

## Adding Video to an Assignment Description


Instead of simply providing learners with a text assignment description, an instructor can record a video introduction in an assignment.

To learn more options related to creating an assignment, go to the **Add an Assignment** document.

**Note:** The steps to adding an audio recording to the instructions for an assignment also apply to labels, pages, forums, blogs or any Moodle module with the text editor toolbar.

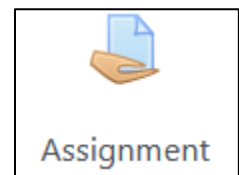
## Setting up an Assignment with a text and video prompts

1. On your course, click the **Turn editing on** button.
2. In the topic where the link to the **Assignment** should appear, click on the **Add an activity or resource** link.

A blue rectangular button with the text "Turn editing on" in white.A white rectangular button with a blue plus sign and the text "Add an activity or resource" in blue.

The **Add a new activity or resource** pop-up appears.

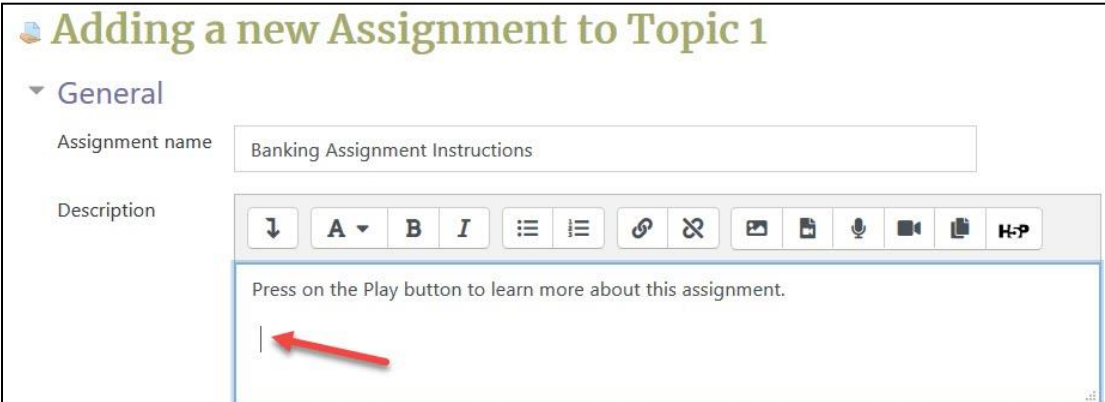
3. Select **Assignment** in the **Activities** tab.



The **Adding a new Assignment** page appears.

Settings in the **General** section are used to set the general information about the activity.

4. Type a descriptive name in the **Assignment name** text box.

A screenshot of the Moodle interface for adding a new assignment. The title is "Adding a new Assignment to Topic 1". Under the "General" section, there is a text box for "Assignment name" containing "Banking Assignment Instructions". Below that is a rich text editor for "Description" with a toolbar containing icons for bold, italic, list, link, unlink, insert video, insert audio, insert image, and help. The description text is "Press on the Play button to learn more about this assignment." and a red arrow points to the start of the text box.

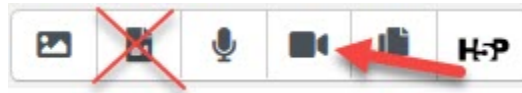
**Adding a new Assignment to Topic 1**

▼ General

Assignment name: Banking Assignment Instructions

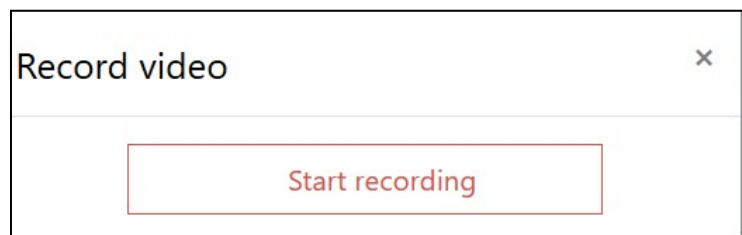
Description: Press on the Play button to learn more about this assignment.

5. Click in **Description box**. Type the instructions you would like learners to read.
6. Move the insertion point to where you would like the **video player** to display.
7. Click on the **Record Video** icon.



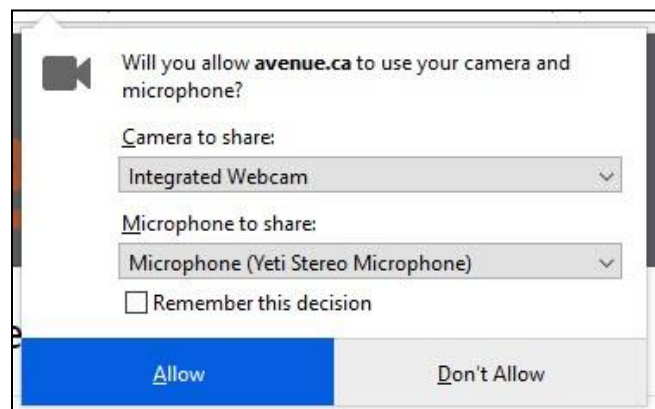
Note: Be sure not to click on the **Insert video** icon crossed out above.

8. Click on the **Start recording** button.



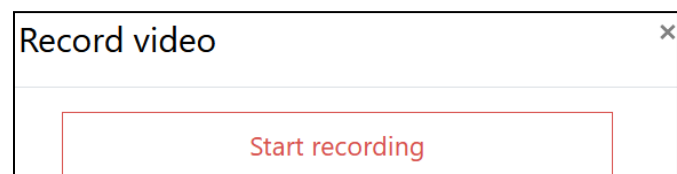
9. The **Allow camera** pop up may appear, similar to the one below.

10. Choose **Allow** to activate your computer's camera.

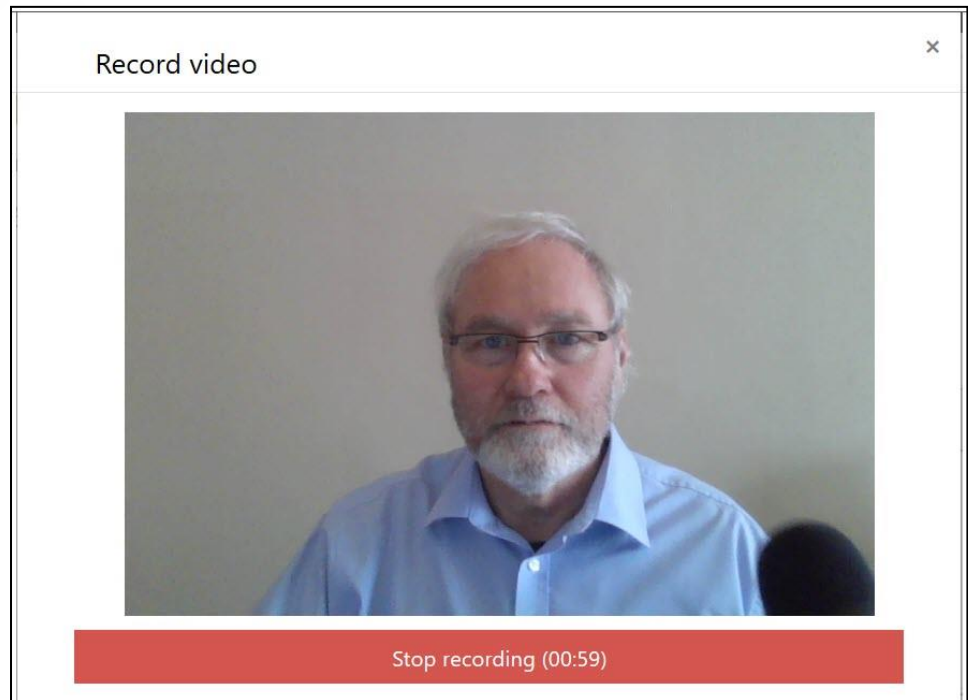


11. The **Record video** window is enabled.

12. Click on the **Start recording** button on the **Record Video** pop up.



13. Look into the camera and speak.

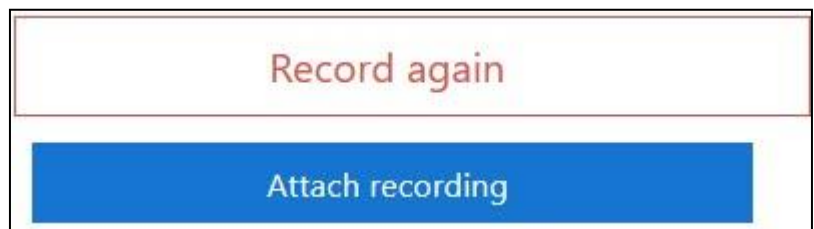


14. Click on the **Stop recording** button to finish recording your video.

It is a good idea to preview the recording before inserting it into your course.

15. If the video needs to be recorded again, click on the **Record again** button.

16. If the video meets your expectations, click on the **Attach recording** button.



17. The video is then converted and uploaded to a server. Depending on your connection and the length of your recording, it may take between a few seconds to a minute.

18. The **video** will appear in the **Assignment** activity.

19. Complete the other sections for the **Assignment**.

20. Click the **Save and display** button to save/update the activity.
21. On the **Assignment** page, you may hear/see a conversion message.
22. On the course main page the **Assignment** link appears similar to this.



Use the **Switch role to... student** function to preview the activity. Or, use an unused student ID to test the **Assignment**, in order to be able to see how marking it will work.

Note: Playback controller buttons appear after the Play button is pressed.

