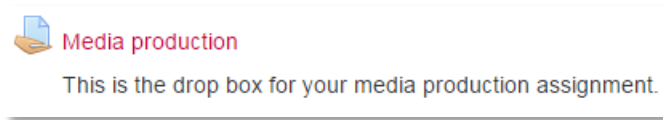


Student guide to submitting video assignments

When you submit a video to a Moodle assignment, the video is actually stored in your personal category of the Online Video Server. This is a private category that can only be accessed by logging into the <http://onlinevideo.napier.ac.uk> with your University ID and password. The Moodle assignment allows your tutor to view the video from your personal category, but no other videos.

1. Click the assignment link on your Moodle course home page.





2. Click **Add submission** and then **Browse/Upload**.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 12 December 2014, 3:35 PM
Time remaining	6 days 23 hours

Add submission


No current media

Browse / Upload 


Note: You will be asked to login with your University ID and password (one time only)

Login

Login using your 'Edinburgh Napier University Pod Media Library' credentials

Username:

Password:

LOGIN 

3. Enter a title and description and then click **Next**.

The screenshot shows a web form titled 'Upload' with three tabs: 'Details', 'File', and 'Thumbnail'. The 'Details' tab is active. Below the tabs, there is a heading 'Add New Media - Please enter the media's metadata below.' followed by four input fields:

- Title ***: A text box containing 'Assignment Submission (Media production)'.
- Category ***: A dropdown menu with 'Personal' selected.
- Description ***: A text area with '923 characters left' and the text 'A documentary about the social issues facing Scotland's immigrant population.'
- Email Address ***: A text box containing 'XXXXXX@live.napier.ac.uk'.

 A note at the bottom of the form states: '(we need this to notify you when your media has been encoded.)'

4. Click **Browse** to choose a video file from your computer to upload.

Please note the maximum allowed upload size is 1.95 GB

Allowed file extensions: *.mov;*.avi;*.wmv;*.flv;*.mpg;*.mp4;*.mp3;*.wav;*.wma

The screenshot shows a file selection interface. It features a 'Select a File:' label followed by a dark 'BROWSE' button with a right-pointing arrow. Below this, a light grey box displays 'Uploaded File: student1.mp4'.

5. Click **Next** and choose a thumbnail and click **Next**. You can add any associated files as instructed by your tutor. Enter a title and then browse for a file.

The screenshot shows a form titled 'Add Associated Files'. It includes the following text:

Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.
Allowed file extensions: *.doc;*.docx;*.ppt;*.pptx;*.xls;*.xlsx;*.pdf;*.swf;*.jpg;*.gif;*.htm;*.txt;*.zip;*.mp3

 Below the text is a 'Title:' label followed by a text box containing 'Storyboard' and a dark 'BROWSE' button with a right-pointing arrow.

- At the confirmation screen, check the details and click **Finish**.


Upload

Details ✓ File ✓ Thumbnails ✓ Assoc Files ✓ Confirm ✓

Title: Assignment Submission (Media production)
 Category: Personal (88015459)
 Description: A documentary about the social issues facing Scotland's immigrant population.

Tags:
 Featured: No

Uploaded File: **37775596.mp4**

Thumbnail: 



Captions File: There are no caption files

Associated Files: **37775596.docx**

← BACK FINISH →

- This has upload the video to your personal category. Click Save changes.



▼ Video Assignment

 [Browse / Upload](#) 

Save changes Cancel

- The submission status confirms the date and time, and the option to preview the video. Depending on the settings you may be able to upload a newer video before a final submission.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 12 December 2014, 3:35 PM
Time remaining	6 days 23 hours
Last modified	Friday, 5 December 2014, 4:20 PM
Video Assignment	 

9. You will receive an email from the Online Video Server to confirm that your video has been uploaded

Video Upload (Assignment Submission (Media production))

streaming@napier.ac.uk
Fri 05/12/2014 16:20

To:  Bruce, Stephen;
Hi ,

Your video Assignment Submission (Media production) has been encoded and is available to view at the link below.

<https://onlinevideo.napier.ac.uk/Play/3425>