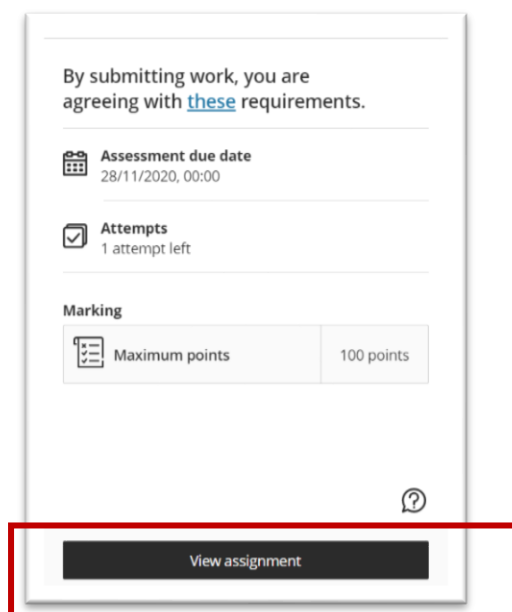


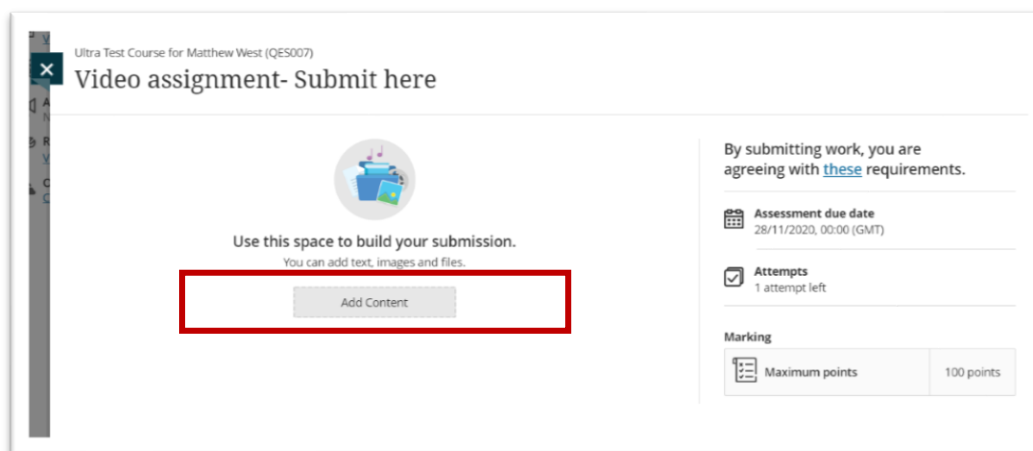
## Using Medial to upload a video submission to a Blackboard Ultra Module

Follow these steps to submit your video file submission.

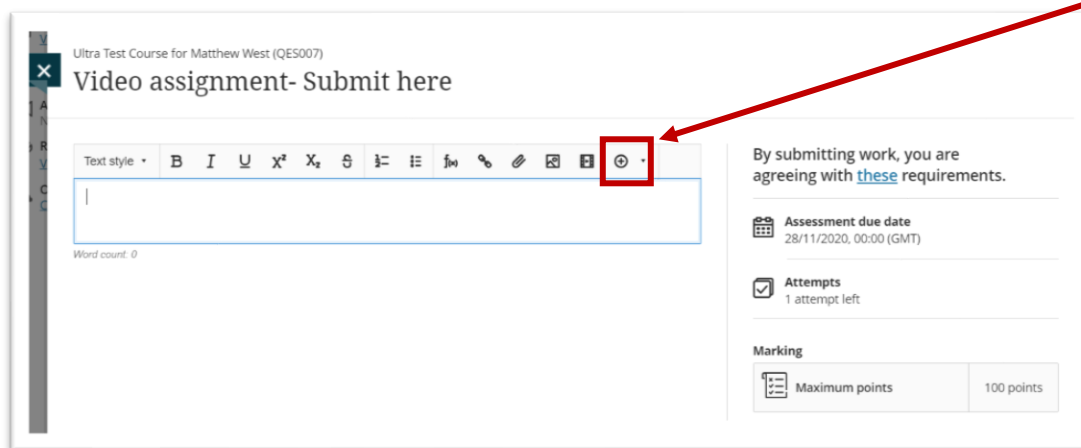
1. Go to the **Submission** area, click it and then click **View assignment**.



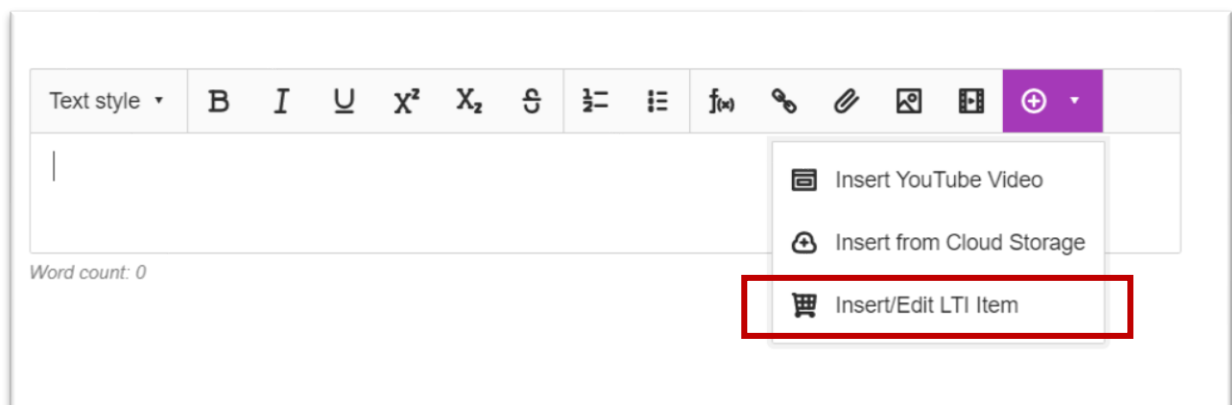
2. Click the **Add Content** button in the main window.



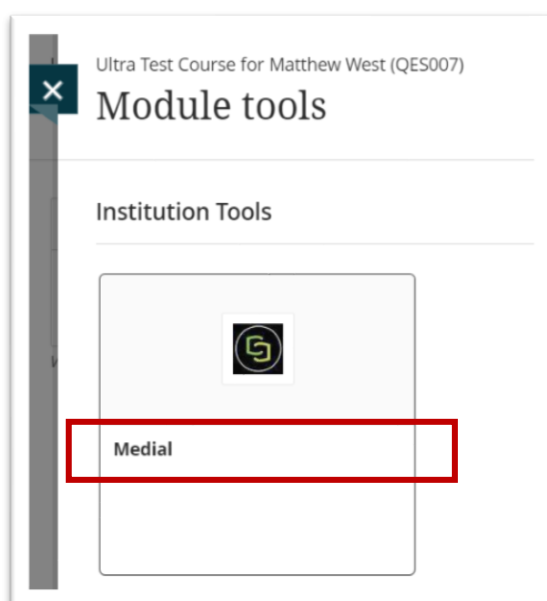
3. In the text editor toolbar, click the plus + symbol to display the drop down menu.



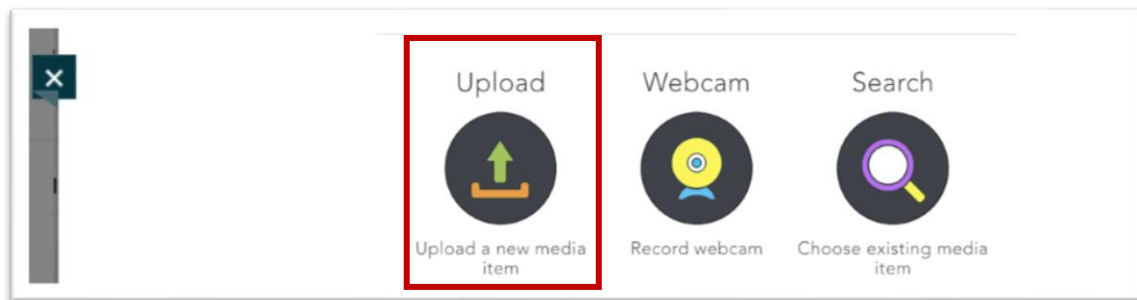
4. Select **Insert/Edit LTI Item**.



5. Select the **Medial** tool.



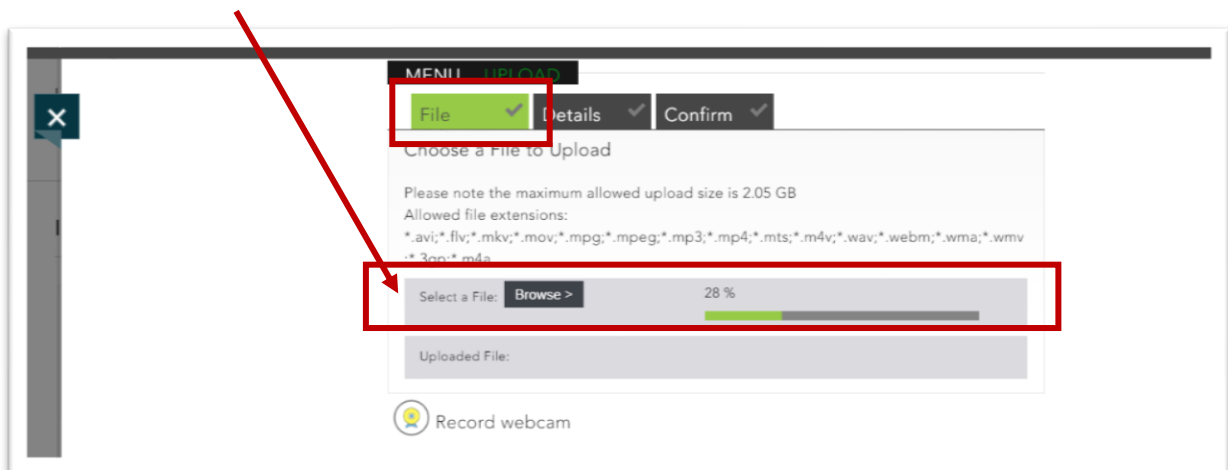
6. To upload your video to **Medial**, click on the **Upload** button.



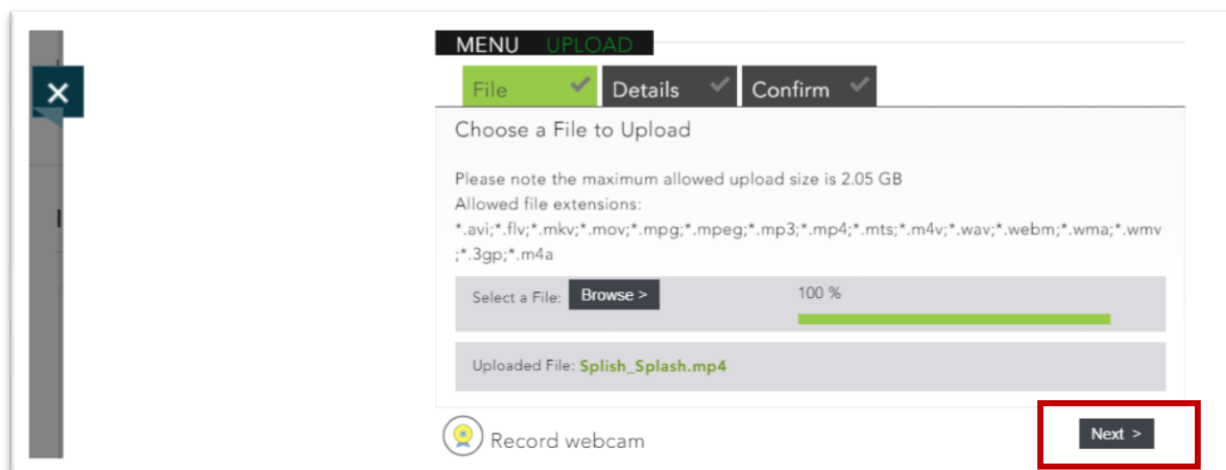
### Medial's 3-step process

You will now go through a 3-step process: selecting a file, adding details and confirming your selections.

7. First, from the File tab, use the **Browse** button to locate and select your file, and the file will begin to upload.



8. When the upload is complete at 100%, select **Next**.



9. Now, on the **Details** tab, fill in your details:
- a. Add your title, a description of the file and your email address.
  - b. DO NOT change the CATEGORY from Personal (Private).
  - c. Leave the Tags area blank.
  - d. Select **Next**.

The screenshot shows the 'Details' tab of the 'Add New Media' form. The 'MENU' bar at the top has 'File', 'Details' (highlighted with a red box), and 'Confirm'. The form fields include: 'Title' (video assignment), 'Category' (Personal (Private)), 'Description' (video assignment), and 'Email Address' (M.L.West@salford.ac.uk). There is a 'Search' field for tags and a checkbox for 'I agree to the Terms of Use and Disclaimer'. At the bottom right, the 'Next >' button is highlighted with a red box.

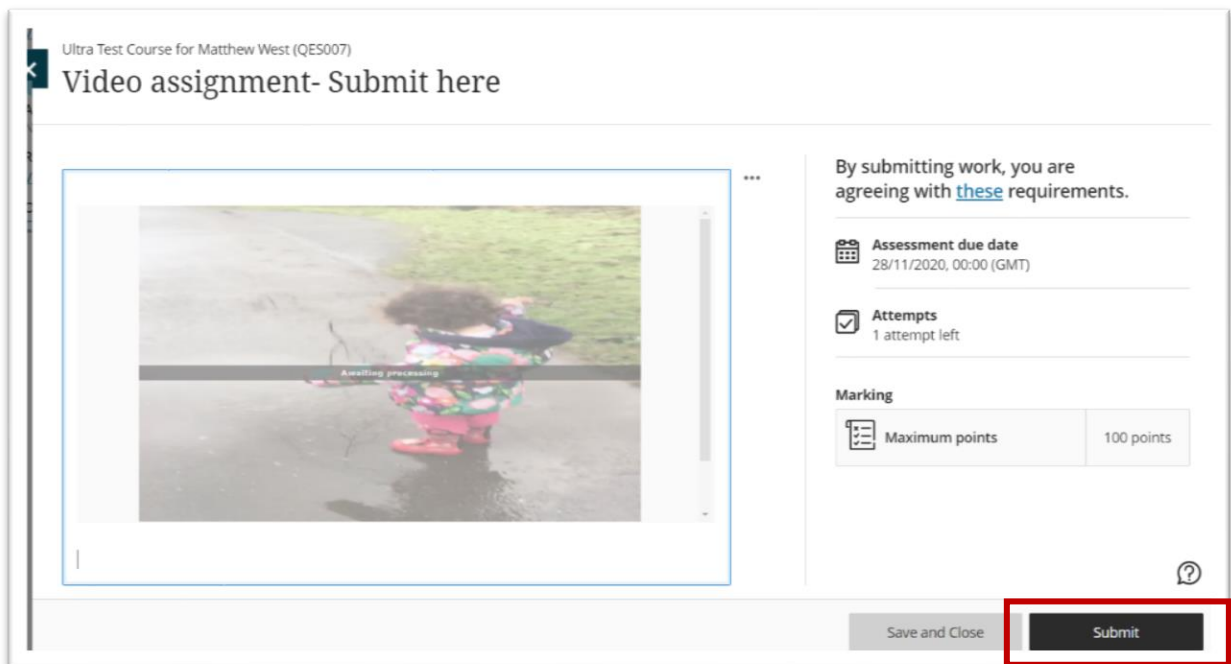
10. The **Confirm** tab will show a thumbnail picture of your video and title details. Click **Next**.

The screenshot shows the 'Confirm' tab of the 'Add New Media' form. The 'MENU' bar at the top has 'File', 'Details', and 'Confirm' (highlighted with a red box). The form displays the uploaded file 'Splish\_Splash.mp4', title 'video assignment', category 'Personal (Private)', description 'video assignment', and tags 'Featured: No'. A thumbnail image is shown with a 'Change' button. At the bottom right, the 'Next >' button is highlighted with a red box.

11. On the **Insert LTI item** pop up, select **Insert**. Your video is now aligned to the submission area.

The screenshot shows the 'Insert LTI Item' pop-up dialog. The background is a 'Video assignment- Submit here' page. The dialog has a 'Display Name' field with 'unknown'. At the bottom, the 'Insert' button is highlighted with a red box. The background page also shows submission details like 'Assessment due date' (28/11/2020, 00:00 (GMT)) and 'Attempts' (1 attempt left).

12. You will see the video on the left and it may say “awaiting processing”. Do not worry if you see this message, you may be one of hundreds of video submissions that day - you do not need to wait for the video to processing to complete. Now press **Submit**.



Ultra Test Course for Matthew West (QES007)

## Video assignment- Submit here

By submitting work, you are agreeing with [these](#) requirements.

**Assessment due date**  
28/11/2020, 00:00 (GMT)

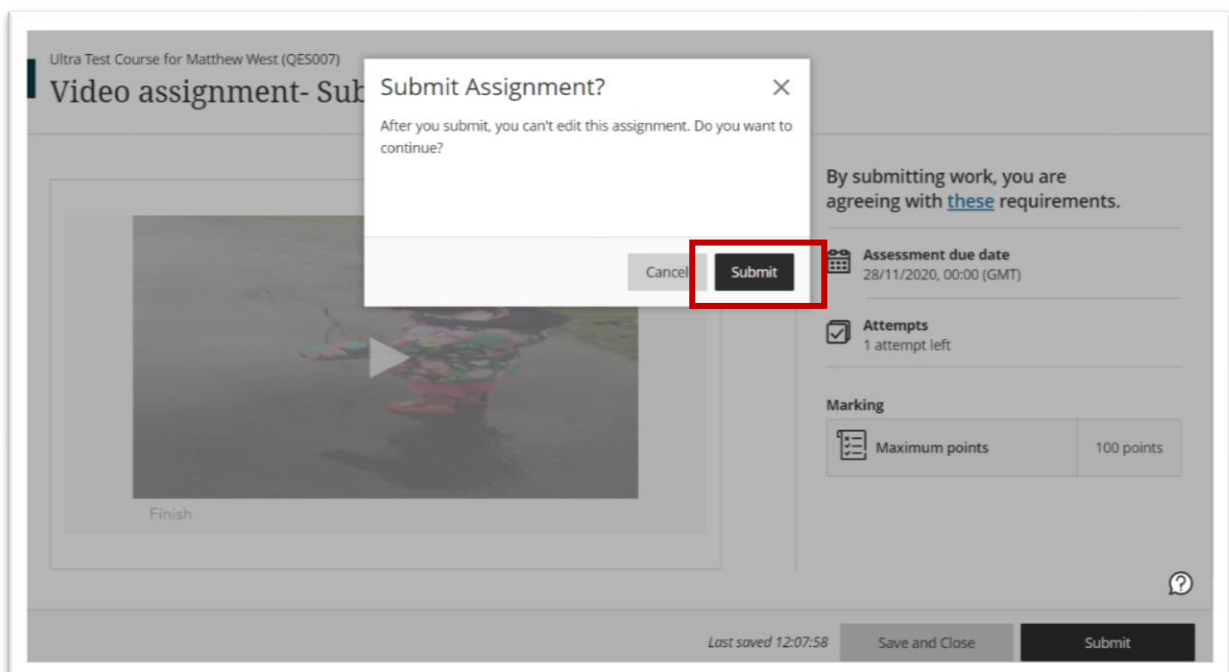
**Attempts**  
1 attempt left

**Marking**

Maximum points	100 points
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Save and Close **Submit**

13. On the Submit Assignment pop up, select the final **Submit** button.



Ultra Test Course for Matthew West (QES007)

## Video assignment- Submit here

By submitting work, you are agreeing with [these](#) requirements.

**Assessment due date**  
28/11/2020, 00:00 (GMT)

**Attempts**  
1 attempt left

**Marking**

Maximum points	100 points
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Submit Assignment?


After you submit, you can't edit this assignment. Do you want to continue?

Cancel **Submit**

Finish

Last saved 12:07:58 Save and Close Submit


14. Now at the bottom of the right-hand column you can see “**Marking**” information. This will show you the date and time of your submission.

 Ultra Test Course for Matthew West (QES007)  
**Video assignment- Sub...**


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By submitting work, you are agreeing with [these](#) requirements.

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 **Assessment due date**  
28/11/2020, 00:00

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 **Attempts**  
0 attempts left

---

**Marking**

 **Submission**  
Submitted on 27/11/2020, 12:08

Not marked

Congratulations, you have successfully uploaded your video assessment. You can now close the window.