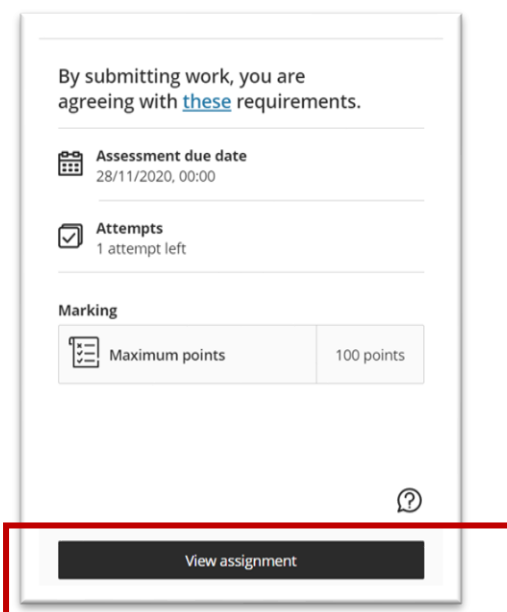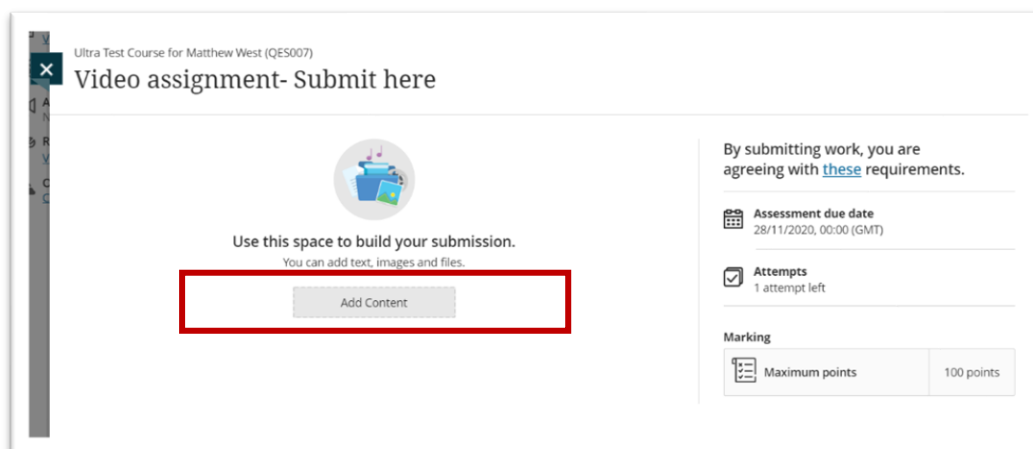University of Salford MANCHESTER | THE LIBRARY

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

Follow these steps to submit your video file submission.
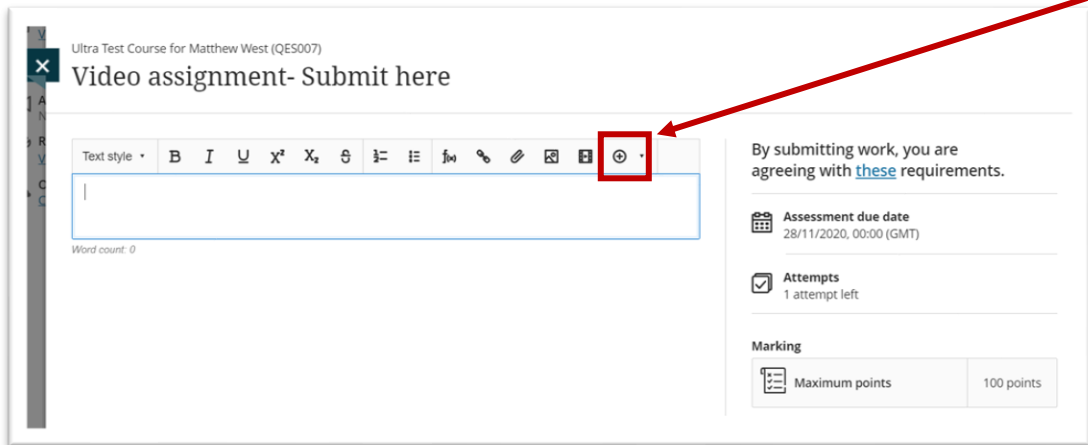
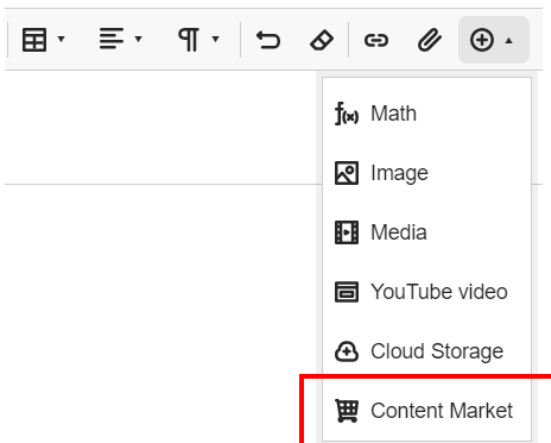1. Go to the **Submission** area, click it and then click **View assignment**.

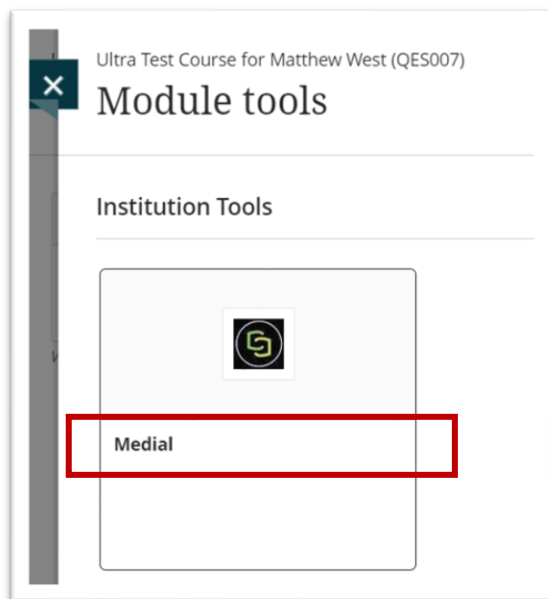2. Click the **Add Content** button in the main window.

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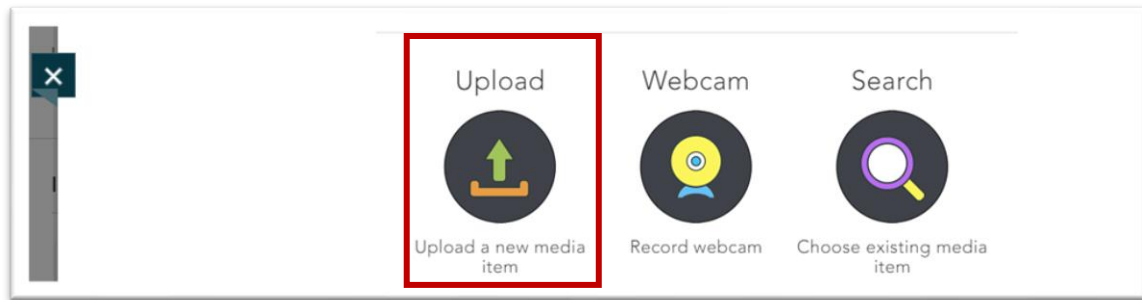

4. Select **Content Market**.
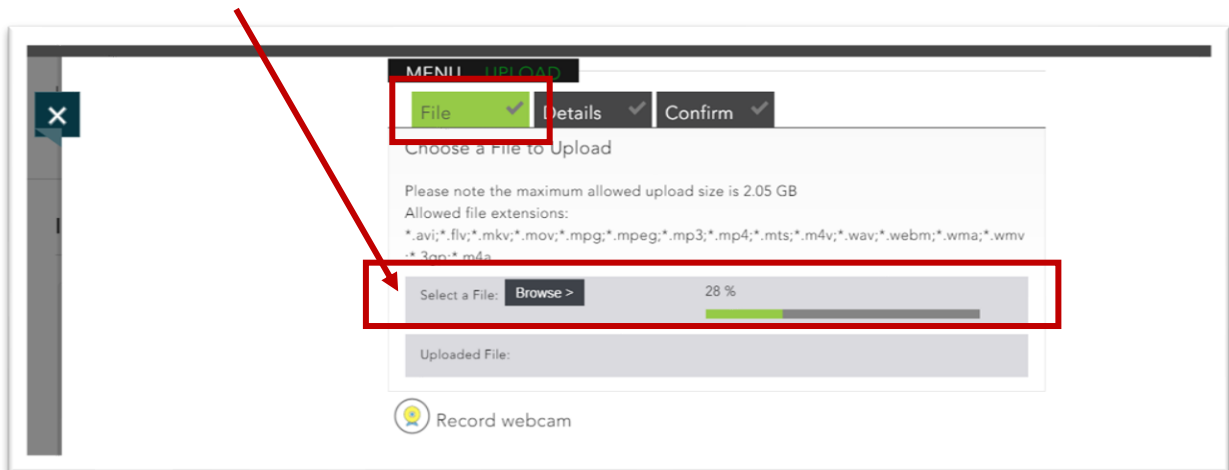

5. Select the **Medial** tool.

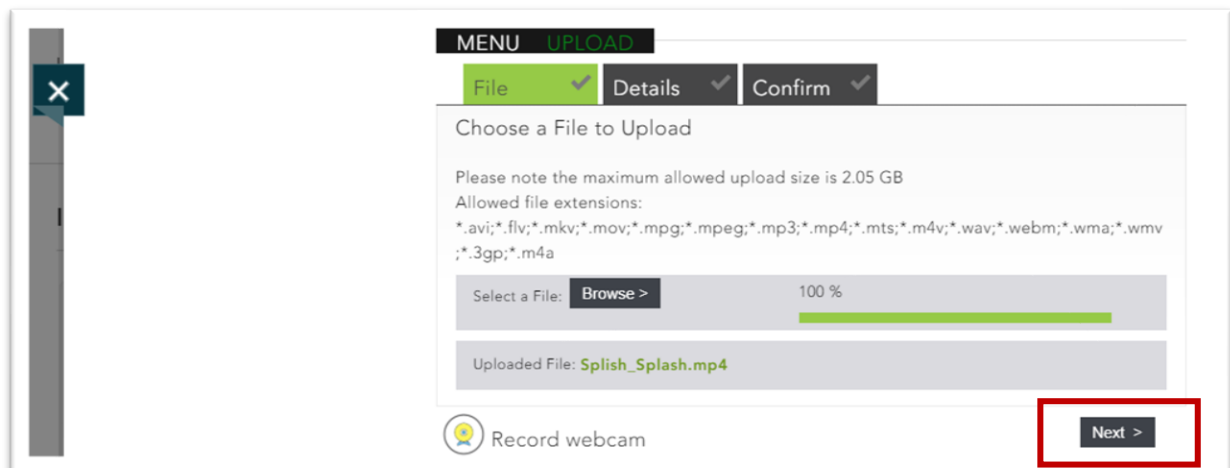6. To upload your video to **Medial**, click on the **Upload** button.

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**.

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

11. On the **Insert LTI item** pop up, select **Insert**. Your video is now aligned to the submission area.
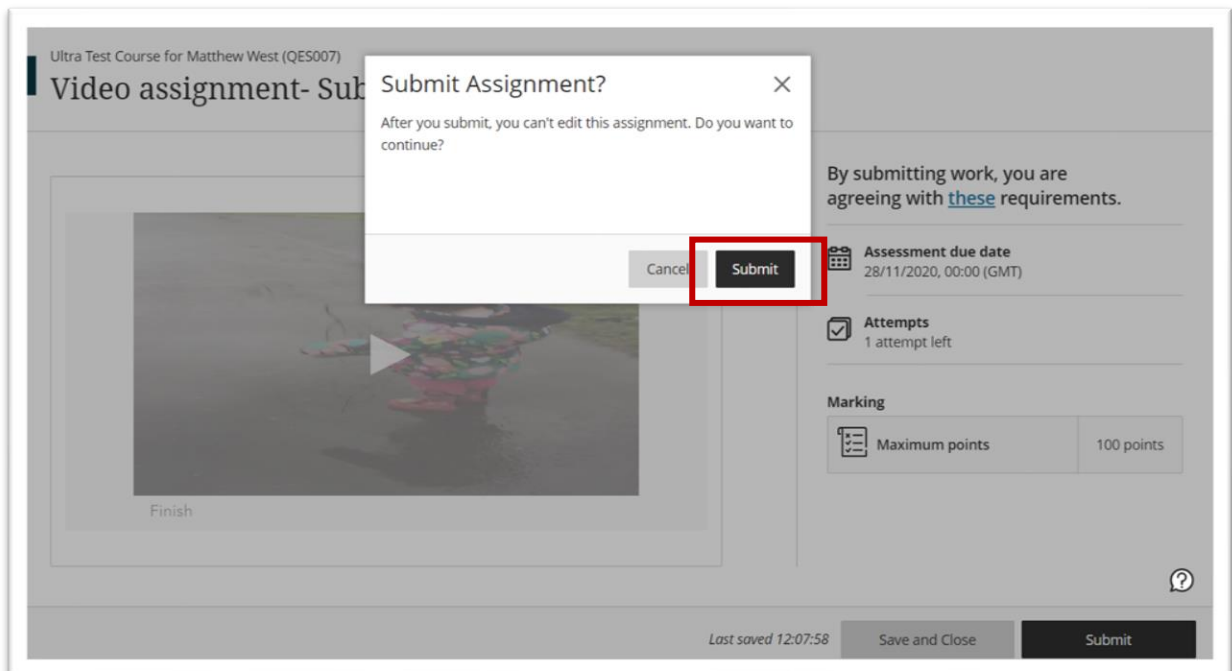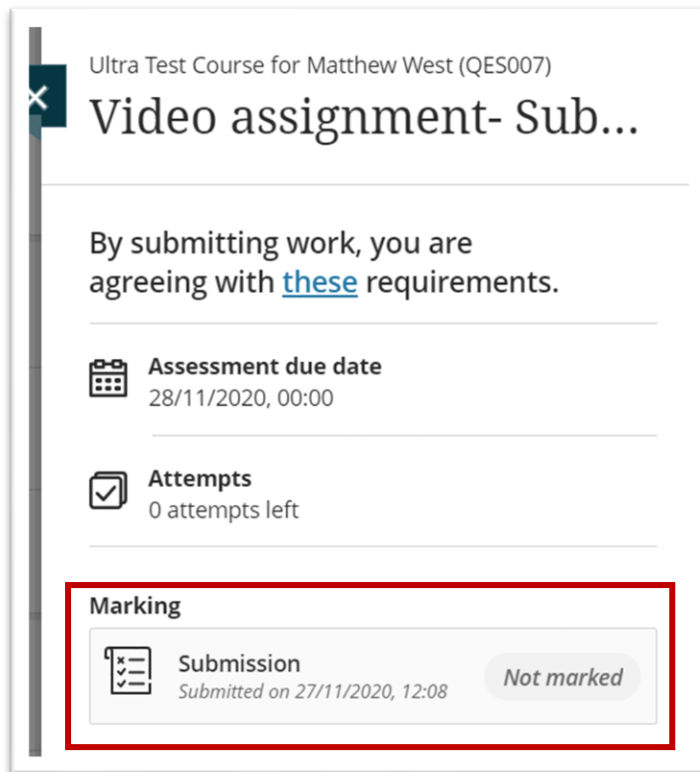
12. You will see the video on the left and it may say "awaiting processing". Do not worry if you see this message, you may be one of hundreds of video submissions that day - you do not need to wait for the video to processing to complete. Now press **Submit**.
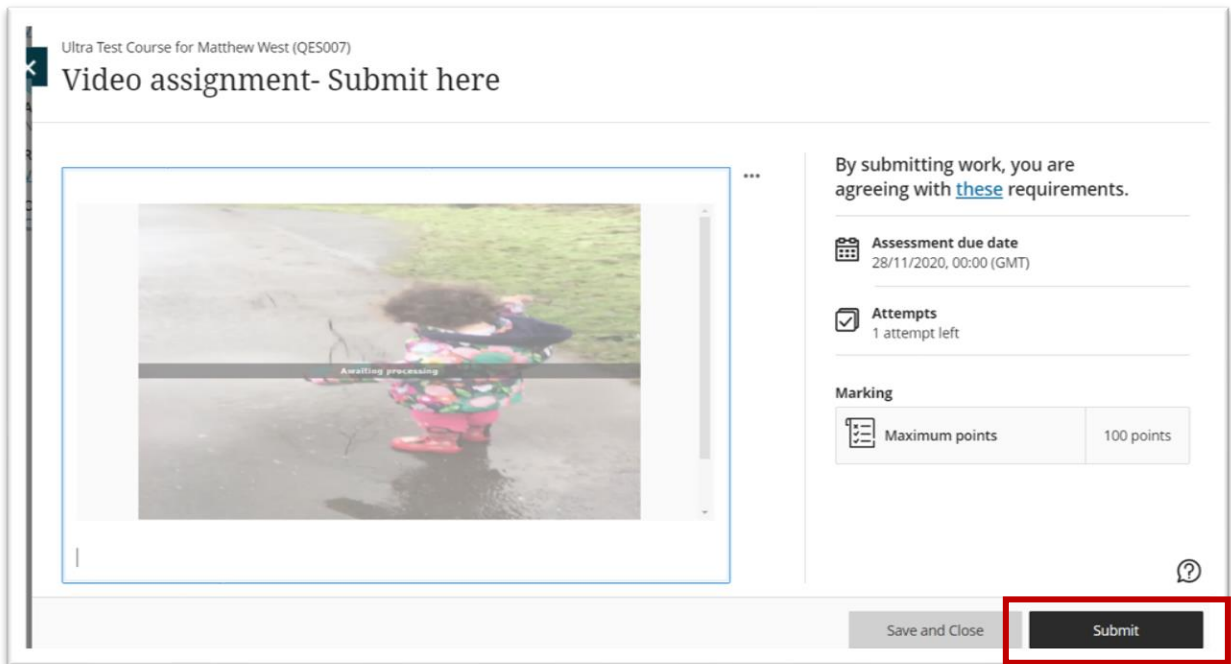
13. On the Submit Assignment pop up, select the final **Submit** button.

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.

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

Has something gone with wrong with your submission?

Contact Digital IT for help: 0161 295 4444.