

How to submit your assessment

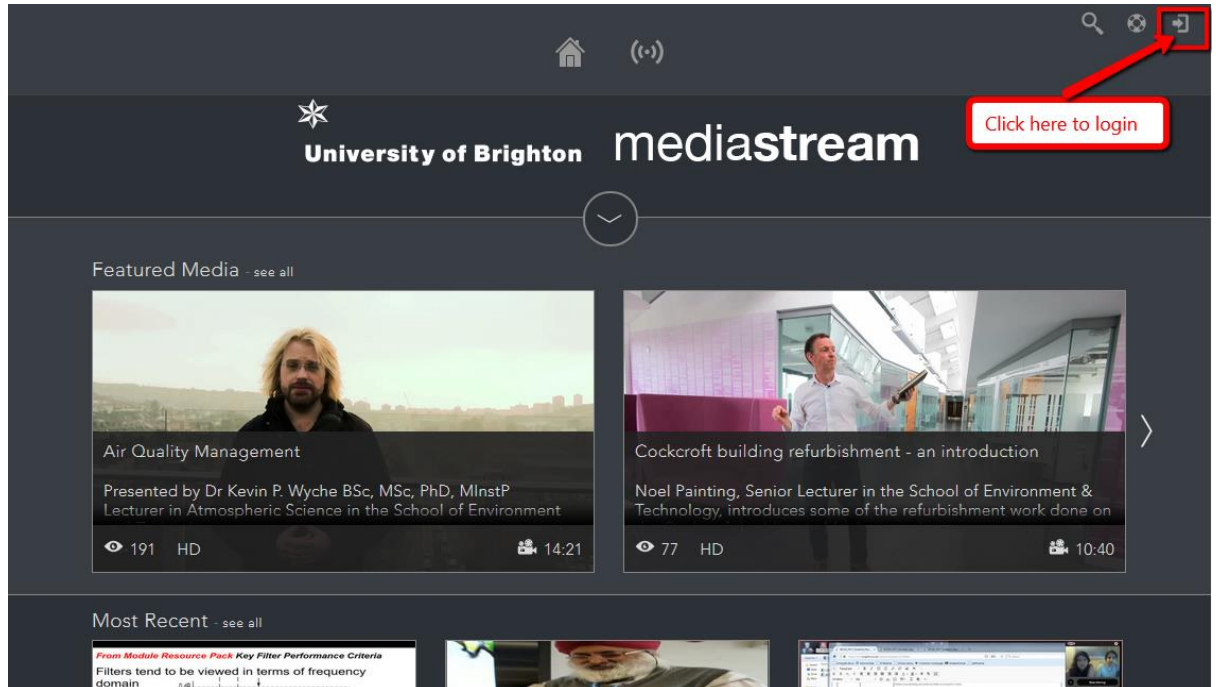
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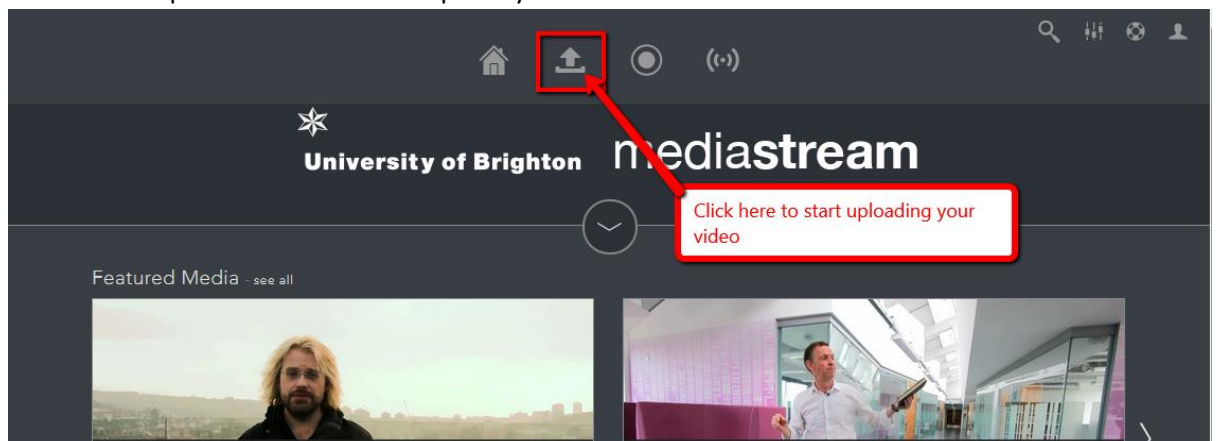
How to Submit a Video file for assessment

Step 1 – Upload your video to the university streaming server

1. Go to <https://mediastream.brighton.ac.uk/>
2. Login using you usual university username and password



3. Click on the upload button to start upload your file




4. Click 'Browse' and select your video. Please note the supported file types and upload limit (4GB). If your file is not supported you will not be able to submit your video.
5. Click 'Next' once your video has uploaded.

Details

6. Add a Title and Description for your video.
7. Select a category - THIS SHOULD BE 'PERSONAL'.
8. There is no requirement to enter tags.

9. Check the box if you agree to the Disclaimer, then click 'Next'.

 **University of Brighton** **mediastream**

Upload

File Details Thumbnails Assoc Files Confirm

Add New Media - Please enter the media's metadata below.

Title * Enter title

Category * Personal

Description * enter description
983 characters left

Email Address * M.E.Curdy@brighton.ac.uk
(we need this to notify you when your media has been encoded.)

Add Tags

Tags: **ADD**

Current Tags:
click on a tag to delete it

I agree to the Terms of Use and Disclaimer
[click here to read](#)


Is Featured

BACK **NEXT**

Copyright©2017. All Rights Reserved

Thumbnails

10. Select a thumbnail - this is what your tutor will see before playing the video, and click Next.

 **University of Brighton** **mediastream**

Upload

File Details **Thumbnails** Assoc Files Confirm

Thumbnails
We have extracted a series of frames from the clip you uploaded. Please choose a thumbnail

Upload Your Own thumbnail
Suggested image size: 640 x 385px (*.jpg, *.png, *.gif)

BROWSE

Uploaded File:

Use Category Thumbnail

VIDEO

BACK **NEXT**

Copyright©2017. All Rights Reserved

Associated Files

11. Just click Next here

University of Brighton mediastream

Upload

File Details Thumbnails Assoc Files Confirm

MENU ▾

Add Captions File
Please note that the maximum upload size for caption files is 2MB, with a maximum of one captions file per video at this time.
Allowed file extensions: *.srt;*.vtt;*.dtp

BROWSE ▾

Uploaded Files:

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

Title:

BROWSE ▾

There are no associated files

BACK NEXT

12. Finally click Finish


University of Brighton mediastream

Upload

File Details Thumbnails Assoc Files Confirm

MENU ▾

Upload Confirmation Required
Here is a summary of Enter title:

Uploaded File:	discussionboard.avi	Thumbnail:	
Title:	Enter title	Captions File:	There are no caption files
Category:	Personal (mec1)	Associated Files:	There are no associated files
Description:	enter description		
Tags:			
Featured:	No		

BACK FINISH

Now you need to wait for your video to be processed. When completed an automated email will be sent to your university email address.

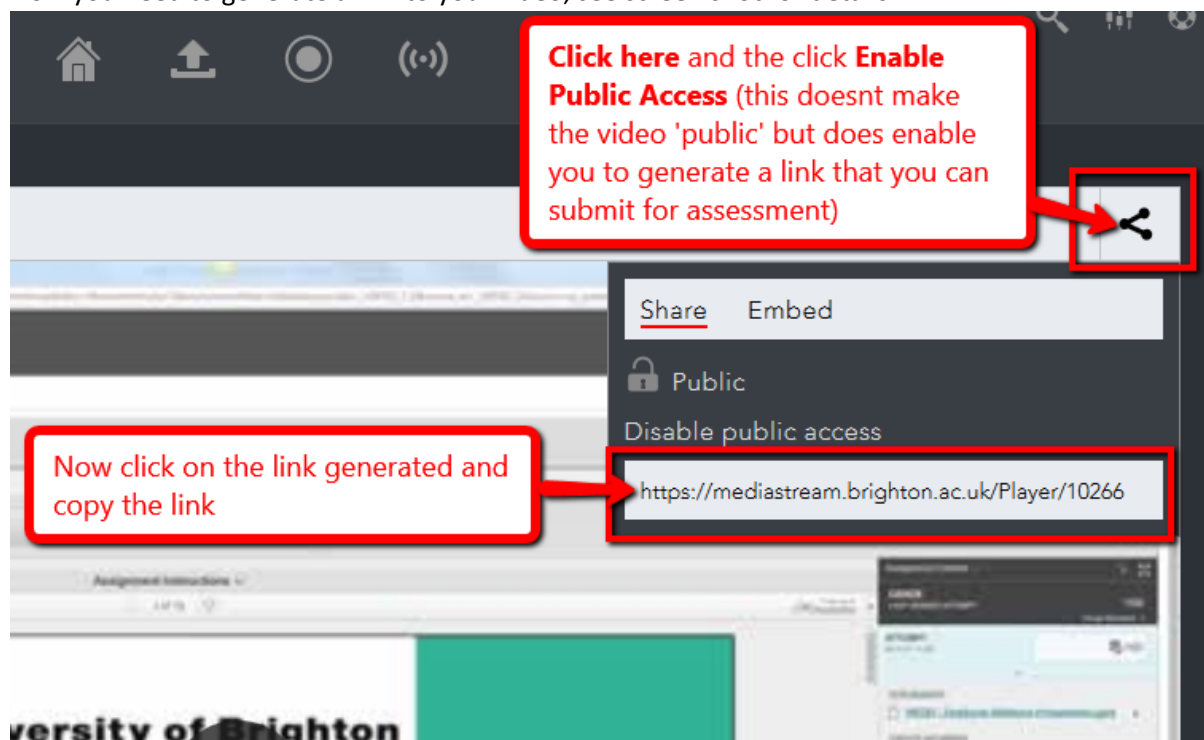
NOTE: If there are a lot of people using the service it can take some time for the videos to complete the process so give yourself plenty of time to do this.

Step 2 – How to submit your processed video

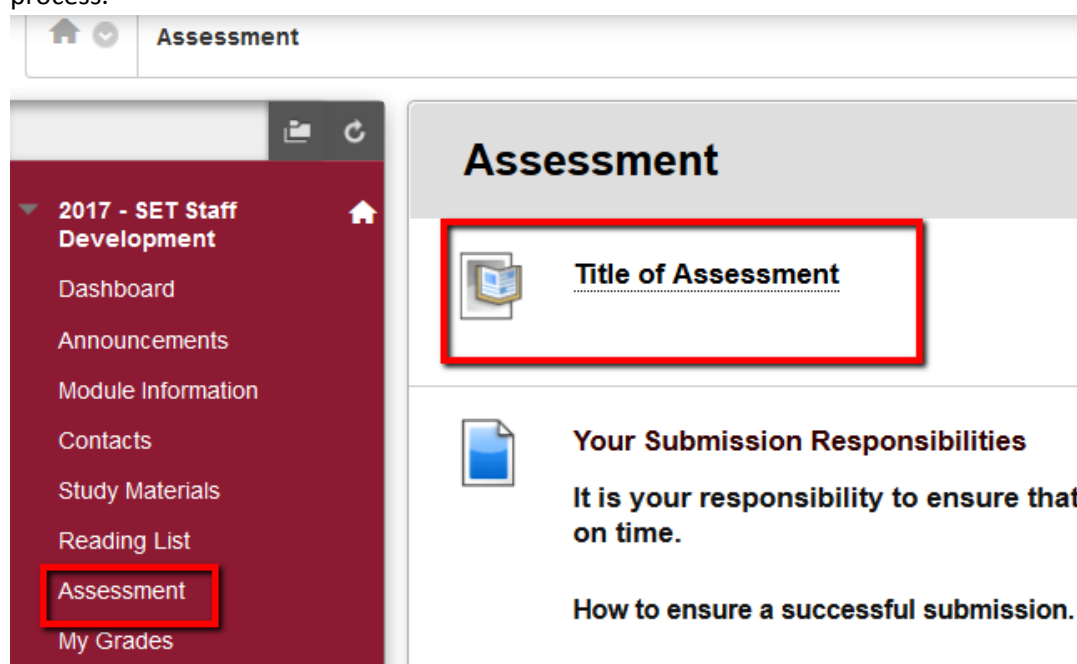
1. Return to mediastream.brighton.ac.uk, login and locate your video (see screenshot below)

The screenshot displays the University of Brighton mediastream interface. At the top, the navigation bar includes icons for home, upload, search, and user profile. The main header shows the University of Brighton logo and the 'mediastream' title. Below the header, there are several filter categories: 'Categories' (All), 'Personal' (highlighted with a red box and a callout 'Click here and then click on Personal above'), 'Staff and Student (Internal)', 'University of Brighton (External)', 'mediastream admin', and 'Staff only (internal)'. A red box highlights a circular refresh icon, with an arrow pointing to the 'Personal' category. Below this, the 'Featured Media' section shows two video thumbnails. The second screenshot shows the 'Personal' category selected, with a breadcrumb trail 'Home > Personal'. It displays filters for 'Categories' (Personal X), 'Contributors' (Marion Curdy (33)), 'Tags' (assessment (1), BBS (1), Grademark (1)), and 'rubric (1)'. A callout 'Click on the video' points to a video thumbnail titled 'MarkingGroupSubm' by Marion Curdy, dated 28/11/2017. Other visible video thumbnails include 'signupGroups' and 'ECELPosterPrese'.

2. Now you need to generate a link to your video, see screen shot for details



3. Now go to your module on studentcentral and click on the Assessment link and locate the correct submission point. Click on the title of the submission point to start the submission process.



4. Click the 'Write Submission' button and a Text Editor will open.

Upload Assignment: Video Submission

ASSIGNMENT INFORMATION

Due Date Tuesday, 5 September 2017 08:55	Points Possible 100
-------------------------------------------------------	-------------------------------

ASSIGNMENT SUBMISSION

Text Submission

Click Write Submission and the Text Editor will appear below

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, and Help.

Path: _____ Words: 0

Attach Files

When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.

5. Now paste you copied link into the text editor

Upload Assignment: Video Submission

ASSIGNMENT INFORMATION

Due Date Tuesday, 5 September 2017 08:55	Points Possible 100
-------------------------------------------------------	-------------------------------

ASSIGNMENT SUBMISSION

Text Submission

Paste the link here and then click Submit

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, and Help.

Path: p _____ Words: 1

Attach Files

ADD COMMENTS

Comments

Character count 0

When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.

6. Now click **Submit**

7. And finally the **OK** button.

The screenshot shows a web interface for reviewing a video submission. The main content area on the left contains a URL: <https://mediastream.brighton.ac.uk/Player/10266>. A red box highlights this URL with a red arrow pointing to it. Another red arrow points from the same box to the bottom right corner of the page. On the right side, there is a sidebar titled 'Assignment Details' with the following information:

NAME	Video Submission
DUE DATE	05 September 2017 08:55
GRADE	/100
ATTEMPT (LATE)	/100
SUBMISSION	
<input type="checkbox"/> Submission Text	

In the bottom right corner of the page, there is a small button labeled 'OK' which is highlighted with a red box.

How to submit a PDF file for assessment

1. Go to your module on studentcentral and click on the Assessment link and locate the correct submission point. Click on the title of the submission point to start the submission process.

The screenshot shows a web interface for an assessment. At the top, there is a navigation bar with a home icon and the word 'Assessment'. Below this is a sidebar menu with the following items: '2017 - SET Staff Development', 'Dashboard', 'Announcements', 'Module Information', 'Contacts', 'Study Materials', 'Reading List', 'Assessment', and 'My Grades'. The 'Assessment' item is highlighted with a red box. The main content area is titled 'Assessment' and contains a section with a document icon and the text 'Title of Assessment'. Below this is another section with a document icon and the text 'Your Submission Responsibilities' followed by the instruction 'It is your responsibility to ensure that on time.' and 'How to ensure a successful submission.'

2. Click Browse My Computer to locate your PDF file

ASSIGNMENT INFORMATION

Due Date Tuesday, 7 November 2017 12:53	Points Possible 100
------------------------------------------------------	-------------------------------

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

Click Browse My Computer

ADD COMMENTS

Comments

Character count 0

*When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.*


ASSIGNMENT INFORMATION

Due Date Tuesday, 7 November 2017 12:53	Points Possible 100
------------------------------------------------------	-------------------------------

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

File Name	Link Title	
 sampleEssay.pdf	sampleEssay.pdf	Do not attach

You'll see your PDF file appear here.

NOTE if you've **attached the wrong file** use the Do not attach feature and Browse again to locate the correct file.
Once done click the **Submit** button

ADD COMMENTS

Comments


When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.

3. Finally Click OK

Assignment Details

GRADE /100
LAST GRADED ATTEMPT

ATTEMPT (LATE) /100
04/12/17 09:44

SUBMISSION
 [sampleEssay.pdf](#)

To complete the submission click **OK**