Creating a New Media Assignment in Connect

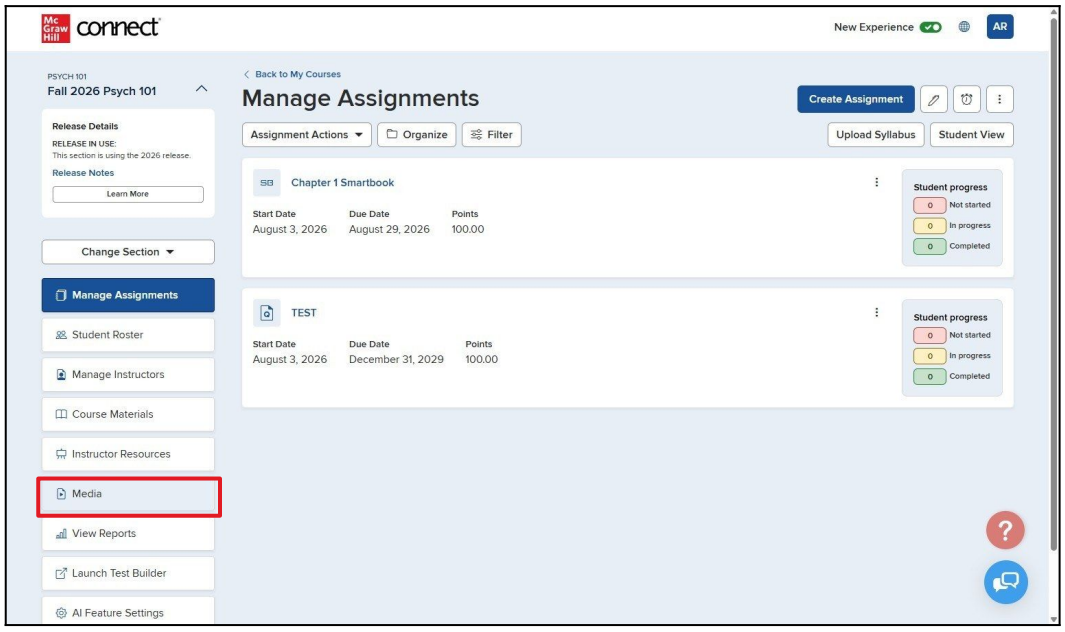
This guide shows you how to upload a video to Media in Connect, copy its link, and add it to a question in a new Question Bank assignment. Then you set up the assignment and assign it to your students.

Media assignments help make sure your students watch recorded lecture material. They work like any other Connect assignment: you can add questions, set start and due dates, and use all of the standard assignment features.

Upload Your Media

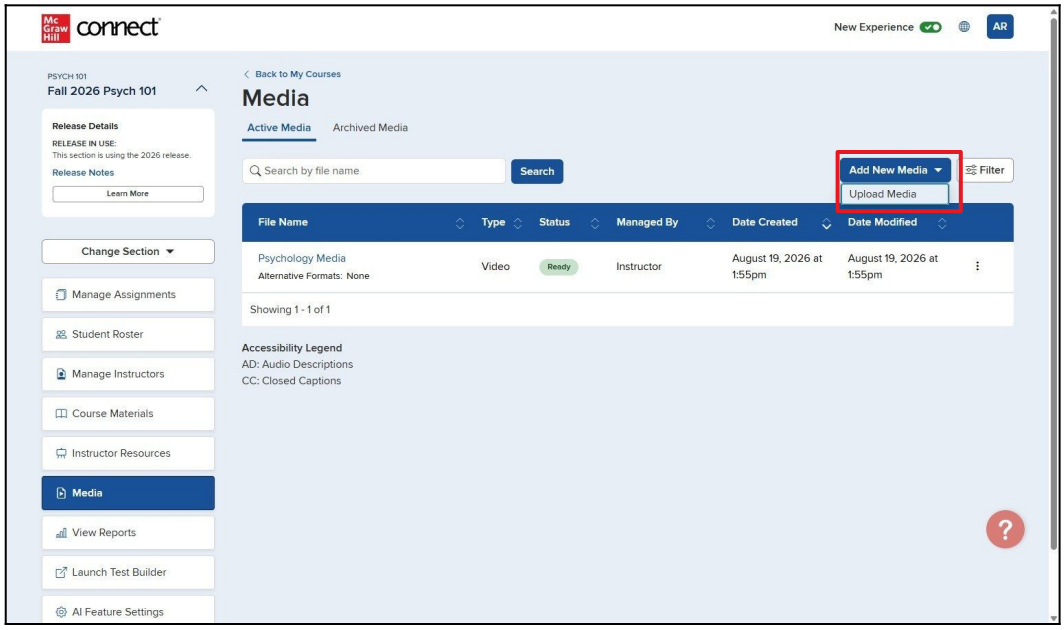
Step 1: Open Media

From your section dashboard, click **Media** in the left menu.



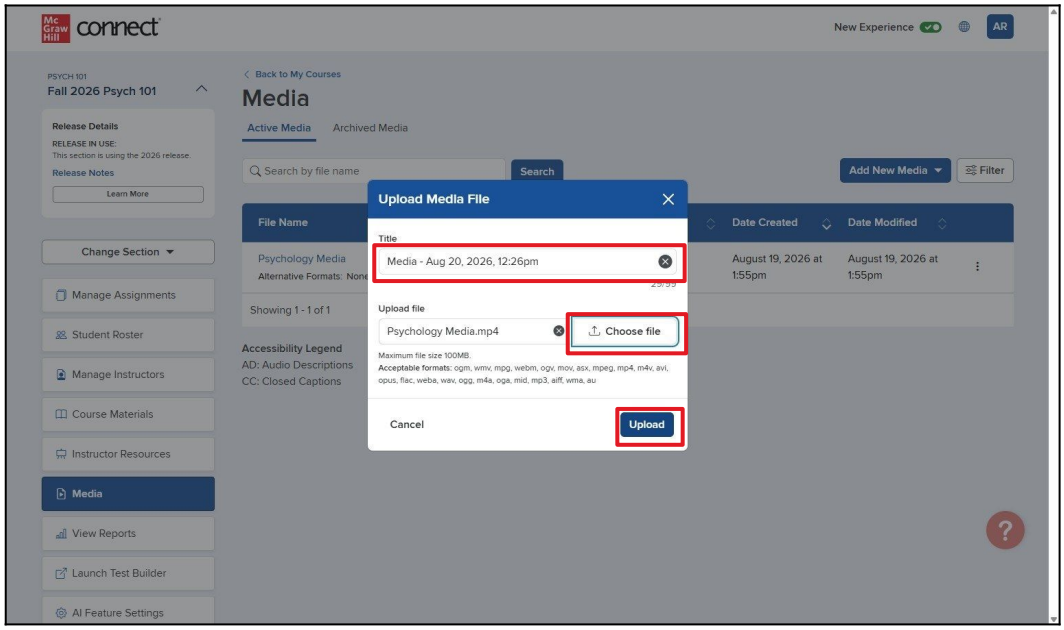
Step 2: Choose Upload Media

Click the **Add New Media** drop-down menu, then click **Upload Media**.



Step 3: Upload Your File

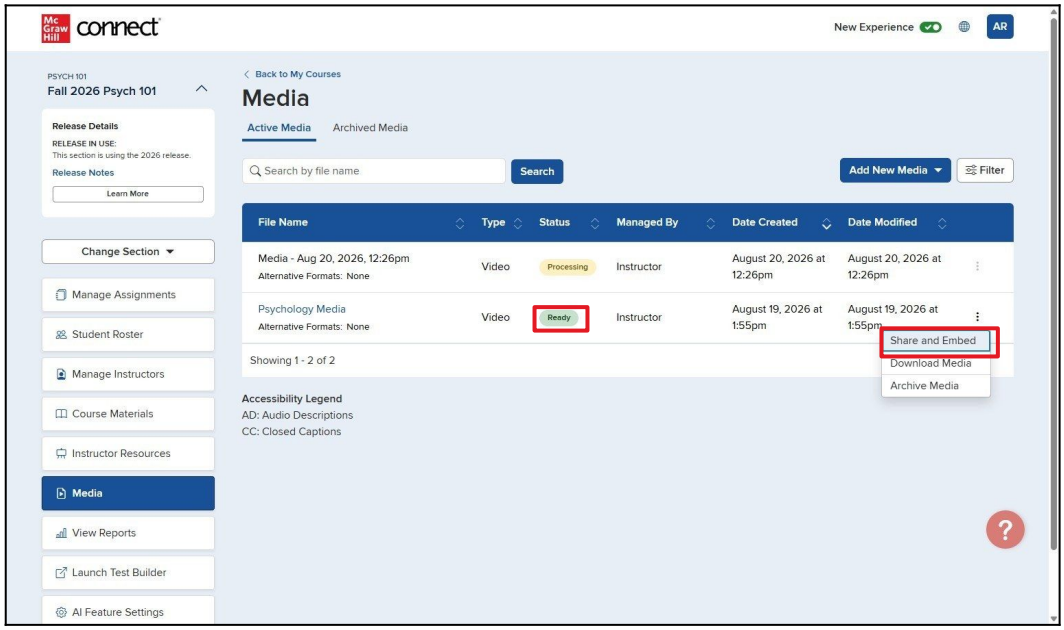
In the **Upload Media File** window, change the **Title** if you want. Click **Choose file** and select your file, then click **Upload**. Files can be up to 100 MB.



Step 4: Open Share and Embed

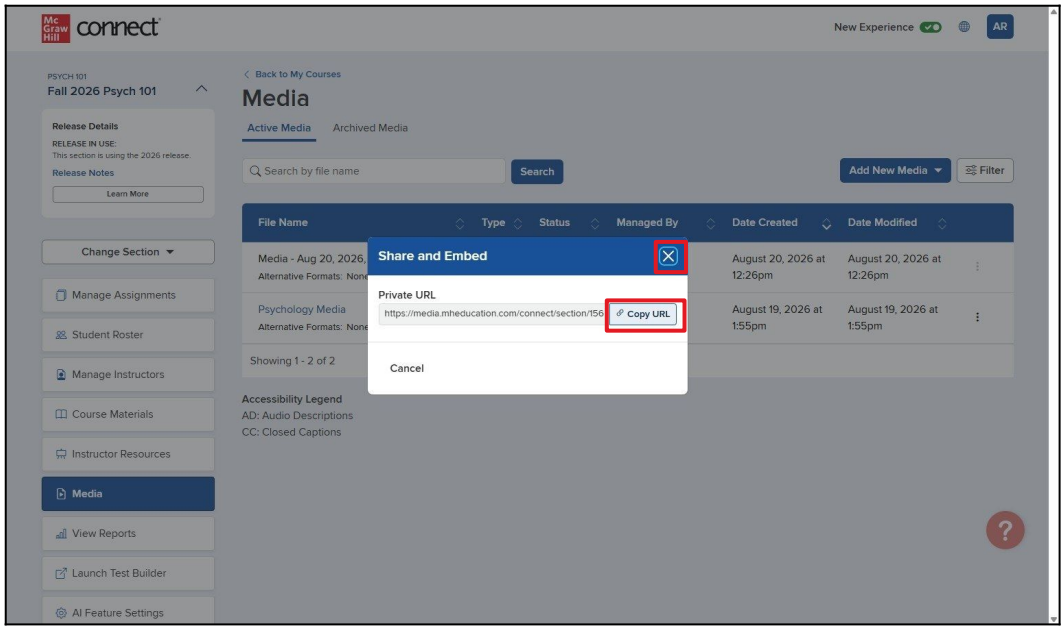
Connect adds your file to the list. When its status shows **Ready**, click the **Actions** menu (three dots) at the end of the row, then click **Share and Embed**.

Tip: If you have a lot of media, search by name to find your recording quickly.



Step 5: Copy the Media URL

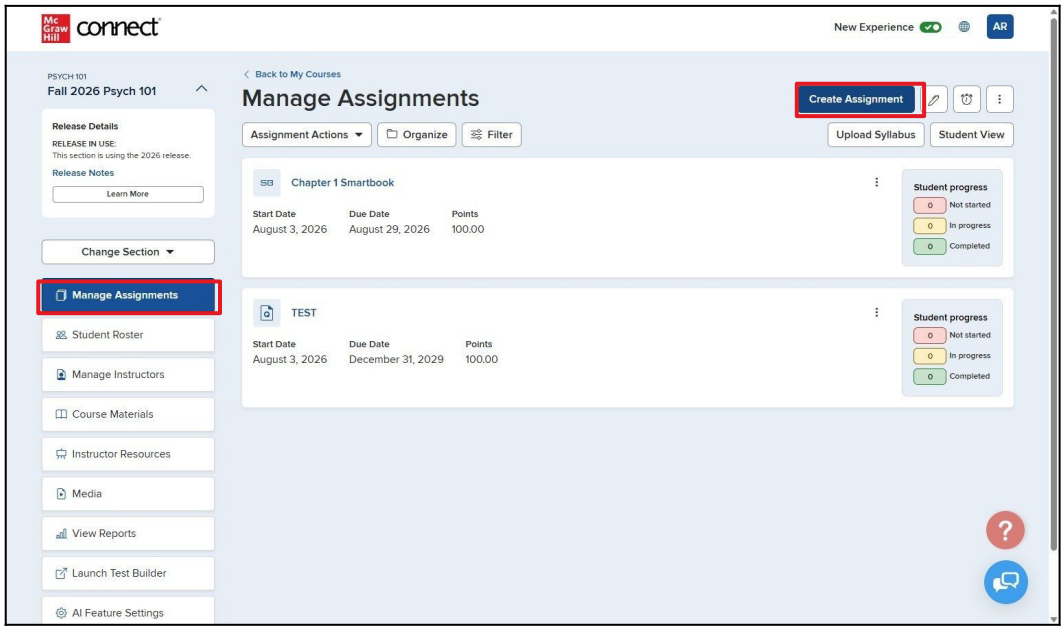
Click **Copy URL** to copy the link to your media. Then click **X** to close the window.



Create the Assignment

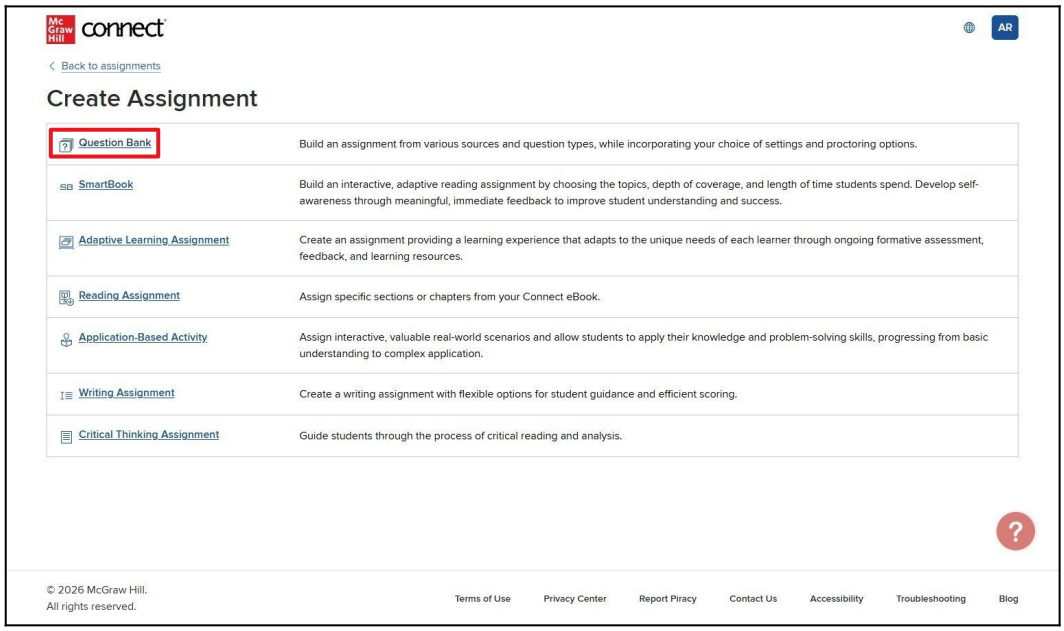
Step 6: Create a New Assignment

Click **Manage Assignments** in the left menu, then click **Create Assignment**.



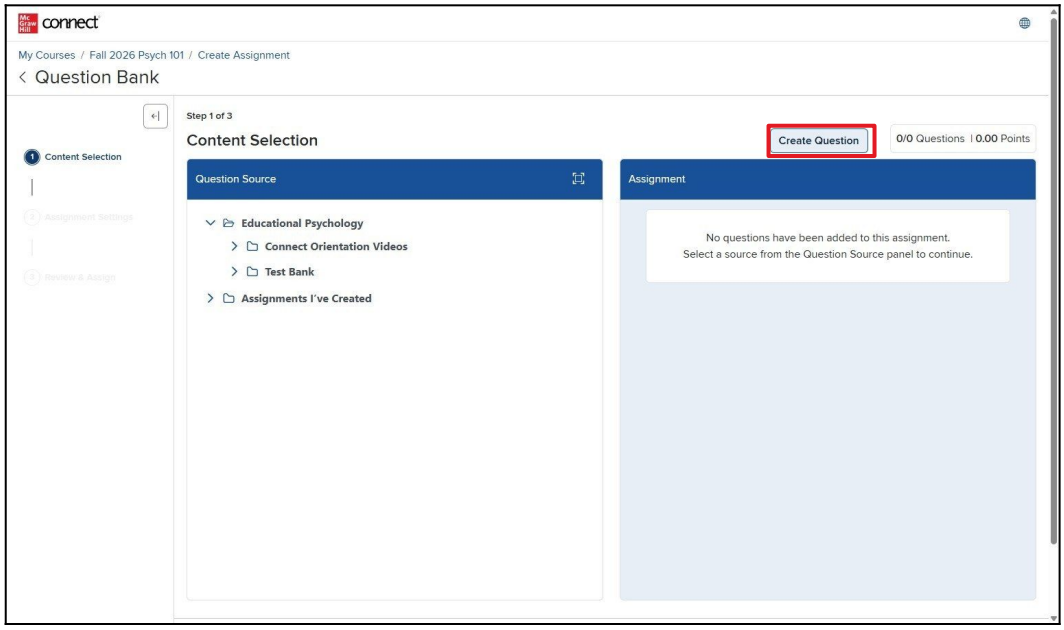
Step 7: Choose Question Bank

Click **Question Bank**.



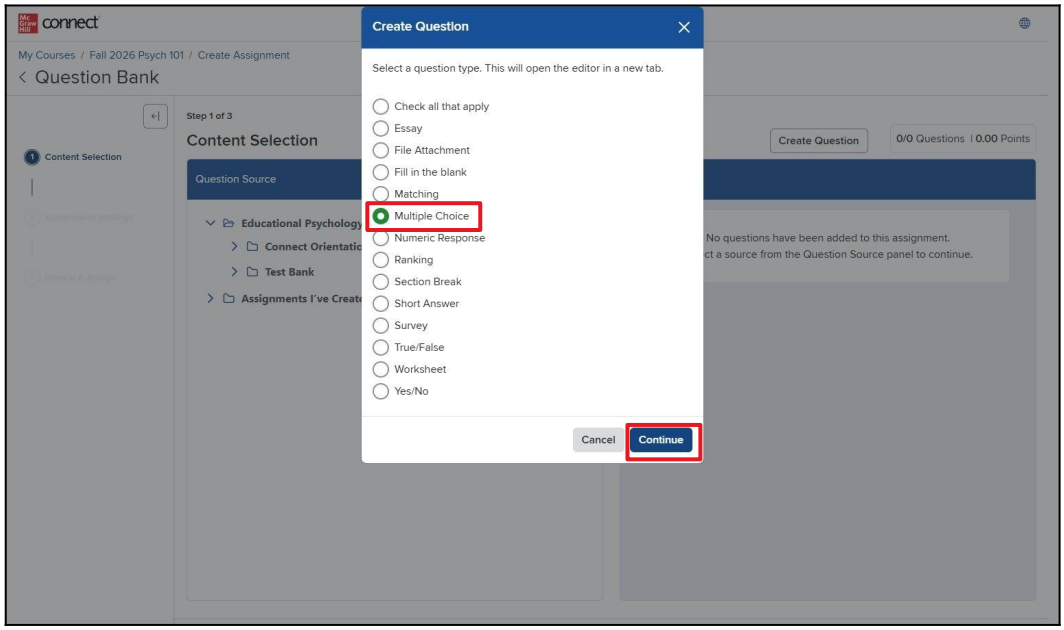
Step 8: Create a Question

Click **Create Question**.



Step 9: Choose a Question Type

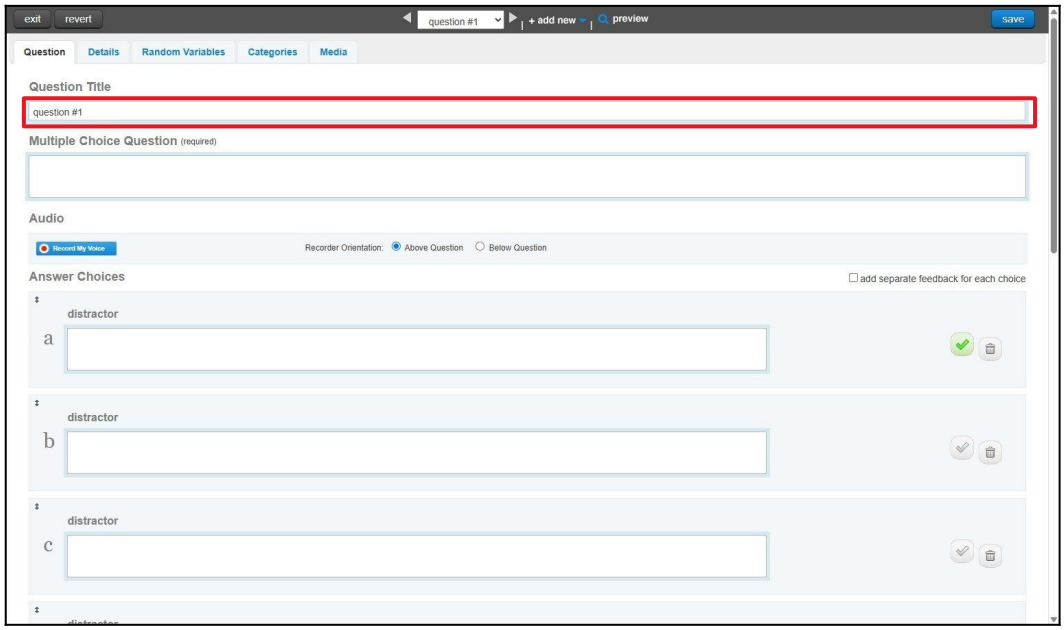
Select **Multiple Choice**, or the question type you want to create, then click **Continue**. The question editor opens in a new tab.



Build the Question

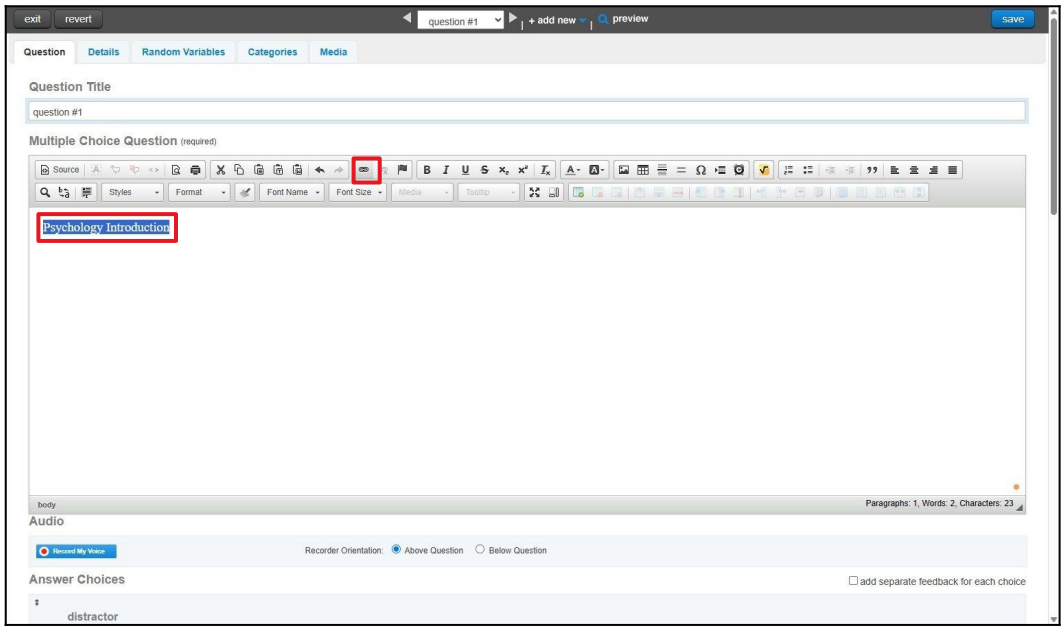
Step 10: Name the Question

You can change the **Question Title** if you want.



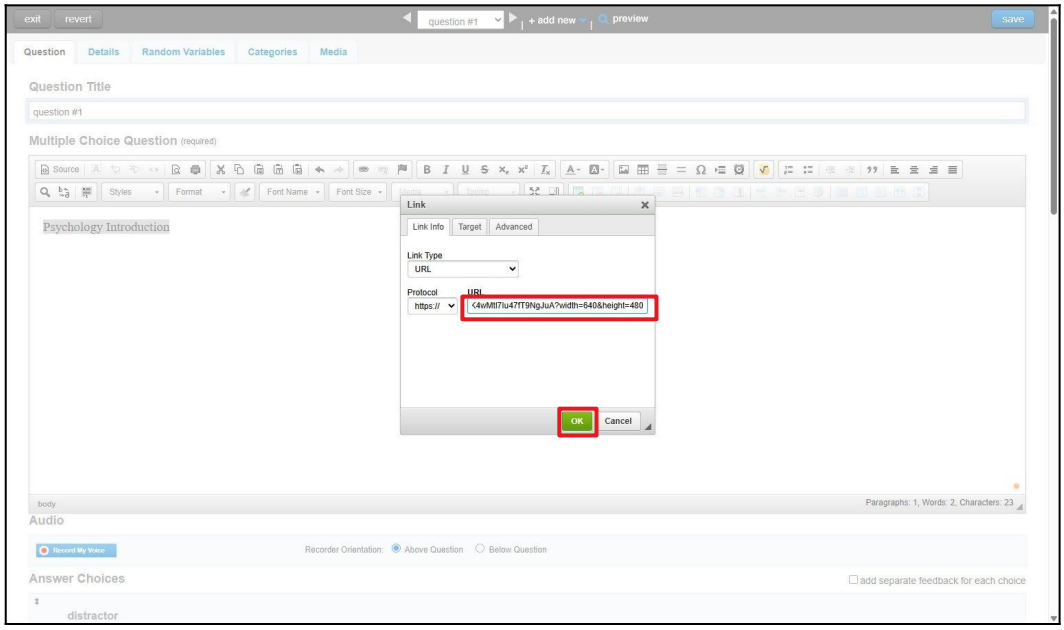
Step 11: Add the Media Title and Link

Click in the **Multiple Choice Question** field and type the title of your media. Highlight the title, then click the **Link** icon in the toolbar.



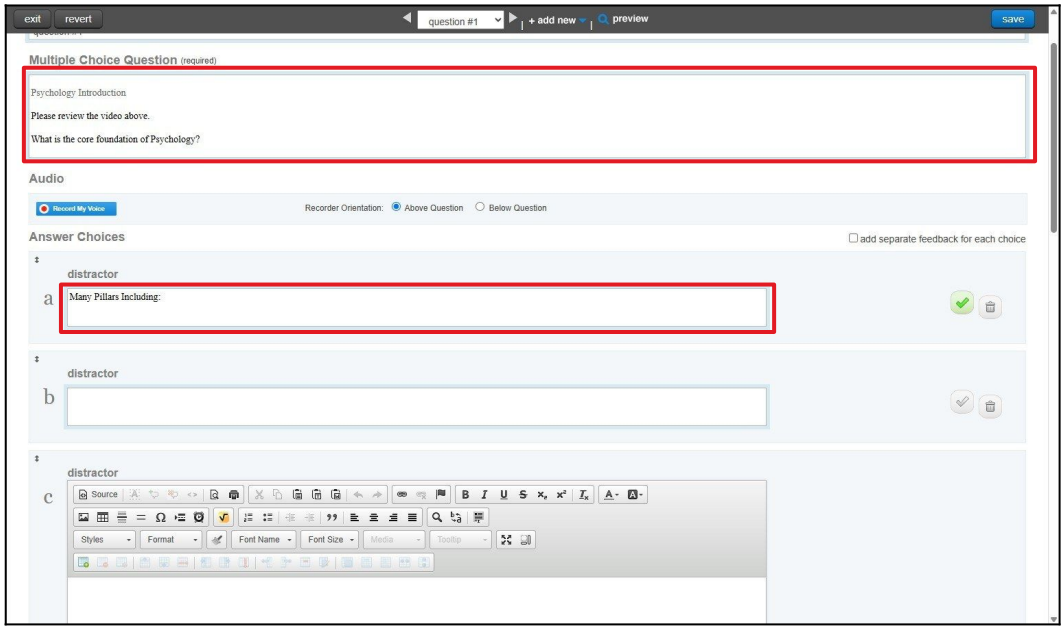
Step 12: Paste the Media URL

On the **Link Info** tab, paste the media URL you copied into the **URL** field. Click **OK**.



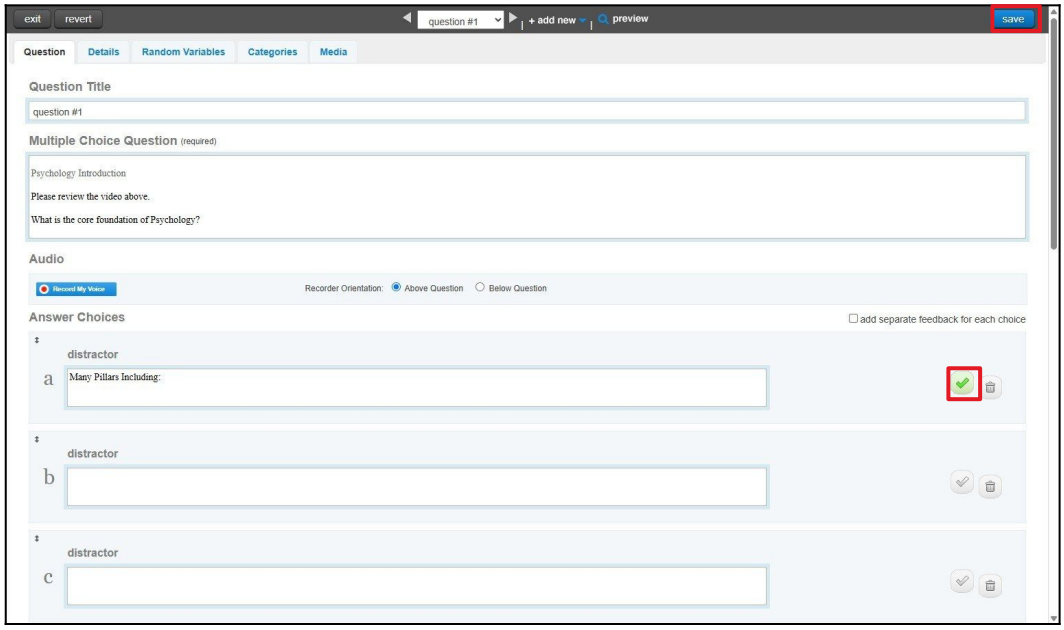
Step 13: Add the Question and Answer Choices

Below the media link, type the rest of your question. Then click in each **distractor** field and type an answer choice. There are four answer choices by default. You can add more, and you must delete any you do not use.



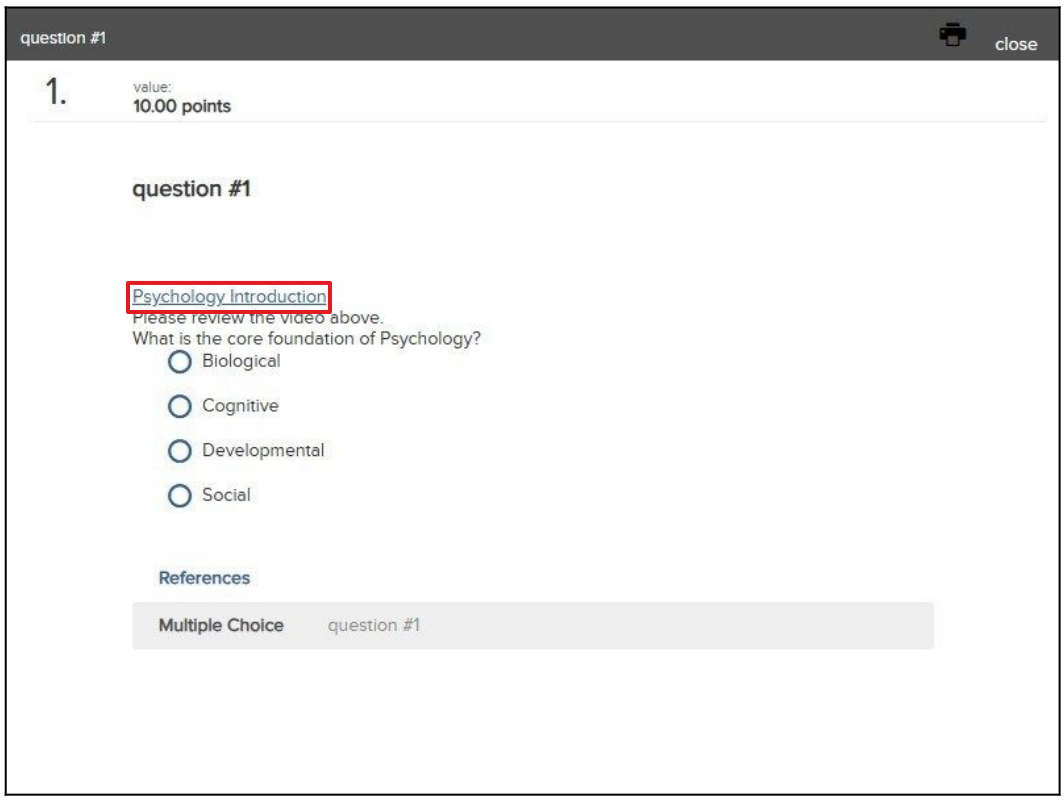
Step 14: Mark the Correct Answer and Save

Make sure the green check mark is selected next to the correct answer, then click **save** at the top right.



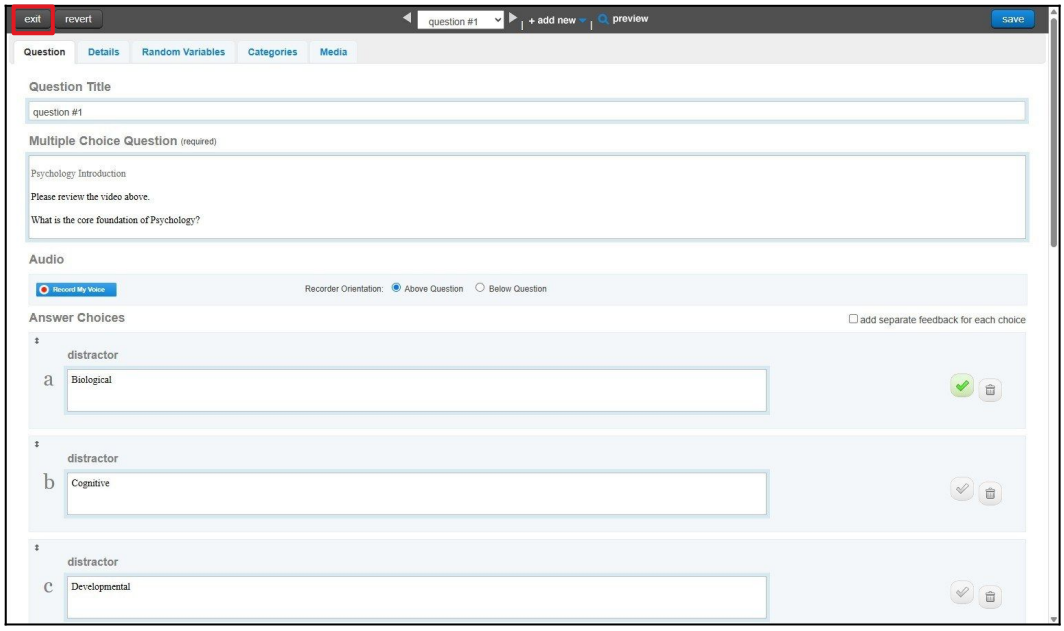
Step 15: Preview the Question

Click **preview** at the top of the editor. In the preview, click the media link to make sure your media opens correctly, then click **close**.



Step 16: Exit the Editor

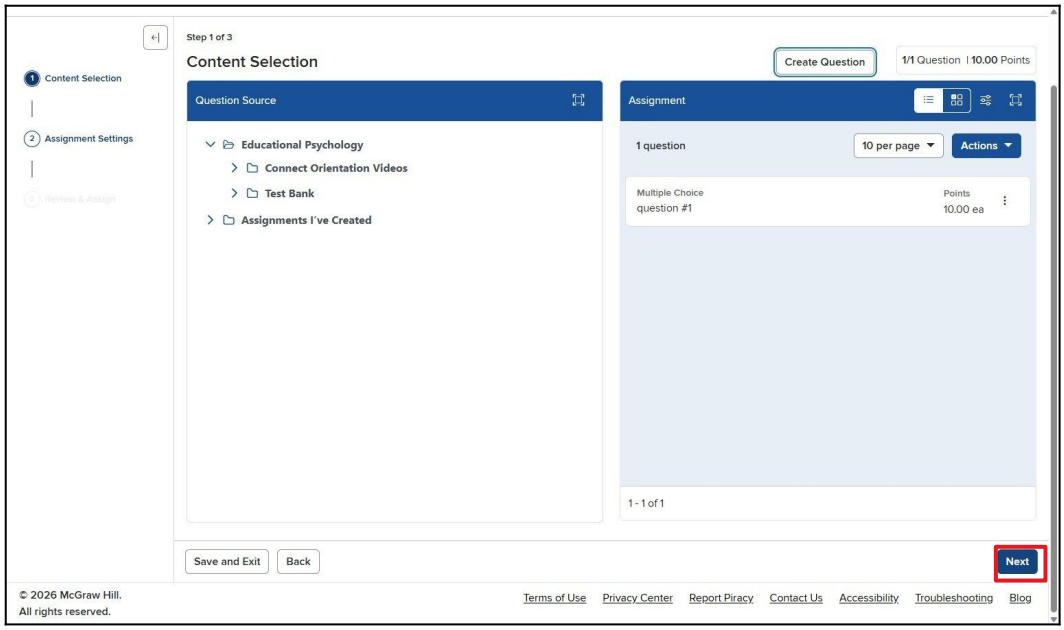
Click **exit** when you finish. Connect returns you to the **Content Selection** page.



Set Up and Assign

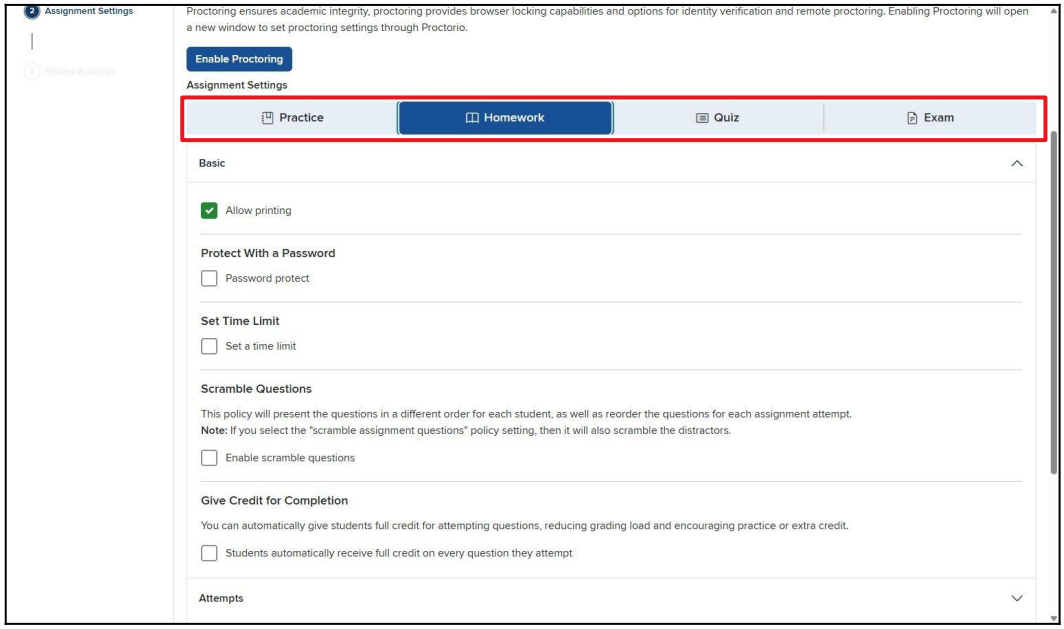
Step 17: Continue to Assignment Settings

On the **Content Selection** page, you can add more questions from the Question Bank or create your own questions about the video. Edit points if needed, then click **Next**.



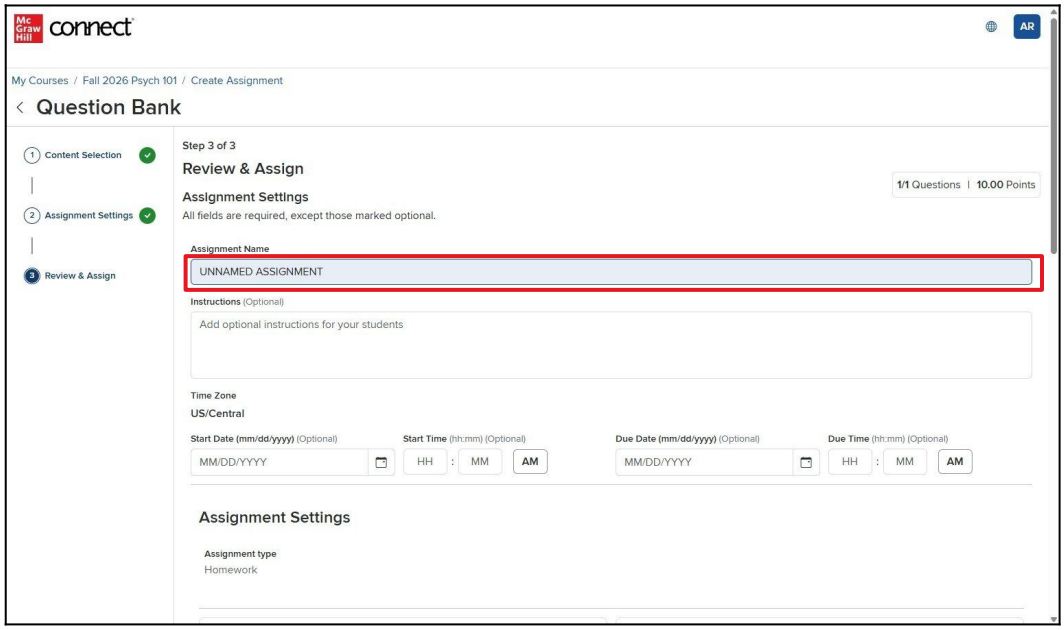
Step 18: Choose the Assignment Type

Select an assignment category: **Practice**, **Homework**, **Quiz**, or **Exam**. Adjust the **Assignment Settings** as needed, then scroll down and click **Next**.

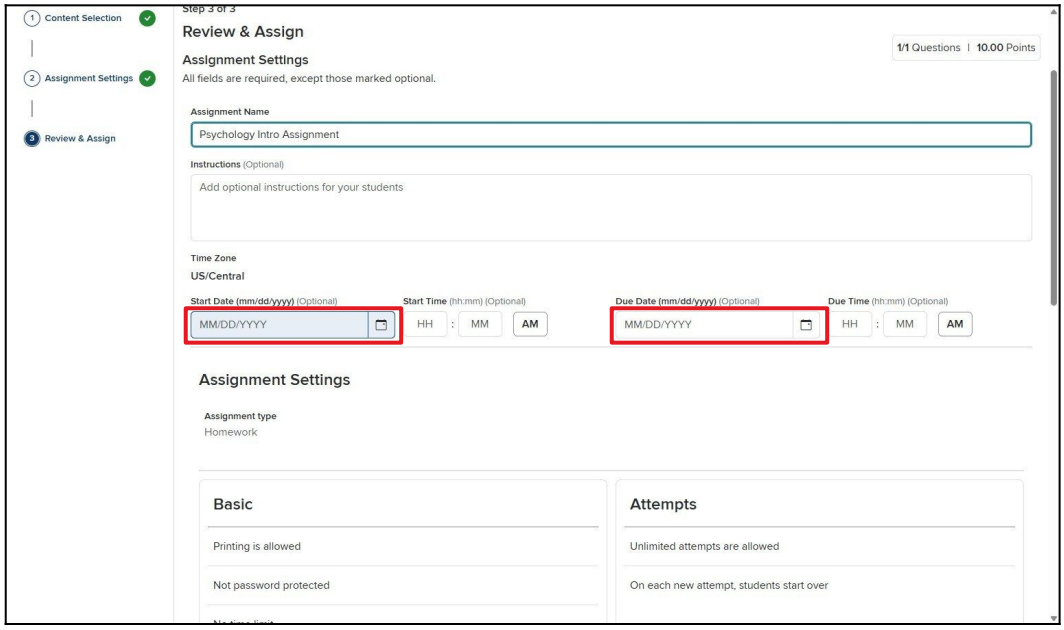


Step 19: Name the Assignment

Click the **Assignment Name** field and type a name for the assignment.



Step 20: Set the Dates (Optional)
Enter a **Start Date** and **Due Date** if you want. Both are optional.



Step 21: Assign the Assignment
Review your settings, then click **Assign**.

