

# SUBMIT A VIDEO/AUDIO ASSIGNMENT IN BRIGHTSPACE

## What's in it for me?

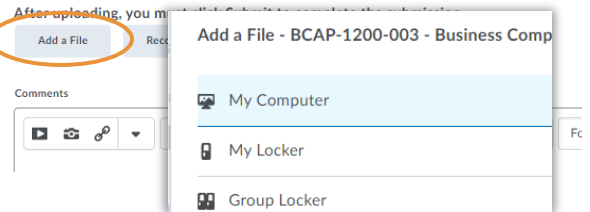
An assignment may require you to upload a video/audio as part of your submission/presentation. You have a few options to upload and submit pre-recorded audio/video, record and submit on the fly, and upload, store and use on demand. Here are the steps for all three options:

### Upload and submit pre-recording

1. Login into Brightspace
2. Find the assignment folder and open it
3. Click on **Add a File** and select My Computer
4. Upload the audio/video file (max 1 GB total)
5. Submit

#### Submit Assignment

Files to submit \*  
(0) file(s) to submit



### Record and submit Audio on the Fly

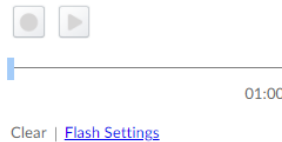
Brightspace enables you to record up to 1 minute of audio commentary to be included with any assignment submission.

1. Log into Brightspace
2. Find the assignment folder and open it
3. Click Record Audio
4. Use the buttons to record and save an audio clip (you need Flash enabled for this)

#### Record Audio - BCAP-1200-003 - Business Computer Applns I - Langarax College

Click the Record button to begin recording. Click again to pause recording. You might need to adjust the Flash settings to enable recording. Consider attaching a text transcript of your recording to make your material more accessible. [Additional recording options](#)

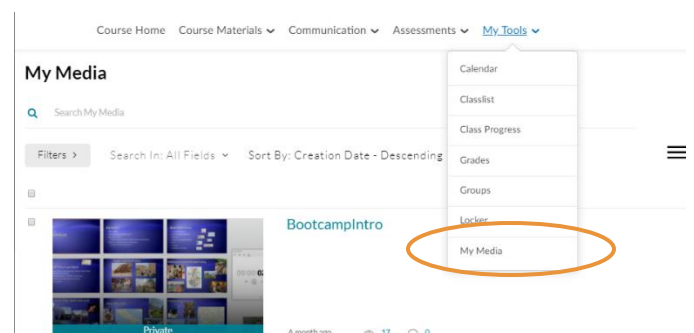
Note: This tool requires that you install Adobe Flash Player version 10.1 or later. You might need to restart your computer after installing.



### Upload, Store and Use on Demand

The My Media tool in Brightspace enables you to record audio/video, store it, and then use it YouTube style in any assignment/discussion submission.

1. In Brightspace, go to **My Tools**
2. Select My Media
3. In the right-hand side, click **Add New**
  - a. Select Media Upload or YouTube (if you want to connect a YouTube video and submit it as your assignment)
  - b. Select Web Recorder to record your video in real-time.
  - c. Select Kaltura Capture to screen-record.



Having created/saved your media file, keep in mind you did not submit it anywhere yet.

4. Go to your assignment submission folder
5. Under the Text Submission, click **Insert Stuff**
6. From the options, choose **My Media**
7. Select media clip, click **Next** to preview, click **Insert** to add as YouTube style clip
8. Finish up as you need, then click the **Submit** button

