3. Video Assignment

Once a video is submitted to an assignment it is locked in Echo360/Lecturecast, **you cannot edit or delete the video in Echo360.** You can make a copy of it if you need an editable version.

Helpful Tip: You MAY find the easiest way to create video content is through the Echo360 Mobile Apps. Specifically, the Mobile Apps allow you to Upload a video from your phone or tablet into your content library.

Once you have a video in your library, you can follow these instructions to submit to an assignment from your library

Guidance on using my Lecturecast Library

In order to use the Echo360 (Lecturecast Mobile Application **you must have accessed the Lecturecast system** via a link on your Moodle course.

The guides below provide guidance on:

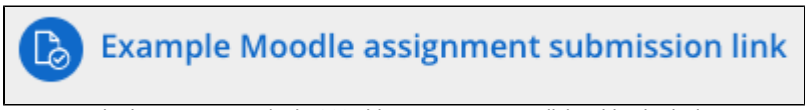
- How to submit video/media to a Moodle assignment
- How to submit an existing Lectuercast/Echo360 video to a Moodle assignment
- How-to video demonstrating how to make a video assignment submission

How to submit video/media to a Moodle assignment

The steps below outline the process of uploading a video to Lecturecast/Echo360 then submitting it through the Lecturecast/Echo360 Moodle assignment embedding feature.

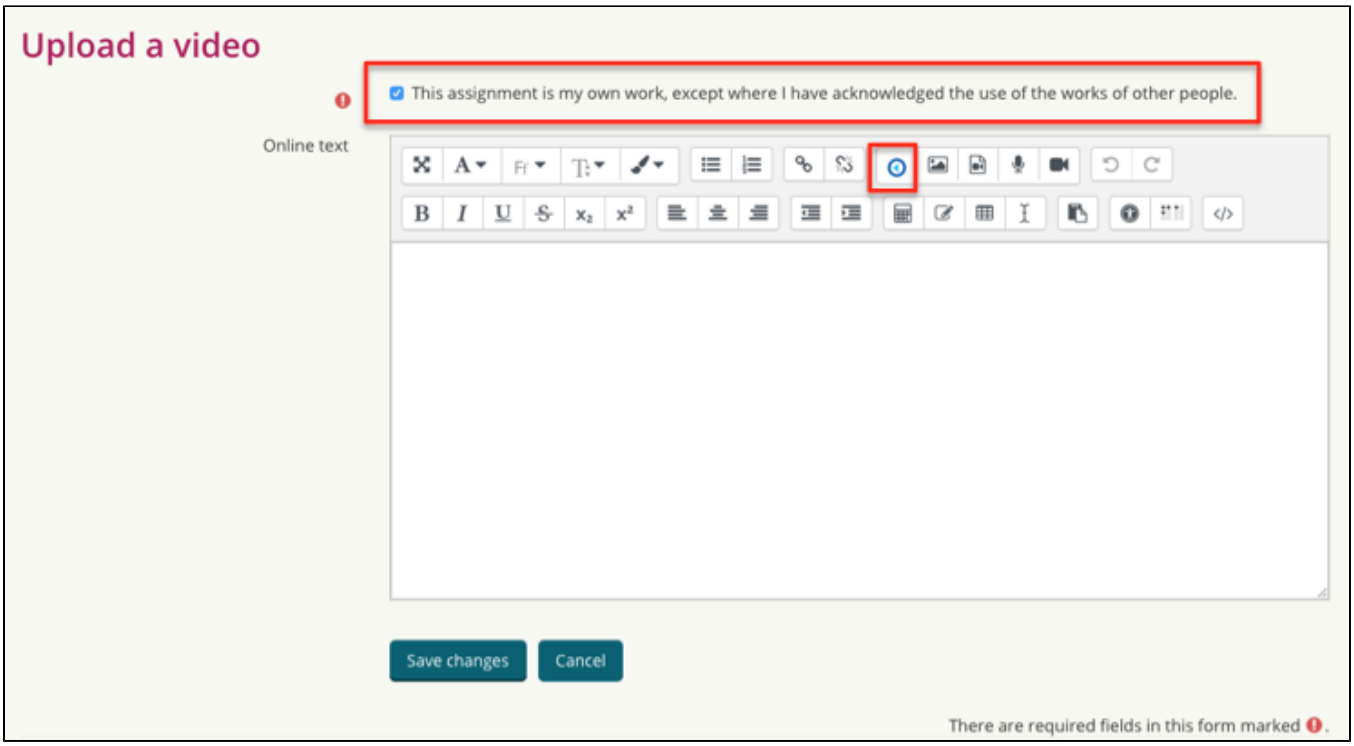
To upload and then submit an Echo360 video into a content window

1. Log in to Moodle and then navigate to the course where your assignment is located. The assignment will have been set up as Moodle assignment as opposed to a Turnitin assignment. Moodle assignments have a 'page with tick mark' icon and will look something like this...



2. Click on the assignment you want to submit a Lecturecast/Echo360 video response to > click Add submission
3. Tick the check box to acknowledge that this your own work.
4. Click the **Echo360 button** in the Content window as shown below.

Note: If you have changed your default Moodle editor, you may need to change it back to the Default UCL editor to see the Echo 360 video button. To do this, click on your name at the top right of the screen > Preferences> editor preferences > select Default editor from the drop down menu > Save changes.



4. From the media selection dialog box that appears, select the **Upload Existing Media** tab, as shown in the below figure.

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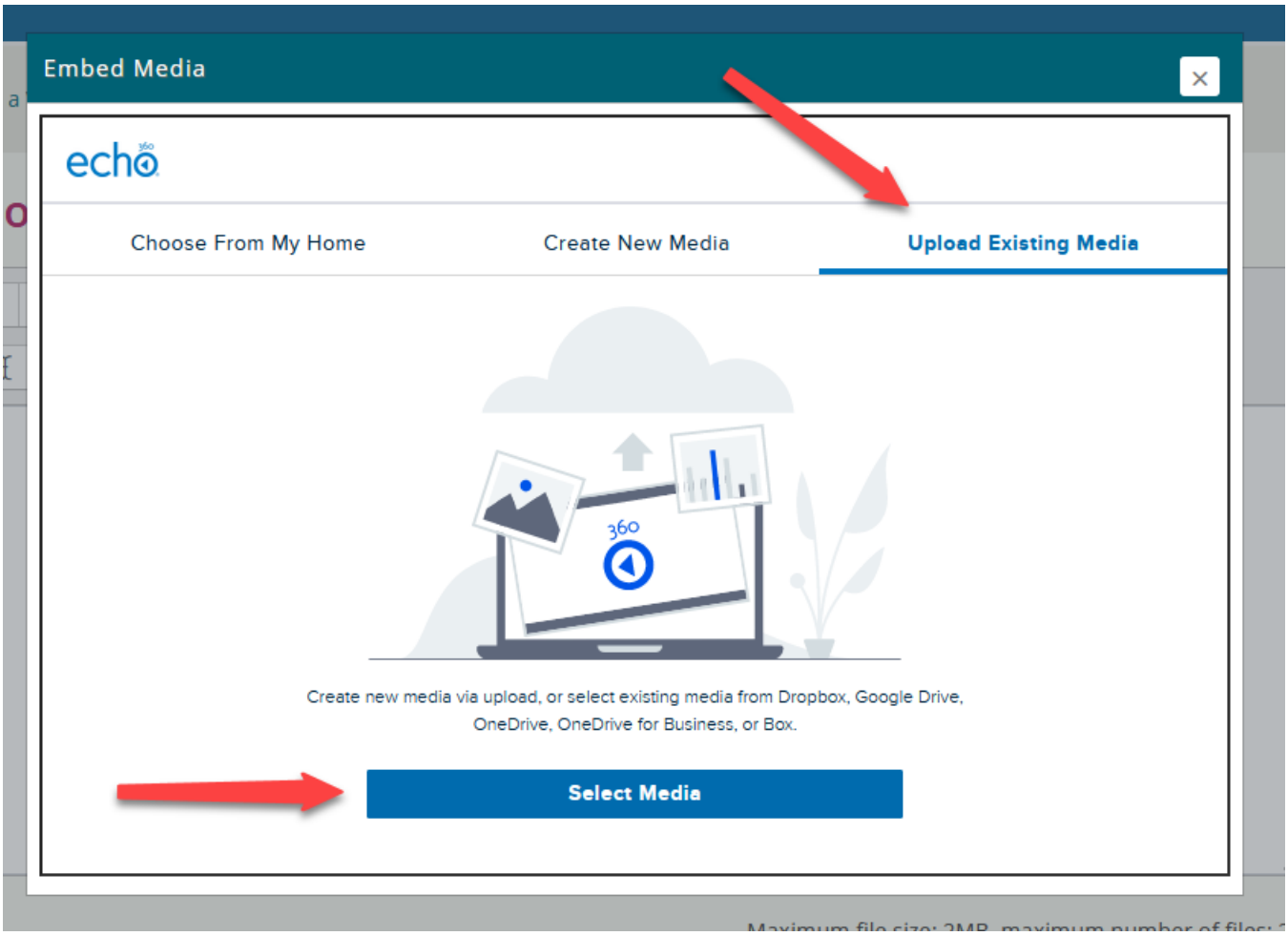
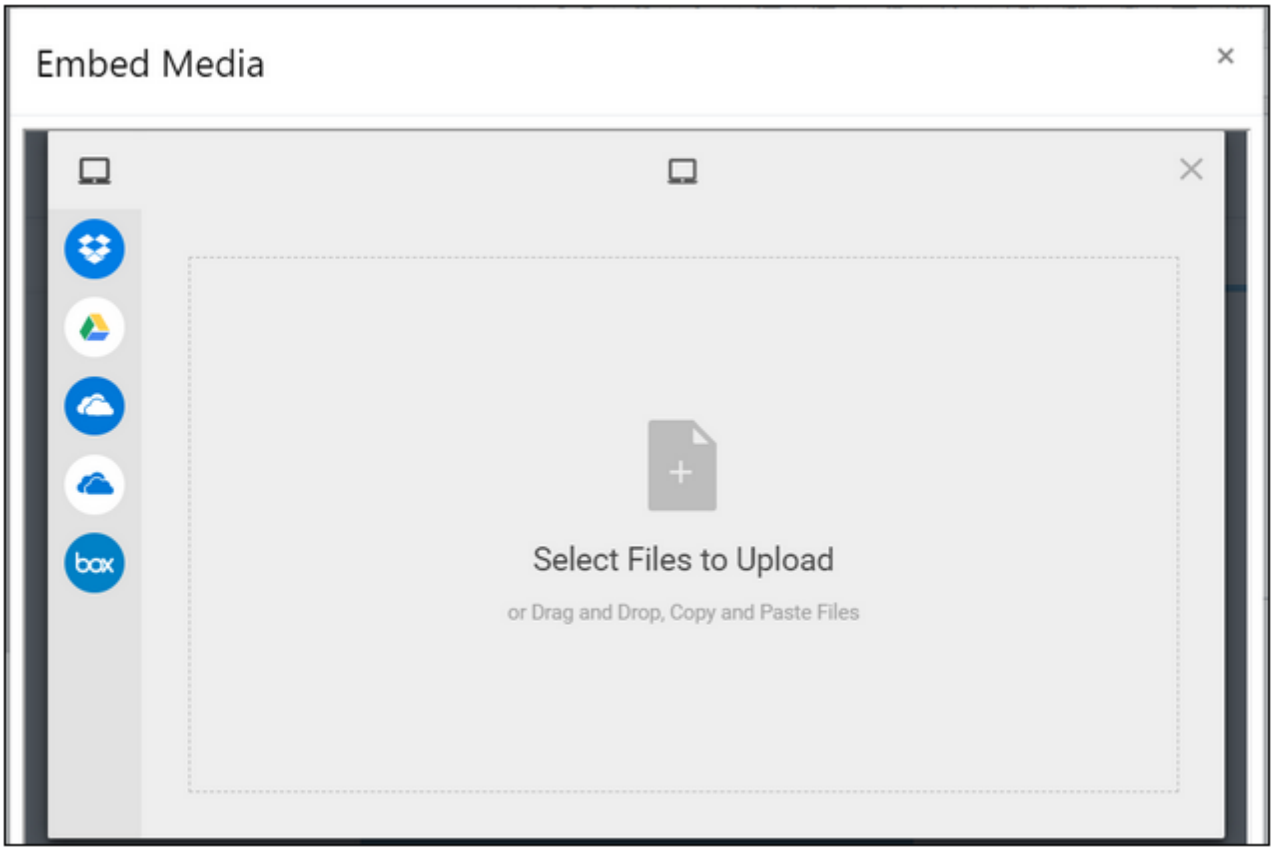


5. Click **Select Media**.
The dialog box changes to allow you to upload from your local machine (this is the default). Drag and drop the relevant file or click the + icon to browse for a file.

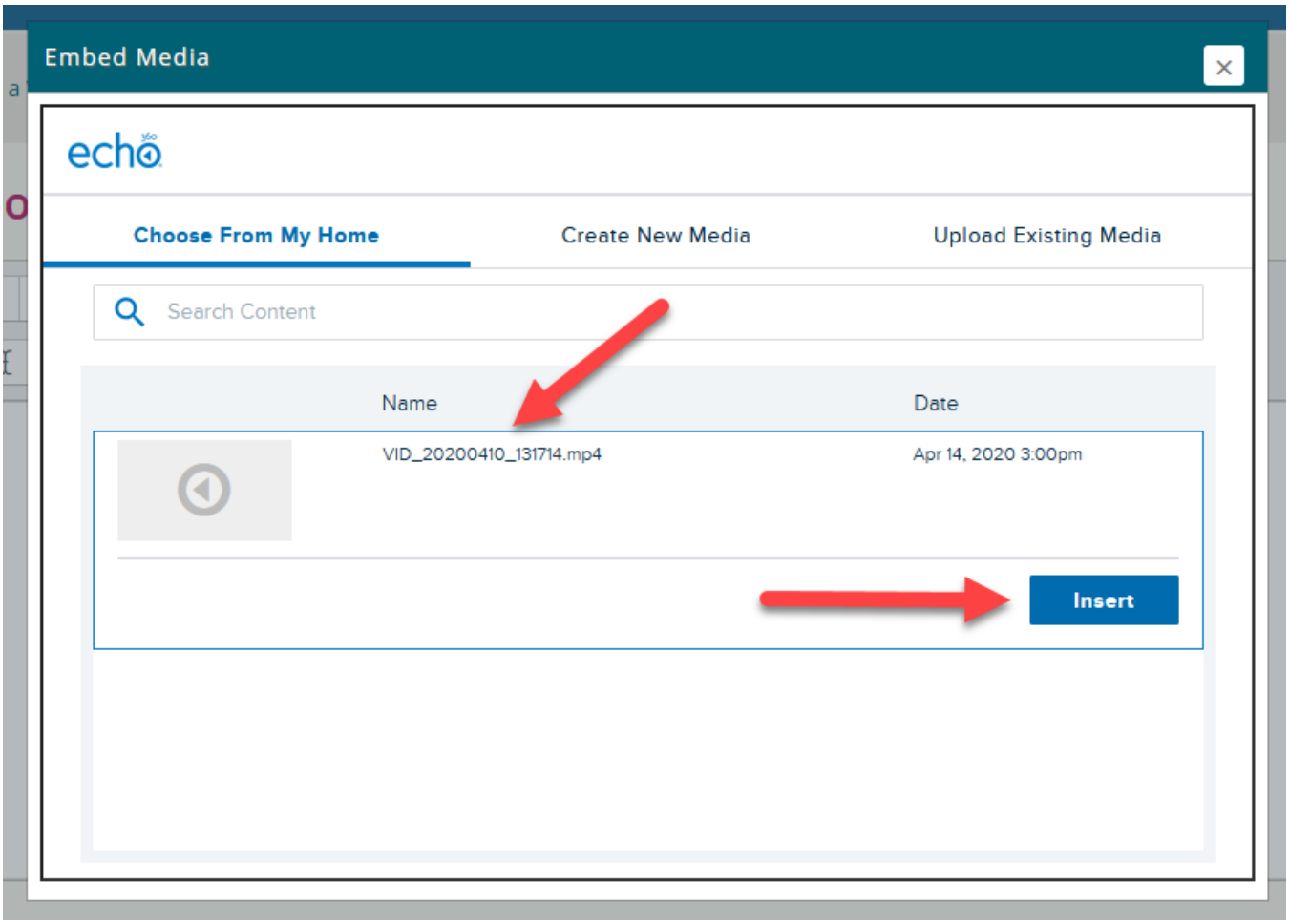


6. OR, to select to upload from a shared drive location (such as Dropbox or Google Drive), **click the icon on the left** that corresponds with the location of the file.

7. Follow the options to find and select the video to upload to Echo360 for submitting as an assignment response.

8. Click **Upload**.

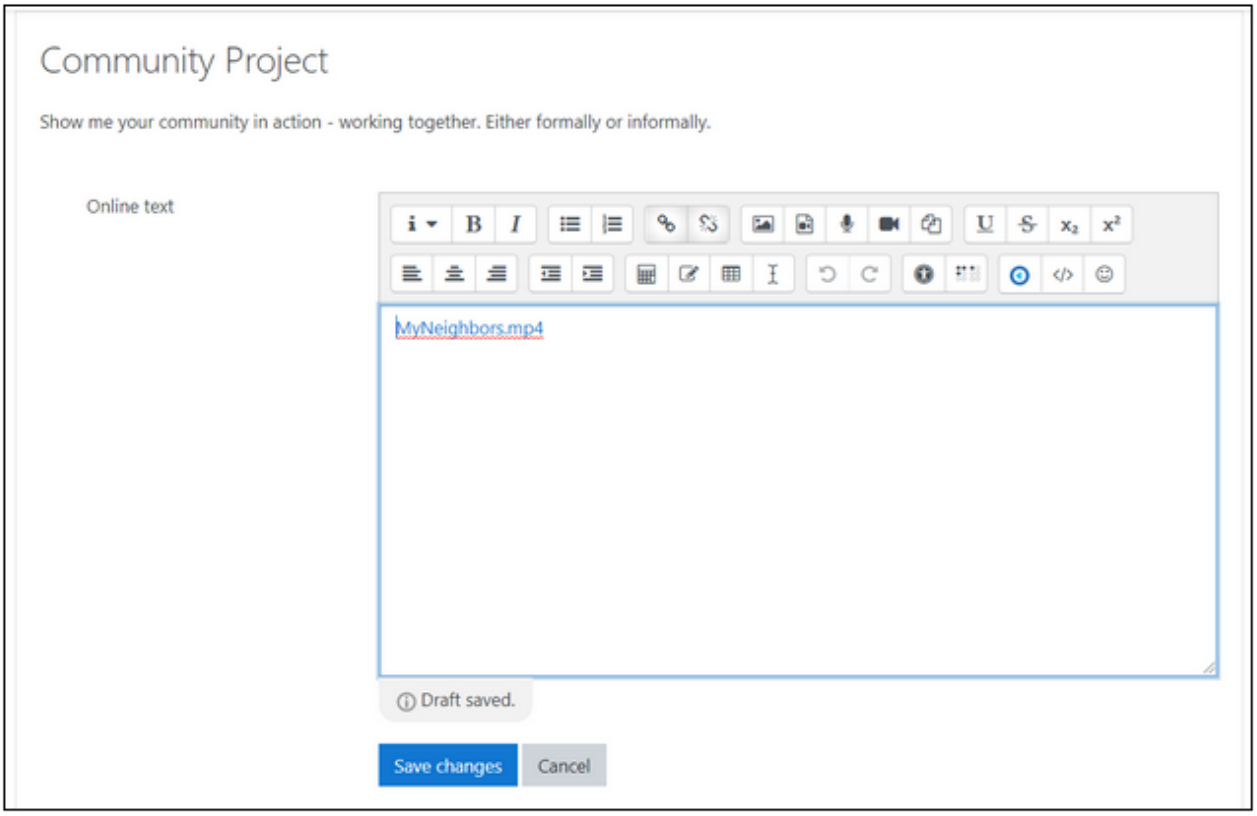
*Once the file is uploaded, you are returned to the media list in the **Choose from My Home** tab, with the newly uploaded video selected by default, as shown in the below figure.*
NOTICE that the video may not have a preview thumbnail; this is because the video is still being processed by Lecturecast Echo360. How long this takes is partially dependent on the size of the video.



9. Click **Insert** to submit this video for the assignment.

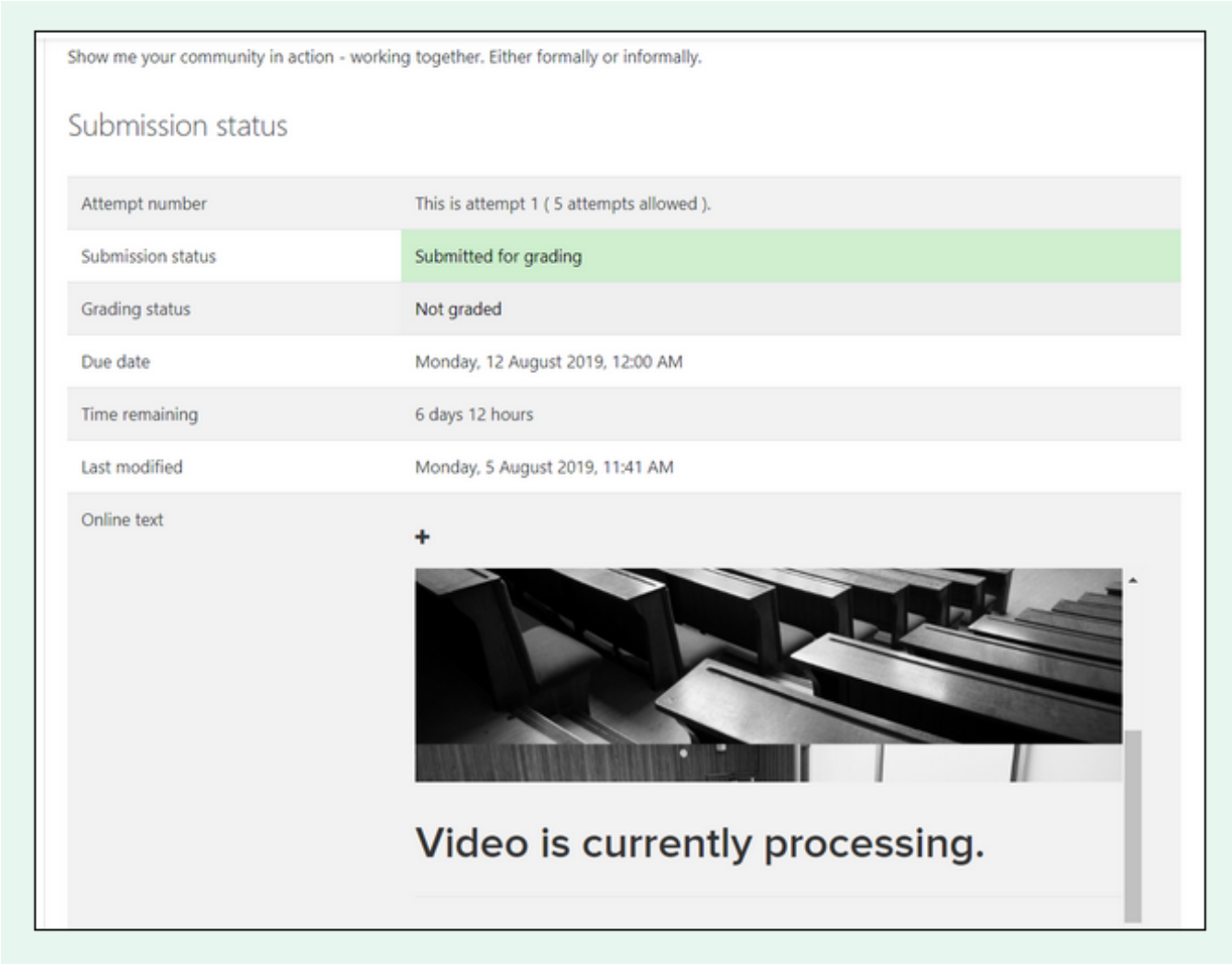
Once inserted, the video itself does NOT show up in the window; **the video submission shows up as a link** in the content window, as shown below.
This is normal behaviour while you're editing the page.

Be careful not to modify the link! If you accidentally do so, delete the link and click the Echo360 button again to re-embed the video.



10. Once your submission is complete, click **Save changes**.

NOTE: Uploaded videos will need to finish processing before they can be viewed. You should see a notice to this effect in the preview panel, as shown in the below figure. Once the video has processed, both you and the instructor will be able to view it.



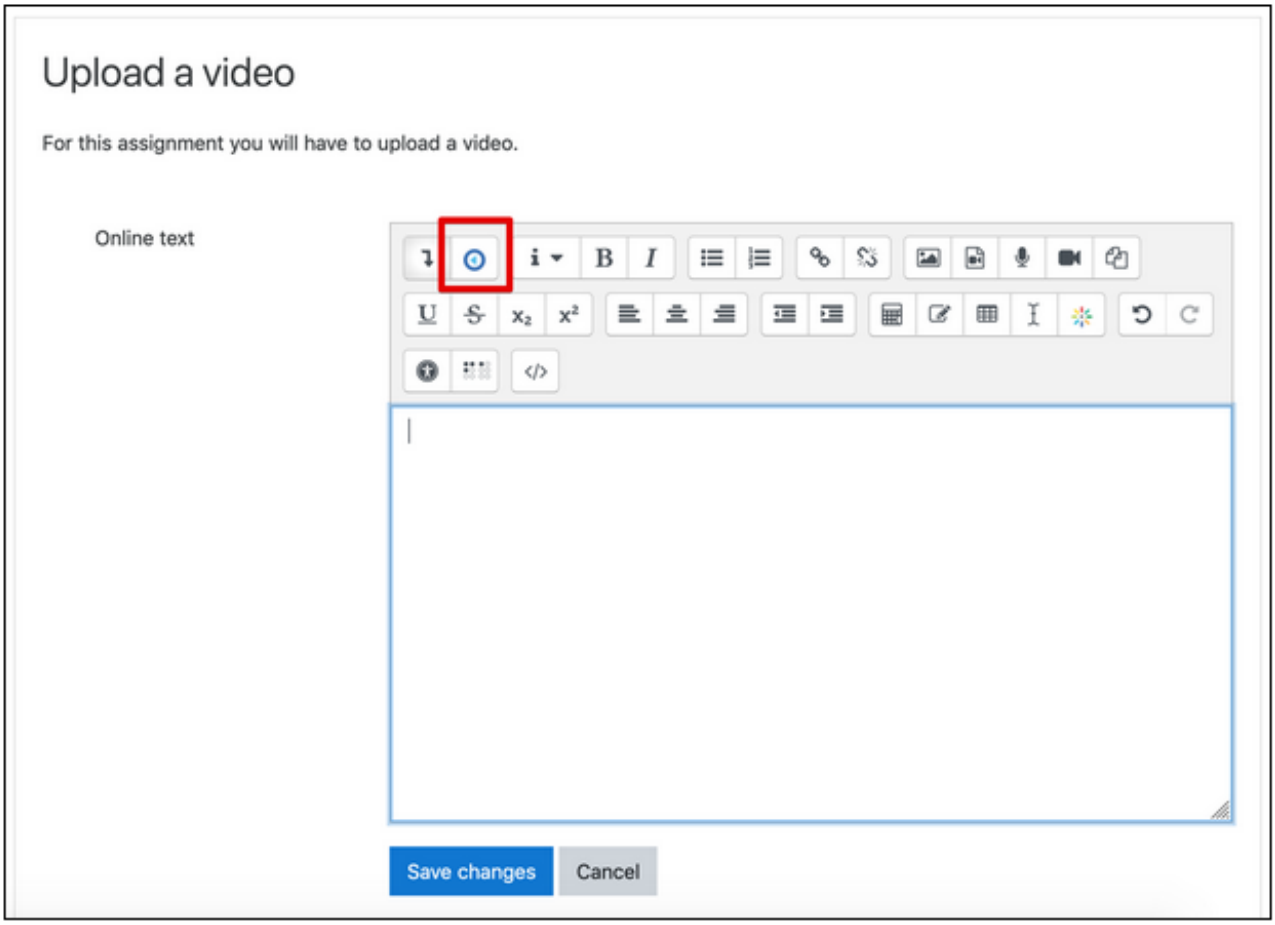
11. The Instructor will be able to view and grade your submission in the Assignments Submissions page.

⚠ REMEMBER: Once a video is submitted for an assignment is locked in Echo360; you cannot edit or delete the video in Echo360. You can make a copy of it if you need an editable version.

How to submit an existing Lectuercast/Echo360 video to a Moodle assignment

The steps below outline the process of how to submit a video **YOU OWN** and has already be uploaded to the Echo360 platform to a Moodle assignment. You can also upload and submit a video from your local machine or a shared cloud drive if necessary.

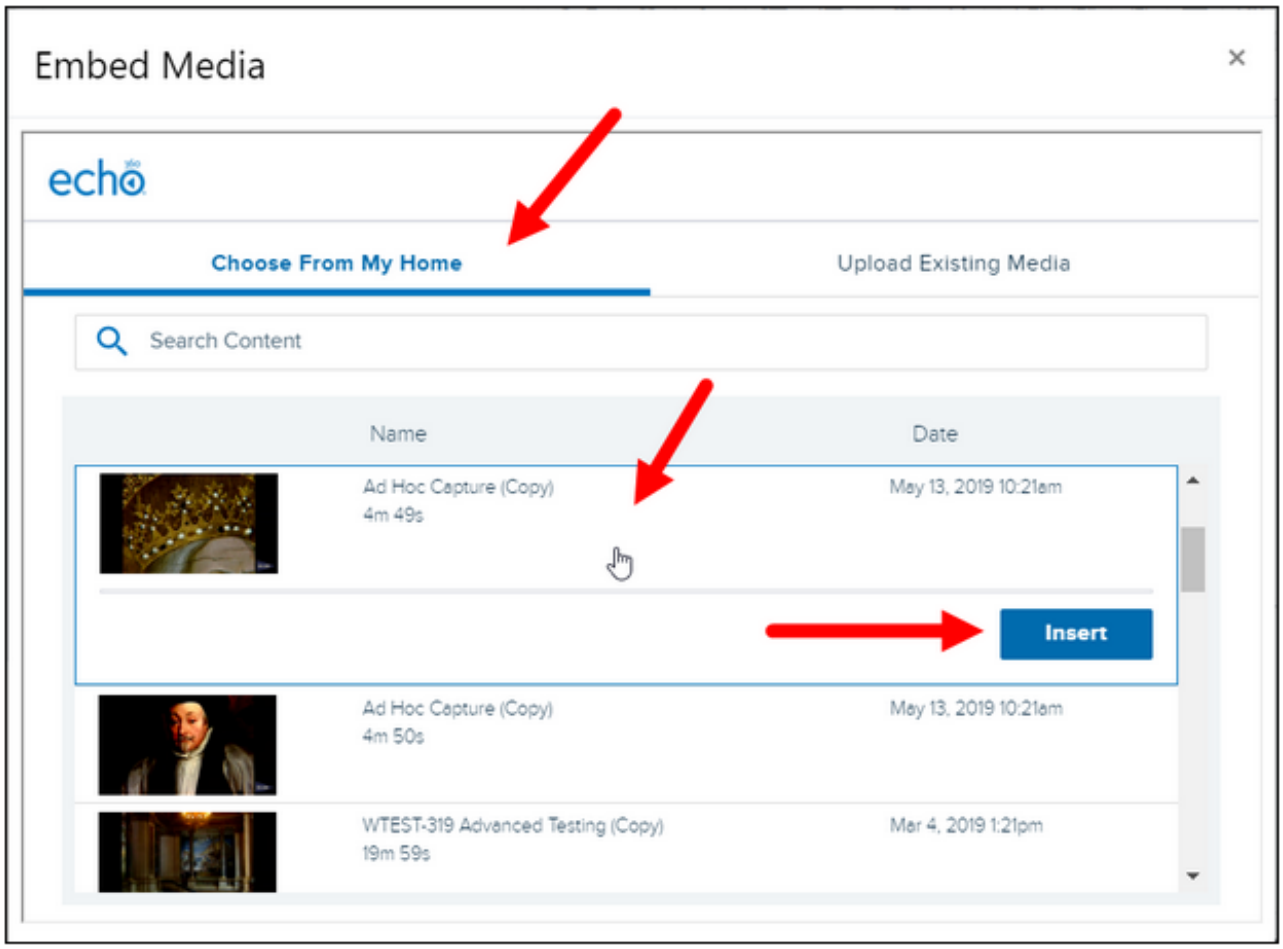
1. Log in to Moodle as a student then navigate into your course where the assignment is located.
2. Select the assignment you want to submit a Lecturecast/Echo360 video response to.
3. Click the **Lecturecast/Echo360 button** in the Content window as shown below. If it is not visible, click on the down-arrows button to expand the toolbar to show all the available buttons.



*4. A dialog box appears with the **Choose From My Home** tab active, listing the videos you own, that appear in the My Content tab of your Lecturecast/Echo360 Home page.*

5. Scroll through the list or use the **Search box** to search (by title) for the video you want.

6. Click on the video you want to submit. This expands the row as shown in the below figure.



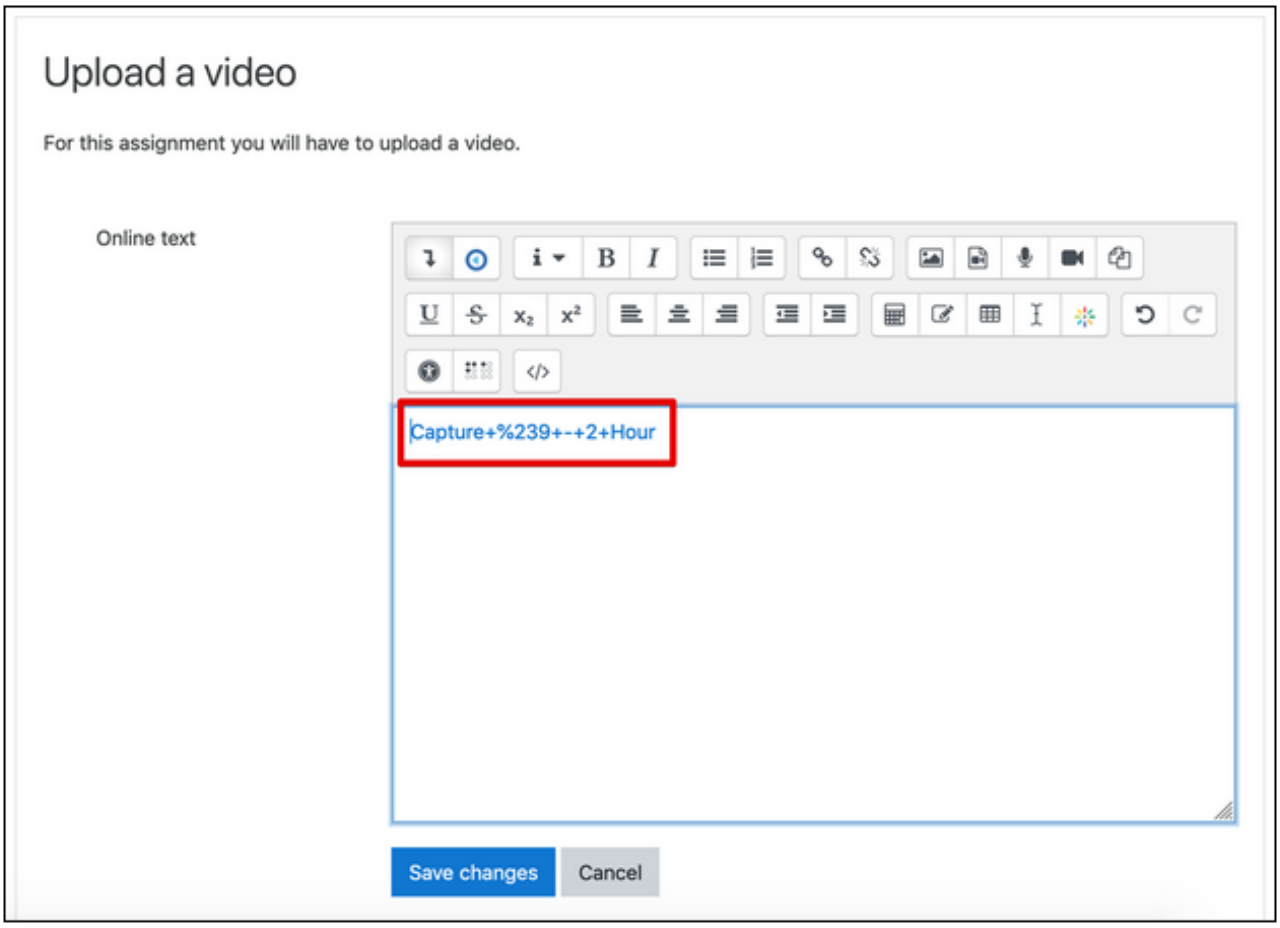
7. Click **Insert** as shown above.Note:

Once a video is submitted to an assignment it is locked in Echo360/Lecturecast, **you cannot edit or delete the video in Echo360.** You can make a copy of it if you need an editable version.

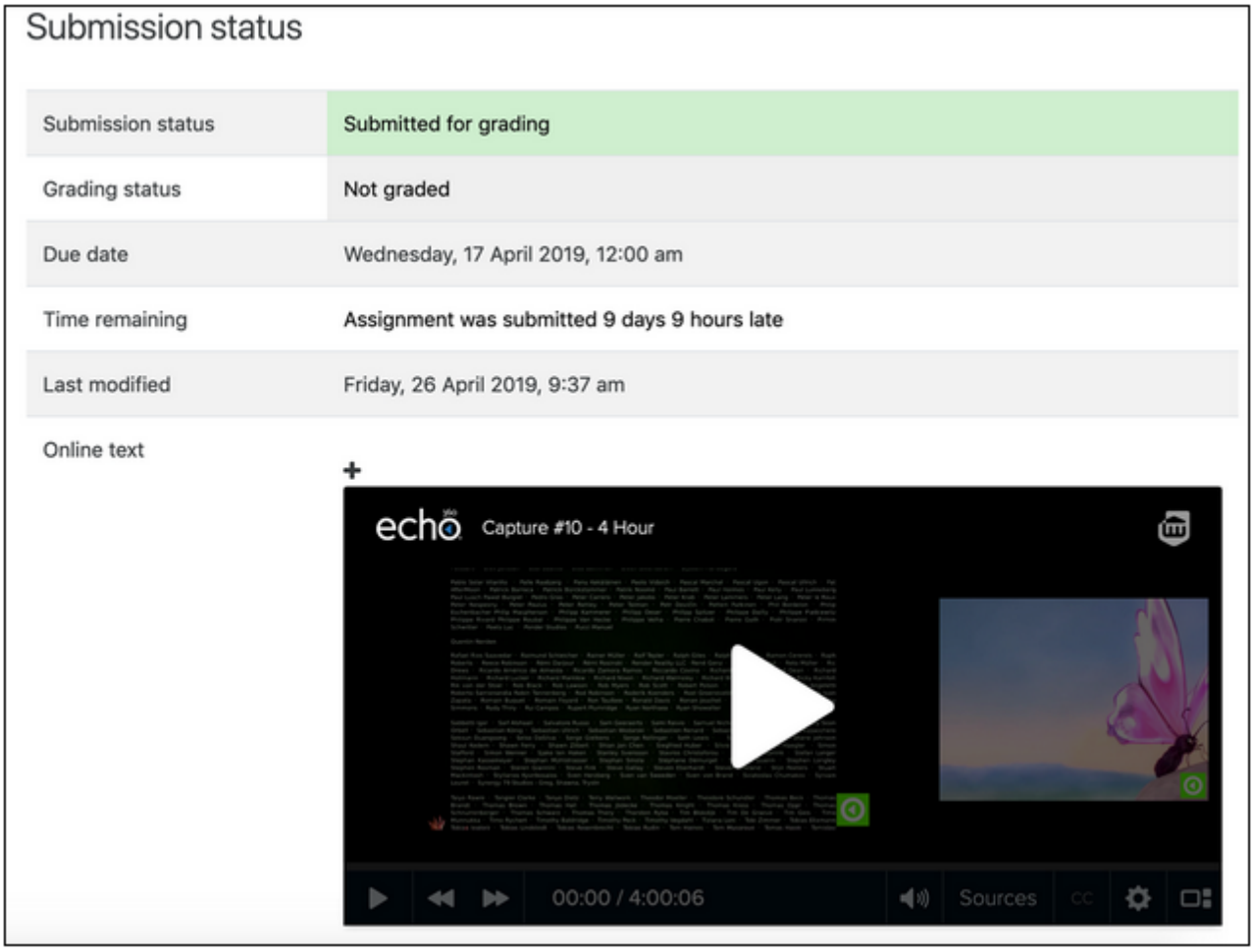
8. Once inserted, the video itself does NOT show up in the window; **the video submission shows up as a link** in the content window, as shown below.

This is normal behaviour while you're editing the page.

Be careful not to modify the link! If you accidentally do so, delete the link and click the Echo360 button again to re-embed the video.



9. Once your submission is complete, click **Save changes**.
10. Your video is submitted and will appear on the Submission page for the assignment.



Your tutor will be able to view and grade your submission in the Moodle assignment submissions page.

How-to video demonstrating how to make a video assignment submission

This short video demonstrates the steps above. This video has captions. A transcript is available via Media Central.