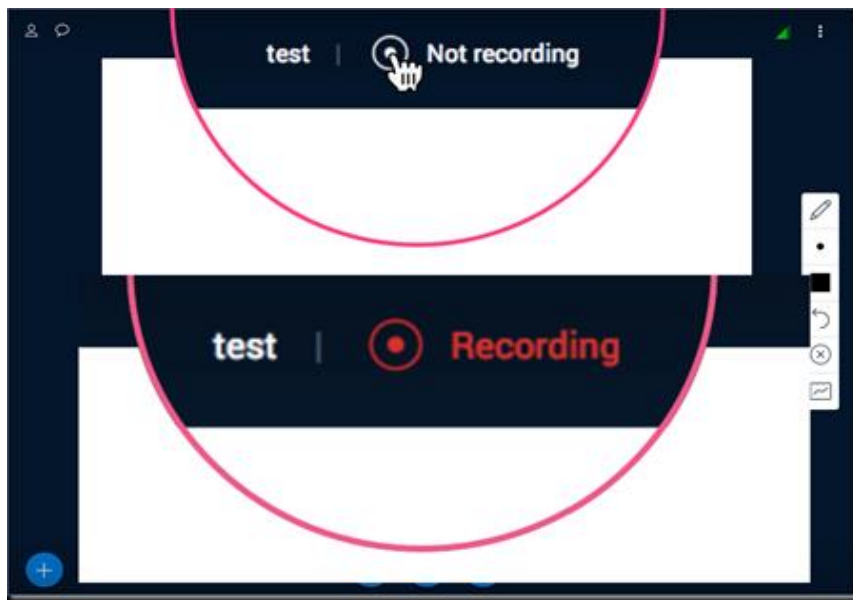
When they launch their meeting, they will have access to the full bongo virtual classroom interface, in which they can upload slides, share audio and video, share their screen, and make recordings. Presentation slides can be uploaded from the 'action menu' on the bottom left hand side of the screen (PowerPoint, pdf, and other file formats).



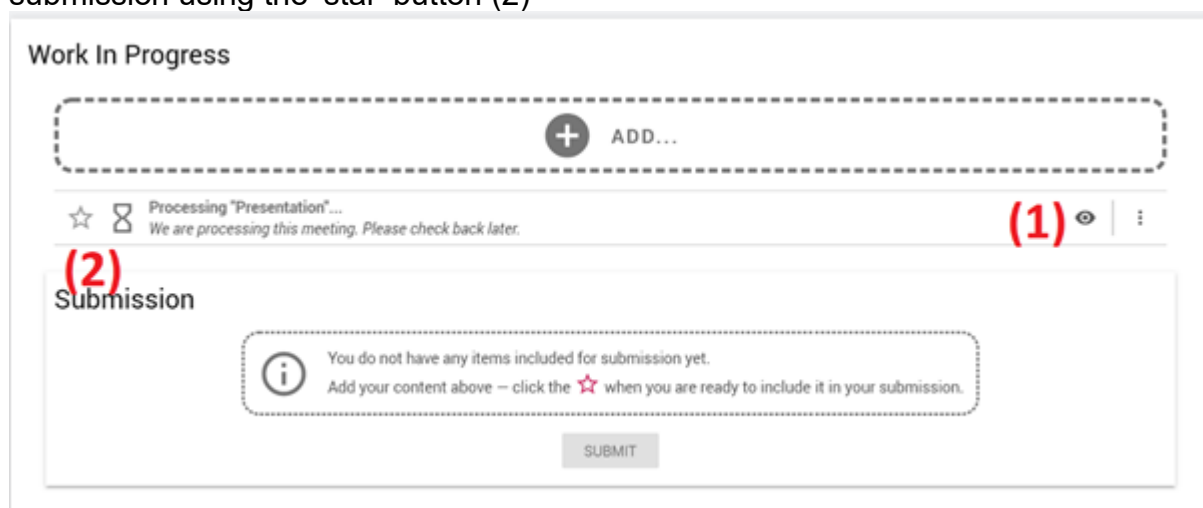
Learners can then use the page forward and back buttons to navigate through their slides and narrate over them using their microphone. Alternatively, they can share their cameras and record video (1) or share their screen (2).



To record their meeting, learners can toggle recording on and off at any time at the top of their screen.



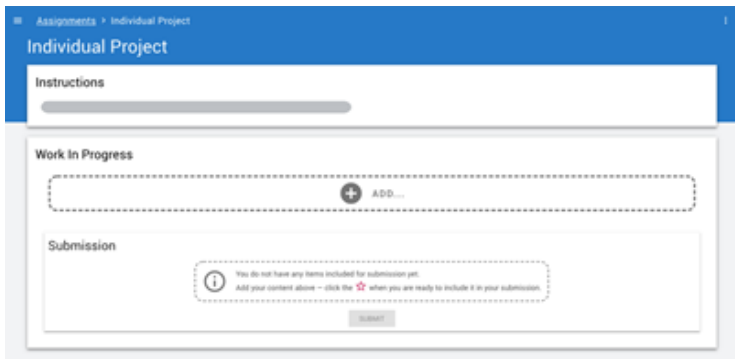
After they end their session, this recording will appear in their work in progress area. From here, they can preview this recording (1) and if they are satisfied with it, add it to their submission using the 'star' button (2)



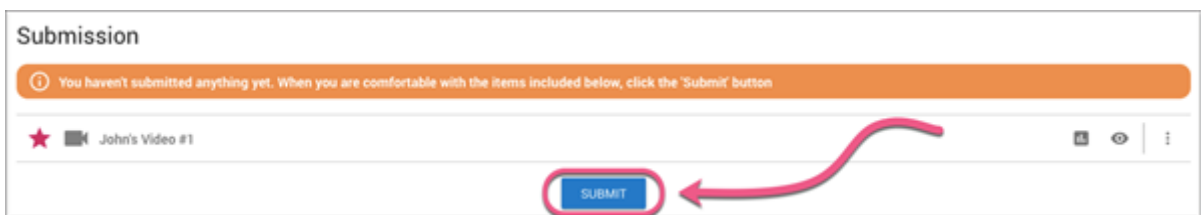
## Adding files and links to a submission

In their 'work in progress' area, learners can upload files and links to include as part of their submission.

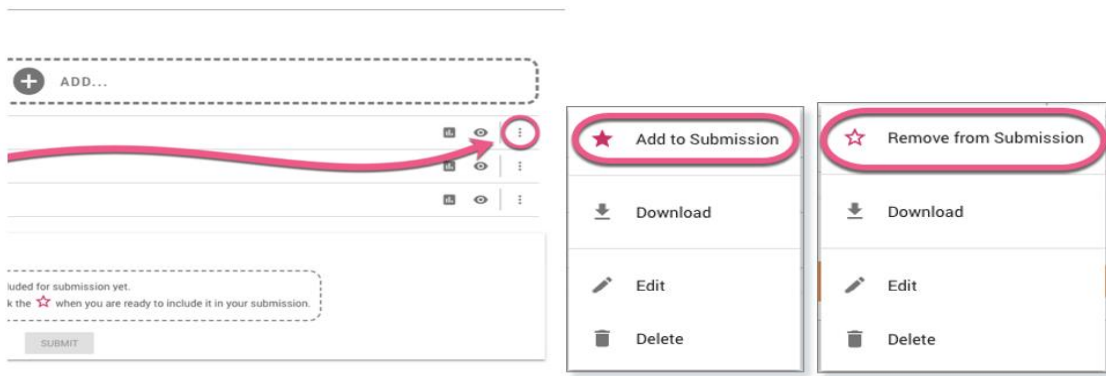
Max file size is **100MB**. Allowed file types are doc, docx, xls, xlsx, pdf, txt, rtf, jpg, jpeg, png, bmp, zip, ppt, pptx. *If a learner needs to submit an unsupported file type, the file(s) can be placed into a zip folder to upload.* Learners can add multiple files and a video to their final 'submission'. Files are added to the 'work in progress' area by clicking on the 'add' button.



When a learner is ready to submit a video, and any accompanying files, they simply click on the 'star' next to each item in their 'work in progress' area. These files will then be added to the 'submission' box below. To confirm, they will click 'submit'.

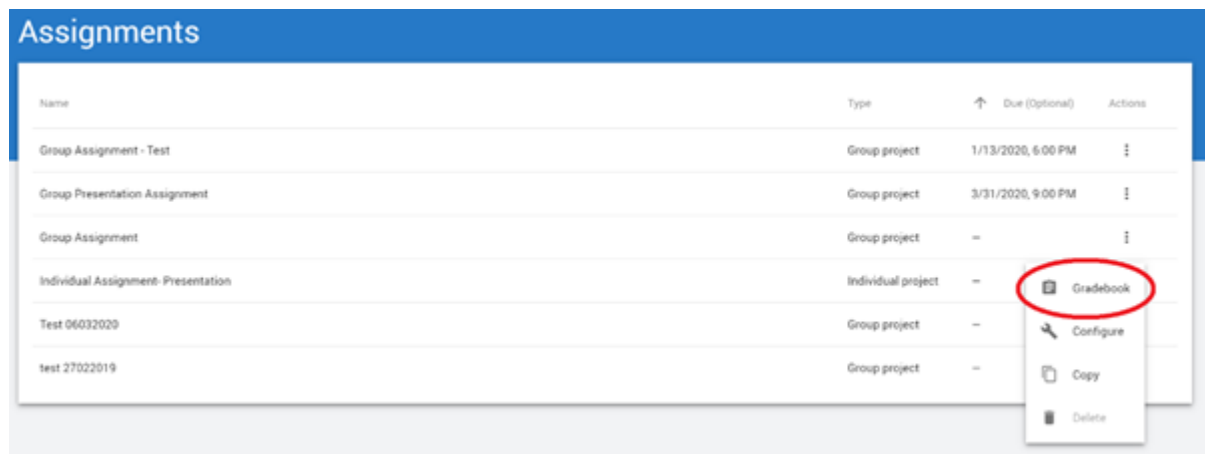


They can also use the ellipsis menu next to each item to add it to or remove it from their submission.

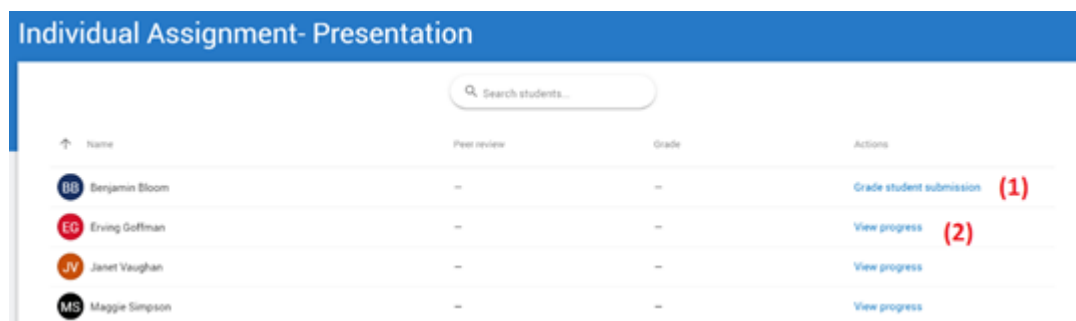


## Grading individual assignments

When it comes time to evaluate individual bongo assignments, or monitor learner progress, navigate to your assignments page from 'assessment>Video Assignments' in your module navigation bar. Click the ellipsis menu next to your assignment and select 'gradebook' (note: this is separate to your Brightspace gradebook).

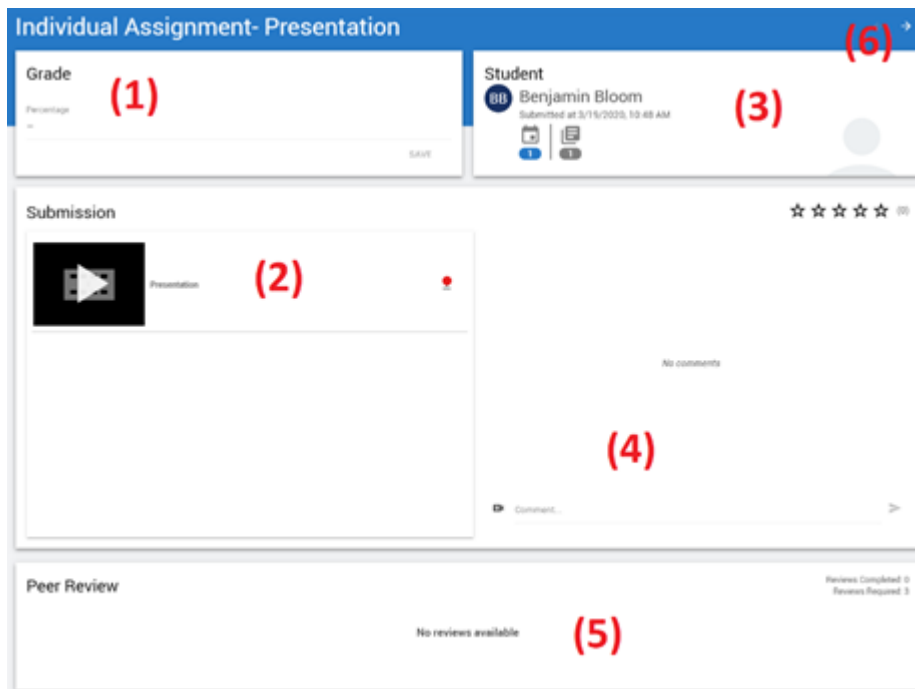


If a student has made a submission, you will see a link titled 'grade student submission' (1). If they have not submitted, this will display 'view progress' (2).



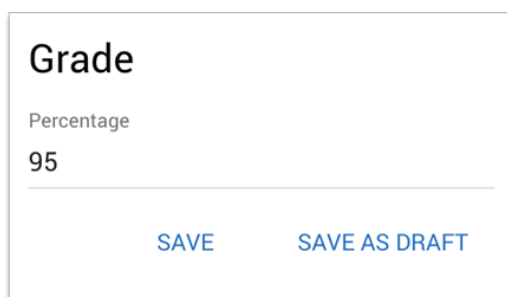
On the grading page, you will find the following:

- (1) An area where you can enter a grade and click 'save' (this will vary depending on your grading method – i.e. percentage, rubric, pass/fail etc.) – you may save your grades as drafts and release them later\*.
- (2) The learner's video submission (which you can view within bongo or download)
- (3) The student name, submission date and time, and submitted and non-submitted files
- (4) An area where you can add video feedback and time-stamped text-based feedback directly to the learner (you will also see team and peer evaluation scores here, if they have been enabled)
- (5) Any peer reviews completed by the learner (if enabled)
- (6) A button you can use to navigate between submissions



**\* Grading learner submissions - draft mode and ‘finalizing grades’**

The **Grade** box is in the top left corner of the Grading page. Learn more about [Grading Types](#).



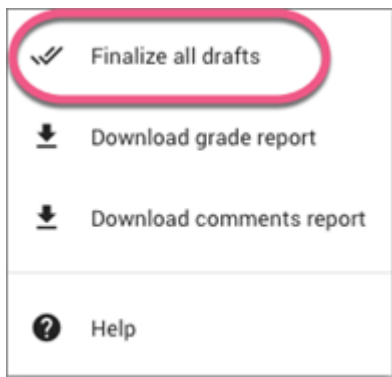
Once you've entered a grade, you can either click **Save As Draft** (learner can't see their grade in draft mode) or **Save** (learner can see their grade).

If you have entered grades as drafts, you will be able to **Finalize all drafts** within the gradebook.

To do this, start by clicking on the vertical ellipses located on the top-right hand corner of the page.



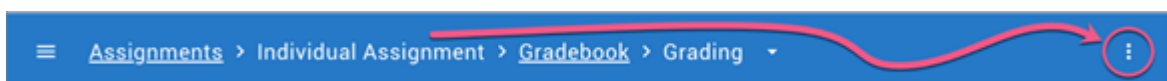
Select **Finalize all drafts**.



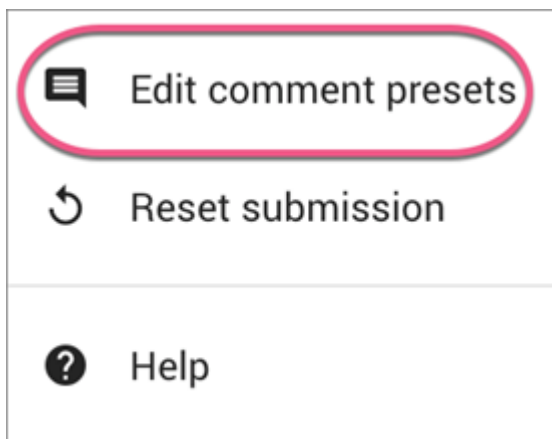
*Please note, once you have saved a grade to a learner's assignment, you can no longer change the assignment grade settings.*

### **Feedback – Creating and Editing Pre-set Comments**

To start, click on the vertical ellipses on the top-right hand corner of the page.



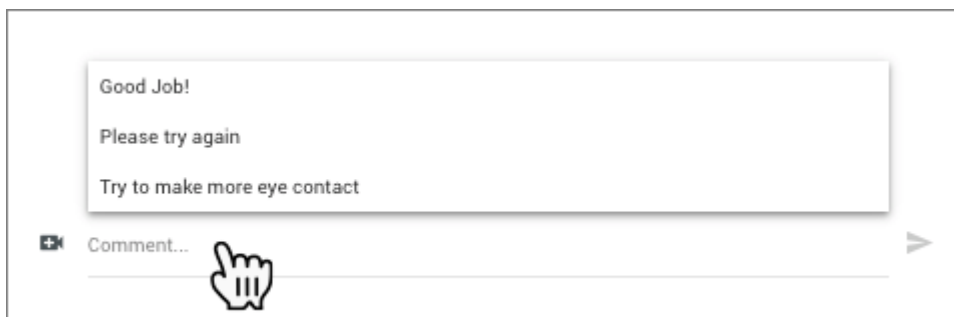
Select **Edit comment presets**.



Here, you will be able to add multiple presets to be saved for future use.



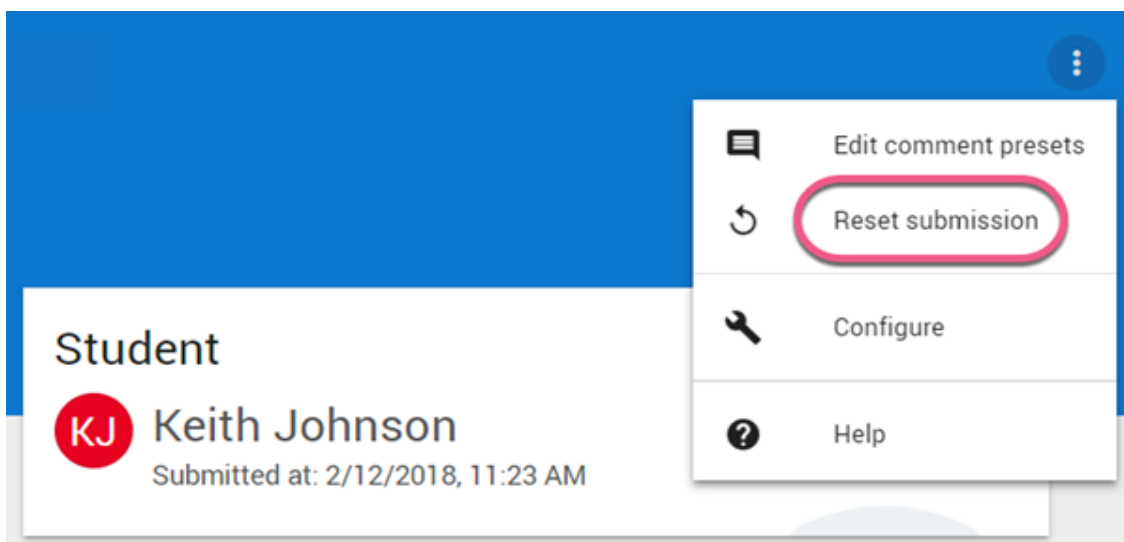
After saving the presets, you will be able to view and select a preset after clicking on the Comment box. When you click on the selected preset, it will automatically publish to the learner.



### Resetting a Learning Submission

On the grading page, select the vertical ellipsis (additional options button) in the upper right corner of your screen.

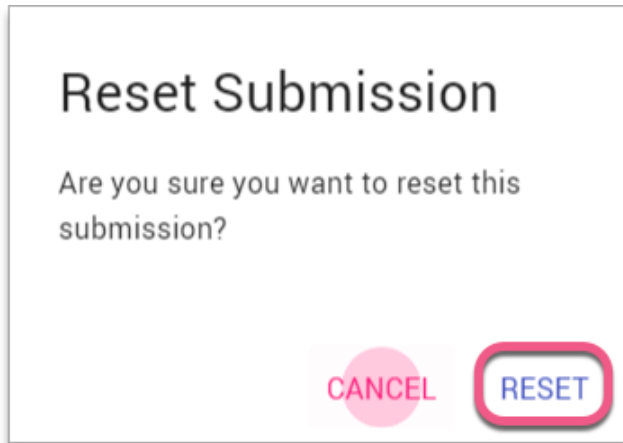
Click **Reset Submission**.





When Individual/Group Projects are reset, the project will be sent back to the **Ready to Submit** stage. The learner's video, documents, and links will not be lost. The learner can submit these elements or different elements when ready.

After selecting **Reset submission** (above), you will be asked to confirm your selection before resetting. Click **Reset**.



### Reviewing Work in Progress

If a student has not yet submitted an assignment, you can still monitor their progress by clicking on the 'view progress' link next to their name in the assignment gradebook. Clicking on this will allow you to review learners' pre-submission work- i.e. in the 'work in progress' area.

