For Instructors:  
Set up a Group Meeting Space for Students

Overview

The following instructions will focus primarily on how to create a collaborative space for students using the Video Assignment tool to enable students to schedule their own videoconference group meetings. Note that the Video Assignment tool provides additional collaborative opportunities for learners that are not covered in this handout. For more information, refer to:

- Virtual Classroom and Video Assignments - Instructor Guide
- Brightspace Tutorials on Virtual Classroom and Video Assignments [VIDEO]

Objectives

By following the guide, you will be able to:

Part 1: Set up a Group Project to Enable Students to Schedule a Meeting  
Part 2: Add Students to the Groups  
Part 3: Link the Group Project

Part 1: Set up a Group Project to Enable Students to Schedule a Meeting

1. Click Course Tools in the navigation bar.  
2. Select Video Assignments in the dropdown menu.  
3. Click the Plus icon in the bottom-right corner.  
4. Select the 3rd icon, Create group assignment.  
5. Click in the ‘Assignment Name’ field and type a name.  
6. (Optional) Click & add a Due Date/Due Time. Note: Students can still submit past the due date/time.  
7. Click in the Grade Type field to change the grade type (Percentage is default).  
8. Click in the ‘Instructions field’ and type instructions for the assignment.  
9. Click the camera button (next to Instructions) to record or upload an instructional video.  
10. Click SHOW ADVANCED link in the bottom-right, to expand options including post-submission instructions, the toolset, and self-assessment. (For more information: https://bongolearn.zendesk.com/hc/en-us/articles/360001960933)
11. Determine the workflow for the project:
   a. (Optional) Click the camera button (next to Post-submission Instructions) to record/upload Post-Submission Instructions.
      1) Click the camera icon.
      2) Click the RECORD VIDEO button.
      3) Speak into your microphone to prompt the Record button.
      4) Click RECORD button.
      5) When finished, click the STOP button.
      6) Click the Play arrow icon to preview the video.
      7) Click the Save icon if you are happy with it.
   b. Keep the Toolset: Video, Documents & Meetings as enabled (default).
   c. Group Options: Select how the groups will be formed.
      - Instructor-formed (default)
      - Learners choose their own groups
      - System creates group based
      - (For more information: https://bongolearn.zendesk.com/hc/en-us/articles/360001979074)
   d. Peer Review: If you require peer review, enter the number of required reviews.
      (For more information: https://bongolearn.zendesk.com/hc/en-us/articles/360001976954)
   e. Rubric Self Assessment: If the grade type selected for the assignment is Rubric, and a rubric is associated, then you assignment can be enabled for Rubric Self Assessment by clicking on the toggle icon.

**Part 2: Add Students to the Groups**

1. From the Video Assignments page, click the vertical ellipsis (…) to the far-right of the Assignment.
2. Select Manage Groups.
4. Click the Create groups button.
5. Enter a number for how many groups you want to create.
6. Click the Create button.
7. From the Students without groups box, click each name and drag them into one of the designated Group boxes. (Tip: Make sure to drop the name inside the dotted area that appears in the box.)
8. When finished, click the Save button.
**Part 3: Link the Group Project for Student Access**

IMPORTANT: You must create a link to the Group Project to enable student access. Although there is a link to Video Assignments in the Course Tools menu, students will not see the link to their Group Project until after they have clicked the link within Content.

1. Click **Content** in the navigation bar.
2. Locate & click the appropriate module to post the assignment.
3. Click **Existing Activities** button.
4. Select **Video Assignments**.
5. Click directly on the assignment link.