

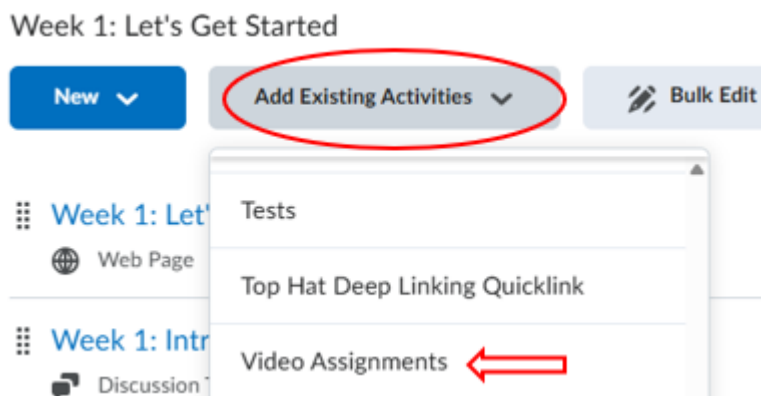


# Creating a Video Assignment (Individual Assignment)

## Workflow Steps:

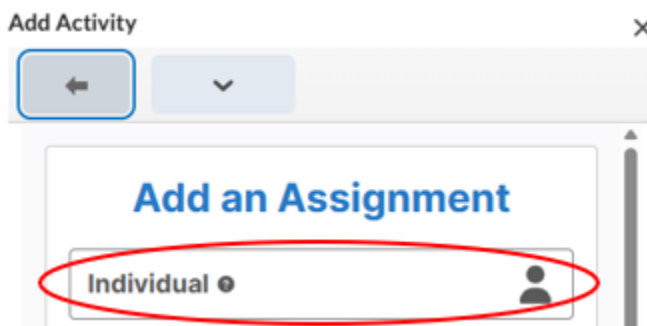
### Step one:

In your course, click the **Content** tab in the navbar. Next, click **Add Existing Activities**, then select **Video Assignments** from the drop-down menu.



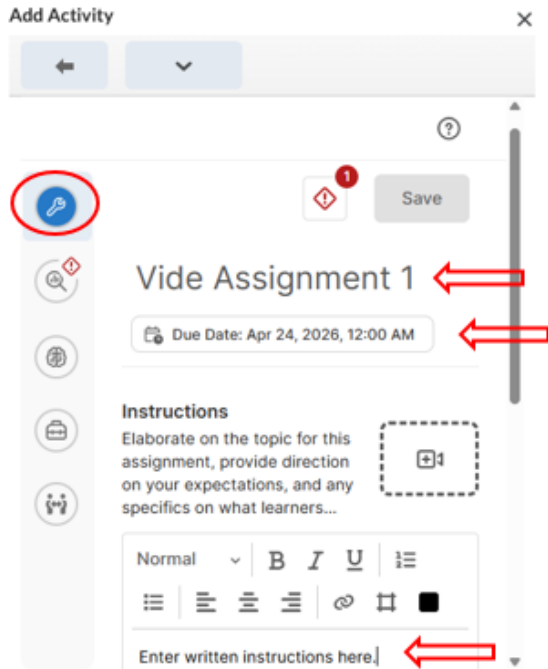
### Step two:

From here, you can create new assignments and view existing video assignments. There are four types of video assignments; this workflow focuses on **Individual Assignments**. Click the **Individual** tab.



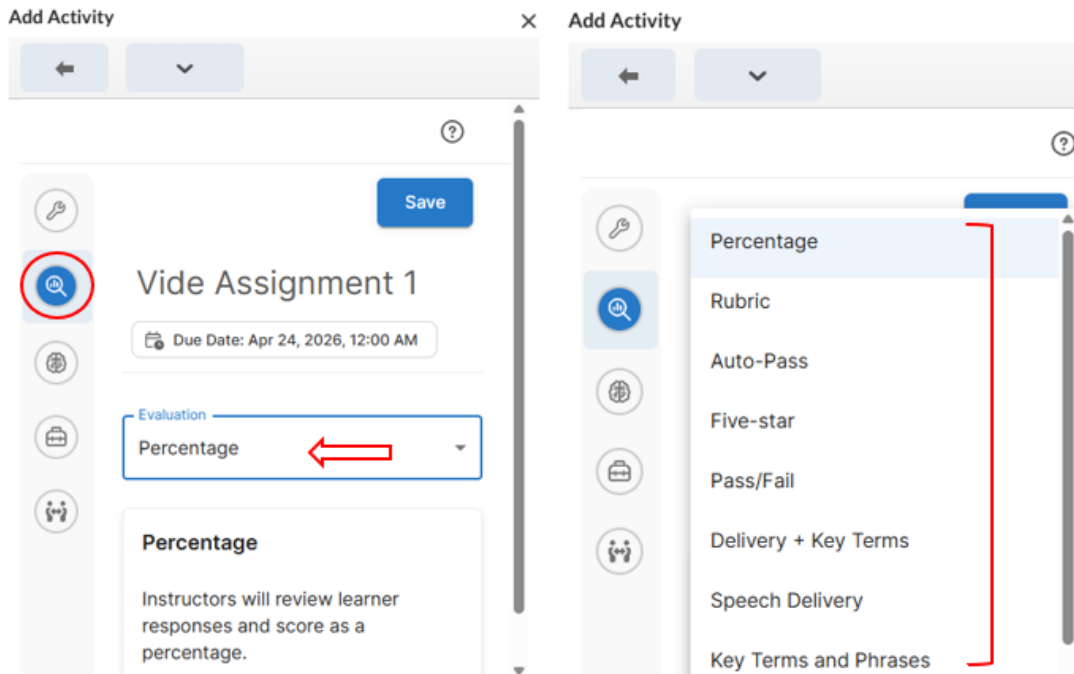
### Step three:

In the **General** (tool icon) window, add a **Name**, **Due Date**, and **Instructions** to the assignment.



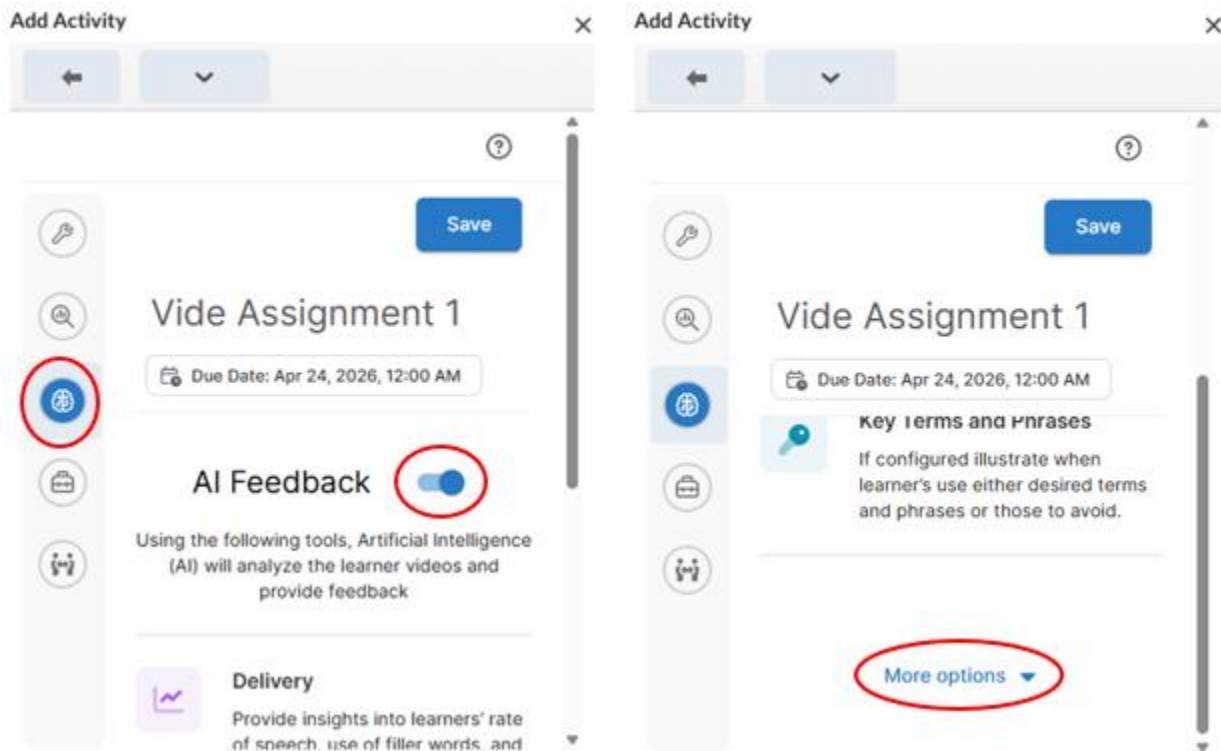
### Step four:

In the **Instructions** (magnifying glass icon) window, click the **Evaluation** dropdown to choose how the assignment will be graded. Selecting options like **Rubric** will provide additional tools to create and attach a rubric.



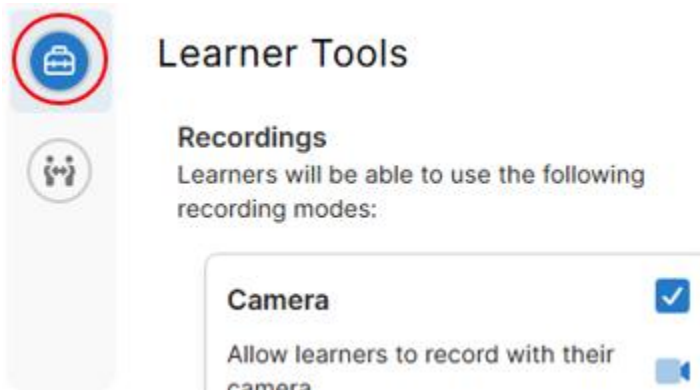
### Step five:

In the **AI Feedback** (brain icon) window, you may unselect this feature, or keep selected for the tool to provide basic feedback to students. You can also scroll down and select **More options** to open another window with more AI Feedback settings.



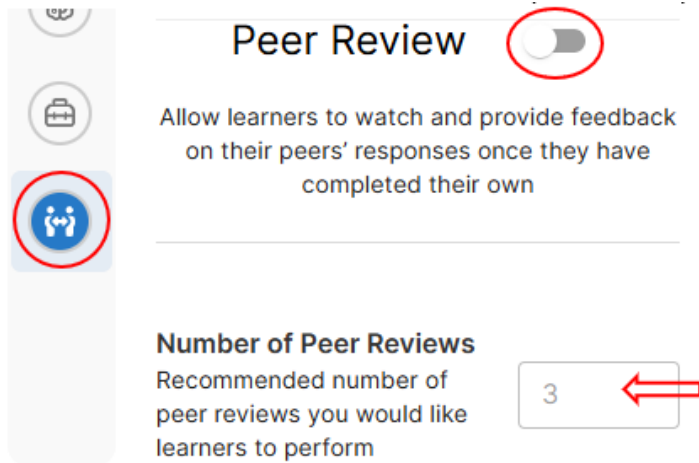
### Step six:

In the **Learner Tools** (toolbox icon) window, you can adjust settings for camera, screen, audio, uploads, meetings, attachments, and more.



### Step seven:

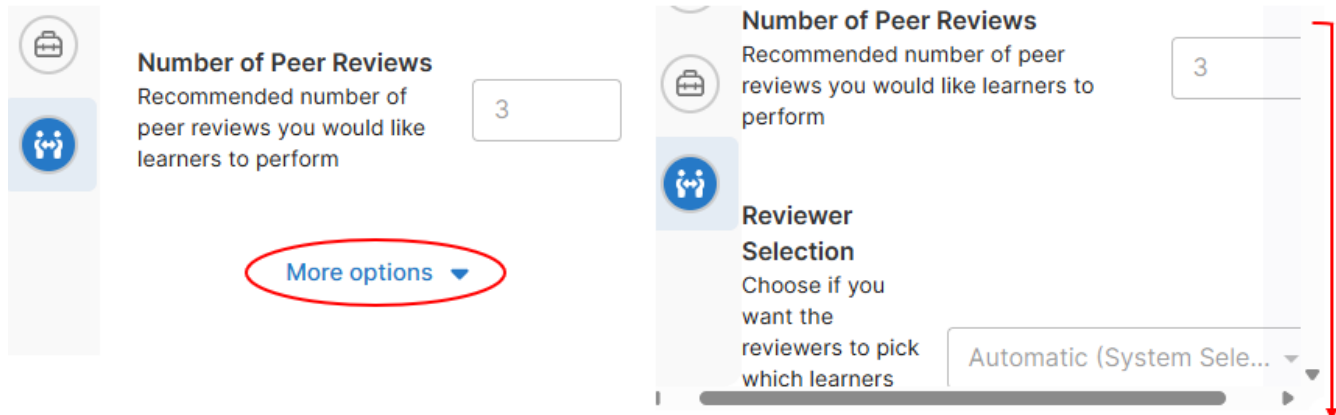
In the **Peer Review** (relationship/communication icon) window, select this option to allow students to provide feedback to each other, and add the number of peer reviews you would like learners to provide.



### Step eight:

In the **Peer Review** window, scroll down to **Advanced Options** and click to expand the additional settings.

- 1) **Number of Peer Reviews**
- 2) **Reviewer Selection**
- 3) **Hide Submitter Identity**
- 4) **Hide Reviewer Identity**
- 5) **Allow peer review before learner submission**
- 6) **Evaluation Type**
- 7) **Due Date** (**Note:** This is where you set due dates for the Peer Review Task).



## Assignment Post Creation:

### Overview:

The default instructor view is the **Overview**. This page allows you to monitor assignment progress and view student grades. The three lines icon on the top left provide access to **Assignments**, **Rubrics** and **Library**.

[Table of Contents](#) > [Week 1](#) > Video Peer Review

## Video Peer Review

Assignments > Vide Assignment 1 > Overview

### Vide Assignment 1

Individual project  
Evaluation: Percentage  
Due Date: Apr 24, 2026, 12:00 AM

Export... Publish Scores (0)

#### Insights - Progress

Learner		Instructor	
0/0	Submitted	0/0	Published

0 Not Viewed | 0 Viewed | 0 In Progress | 0 Needs Evaluation | 0 Evaluated | 0 Published

[Table of Contents](#) > [Week 1](#) > Video Peer Review

## Video Peer Review

Assignments

Rubrics

Library

## Configure:

Click **Overview**, then select **Configure**. The Configure page includes the same settings used when creating the assignment, allowing you to make updates as needed. Be sure to click **Save** after making any changes.

The screenshot shows the 'Configure Assignment' page for 'Vide Assignment 1'. The breadcrumb navigation at the top is 'Assignments > Vide Assignment 1 > Overview', with 'Overview' circled in red. A 'Configure' button with a key icon is circled in red and has a red arrow pointing to it. On the left sidebar, the 'General' tab is selected. The main content area shows the assignment title 'Vide Assignment 1', a 'Save' button circled in red, and a 'Due Date: Apr 24, 2026, 12:00 AM'. Below this is the 'Instructions' section with a text editor containing the text: 'Elaborate on the topic for this assignment, provide direction on your expectations, and any specifics on what learners should include in their responses'. A red arrow points from the 'General' tab to the instructions area.

## Closed Captions:

In order to add closed captioning to a video:

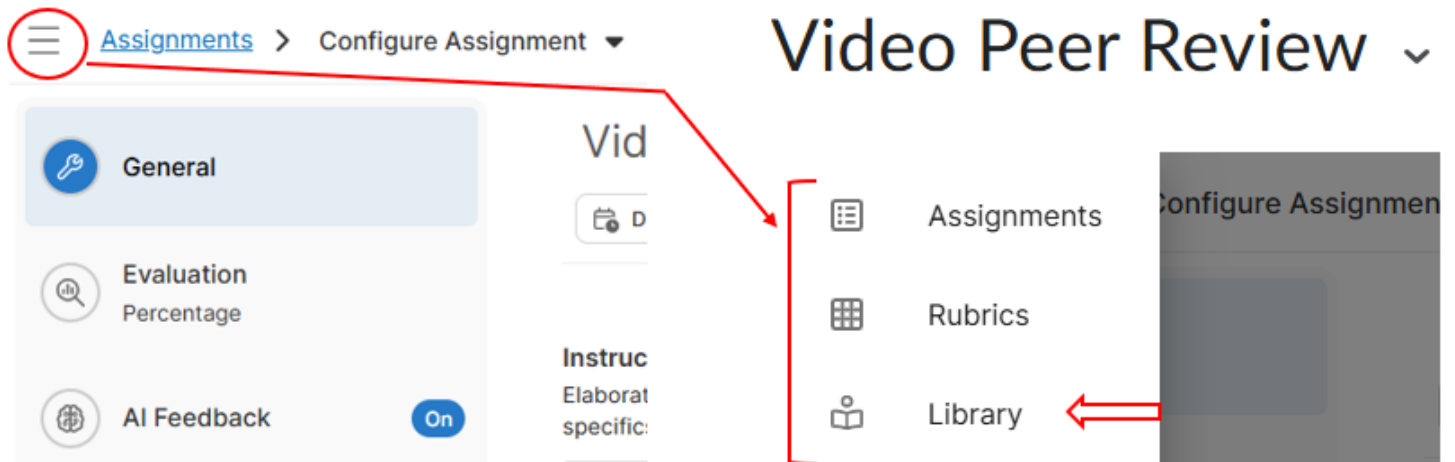
- 1) Upload the video
- 2) Play the video
- 3) Click the **Advanced** (gear icon) button, then select **Manage Captions**. In the Manage Options window, select **Generate Automatically**.

The screenshot shows a video player interface. A context menu is open over the video, with options for 'Download', 'Manage Captions', and 'Playback Speed (1x)'. The 'Manage Captions' option is circled in red and has a red arrow pointing to it. At the bottom right of the video player, there is a gear icon (Advanced settings) circled in red.

The screenshot shows the 'Manage Captions' dialog box. The 'Generate Automatically' option is circled in red. Below it, the text reads: 'This video will be analyzed and captions will be generated for you. The generated captions can be modified if necessary.' Other options include 'Import from File' and 'Enter Manually'.

## Closed Captions Alternative Route:

An alternative route to add closed captions: from the Overview/Configure page, click the **three-bar** icon to open a menu, then select **Library**.



## Manage Captions:

From here, you can **Edit Captions Text**, **Download Captions Text**, and **Import New File**. Selecting Import New File will open a window to import a caption file.

