

MindTap



Instructor Guide to the YouSeeU MindApp

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Introduction

The YouSeeU MindApp enables subjective assessment of students in several MindTap courses. It enables synchronous (live capture) and asynchronous speech video delivery, recording and grading. YouSeeU is a technology from a third party vendor, integrated in MindTap.

Students or groups of students practice and present content that instructors and other students review. Students submit videos and synchronize visual aids. Instructors set up peer review groups and group presentations.

Instructors have access to grading tools including rubrics they create and modify or use/modify a pre-existing rubric. Instructors also comment on student assignments. The YouSeeU App also enables students to review presentations by their peers.

NOTE: MindTap runs on the most recent version of Firefox, Internet Explorer, Safari (for Mac) and Chrome. YouSeeU may present technical issues with the Chrome browser and Flash. To avoid these issues, use a different browser or download the latest version of Flash.

Audience

This document supports instructors of MindTap courses and the CourseCare admins who help them configure MindTap courses that use YouSeeU.

Objectives

This instructor guide introduces readers to procedures needed to set up and work with the YouSeeU features within a MindTap course.

Topics covered in this guide include the following:

- Working with rubrics
- Assigning peer review groups
- Using Live Capture
- Setting up YouSeeU activities in a MindTap course
- Using Group presentations
- Evaluating student presentations
- How Students use YouSeeU

App Doc Dashboard

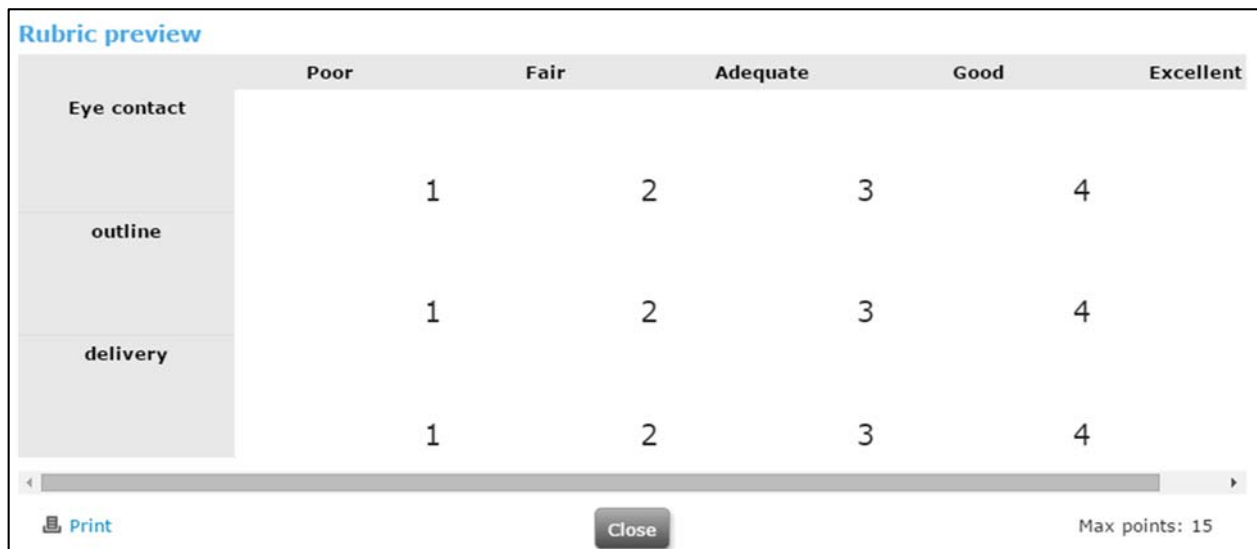
Instructors create assignments, rubrics and peer-review groups within the YouSeeU MindApp.

Working with Rubrics

YouSeeU enables instructors and peers to review students using rubrics. Instructors use, copy and modify existing rubrics or create their own.

Students view details of a rubric prior to completing the Activity to understand the criteria on which their instructor and peers base their reviews. Students also use rubrics to evaluate their own presentations.

IMPORTANT: Students can only use the rubric that the instructor designates for the Activity.



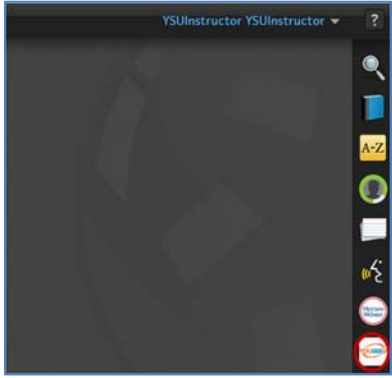
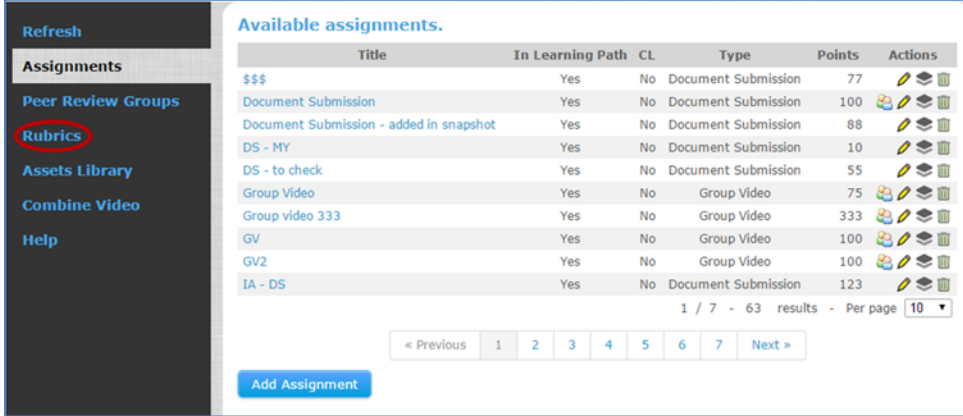
The screenshot shows a 'Rubric preview' window. It features a table with three rows of criteria and five columns of performance levels. The criteria are 'Eye contact', 'outline', and 'delivery'. The performance levels are 'Poor', 'Fair', 'Adequate', 'Good', and 'Excellent'. The scores for each criterion are: Eye contact (1, 2, 3, 4), outline (1, 2, 3, 4), and delivery (1, 2, 3, 4). At the bottom of the window, there is a 'Print' button, a 'Close' button, and the text 'Max points: 15'.

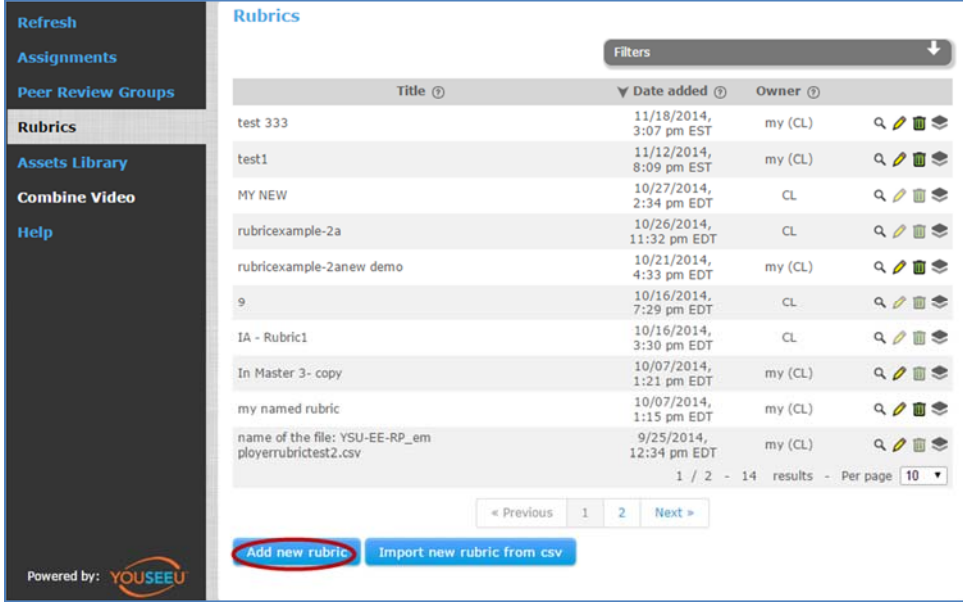
	Poor	Fair	Adequate	Good	Excellent
Eye contact	1	2	3	4	
outline	1	2	3	4	
delivery	1	2	3	4	

Creating a Rubric

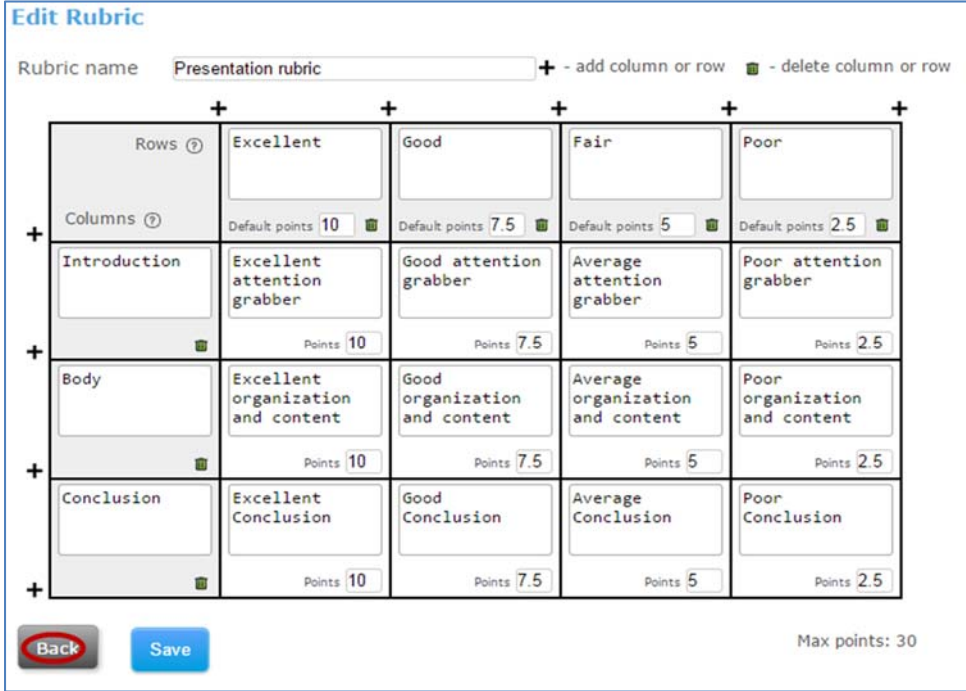
Instructors need to create rubrics before setting up YouSeeU Activities to add the rubric in Activity Creation.

Follow the steps in the table to create a rubric:

Step	Action
1	<p>Select YouSeeU from the App doc.</p>  <p>Result: The YouSeeU App displays.</p>
2	<p>Select Rubric from the navigation bar on the left.</p>  <p>Result: The <i>Rubrics</i> page displays.</p>

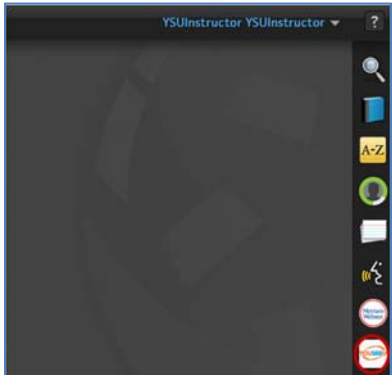
Step	Action
3	<p>Click Add new Rubric.</p>  <p>Result: The rubric displays.</p>

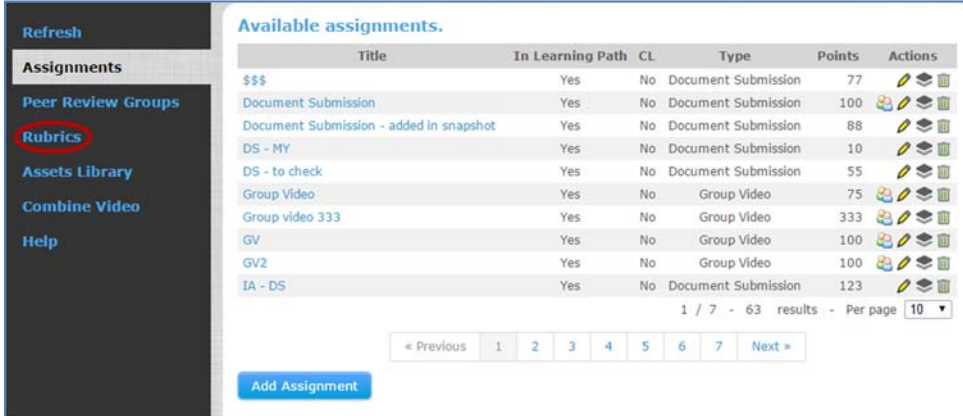
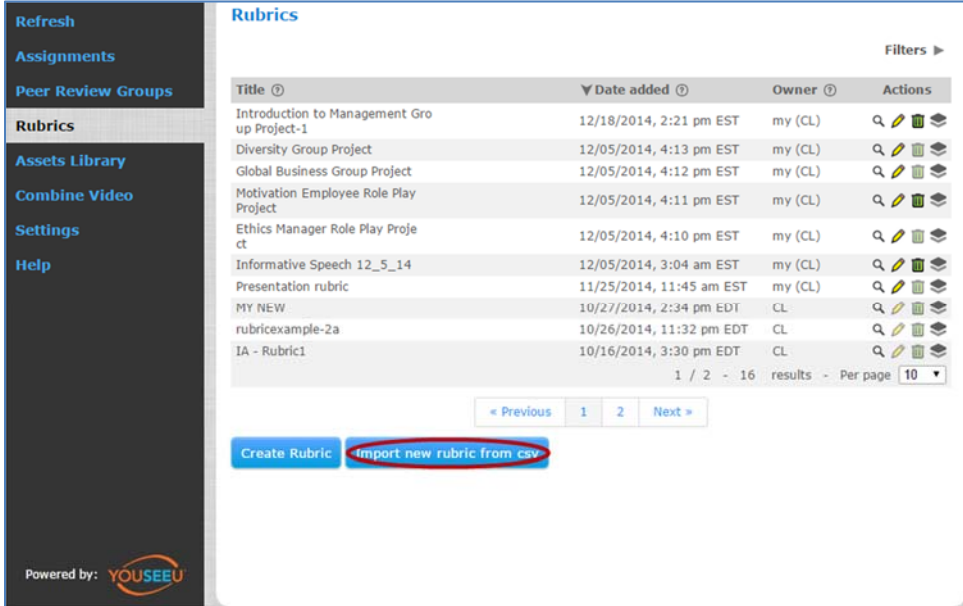
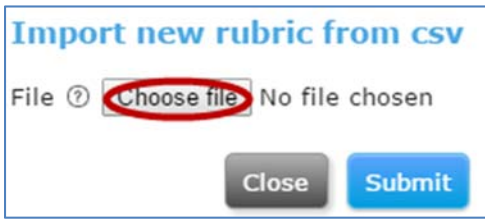
Step	Action																																																												
4	<p>Enter the criteria. All gray fields are required.</p> <p>IMPORTANT: The limit is 40 rows and 6 columns per rubric.</p> <ul style="list-style-type: none"> Enter default points in the top-level fields. Enter points to increase or decrease the weighting or to overwrite the default points for an individual criterion. YouSeeU calculates maximum points automatically, taking the product of the highest default points and the number of rows. All of the fields in the rubric are editable. Edit the rubric as follows: <ul style="list-style-type: none"> Click a plus icon to add a new row or column. Click a trash can icon to remove a row or column. <p>Click Save.</p> <div data-bbox="375 703 1334 1417" style="border: 1px solid #ccc; padding: 10px;"> <p>Create Rubric</p> <p>Rubric name <input type="text" value="Presentation rubric"/> + - add column or row <input type="checkbox"/> - delete column or row</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+ Rows ?</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> </tr> <tr> <td style="text-align: center;">+ Columns ?</td> <td style="text-align: center;">+ Excellent</td> <td style="text-align: center;">+ Good</td> <td style="text-align: center;">+ Fair</td> <td style="text-align: center;">+ Poor</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Default points 10 <input type="checkbox"/></td> <td style="text-align: center;">Default points 7.5 <input type="checkbox"/></td> <td style="text-align: center;">Default points 5 <input type="checkbox"/></td> <td style="text-align: center;">Default points 2.5 <input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">+ Introduction</td> <td style="text-align: center;">Excellent attention grabber</td> <td style="text-align: center;">Good attention grabber</td> <td style="text-align: center;">Average attention grabber</td> <td style="text-align: center;">Poor attention grabber</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Points 10 <input type="checkbox"/></td> <td style="text-align: center;">Points 7.5 <input type="checkbox"/></td> <td style="text-align: center;">Points 5 <input type="checkbox"/></td> <td style="text-align: center;">Points 2.5 <input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">+ Body</td> <td style="text-align: center;">Excellent organization and content</td> <td style="text-align: center;">Good organization and content</td> <td style="text-align: center;">Average organization and content</td> <td style="text-align: center;">Poor organization and content</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Points 10 <input type="checkbox"/></td> <td style="text-align: center;">Points 7.5 <input type="checkbox"/></td> <td style="text-align: center;">Points 5 <input type="checkbox"/></td> <td style="text-align: center;">Points 2.5 <input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">+ Conclusion</td> <td style="text-align: center;">Excellent Conclusion</td> <td style="text-align: center;">Good Conclusion</td> <td style="text-align: center;">Average Conclusion</td> <td style="text-align: center;">Poor Conclusion</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Points 10 <input type="checkbox"/></td> <td style="text-align: center;">Points 7.5 <input type="checkbox"/></td> <td style="text-align: center;">Points 5 <input type="checkbox"/></td> <td style="text-align: center;">Points 2.5 <input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: left;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Save"/> Max points: 30 </p> </div> <p>Result: The rubric saves. A confirmation message displays.</p>							+ Rows ?	+	+	+	+	+	+ Columns ?	+ Excellent	+ Good	+ Fair	+ Poor			Default points 10 <input type="checkbox"/>	Default points 7.5 <input type="checkbox"/>	Default points 5 <input type="checkbox"/>	Default points 2.5 <input type="checkbox"/>		+ Introduction	Excellent attention grabber	Good attention grabber	Average attention grabber	Poor attention grabber			Points 10 <input type="checkbox"/>	Points 7.5 <input type="checkbox"/>	Points 5 <input type="checkbox"/>	Points 2.5 <input type="checkbox"/>		+ Body	Excellent organization and content	Good organization and content	Average organization and content	Poor organization and content			Points 10 <input type="checkbox"/>	Points 7.5 <input type="checkbox"/>	Points 5 <input type="checkbox"/>	Points 2.5 <input type="checkbox"/>		+ Conclusion	Excellent Conclusion	Good Conclusion	Average Conclusion	Poor Conclusion			Points 10 <input type="checkbox"/>	Points 7.5 <input type="checkbox"/>	Points 5 <input type="checkbox"/>	Points 2.5 <input type="checkbox"/>	
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Step	Action
5	<p>Click Back.</p>  <p>Result: The rubric library displays.</p>

Importing a Rubric

Import rubrics from a .csv file using the following procedure:

Step	Action
1	<p>Select YouSeeU from the App doc.</p>  <p>Result: The YouSeeU App displays.</p>

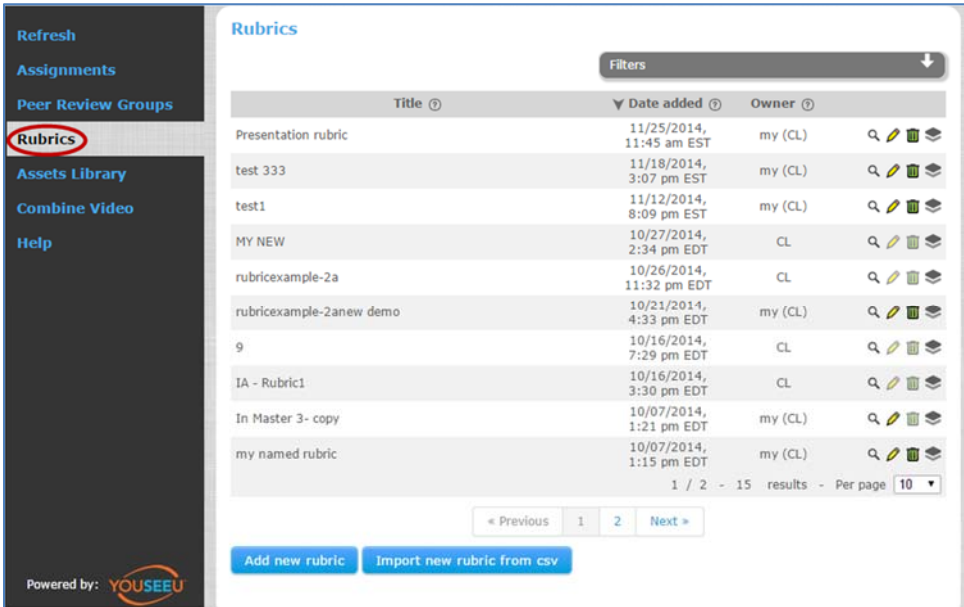
Step	Action
2	<p>Select Rubric from the navigation bar on the left.</p>  <p>Result: The <i>Rubrics</i> page displays.</p>
3	<p>Click Import new rubric from csv.</p>  <p>Result: The Import new rubric from csv dialog box displays.</p>
4	<p>Click Choose File.</p>  <p>Result: A directory displays.</p>

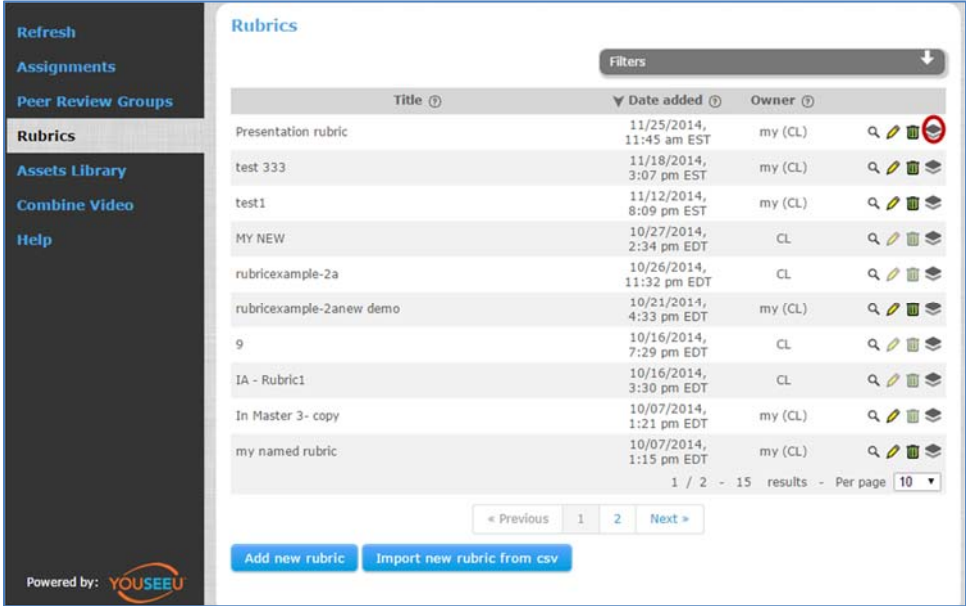
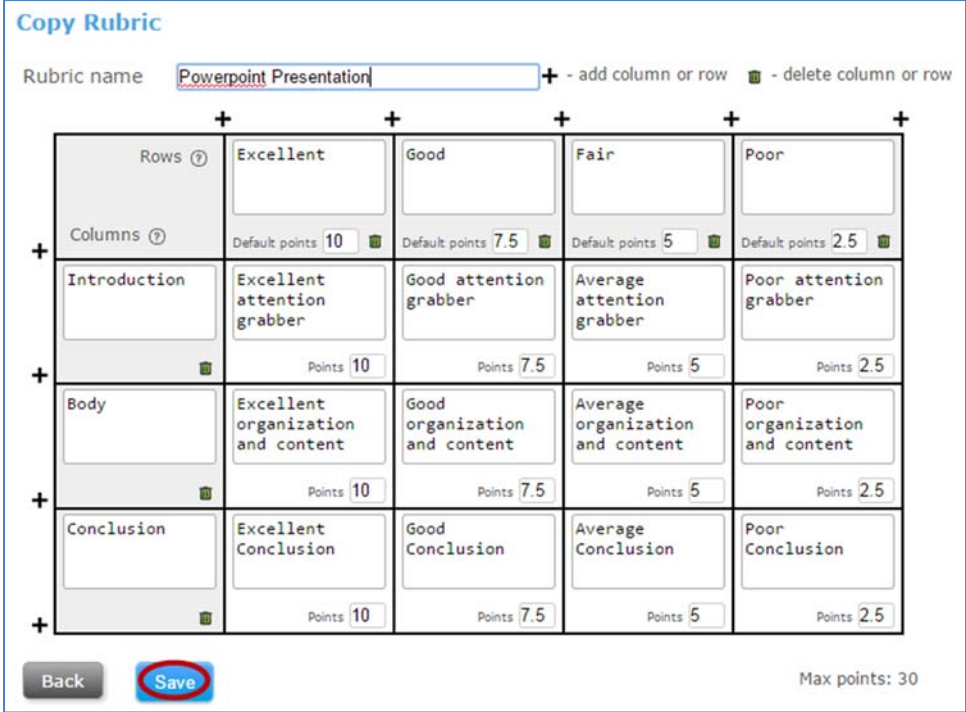
Step	Action
5	Select the file to download. Click Submit . Result: The rubric imports.

Copying a Rubric

Instructors cannot edit rubrics provided by Cengage Learning. To modify Cengage Learning rubrics, copy and edit them to create new rubrics. These steps explain the procedure:

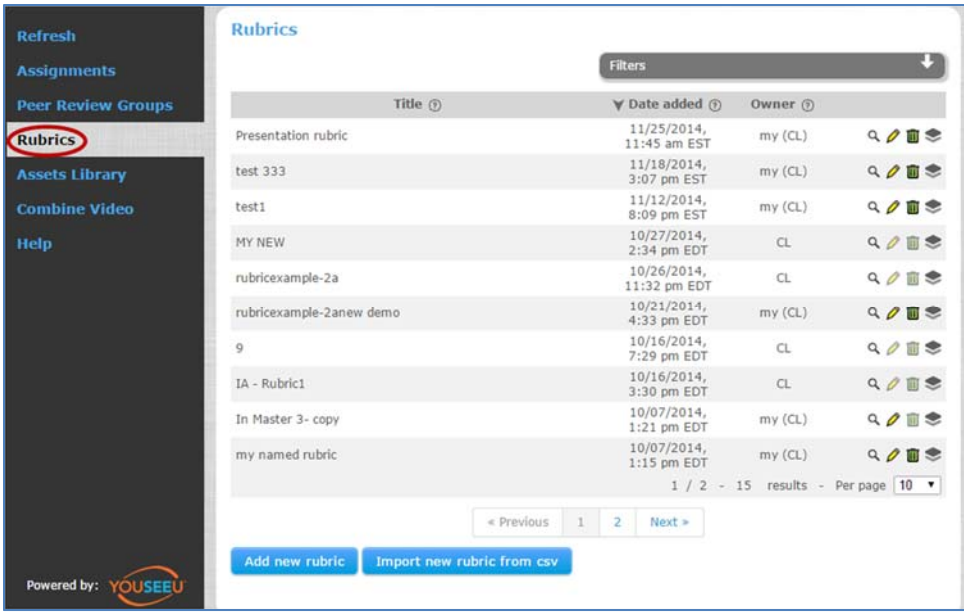
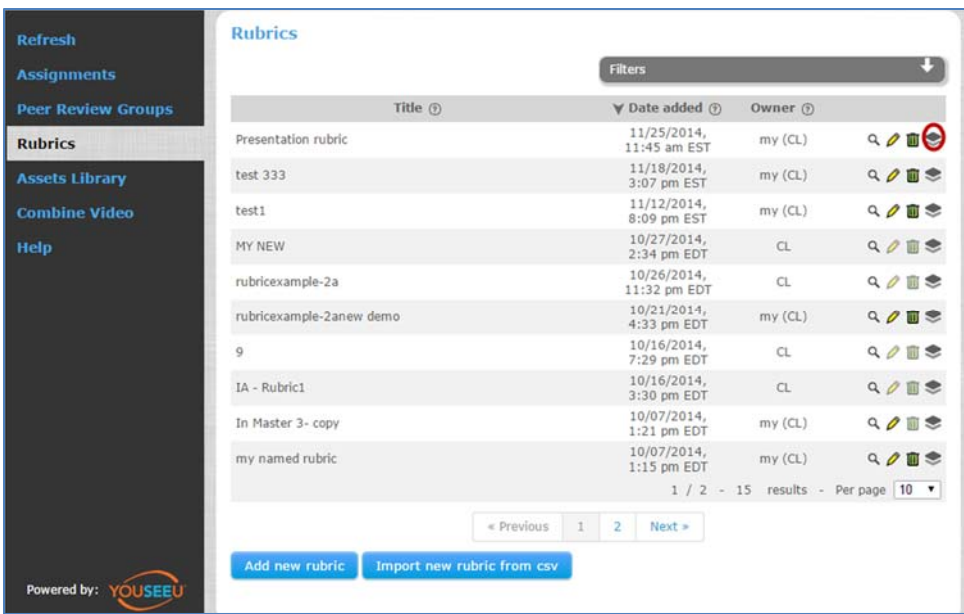
NOTE: Instructors also copy rubrics they created or imported.

Step	Action
1	<p>Select Rubrics from the navigation bar on the left of the screen.</p>  <p>Result: The Rubrics tab displays.</p>

Step	Action
2	<p>Click the copy icon on the far right of the rubric to copy.</p>  <p>Result: The rubric displays with (1) appended to its name.</p>
3	<p>Edit the name and rubric. Click Save.</p>  <p>Result: A message displays, confirming the edit.</p>

Editing a Default Rubric

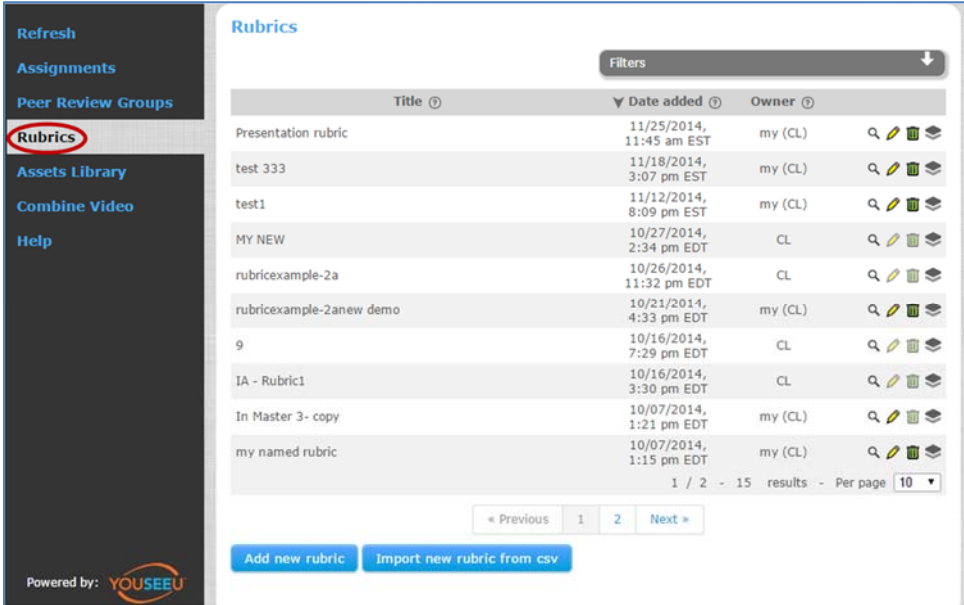
The YouSeeU App includes some rubrics that instructors use for their assignments. To edit a CL rubric, copy the template and make edits using the following procedure:

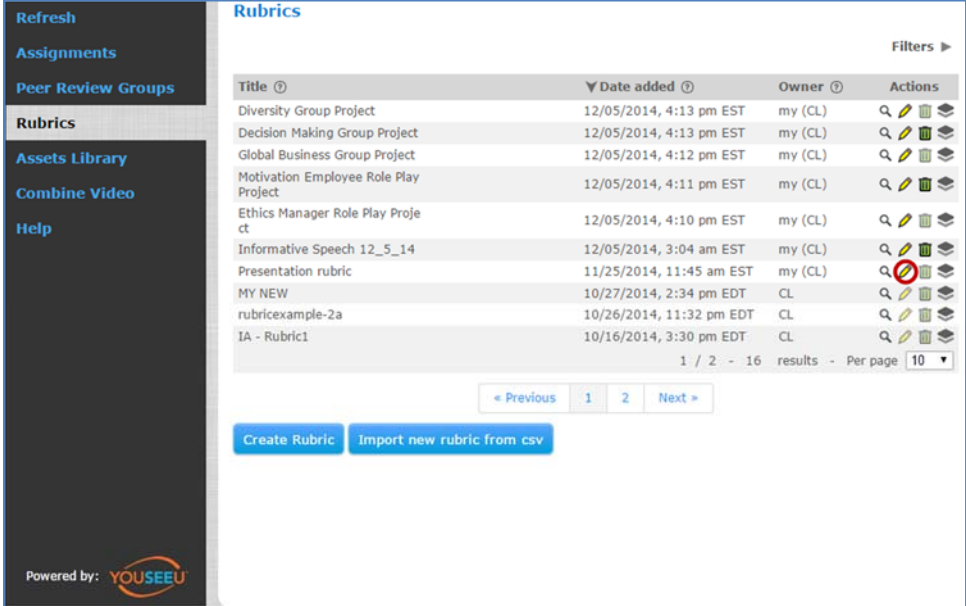
Step	Action
1	<p data-bbox="435 409 641 443">Select Rubrics.</p>  <p data-bbox="435 1066 868 1100">Result: The Rubrics tab displays.</p>
2	<p data-bbox="435 1117 799 1150">Click the Copy Rubric icon.</p>  <p data-bbox="435 1774 1372 1852">Result: The new rubric displays in the Rubric drop-down menu under My rubrics. Customize the rubric.</p>

Step	Action
3	Skip to Step 4 of the Creating a Rubric table to edit the rubric.

Editing a Custom Rubric

Use the following procedure to customize an existing rubric.

Step	Action
1	<p>Select Rubrics.</p>  <p>Result: The Rubrics tab displays.</p>

Step	Action
2	<p>Click the Edit icon.</p>  <p>The screenshot shows a sidebar with navigation options: Refresh, Assignments, Peer Review Groups, Rubrics (selected), Assets Library, Combine Video, and Help. The main content area is titled 'Rubrics' and contains a table with columns: Title, Date added, Owner, and Actions. The table lists several rubrics, including 'Presentation rubric' which is highlighted with a red circle around its edit icon. Below the table are buttons for 'Create Rubric' and 'Import new rubric from csv', and a footer indicating 'Powered by: YOUSEEU'.</p> <p>Result: The rubric displays.</p>
3	Skip to Step 3 of the Creating a Rubric table to edit the rubric.

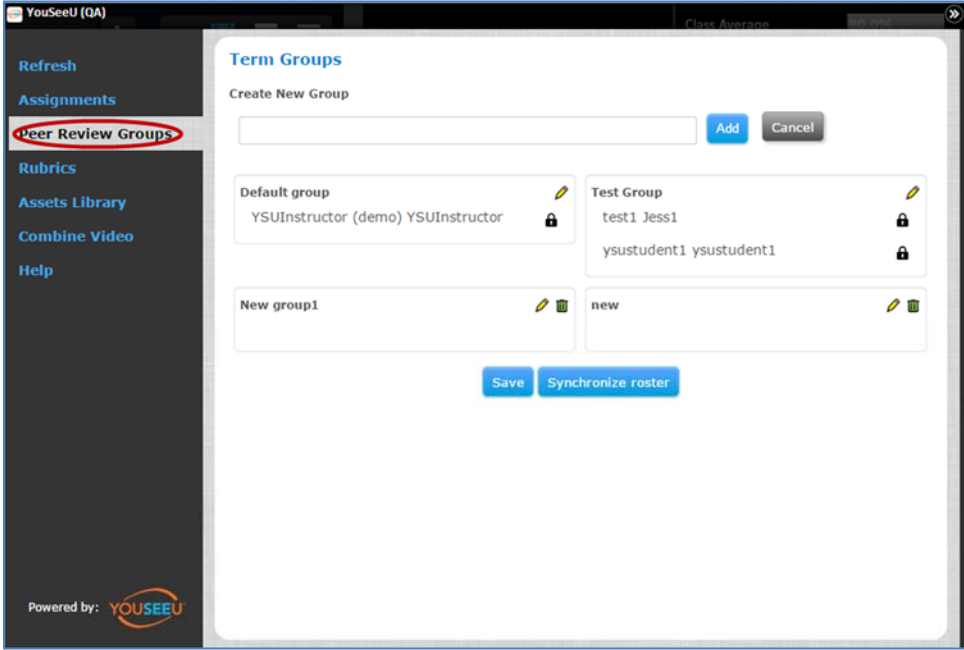
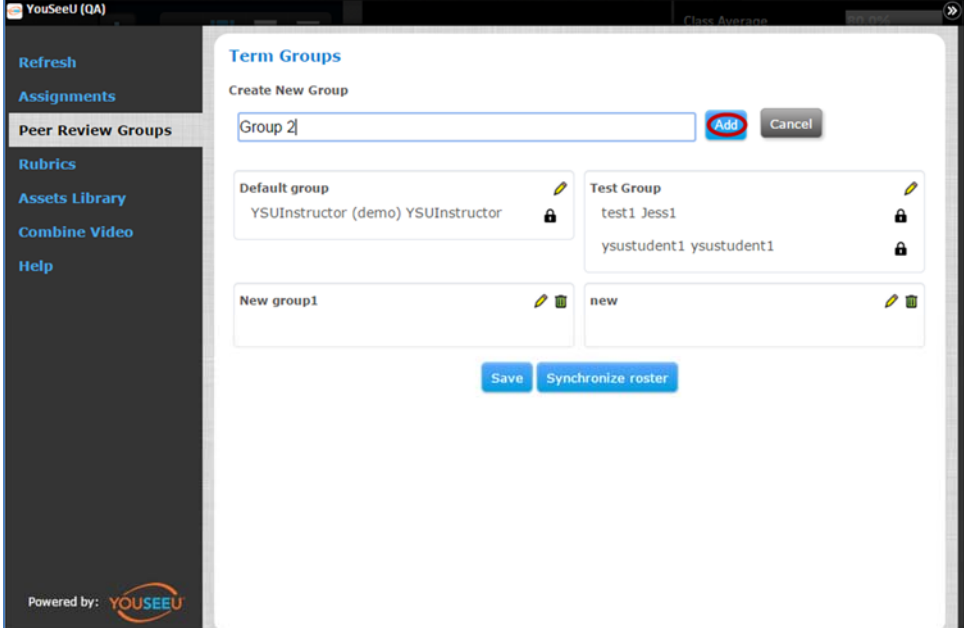
Peer Review Groups

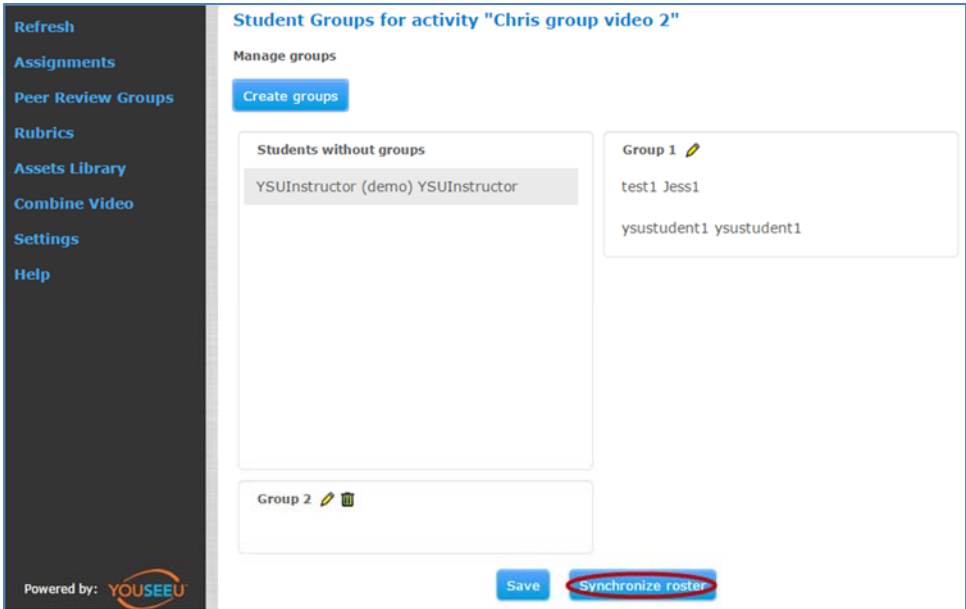
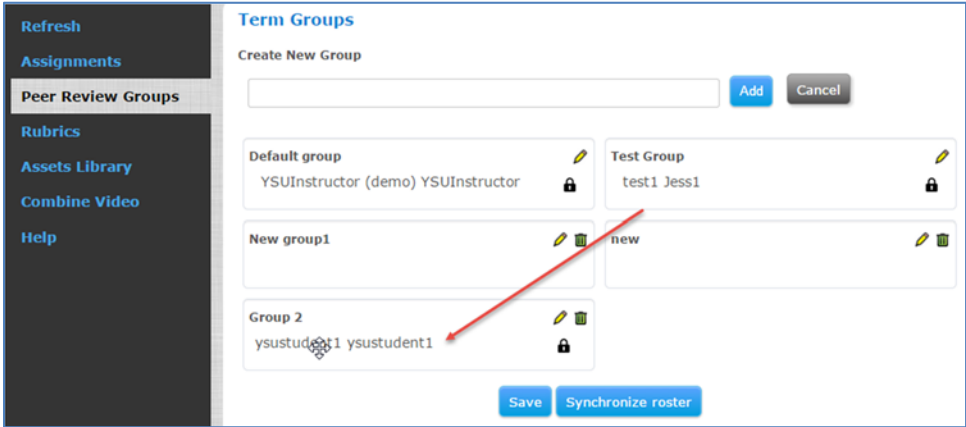
Instructors place students into Peer Review Groups that for use when creating assignments.

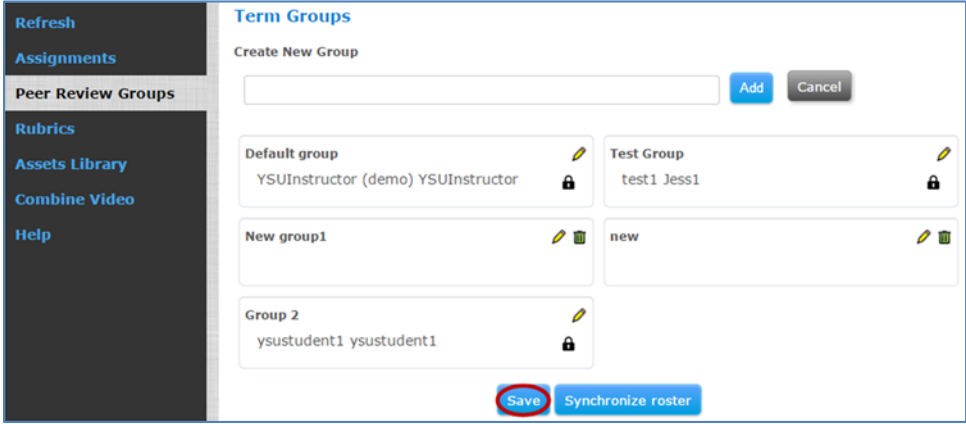
Creating Peer Review Groups

Peer Review groups persist for the duration of the course. Students need to enter the course and access a YouSeeU Activity via CengageBrain or the institution's LMS before instructors view their names and place them into Peer Review Groups.

The steps in the table below explain how to create groups and place students into them:

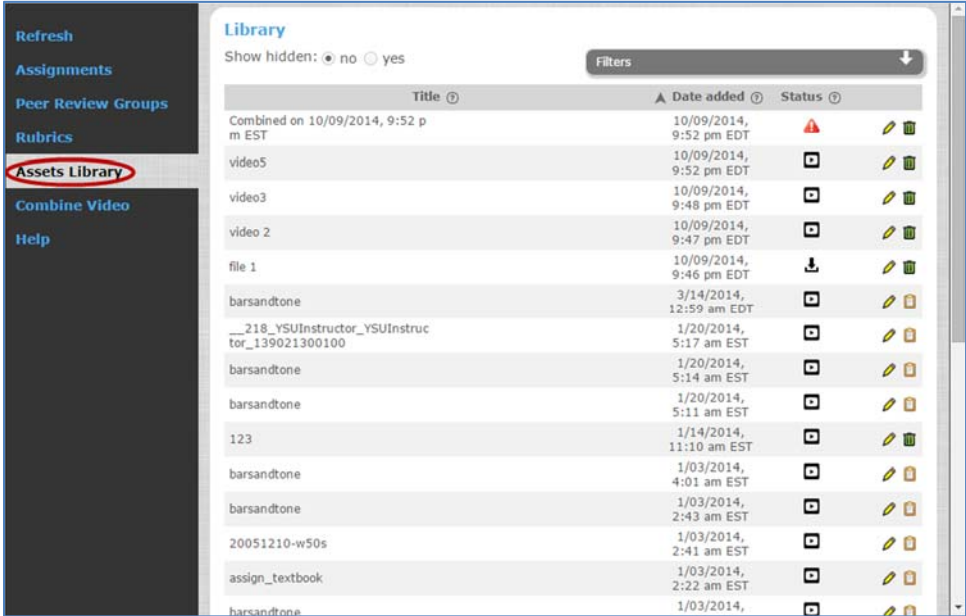
Step	Action
1	<p>Select Peer Review Groups from the navigation bar on the left side of the screen.</p>  <p>Result: The <i>Peer Review Groups</i> page displays.</p>
2	<p>Create a group:</p> <ul style="list-style-type: none"> ■ Enter a group name. ■ Click Add.  <p>Result: The new group displays. Add more groups as needed.</p>

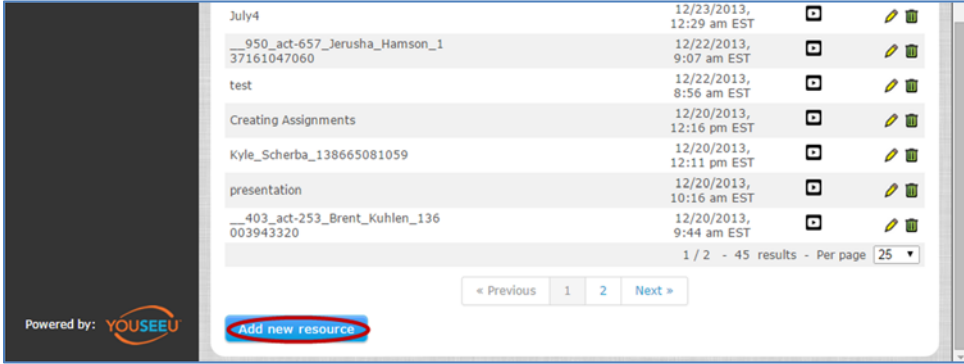
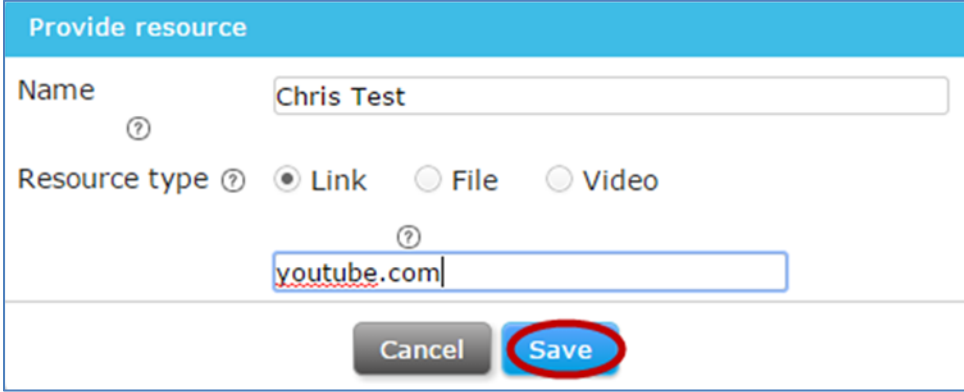
Step	Action
3	<p>Optional: If some student names do not display on the list, click Synchronize roster.</p>  <p>Result: The student list refreshes.</p>
4	<p>Drag and drop student names into groups and between groups. NOTE: Students begin in Default group.</p>  <p>Results: Students are assigned to the new group.</p>

Step	Action
5	<p>Click Save.</p>  <p>Result: Peer Review groups save.</p>

Adding Resources to the Assets Library

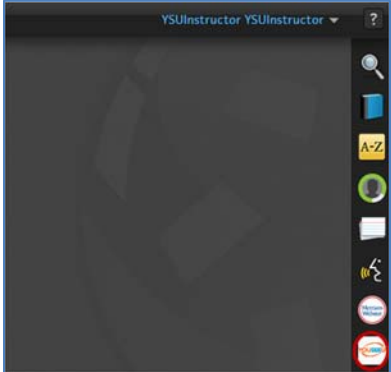
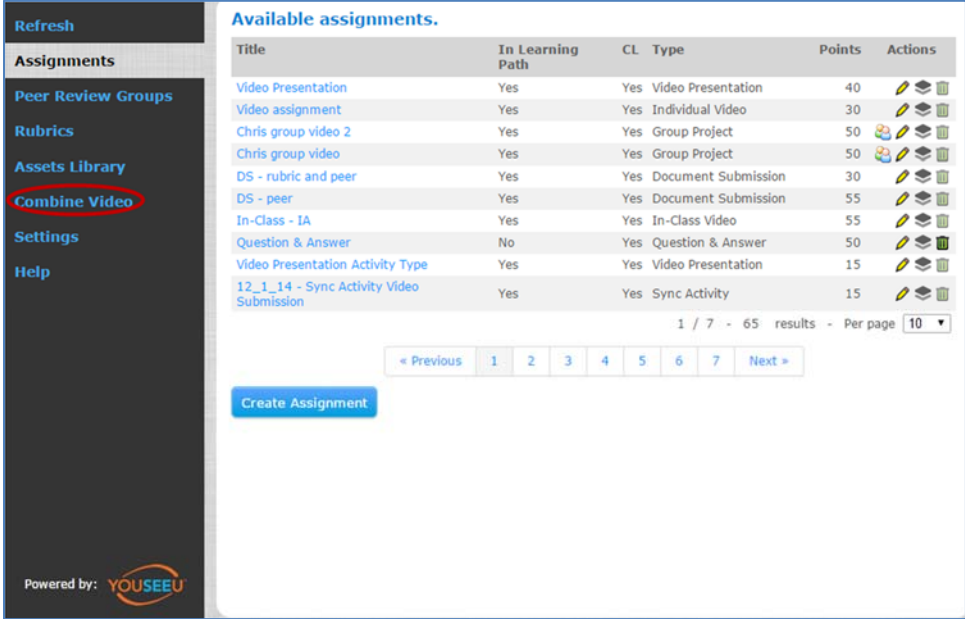
If instructors use instructor resources (links, video and audio), create them and store them in the Assets Library. They associate resources with Activities. These instructions explain how to save resources for future use:

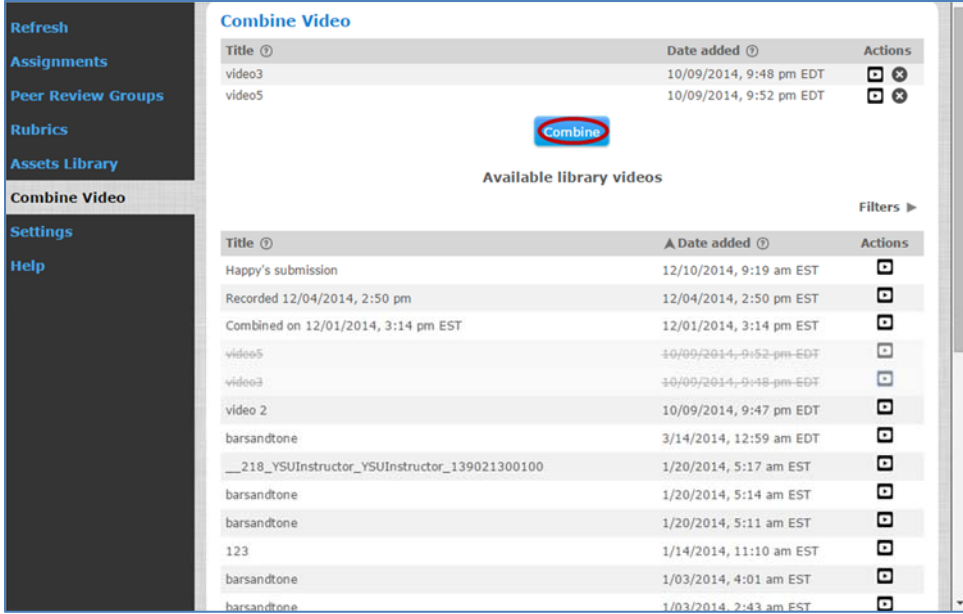
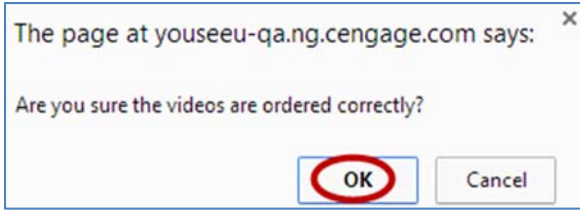
Step	Action
1	<p>Select Assets Library from the navigation bar on the left side of the screen.</p>  <p>Result: The Assets Library displays.</p>

Step	Action
2	<p>Click Add new resource.</p>  <p>Result: The <i>Provide resource</i> popup displays.</p>
3	<p>Enter a name form the resource. Select a resource type:</p> <ul style="list-style-type: none"> ■ Link: Enter a URL in the box ■ File: Browse for a file ■ Video (Select a video or follow the prompts to record a video.) <p>Click Save.</p>  <p>Result: The resource saves to the Assets Library for future use.</p>

Combine Video

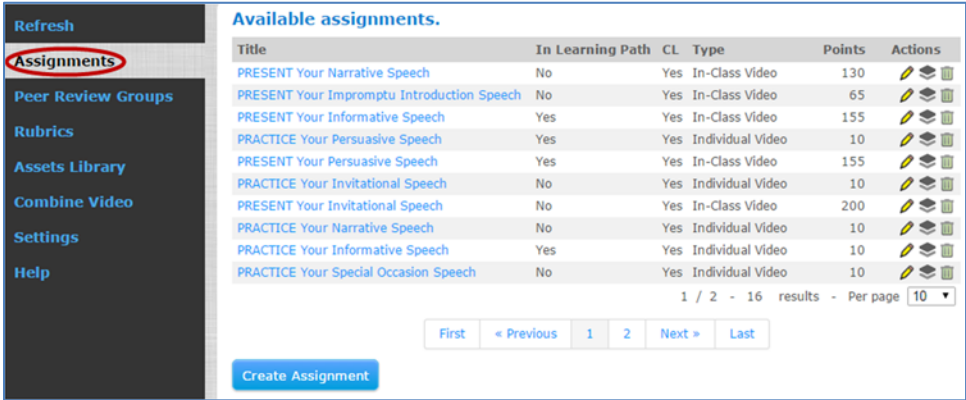
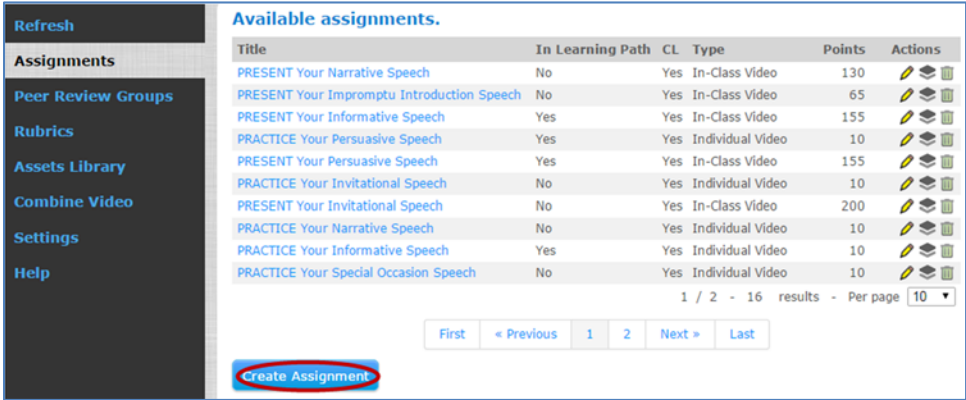
Combine videos already added to the Assets Library to consolidate example videos.

Step	Action
1	<p>Select YouSeeU from the App doc.</p>  <p>Result: The YouSeeU App displays.</p>
2	<p>Select the Combine Video tab.</p>  <p>Result: The Combine Video tab displays.</p>
3	<p>Click the play icon to preview the video. Drag and drop the video to the <i>Combine Video</i> section. Result: The video displays in the <i>Combine Video</i> section.</p>

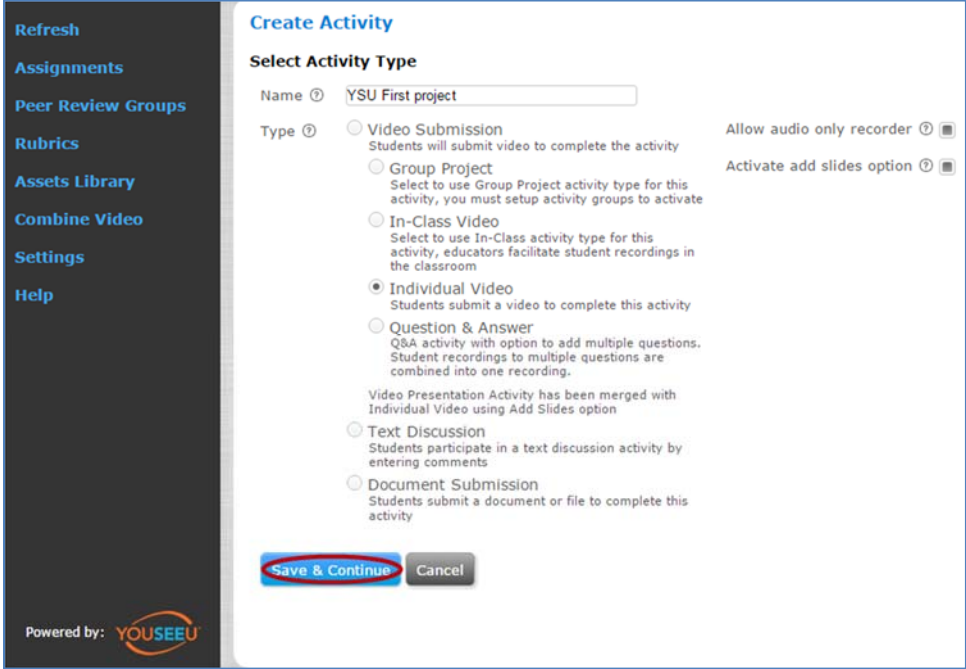
Step	Action
<p>4</p>	<p>Click Combine.</p> <p>NOTE: Place the videos in the order students view them.</p>  <p>Result: A dialog box displays confirming the order.</p>
<p>5</p>	<p>Click OK.</p>  <p>Result: The combined video displays in the Assets Library.</p>

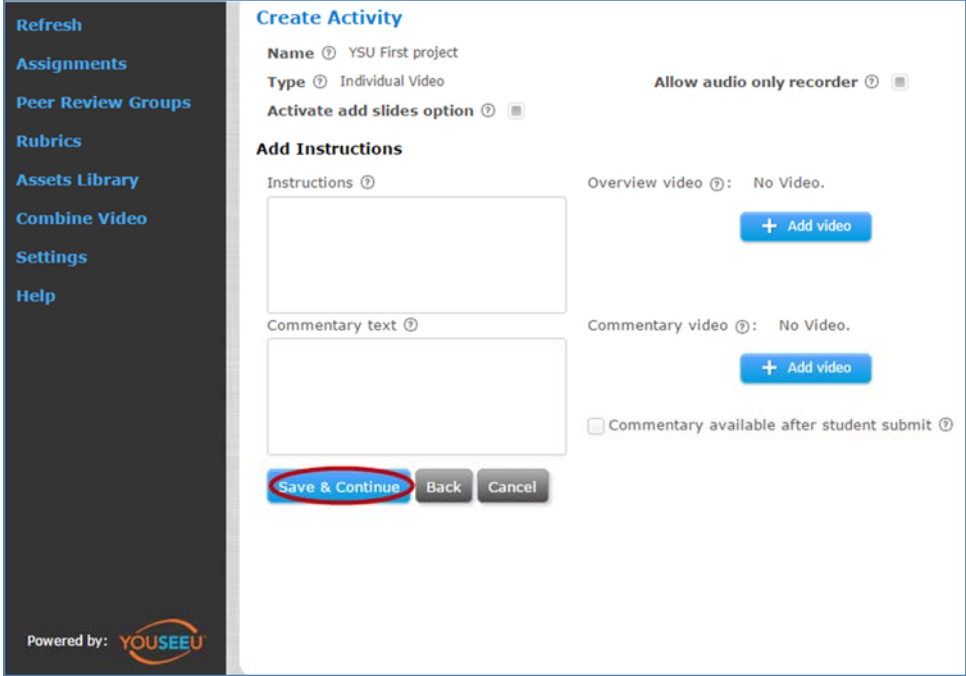
Activity Setup

Create Activities in the YouSeeU App before adding them to the MindTap course. Follow these steps to set up an Activity:

Step	Action
1	<p>Select Assignments in the navigation bar on the left of the screen.</p>  <p>Result: The <i>Available assignments</i> page displays.</p>
2	<p>Click Create Assignment.</p>  <p>Result: The <i>Create Activity</i> page displays.</p>

Step	Action						
3	<p data-bbox="435 254 737 285">Complete the following:</p> <table border="1" data-bbox="435 296 1390 1633"> <thead> <tr> <th data-bbox="435 296 721 348">Field</th> <th data-bbox="721 296 1390 348">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 348 721 401">Name</td> <td data-bbox="721 348 1390 401">Enter a unique name for each assignment.</td> </tr> <tr> <td data-bbox="435 401 721 1633">Type</td> <td data-bbox="721 401 1390 1633"> <p data-bbox="737 411 1198 443">Click a radio button to select a type:</p> <p data-bbox="737 453 1252 516">NOTE: Select Video submission to view additional options.</p> <ul style="list-style-type: none"> <li data-bbox="737 527 1341 632">■ Group Project: Enables students in a group to capture and/or upload their individual presentation, working as a group to finalize. <li data-bbox="737 642 1333 821">■ In-Class Video: Instructor captures student videos in class while instructors and peers evaluate using a variety of options, including sync comments, rubrics and ratings. <ul style="list-style-type: none"> <li data-bbox="781 789 1065 821">— Audio only recorder <li data-bbox="737 831 1333 1052">■ Individual Video: Students upload or record a video. Uploading or recording takes place at home, in a lab, etc. Students also add visual aids. <ul style="list-style-type: none"> <li data-bbox="781 978 1138 1010">— Allow audio only recorder <li data-bbox="781 1020 1146 1052">— Activate add slides option <li data-bbox="737 1062 1325 1409">■ Question & Answer: Students respond to a question immediately, with a webcam video. This option captures spontaneous and authentic responses to the question. <ul style="list-style-type: none"> <li data-bbox="781 1209 1024 1241">— Delay (seconds) <li data-bbox="781 1251 1040 1283">— Start immediately <li data-bbox="781 1293 1187 1325">— Min answer length (seconds) <li data-bbox="781 1335 1195 1367">— Max answer length (seconds) <li data-bbox="781 1377 1000 1409">— Student retake <li data-bbox="737 1419 1373 1556">■ Text Discussion: Students add discussion posts, typically in response to an instructor's video. Students respond to the post or other comments. <li data-bbox="737 1566 1268 1629">■ Document Submission: Students upload document files. </td> </tr> </tbody> </table>	Field	Details	Name	Enter a unique name for each assignment.	Type	<p data-bbox="737 411 1198 443">Click a radio button to select a type:</p> <p data-bbox="737 453 1252 516">NOTE: Select Video submission to view additional options.</p> <ul style="list-style-type: none"> <li data-bbox="737 527 1341 632">■ Group Project: Enables students in a group to capture and/or upload their individual presentation, working as a group to finalize. <li data-bbox="737 642 1333 821">■ In-Class Video: Instructor captures student videos in class while instructors and peers evaluate using a variety of options, including sync comments, rubrics and ratings. <ul style="list-style-type: none"> <li data-bbox="781 789 1065 821">— Audio only recorder <li data-bbox="737 831 1333 1052">■ Individual Video: Students upload or record a video. Uploading or recording takes place at home, in a lab, etc. Students also add visual aids. <ul style="list-style-type: none"> <li data-bbox="781 978 1138 1010">— Allow audio only recorder <li data-bbox="781 1020 1146 1052">— Activate add slides option <li data-bbox="737 1062 1325 1409">■ Question & Answer: Students respond to a question immediately, with a webcam video. This option captures spontaneous and authentic responses to the question. <ul style="list-style-type: none"> <li data-bbox="781 1209 1024 1241">— Delay (seconds) <li data-bbox="781 1251 1040 1283">— Start immediately <li data-bbox="781 1293 1187 1325">— Min answer length (seconds) <li data-bbox="781 1335 1195 1367">— Max answer length (seconds) <li data-bbox="781 1377 1000 1409">— Student retake <li data-bbox="737 1419 1373 1556">■ Text Discussion: Students add discussion posts, typically in response to an instructor's video. Students respond to the post or other comments. <li data-bbox="737 1566 1268 1629">■ Document Submission: Students upload document files.
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Step	Action
4	<p>Click Save & Continue.</p>  <p>Result: The <i>Add Instructions</i> page displays</p>

Step	Action
5	<p>Do one of the following to add instructions:</p> <ul style="list-style-type: none"> ■ Enter instructions in the text box ■ Click Add video to include an instructional video. ■ Optional: Enter additional information such as sample assignments in the commentary text box. Add a video by clicking Add video. Select Commentary available after student submit so students can't see the commentary until they submit the assignment. <p>NOTE: For Question & Answers assignments, click Add question for each question to add. Enable random question mode delivers the questions to students in a random order. Instructors view the answers in one video. A slide with the question displays before each answer.</p> <p>Click Save & Continue</p>  <p>The screenshot shows the 'Create Activity' page. On the left is a dark sidebar with navigation links: Refresh, Assignments, Peer Review Groups, Rubrics, Assets Library, Combine Video, Settings, and Help. The main content area is titled 'Create Activity' and contains the following elements: <ul style="list-style-type: none"> Name: YSU First project Type: Individual Video Allow audio only recorder: A checkbox that is currently checked. Activate add slides option: A checkbox that is currently unchecked. Add Instructions: <ul style="list-style-type: none"> Instructions: A text box with an 'Add video' button to its right. Commentary text: A text box with an 'Add video' button to its right. Commentary available after student submit: A checkbox that is currently unchecked. At the bottom, there are three buttons: 'Save & Continue' (circled in red), 'Back', and 'Cancel'. </p> <p>Result: The <i>Select Participants</i> page displays.</p>

Step	Action
6	<p>Select the participants, reviewers and commenting types for the Activity:</p> <p>NOTE: The Whole Class is selected by default (it is the only choice) unless the instructor creates a group video assignment.</p> <ul style="list-style-type: none"> ■ Group type: <ul style="list-style-type: none"> — No groups: No peer-review; only instructor and submitting student view submissions — Peer Review groups: Instructor-set peer-review groups — Whole Class: Students see all other submissions. (Creates a single review group that includes all class members.) — Random: Instructors enter the number of review groups they want. The system assigns students to groups randomly. — Select Immediate access to peer submissions: Enabled by default. Allows students to peer-review regardless of whether they made their own submission. Deselect so students submit their work before they peer-review. ■ Commenting type: <ul style="list-style-type: none"> — None: No comments allowed. — Group: Students in the same group comment. — Individual: Peer-reviewing students comment on the submitting student's video or work. Comments are visible to the commenting student, submitting student and instructor. — Sync Comments: Comments display for a time in the video. — Anonymous comments: Students cannot see who made each comment. <p>Click Save & Continue.</p> <p>NOTE: If instructors have not created a rubric and intend to use one for this Activity, create the rubric before proceeding.</p>

Step	Action
7	<p>■ Grade settings:</p> <p>NOTE: Educator Ratings, Grade entry and Pass/Fail are alternatives to rubrics. Instructors cannot use them in conjunction with a rubric.</p> <ul style="list-style-type: none"> — Count towards final grade: Count the score towards the final grade. — Educator Ratings: Instructors designate 1-5 stars as they review a student video. Enter an Activity Score. — Grade Entry: Enables grade points. Enter an Activity Score. — Pass/Fail: Enter an Activity Score. — Rubric (Activity Score populates automatically): <ul style="list-style-type: none"> - Select from the dropdown list - Select roles that use the rubric (Select as many as apply) - Select Peer for peer-reviews where the submitting student can see classmate's names. Select Anonymous peer review for peer-reviews where classmate names are not visible to the submitting student. <p>■ Feedback types:</p> <ul style="list-style-type: none"> — Video Feedback (educator only): Instructor can upload or record videos message for individual students. — Text Feedback (educator only): Instructor can enter text messages for individual students. <p>■ Peer Review:</p> <ul style="list-style-type: none"> — Student ratings: Students designate 1-5 stars as they review peers' videos. — Rubric: Students use rubrics to review peers videos. — Anonymous Review: Students peer review anonymously. <p>■ Self Review</p> <ul style="list-style-type: none"> — Rubric: Students use rubric for self-evaluation. <p>Click Save.</p> <p>Result: The Assignment List displays with the created assignment.</p>

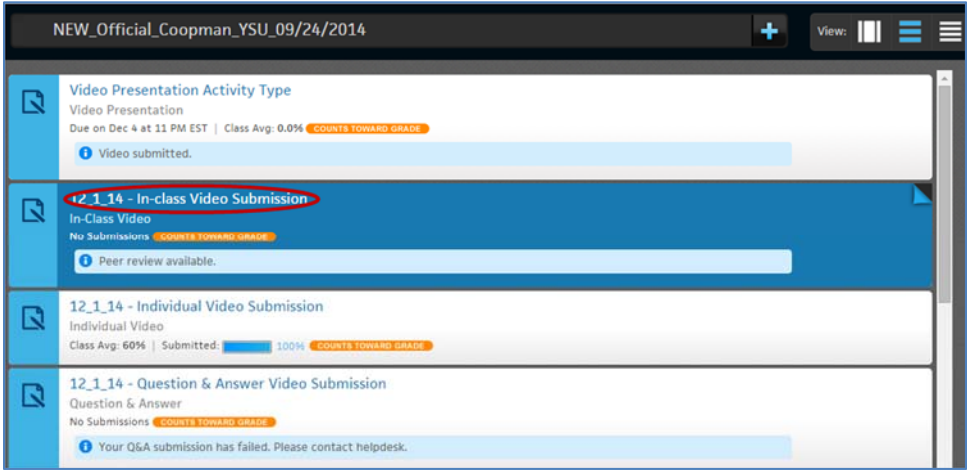
Using Live Capture for In Class Videos

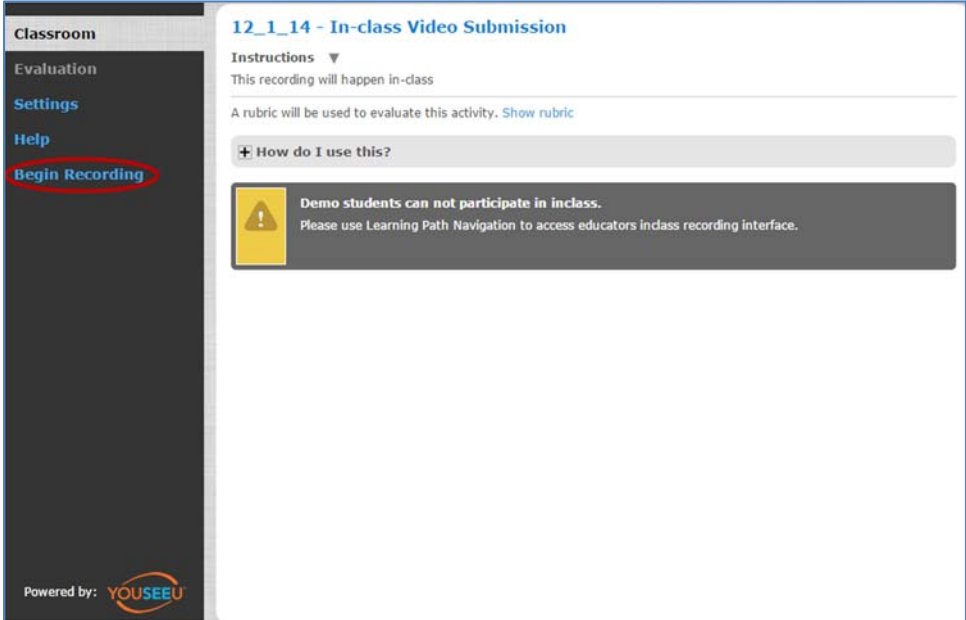
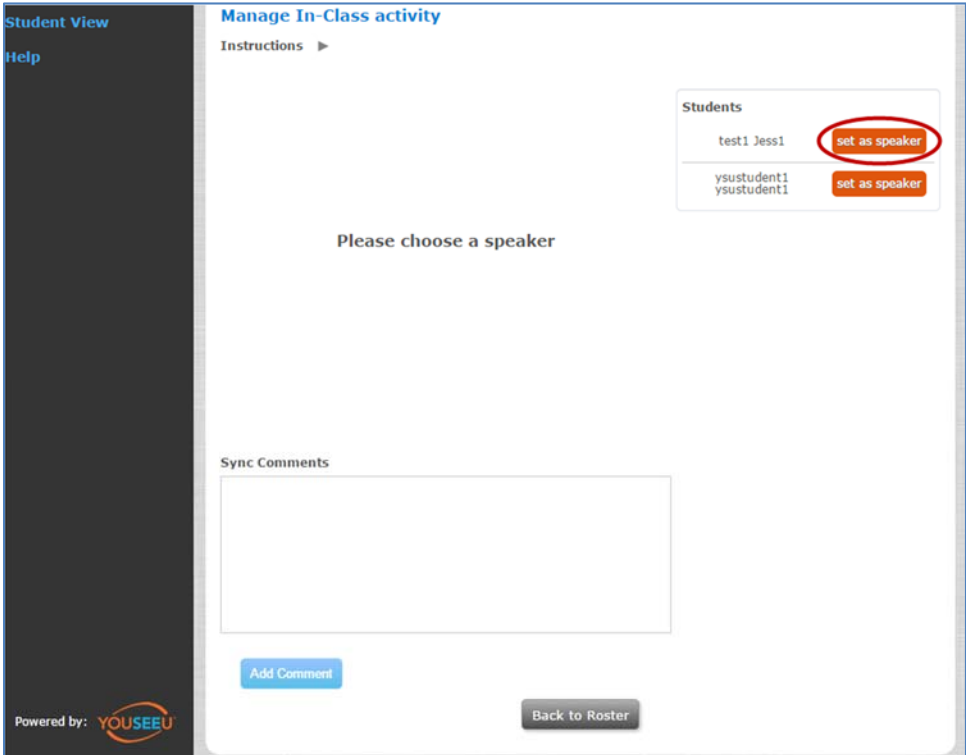
Use Live Capture to grade and record student presentations in class. Live Capture enables students to record directly into MindTap and avoids video upload problems. The recording automatically associates with the student. Enable students to peer review classmate's presentations while viewing the Live Capture. Use Live Capture for In Class video Activities.

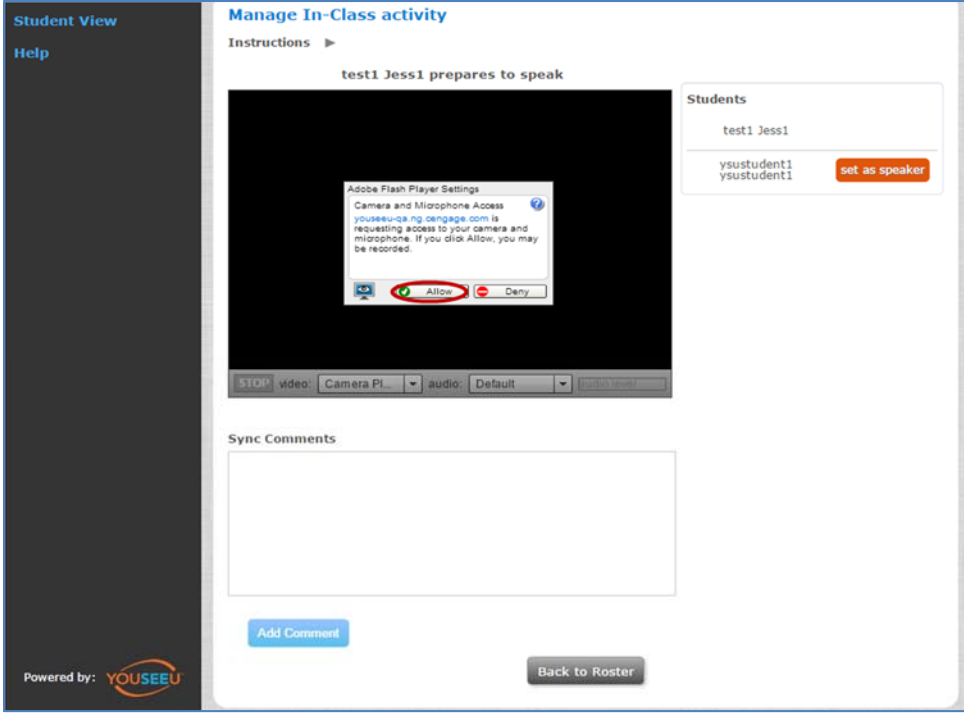
Recording the Presentation

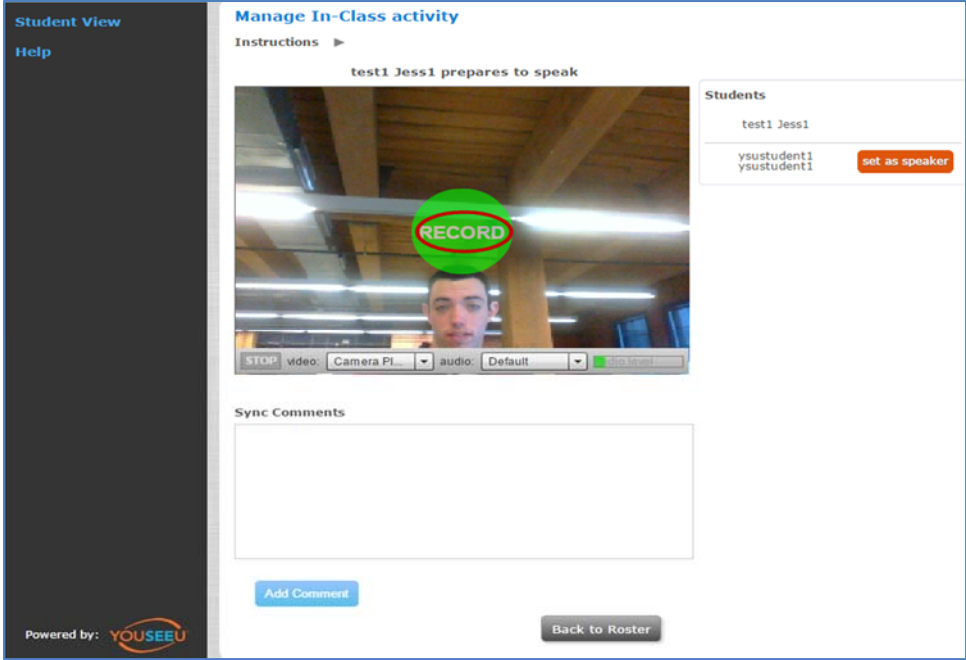
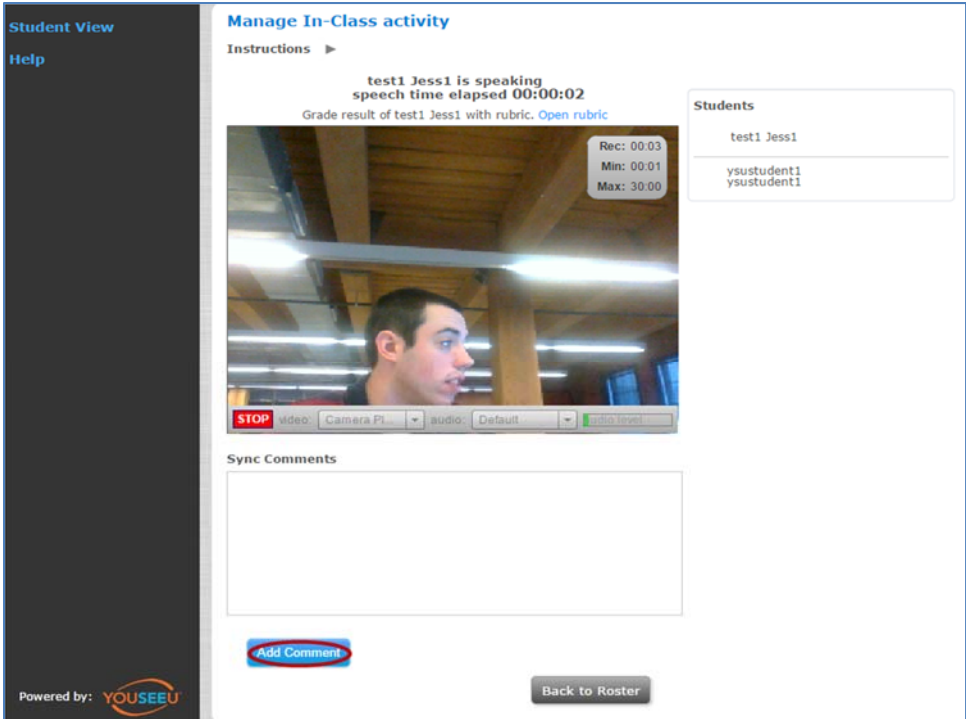
Use the following procedure to record a student's video presentation:

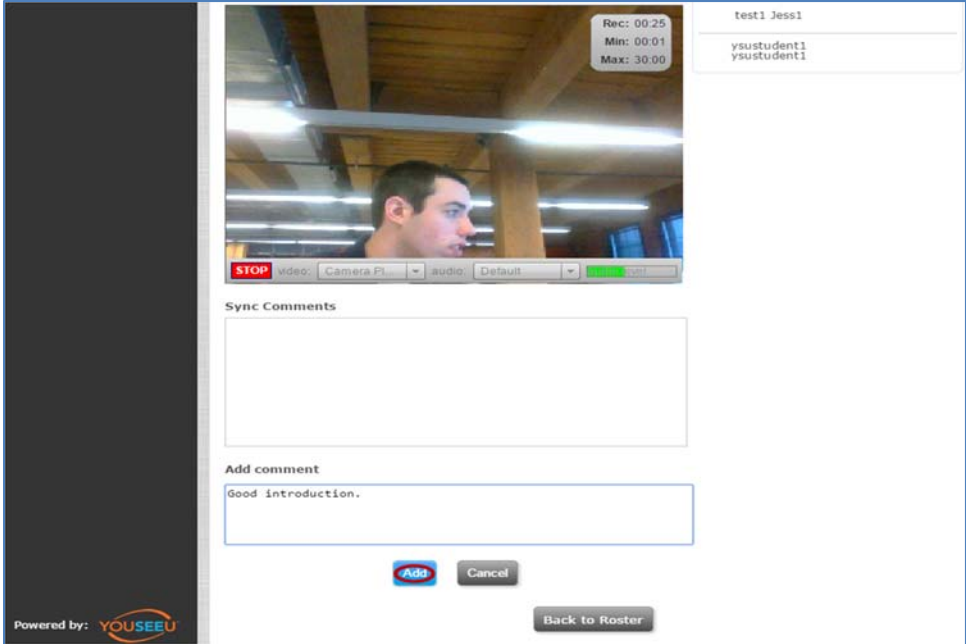
NOTE: Do not use Google Chrome for Live Capture. Use Firefox, Internet Explorer or Safari.

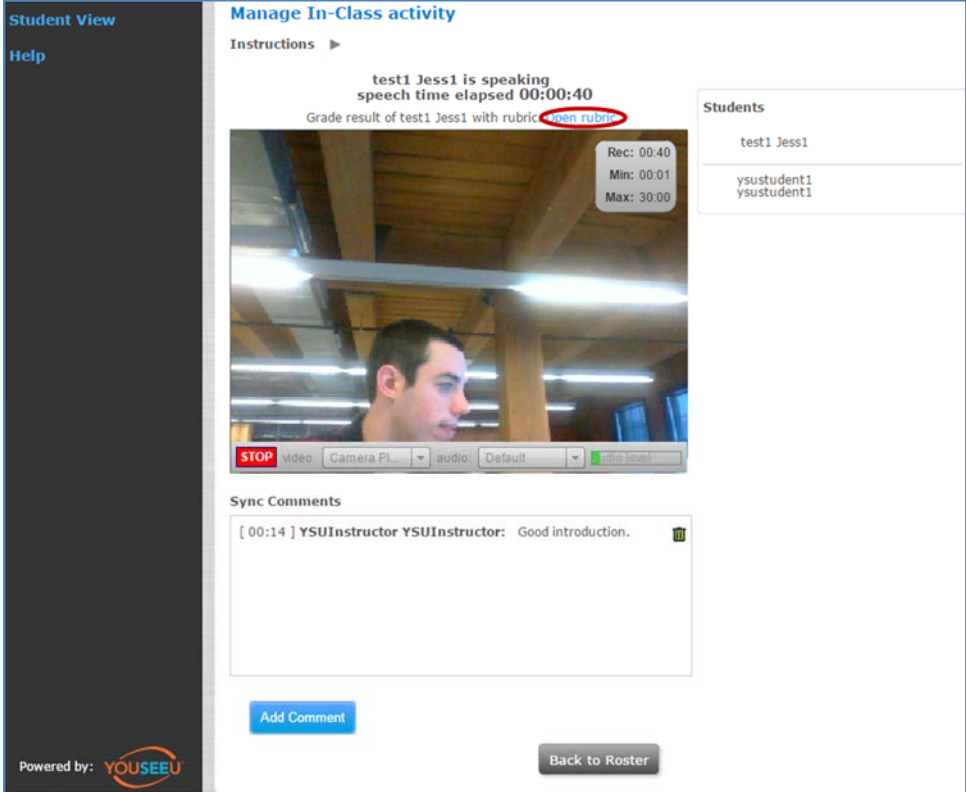
Step	Action
1	<p>Select an In-class video submission.</p>  <p>Result: The YouSeeU screen displays.</p>

Step	Action
2	<p>Click Begin Recording from the navigation on the left.</p>  <p>Result: Activity instructions display.</p>
3	<p>Click Set as speaker next to the presenting student's name.</p>  <p>Result: A recording window displays.</p>

Step	Action
4	<p>Click Allow to allow Adobe Flash player to access the webcam and microphone.</p>  <p>Result: Adobe Flash can access the camera and microphone.</p>

Step	Action
5	<p>Create a sound to activate the recording. Click Record.</p>  <p>Result: The recording begins.</p>
6	<p>Click Add Comment to comment on the student's presentation.</p>  <p>Result: The Add comment text box displays.</p>

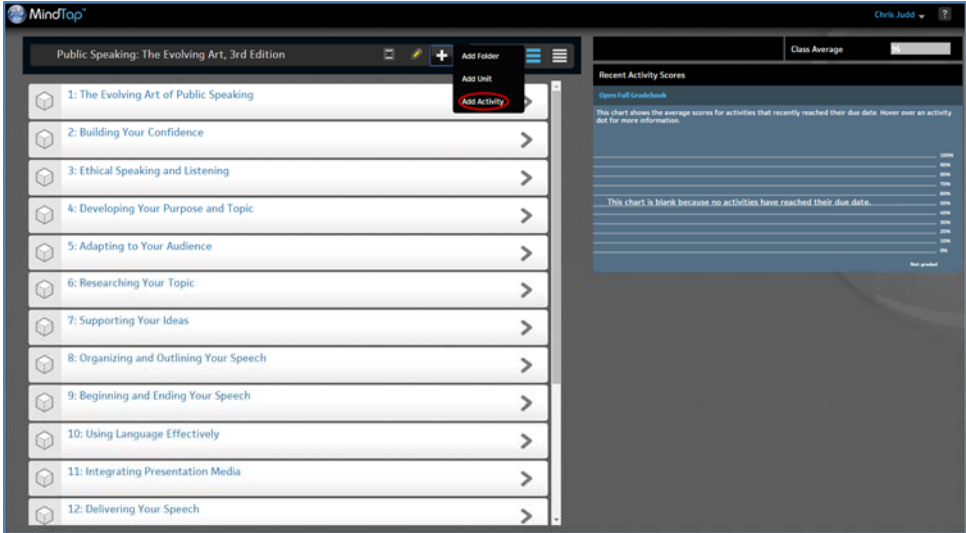
Step	Action
7	<p>Type the comment. Click Add.</p>  <p>Result: The comment displays in the Comments text box.</p>

Step	Action
8	<p>Click Open rubric.</p>  <p>Result: The rubric displays as a pop-up.</p>

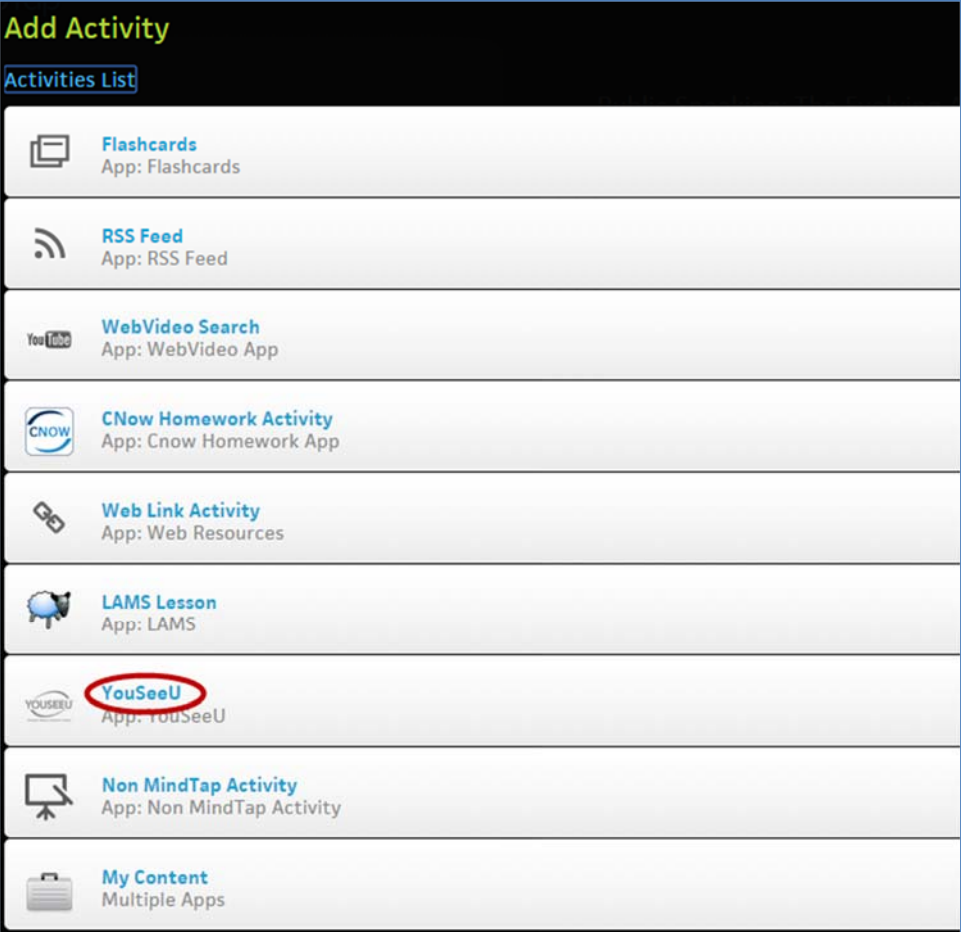

Step	Action																								
9	<p>Complete the rubric to grade the assignment.</p> <p>NOTE: Click here to view an explanation of using rubrics in YouSeeU. Opening the rubric as a pop-up makes it easier to grade the presentation. Click Save.</p> <div data-bbox="435 415 1393 877" style="border: 1px solid #ccc; padding: 5px;"> <p>Rubric evaluation</p> <p>Activity name: 12_1_14 - In-class Video Submission Student: Jess1 test1</p> <table border="1"> <thead> <tr> <th></th> <th>Poor</th> <th>Fair</th> <th>Adequate</th> <th>Good</th> <th>Excellent</th> </tr> </thead> <tbody> <tr> <td>Eye contact</td> <td style="background-color: #0070C0; color: white; text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>outline</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="background-color: #0070C0; color: white; text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>delivery</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="background-color: #0070C0; color: white; text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> <p style="text-align: right;">Earned/Max: 8/15 Percentage: 53.3%</p> </div> <p>Result: A banner confirms the rubric saves. Changes save in the Gradebook.</p> <p>NOTE: Instructors can save incomplete rubrics. They aren't posted to the Gradebook until instructors finalize them on the grading screen. See Evaluating Student Presentations for more information.</p>		Poor	Fair	Adequate	Good	Excellent	Eye contact	1	2	3	4	4	outline	1	2	3	4	4	delivery	1	2	3	4	4
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delivery	1	2	3	4	4																				

Adding an Assignment as a Distinct Activity

Instructors add assignments to their MindTap Learning courses using the following procedure:

Step	Action
1	<p>Click the Add Activity (+) icon. Select Add Activity.</p>  <p>The screenshot shows the MindTap interface for a course titled 'Public Speaking: The Evolving Art, 3rd Edition'. On the left, there is a list of 12 units, each with a right-pointing arrow. A dropdown menu is open over the first unit, showing options for 'Add Folder', 'Add Unit', and 'Add Activity'. The 'Add Activity' option is circled in red. On the right side of the interface, there is a 'Recent Activity Scores' section with a 'Class Average' display and a message stating 'This chart is blank because no activities have reached their due date.'</p>

Result: The *Add Activity* page displays.

Step	Action																																																												
2	<p>Select YouSeeU.</p>  <p>Add Activity</p> <p>Activities List</p> <ul style="list-style-type: none"> Flashcards (App: Flashcards) RSS Feed (App: RSS Feed) WebVideo Search (App: WebVideo App) CNow Homework Activity (App: Cnow Homework App) Web Link Activity (App: Web Resources) LAMS Lesson (App: LAMS) YouSeeU (App: youSeeU) Non MindTap Activity (App: Non MindTap Activity) My Content (Multiple Apps) <p>Result: The <i>Select assignment to be added</i> page displays.</p>																																																												
3	<p>Select the assignment to add.</p> <p>NOTE: Select the Activity name to preview it.</p> <p>Click Add Assignment.</p>  <table border="1"> <tbody> <tr><td>Video Present - IA</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>888</td></tr> <tr><td>Video Presentation 1</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td></tr> <tr><td>Video Presentation 2</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td></tr> <tr><td>Video Presentation 3</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td></tr> <tr><td>Video Presentation 4</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td></tr> <tr><td>Video Presentation 5</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td></tr> <tr><td>Video Presentation Activity Type</td><td>Yes</td><td>Yes</td><td>Video Presentation</td><td>15</td></tr> <tr><td>VJ_IV1</td><td>Yes</td><td>No</td><td>Individual Video</td><td>21</td></tr> <tr><td>VJ_IV2</td><td>Yes</td><td>No</td><td>Individual Video</td><td>100</td></tr> <tr><td>VJ_IV3</td><td>Yes</td><td>No</td><td>Individual Video</td><td>100</td></tr> <tr><td>VP - Oct18</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>77</td></tr> <tr><td>12_1_14 - Sync Activity Video Submission</td><td>No</td><td>Yes</td><td>Sync Activity</td><td>15</td></tr> </tbody> </table> <p>NOTE: Instructors cannot add assignments that they previously added to their MindTap courses.</p> <p>Result: The <i>Assignments Properties</i> page displays.</p>	Video Present - IA	Yes	No	Video Presentation	888	Video Presentation 1	Yes	No	Video Presentation	75	Video Presentation 2	Yes	No	Video Presentation	75	Video Presentation 3	Yes	No	Video Presentation	75	Video Presentation 4	Yes	No	Video Presentation	75	Video Presentation 5	Yes	No	Video Presentation	75	Video Presentation Activity Type	Yes	Yes	Video Presentation	15	VJ_IV1	Yes	No	Individual Video	21	VJ_IV2	Yes	No	Individual Video	100	VJ_IV3	Yes	No	Individual Video	100	VP - Oct18	Yes	No	Video Presentation	77	12_1_14 - Sync Activity Video Submission	No	Yes	Sync Activity	15
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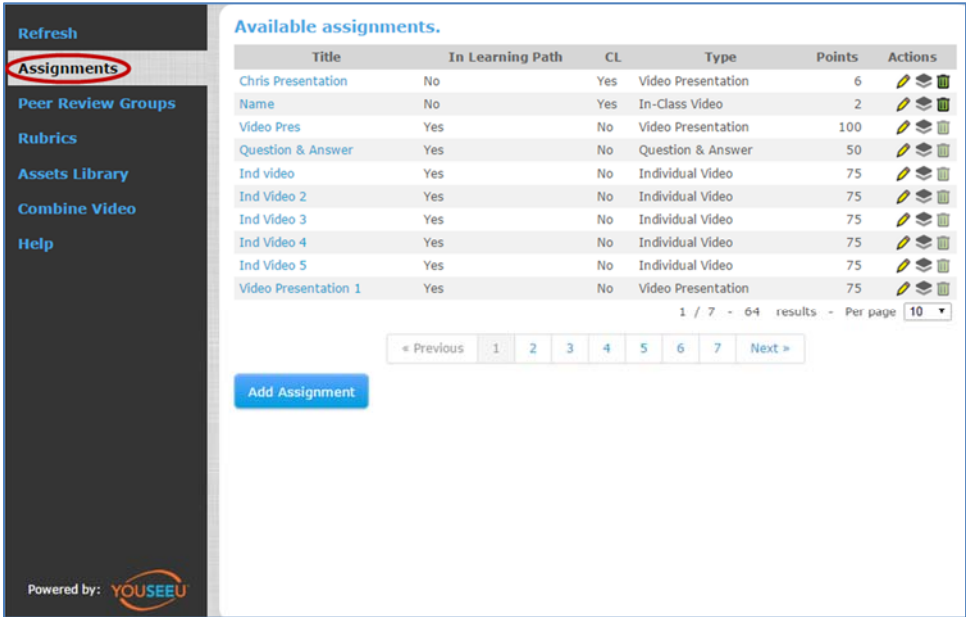
Group Presentations

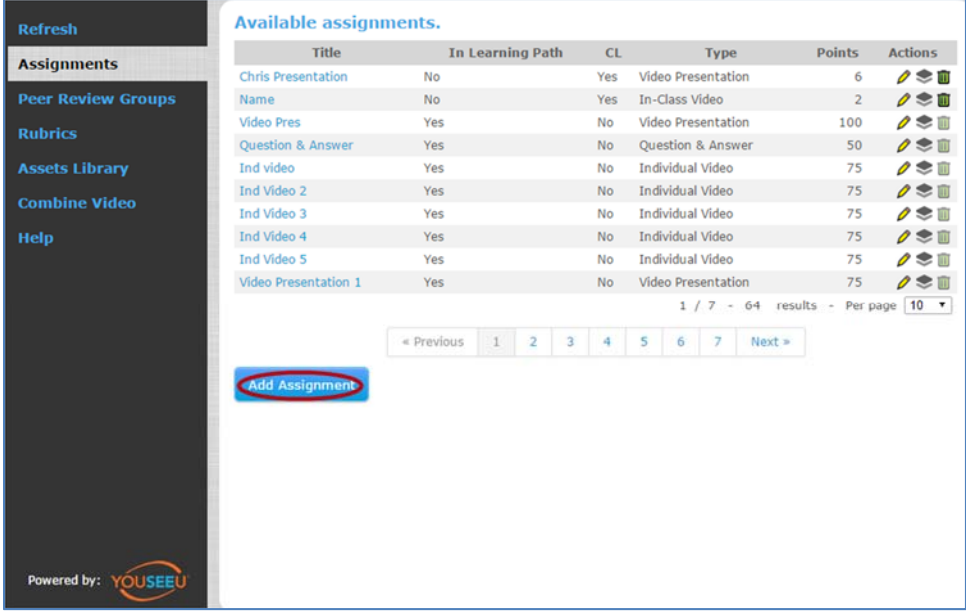



























































































Create group presentation Activities. Students form groups and submit one video and additional files for grading.

Creating a Group Presentation Activity

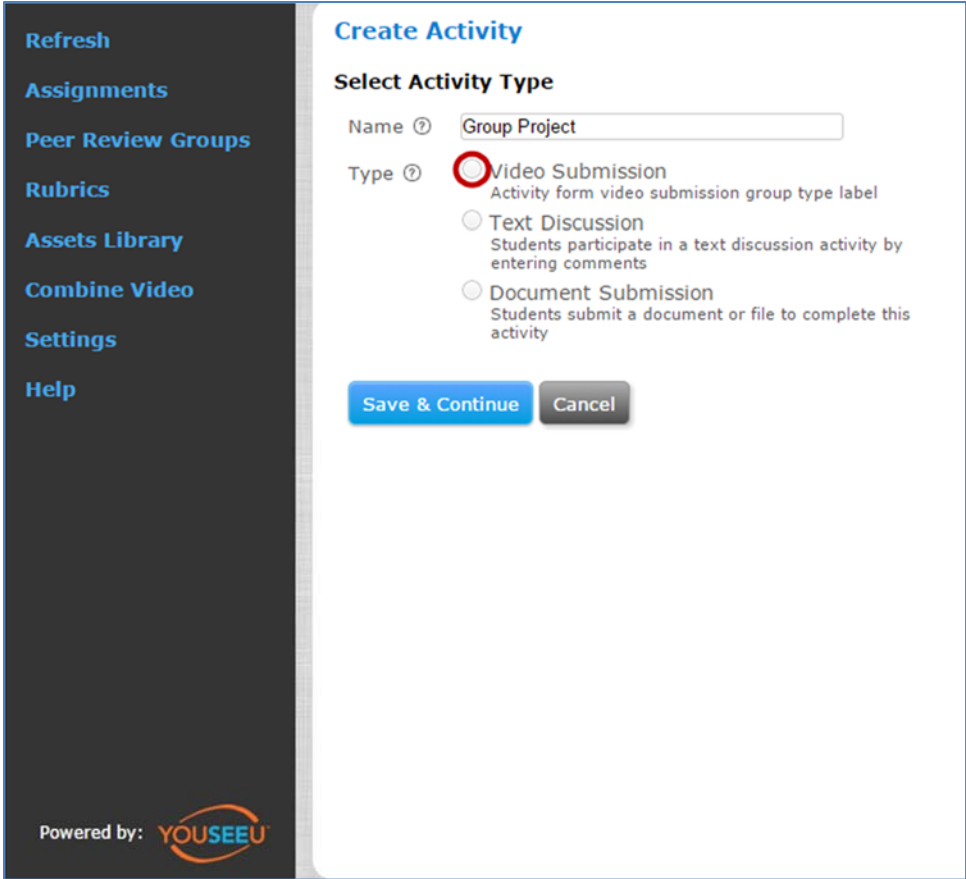
Create the YouSeeU Activity in the YouSeeU App. After creating the Activity, add it to the MindTap course.

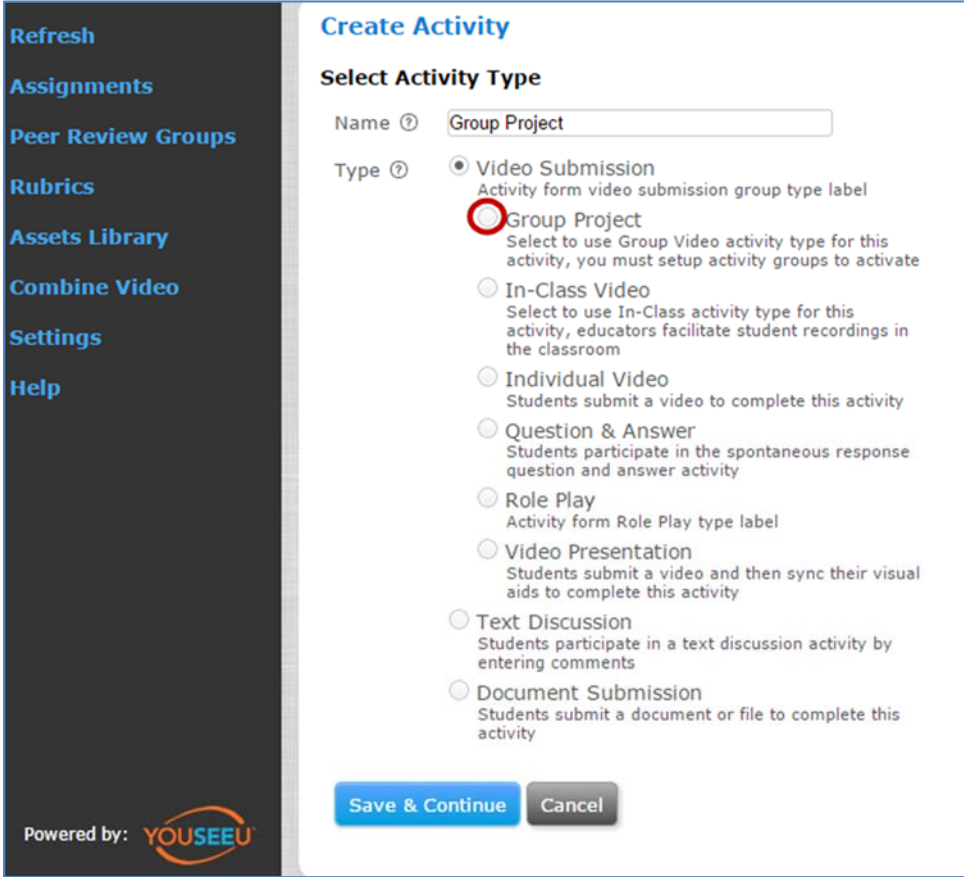
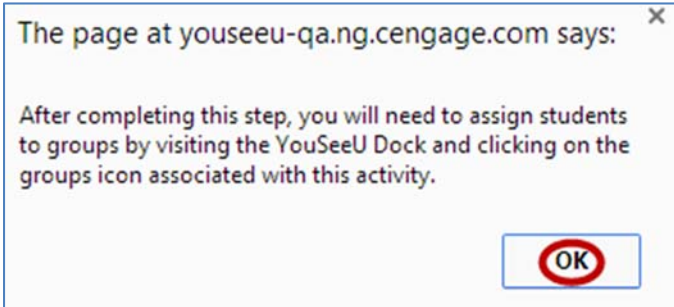
Follow these steps to set up an Activity:

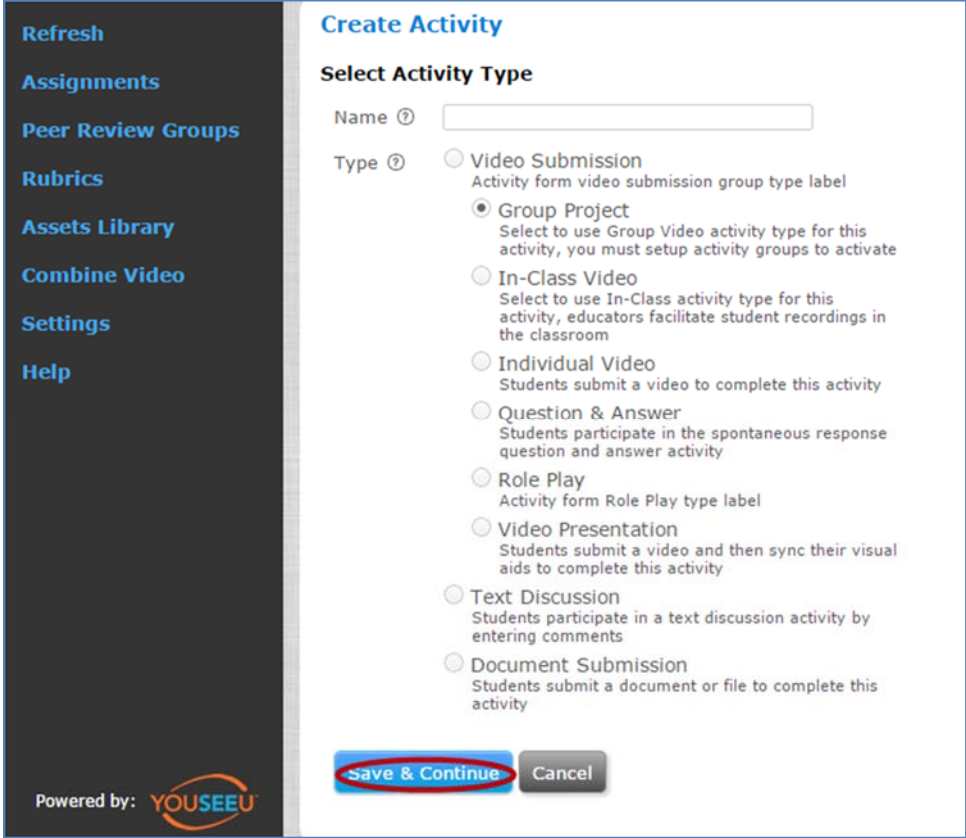
Step	Action																																																																		
1	<p>Select Assignments in the navigation bar on the left of the screen.</p>  <table border="1"><caption>Available assignments.</caption><thead><tr><th>Title</th><th>In Learning Path</th><th>CL</th><th>Type</th><th>Points</th><th>Actions</th></tr></thead><tbody><tr><td>Chris Presentation</td><td>No</td><td>Yes</td><td>Video Presentation</td><td>6</td><td> </td></tr><tr><td>Name</td><td>No</td><td>Yes</td><td>In-Class Video</td><td>2</td><td> </td></tr><tr><td>Video Pres</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>100</td><td> </td></tr><tr><td>Question & Answer</td><td>Yes</td><td>No</td><td>Question & Answer</td><td>50</td><td> </td></tr><tr><td>Ind video</td><td>Yes</td><td>No</td><td>Individual Video</td><td>75</td><td> </td></tr><tr><td>Ind Video 2</td><td>Yes</td><td>No</td><td>Individual Video</td><td>75</td><td> </td></tr><tr><td>Ind Video 3</td><td>Yes</td><td>No</td><td>Individual Video</td><td>75</td><td> </td></tr><tr><td>Ind Video 4</td><td>Yes</td><td>No</td><td>Individual Video</td><td>75</td><td> </td></tr><tr><td>Ind Video 5</td><td>Yes</td><td>No</td><td>Individual Video</td><td>75</td><td> </td></tr><tr><td>Video Presentation 1</td><td>Yes</td><td>No</td><td>Video Presentation</td><td>75</td><td> </td></tr></tbody></table> <p>1 / 7 - 64 results - Per page 10</p> <p>« Previous 1 2 3 4 5 6 7 Next »</p> <p>Add Assignment</p> <p>Powered by: </p>	Title	In Learning Path	CL	Type	Points	Actions	Chris Presentation	No	Yes	Video Presentation	6		Name	No	Yes	In-Class Video	2		Video Pres	Yes	No	Video Presentation	100		Question & Answer	Yes	No	Question & Answer	50		Ind video	Yes	No	Individual Video	75		Ind Video 2	Yes	No	Individual Video	75		Ind Video 3	Yes	No	Individual Video	75		Ind Video 4	Yes	No	Individual Video	75		Ind Video 5	Yes	No	Individual Video	75		Video Presentation 1	Yes	No	Video Presentation	75	
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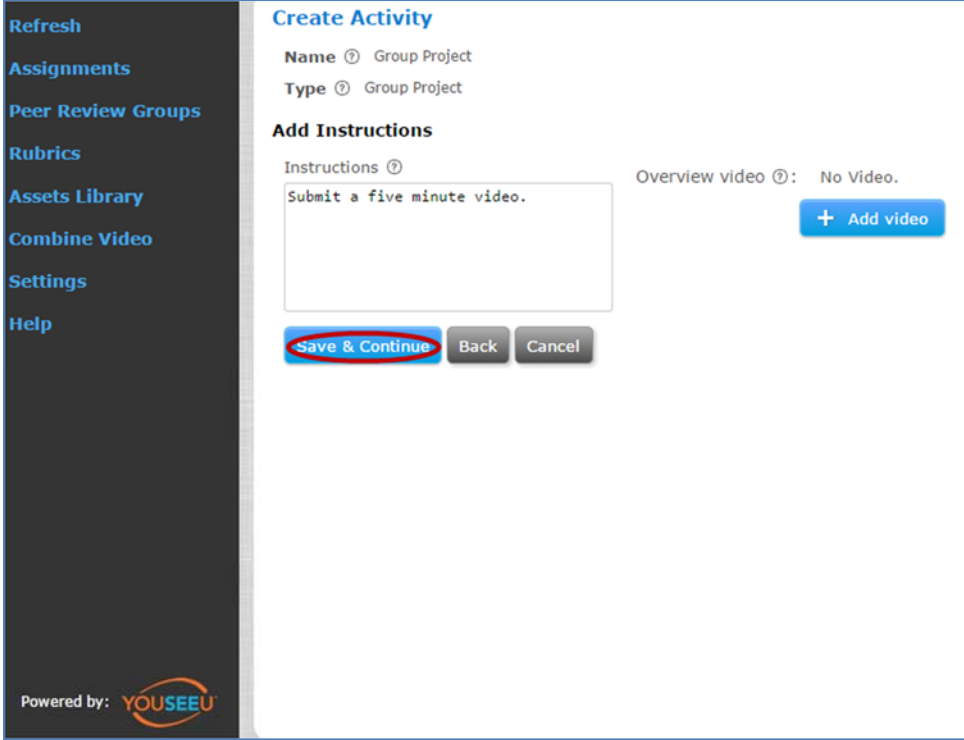
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Result: The *Create Activity* page displays.

Step	Action
3	<p>Enter a name. Click Video Submission.</p>  <p>Result: Additional options display.</p>

Step	Action
4	<p>Click Group Project.</p>  <p>Result: A dialog box displays.</p>
5	<p>Click OK.</p>  <p>Result: The dialog box closes.</p>

Step	Action
6	<p>Click Save & Continue.</p>  <p>Result: The <i>Add Instructions</i> page displays.</p>

Step	Action
7	<p>Enter instructions in the text box or click Add video to include an instructional video.</p>  <p>Click Save & Continue</p> <p>Result: The <i>Select Participants</i> page displays.</p>

Step	Action
8	<p>Select the participants, review groups and types of commenting for the Activity:</p> <ul style="list-style-type: none"> ■ Participants: <ul style="list-style-type: none"> — Educator formed: Instructors assign presentation groups. — Student formed: Students form their own presentation groups. <ul style="list-style-type: none"> - When we need to form: Select a date and time for students to finalize groups. - Min students in group: Enter the minimum number of students in the group. — System formed: MindTap randomly assigns students to presentation groups. ■ Group type: <ul style="list-style-type: none"> — No groups: No peer-review; only instructor and submitting student view submissions — Whole Class: Students see all other submissions. (Creates a single peer group that includes all class members.) ■ Commenting type: <ul style="list-style-type: none"> — None: No comments allowed. — Individual: Peer-reviewing students comment on the submitting student's video or work. Comments are visible to the commenting student, submitting student and instructor. <p>Click Save & Continue.</p> <p>NOTE: If instructors have not created a rubric and intend to use one for this Activity, create the rubric before proceeding.</p>

Step	Action
9	<p>Select the Grade and Feedback options.</p> <ul style="list-style-type: none"> ■ Grade settings: <p>NOTE: Educator Ratings, Grade entry and Pass/Fail are alternatives to rubrics. Instructors cannot use them in conjunction with a rubric.</p> <ul style="list-style-type: none"> — Count towards final grade: Count the score towards the final grade. — Educator Ratings: Instructors designate 1-5 stars as they review a student video. Enter an Activity Score. — Grade Entry: Enables grade points. Enter an Activity Score. — Pass/Fail: Enter an Activity Score. — Rubric (Activity Score populates automatically): <ul style="list-style-type: none"> - Select from the dropdown list - Select roles that use the rubric (Select as many as apply) - Select Peer for peer-reviews where the submitting student can see classmate's names. Select Anonymous peer review for peer-reviews where classmate names are not visible to the submitting student. ■ Feedback types: <ul style="list-style-type: none"> — Video Feedback (educator only): Instructor can upload or record a video message for an individual student. — Text Feedback (educator only): Instructor can enter a text message for an individual student. ■ Peer Review: <ul style="list-style-type: none"> — Student ratings: Students designate 1-5 stars as they review a peer's video. — Rubric: Students use rubric to review a peer's video. — Anonymous Review: Students peer review anonymously. ■ Group Review <ul style="list-style-type: none"> — Disabled: There is no Group Review. — Rating: Group members designate 1-5 stars as they review a peer's video. — Rubric: Group members use rubric to review a peer's video. — Anonymous Review: Group review is Anonymous. <p>Click Save.</p> <p>Result: The Assignment List displays with the created assignment.</p>

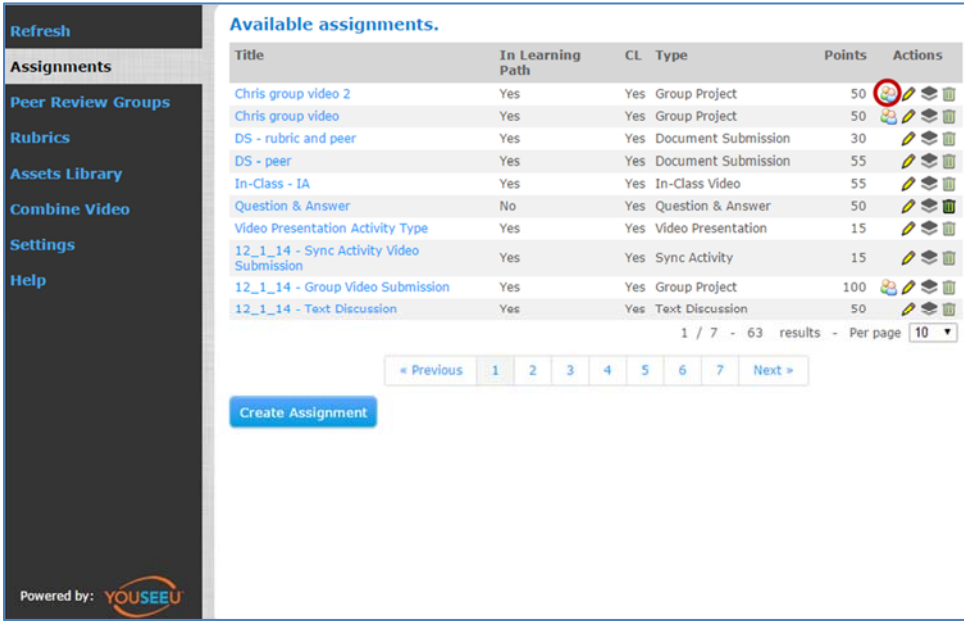
Assigning Students to Presentation Groups

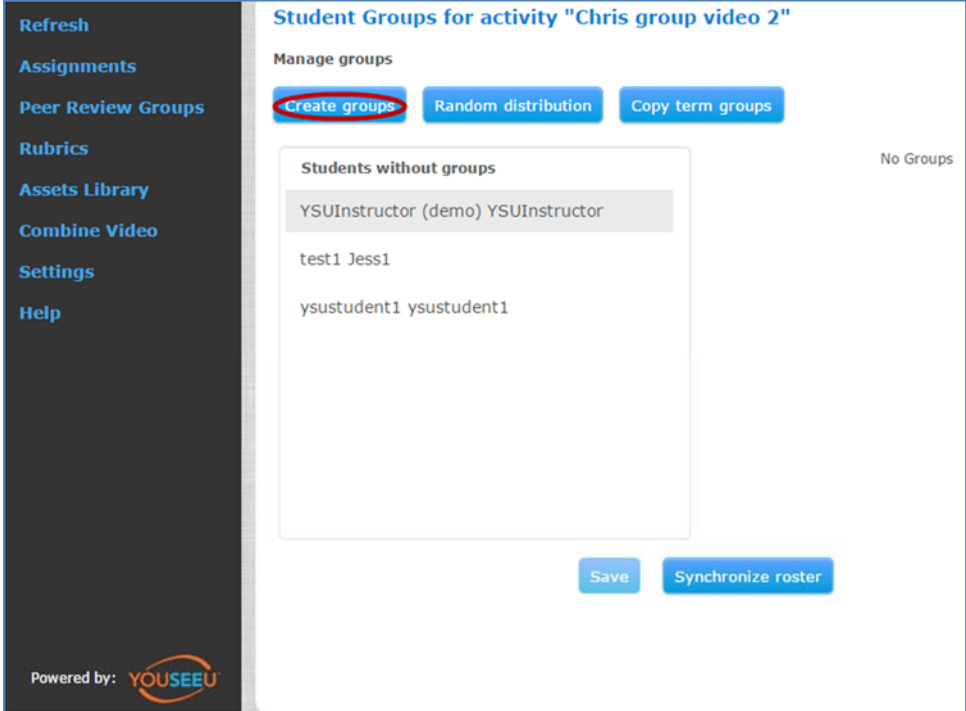
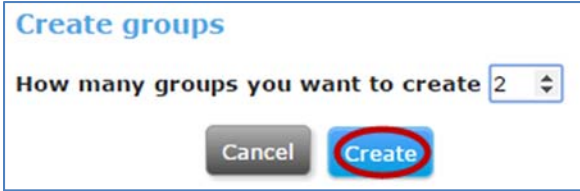
Group Videos may require instructors to assign students to Presentation groups. When configuring an assignment and select Group Video as the Activity type, a popup displays directing instructors to assign students to Presentation Groups.

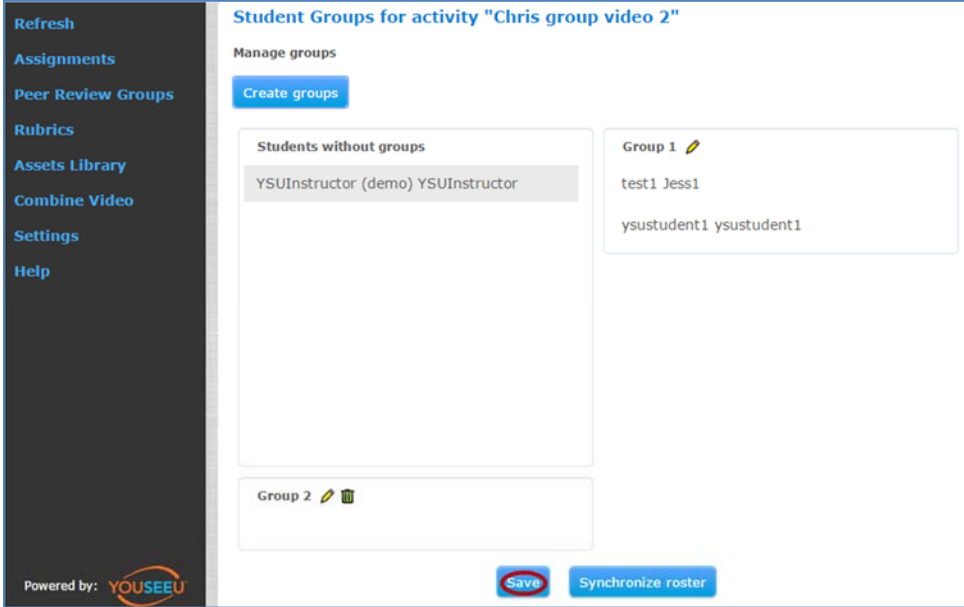
NOTE: Instructors cannot assign students to Presentation Groups until they add the Group

Project to the MindTap Course. See [Adding an Assignment as a Distinct Activity](#) to add the Project to the MindTap course.

Follow this procedure to create Presentation Groups and place students in them:

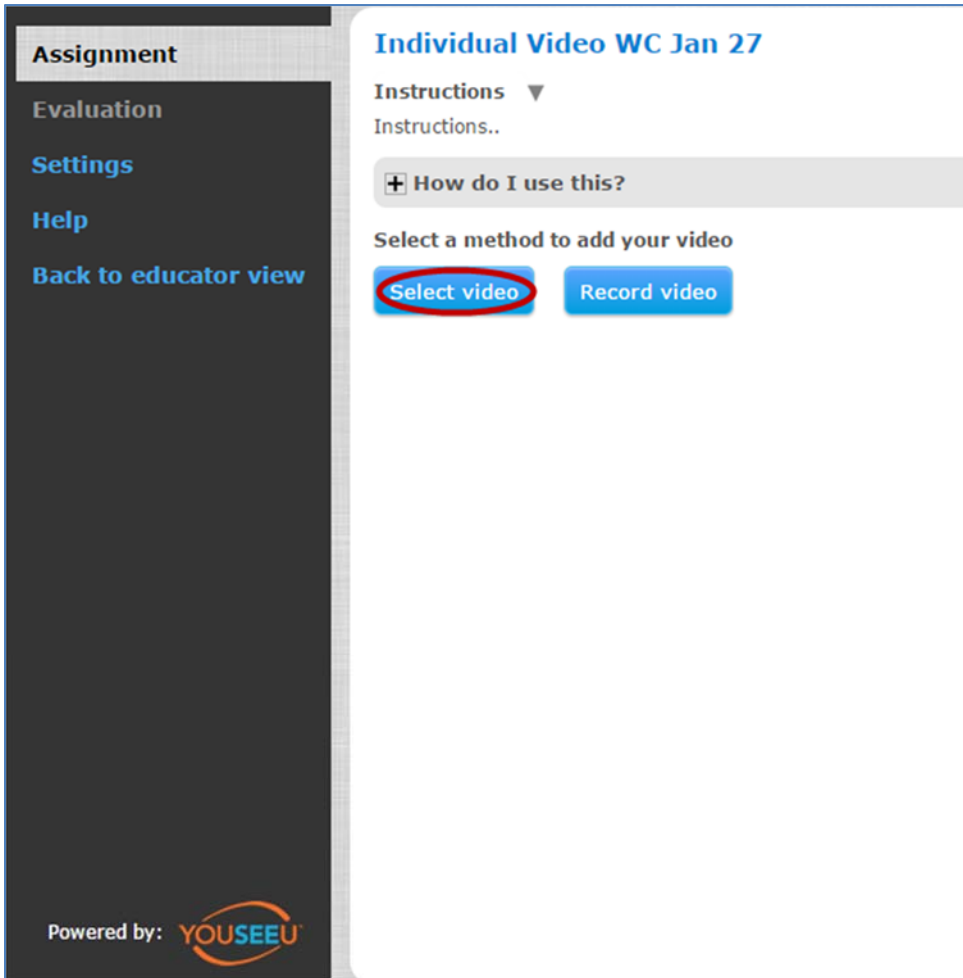
Step	Action
1	Open the YouSeeU App.
2	<p>Select the Presentation Groups icon.</p>  <p>Result: The <i>Manage Groups</i> page displays.</p>

Step	Action
3	<p>Click Create groups.</p>  <p>Result: The <i>Create groups</i> page displays.</p>
4	<p>Select the number of groups to create. Click Create.</p>  <p>Result: The groups display.</p>

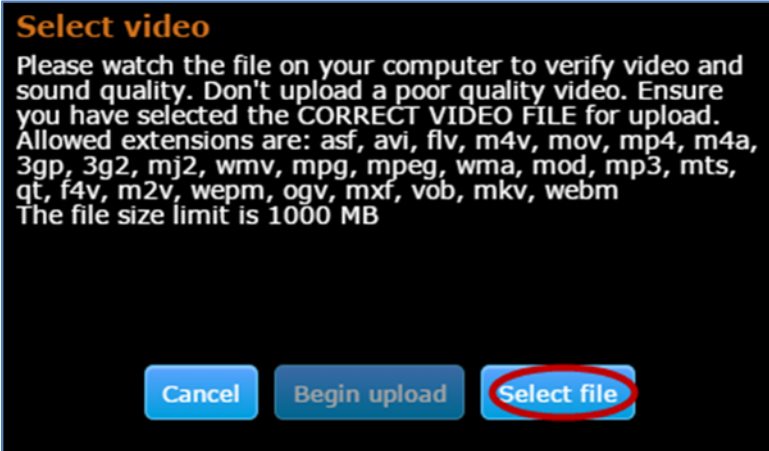
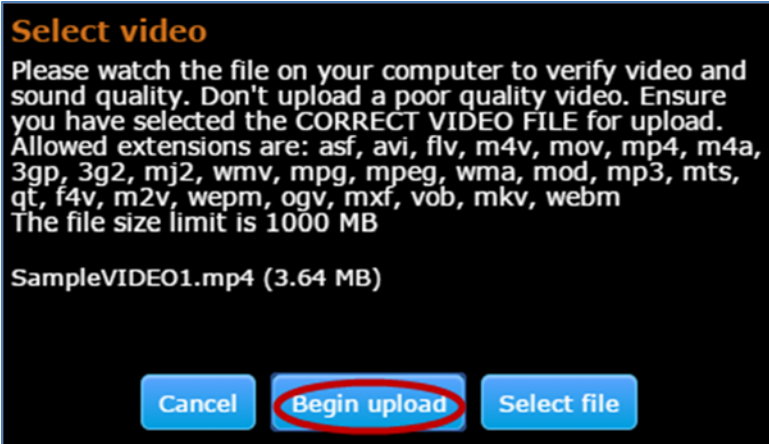
Step	Action
5	<p>Drag and drop names from Students without groups to add them to groups. Click Save.</p>  <p>Result: Students are assigned to groups and can take Activities.</p>

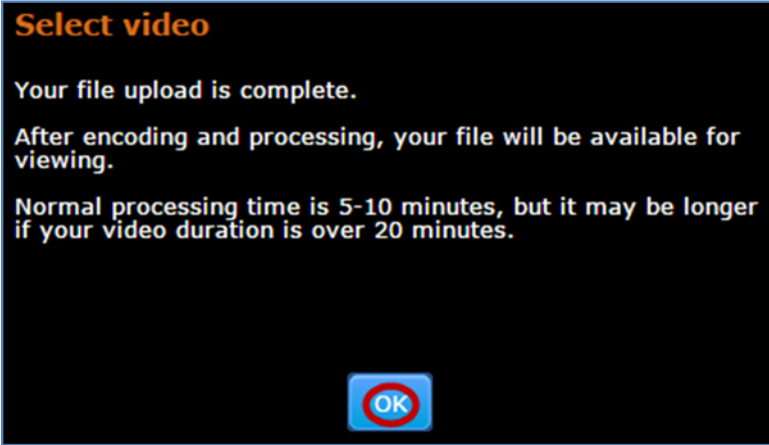
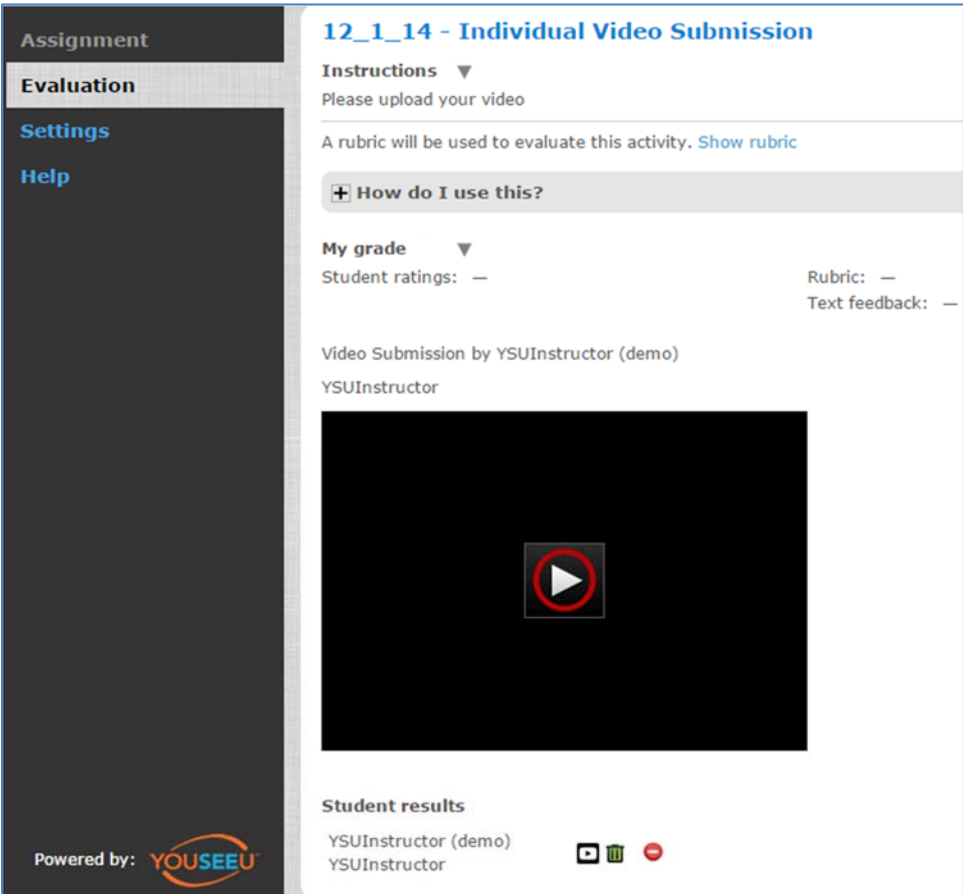
Student View of Assignments

View and submit sample assignments from the student view by locating an assignment in a MindTap course and selecting it. Notifications display in the Learning Path instructing students how to complete assignments. Use the following procedure to try student assignments:

Step	Action
1	Select the assignment in the MindTap course. NOTE: Instructors see the student view of any assignment type. Result: The student view of the assignment displays.
2	Select Record Video .  <p>The screenshot shows a sidebar menu on the left with options: Assignment, Evaluation, Settings, Help, and Back to educator view. The main content area is titled 'Individual Video WC Jan 27' and includes an 'Instructions' dropdown menu. Below the instructions is a section titled 'How do I use this?' with a plus sign icon. Underneath, it says 'Select a method to add your video' and features two buttons: 'Select video' (circled in red) and 'Record video'. At the bottom of the sidebar, it says 'Powered by: YOUSEEU'.</p>

Result: The *Select Video* overlay displays.

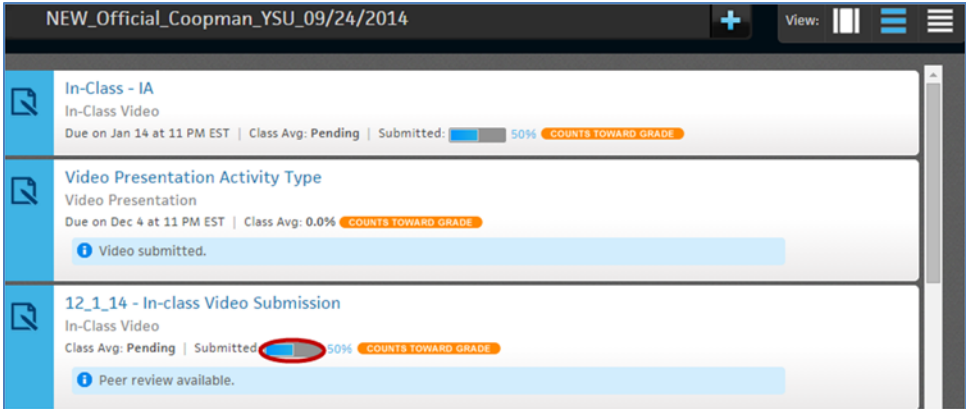
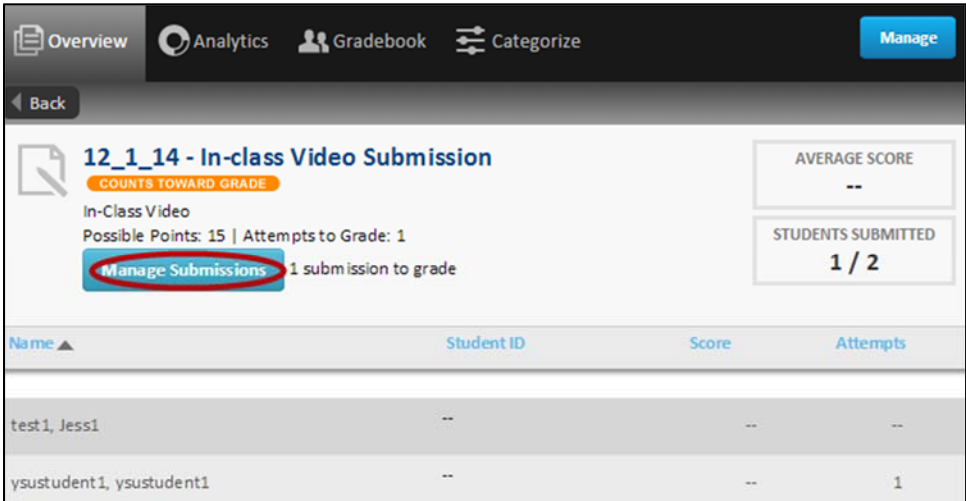
Step	Action
3	<p>Click Select file.</p>  <p>Select the file from your computer. Result: The file selects.</p>
4	<p>Click Begin upload.</p>  <p>Result: The file uploads to MindTap. A confirmation message displays. NOTE: Wait 5 to 10 minutes for the video to process.</p>

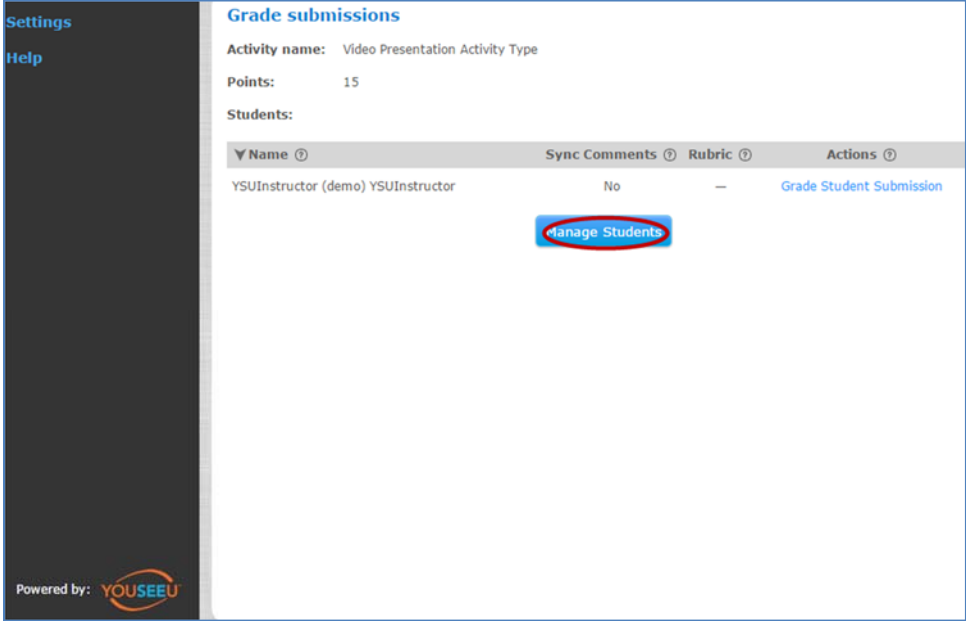
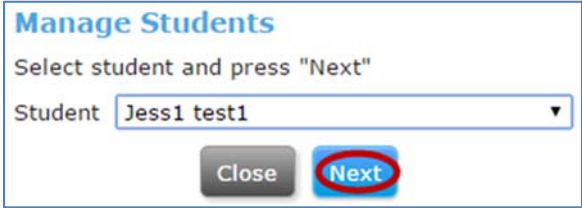
Step	Action
5	<p>Click Close.</p>  <p>Result: The <i>Grade submissions</i> page displays.</p>
6	<p>Click the Play icon.</p>  <p>Result: The video plays.</p> <p>NOTE: Instructors cannot submit peer review comments.</p>

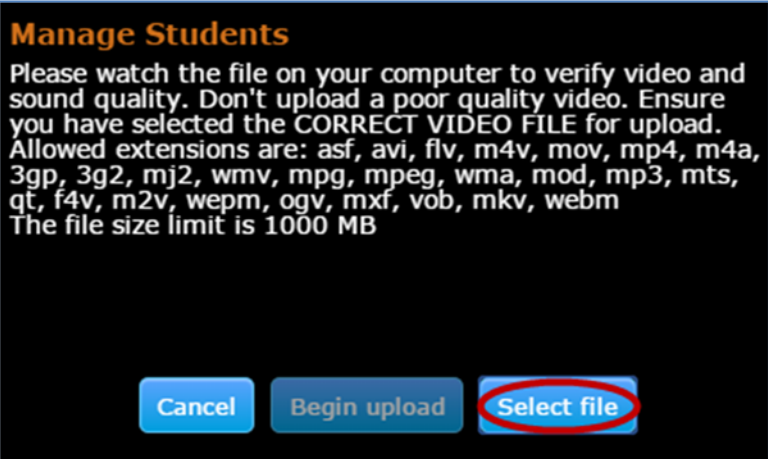
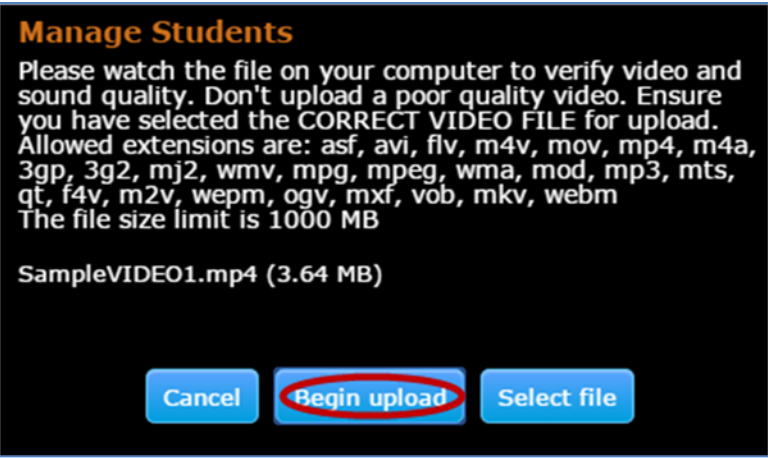
Submitting Files for Students

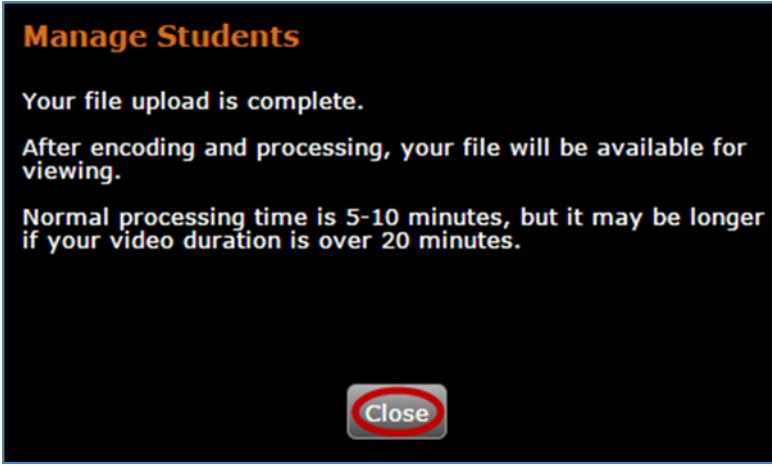
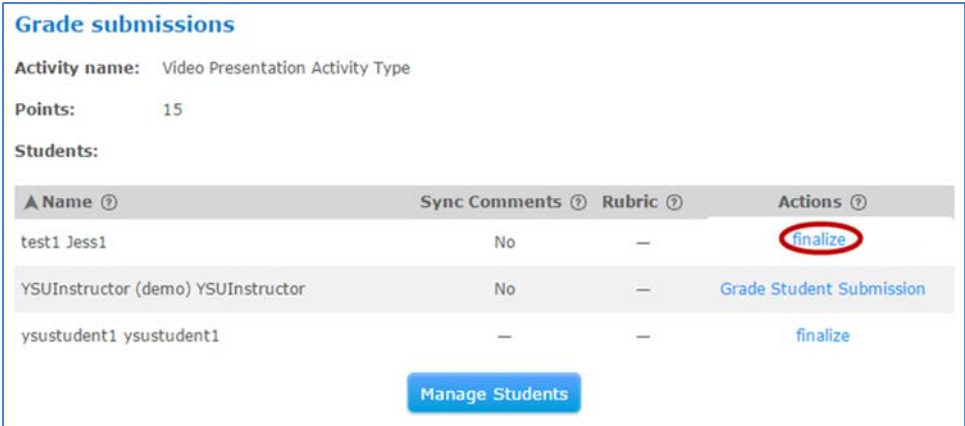
If students have difficulty uploading video assignments, instructors upload the video file for them.

NOTE: Instructors upload video files only for students.

Step	Action												
1	<p>Click the Submitted bar for the assignment.</p>  <p>NOTE: Instructors can also grade Activities by finding the assignment in the Gradebook App. Result: The Activity page displays in the Progress App.</p>												
2	<p>Click Manage Submissions.</p>  <p>NOTE: Instructors can also grade Activities by finding the assignment in the Gradebook App. Result: The <i>Manage submissions</i> page displays.</p> <table border="1" data-bbox="435 1438 1395 1612"> <thead> <tr> <th>Name ▲</th> <th>Student ID</th> <th>Score</th> <th>Attempts</th> </tr> </thead> <tbody> <tr> <td>test1, Jess1</td> <td>--</td> <td>--</td> <td>--</td> </tr> <tr> <td>ysustudent1, ysustudent1</td> <td>--</td> <td>--</td> <td>1</td> </tr> </tbody> </table>	Name ▲	Student ID	Score	Attempts	test1, Jess1	--	--	--	ysustudent1, ysustudent1	--	--	1
Name ▲	Student ID	Score	Attempts										
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ysustudent1, ysustudent1	--	--	1										

Step	Action
3	<p>Click Manage Students.</p>  <p>Result: The Manage Students dialog box displays.</p>
4	<p>Select a student from the drop-down menu. NOTE: Students who already submitted the assignment display grayed out. Click Next.</p>  <p>Result: Instructions to upload the file display.</p>

Step	Action
5	<p>Click Select file.</p>  <p>Select the file from your computer. Result: The file selects.</p>
6	<p>Click Begin upload.</p>  <p>Result: The file uploads to MindTap. A confirmation message displays.</p>

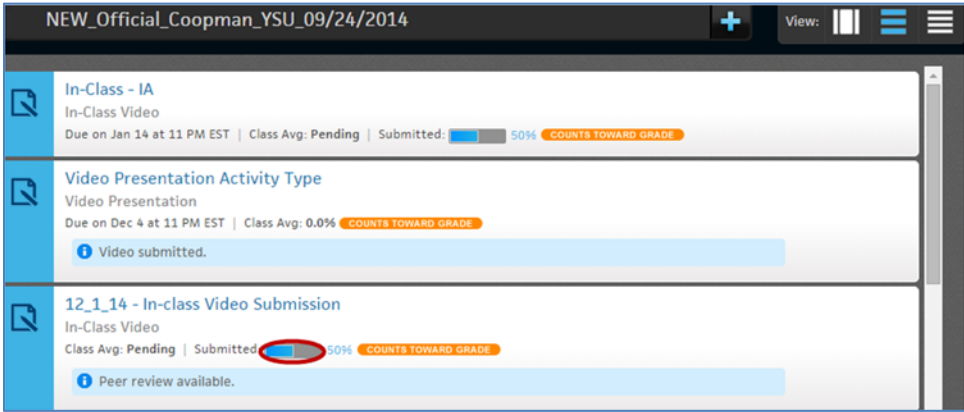
Step	Action
7	<p>Click Close.</p> <p>NOTE: Wait 5 to 10 minutes for the video to process before accessing it.</p>  <p>Result: The <i>Grade submissions</i> page displays.</p>
8	<p>Click Finalize.</p>  <p>Result: The <i>Grade assignments</i> page displays.</p>
9	<p>Proceed to step 4 of Grading a Student's Activity Submission to grade the assignment.</p>

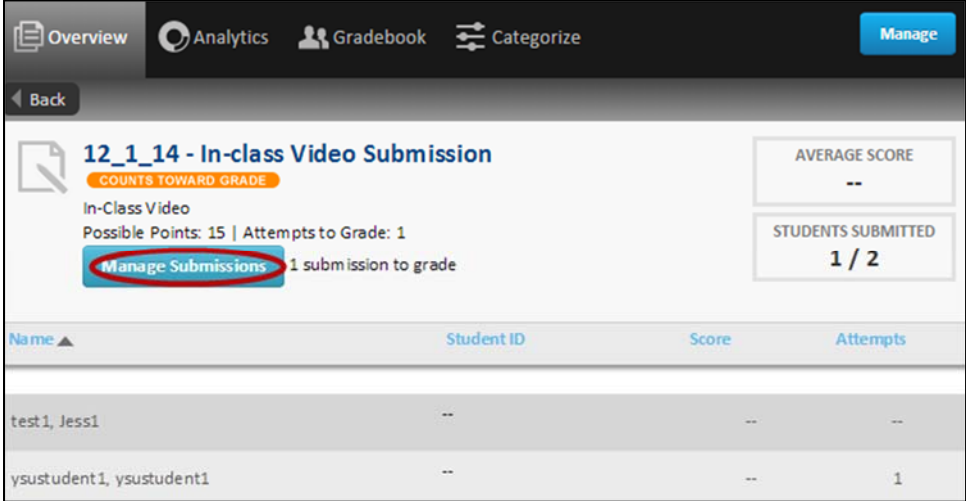
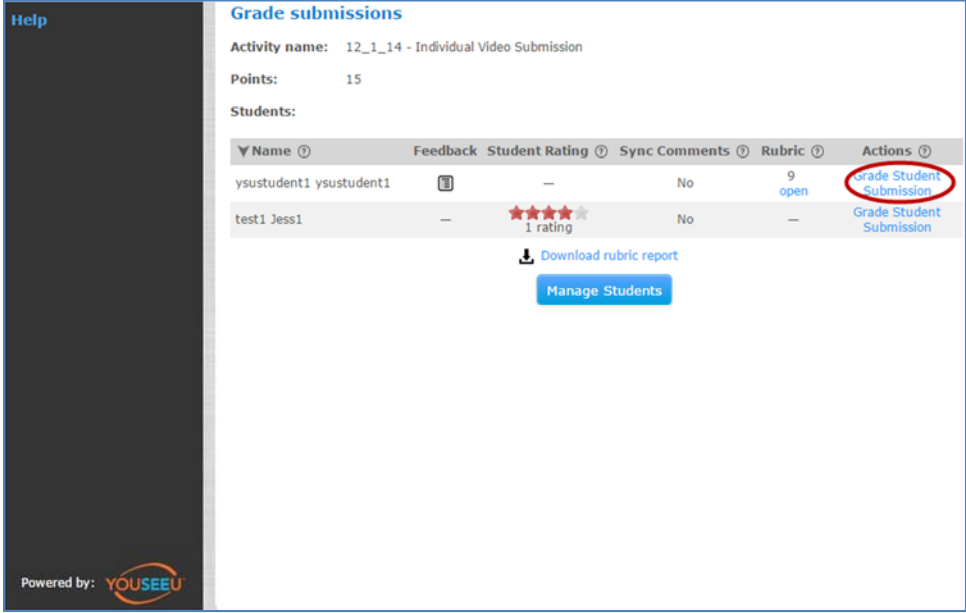
Evaluating Student Presentations

Instructors and peers review work that students submit, depending on how the instructor configured the assignment. The instructor can evaluate on a rubric, enter a grade, designate 1-5 stars review or mark the submission Pass/Fail, depending on the Activity setup. Peers, if assigned, review the activity based on a rubric and/or designate a 1-5 stars review, depending on the Activity setup.

Grading a Student's Activity Submission

In this case, an instructor created a rubric for grading the Activity. Grade the assignment using the following steps:

Step	Action
1	<p>Click the Submitted bar for the assignment.</p>  <p>NOTE: Instructors can also grade Activities by finding the assignment in the Gradebook App. Result: The Activity page displays in the Progress App.</p>

Step	Action
2	<p>Click Manage Submissions.</p>  <p>Result: The <i>Grade submissions</i> page displays.</p>
3	<p>Click Grade Student Submission.</p>  <p>Result: The student submission displays:</p>

Step	Action																																			
4	<p>Review and grade the assignment.</p> <ul style="list-style-type: none"> ■ Video: Click the play icon to view. ■ Grade result: Do one of the following actions depending on the assignment's Grade Settings. <ul style="list-style-type: none"> — Rubric: Click open to view a rubric. Select the grades and click Save. — Star Rating: Select the number of stars — Grade Entry: Enter the assignment score. — Pass/Fail: Click Pass or Fail. ■ Student rating: Average from peer-reviews using 1 – 5 stars. (This feature is read-only.) ■ Educator feedback: Enter feedback global to the submission. <p>Click Submit to save the feedback.</p>																																			
5	<p>Optional: Click open in popup.</p> <div data-bbox="435 800 1393 1346" style="border: 1px solid #ccc; padding: 10px;"> <p>Rubric evaluation open in popup</p> <p>Activity name: Video assignment Student: Jess1 test1</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th></th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f2f2f2;">Introduction</td> <td>Excellent attention grabber</td> <td>Good attention grabber</td> <td>Average attention grabber</td> <td>Poor attention grabber</td> </tr> <tr> <td></td> <td>10</td> <td>7.5</td> <td>5</td> <td>2</td> </tr> <tr> <td style="background-color: #f2f2f2;">Body</td> <td>Excellent organization and content</td> <td>Good organization and content</td> <td>Average organization and content</td> <td>Poor organization content</td> </tr> <tr> <td></td> <td>10</td> <td>7.5</td> <td>5</td> <td>2</td> </tr> <tr> <td style="background-color: #f2f2f2;">Conclusion</td> <td>Excellent Conclusion</td> <td>Good Conclusion</td> <td>Average Conclusion</td> <td>Poor Conclusion</td> </tr> <tr> <td></td> <td>10</td> <td>7.5</td> <td>5</td> <td>2</td> </tr> </tbody> </table> <p style="text-align: right;">Earned/Max: 0/30 Percentage: 0%</p> </div> <p>Result: The rubric opens in a popup window.</p>		Excellent	Good	Fair	Poor	Introduction	Excellent attention grabber	Good attention grabber	Average attention grabber	Poor attention grabber		10	7.5	5	2	Body	Excellent organization and content	Good organization and content	Average organization and content	Poor organization content		10	7.5	5	2	Conclusion	Excellent Conclusion	Good Conclusion	Average Conclusion	Poor Conclusion		10	7.5	5	2
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Step	Action																				
6	<p>Complete the rubric. Click Save.</p> <div data-bbox="435 338 1395 781" style="border: 1px solid black; padding: 5px;"> <p>Activity name: Video assignment Student: Jess1 test1</p> <table border="1"> <thead> <tr> <th></th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Introduction</td> <td>Excellent attention grabber 10</td> <td>Good attention grabber 7.5</td> <td>Average attention grabber 5</td> <td>Poor attention grabber 2.5</td> </tr> <tr> <td>Body</td> <td>Excellent organization and content 10</td> <td>Good organization and content 7.5</td> <td>Average organization and content 5</td> <td>Poor organization and content 2.5</td> </tr> <tr> <td>Conclusion</td> <td>Excellent Conclusion 10</td> <td>Good Conclusion 7.5</td> <td>Average Conclusion 5</td> <td>Poor Conclusion 2.5</td> </tr> </tbody> </table> <p style="text-align: right;">Earned/Max: 27.5/30 Percentage: 91.7%</p> </div> <p>Result: Additional options display</p>		Excellent	Good	Fair	Poor	Introduction	Excellent attention grabber 10	Good attention grabber 7.5	Average attention grabber 5	Poor attention grabber 2.5	Body	Excellent organization and content 10	Good organization and content 7.5	Average organization and content 5	Poor organization and content 2.5	Conclusion	Excellent Conclusion 10	Good Conclusion 7.5	Average Conclusion 5	Poor Conclusion 2.5
	Excellent	Good	Fair	Poor																	
Introduction	Excellent attention grabber 10	Good attention grabber 7.5	Average attention grabber 5	Poor attention grabber 2.5																	
Body	Excellent organization and content 10	Good organization and content 7.5	Average organization and content 5	Poor organization and content 2.5																	
Conclusion	Excellent Conclusion 10	Good Conclusion 7.5	Average Conclusion 5	Poor Conclusion 2.5																	
7	<p>Navigate to the next student's assignment.</p> <ul style="list-style-type: none"> ■ Click Back to Roster to return to the student roster. Feedback also saves. ■ Click Previous Student to view the previous student's submission. Feedback also saves. ■ Click Next student to view the next student's submission. Feedback also saves. 																				

Appendix: How Students Use YouSeeU

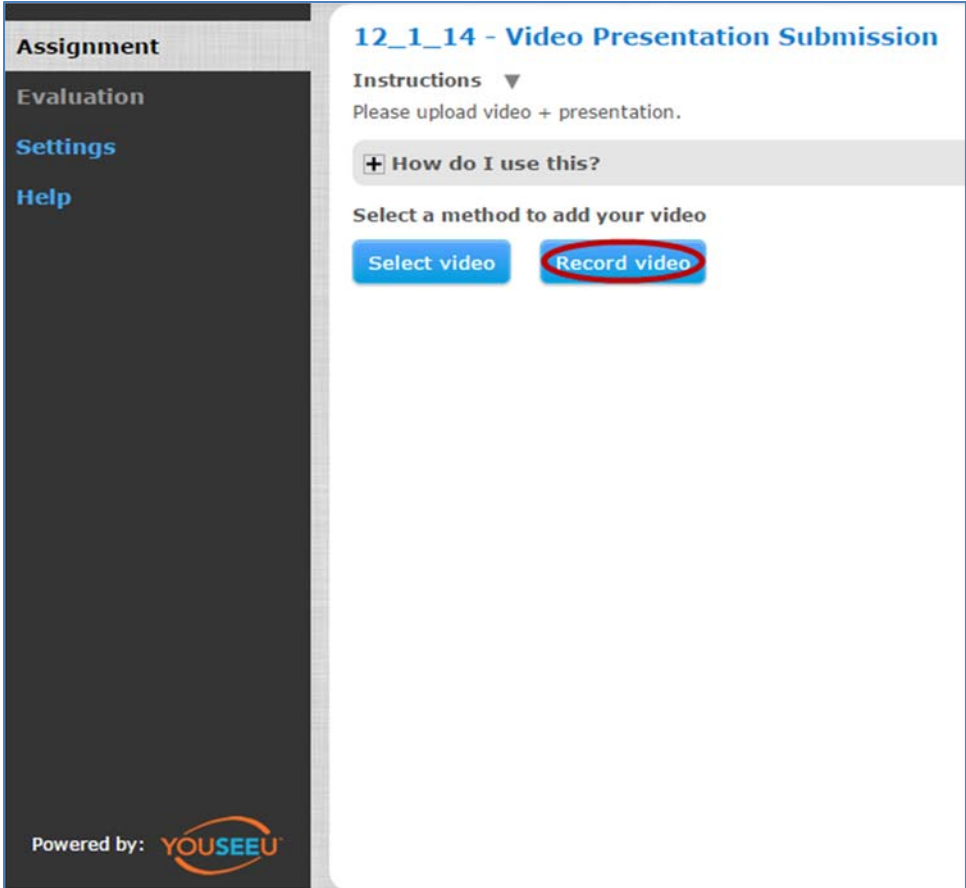
Prior to in-class final presentations, students use YouSeeU for at-home practice, peer-review and self-review. They also view peer-review and instructor feedback.

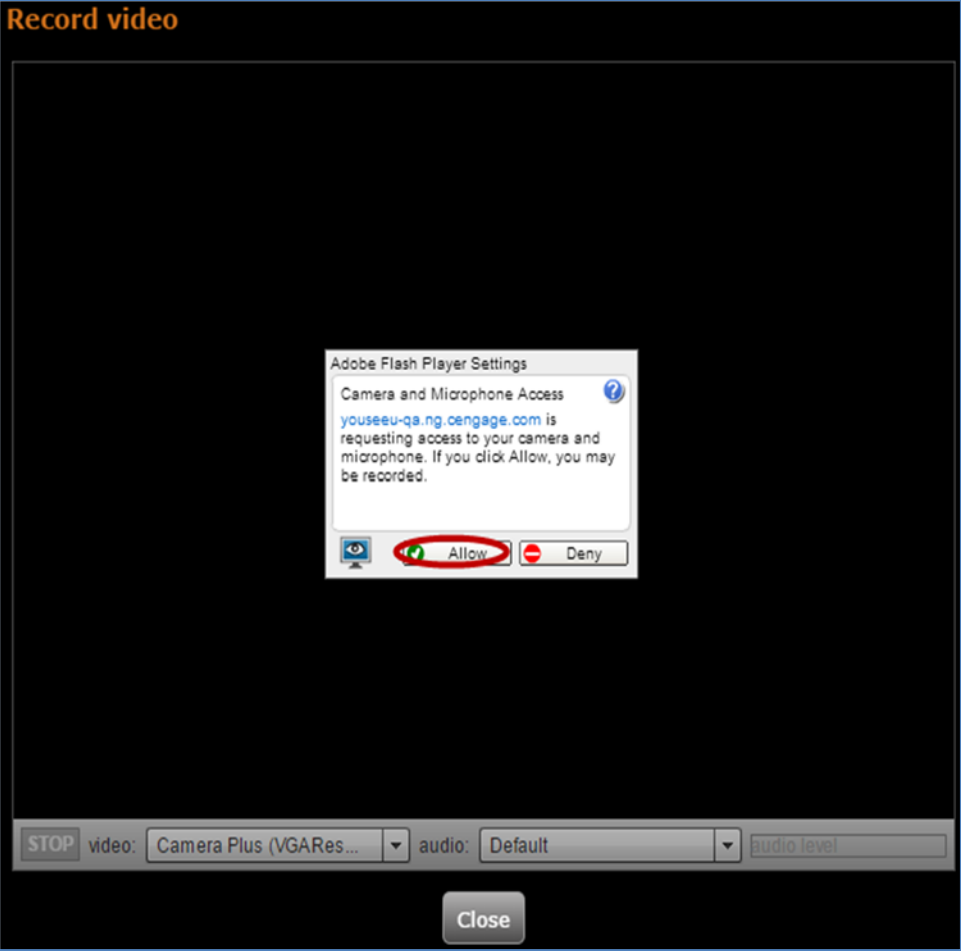
The procedures in this section summarize the way students might use YouSeeU. It includes some of the common procedures students follow.

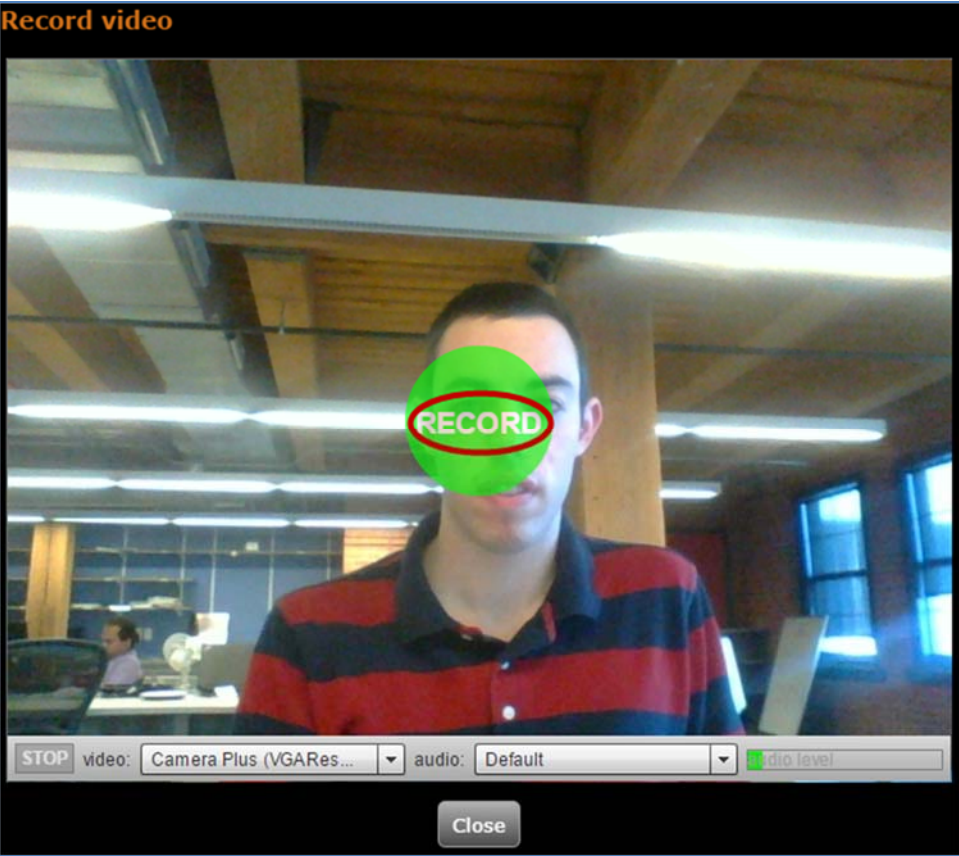
Uploading a Video

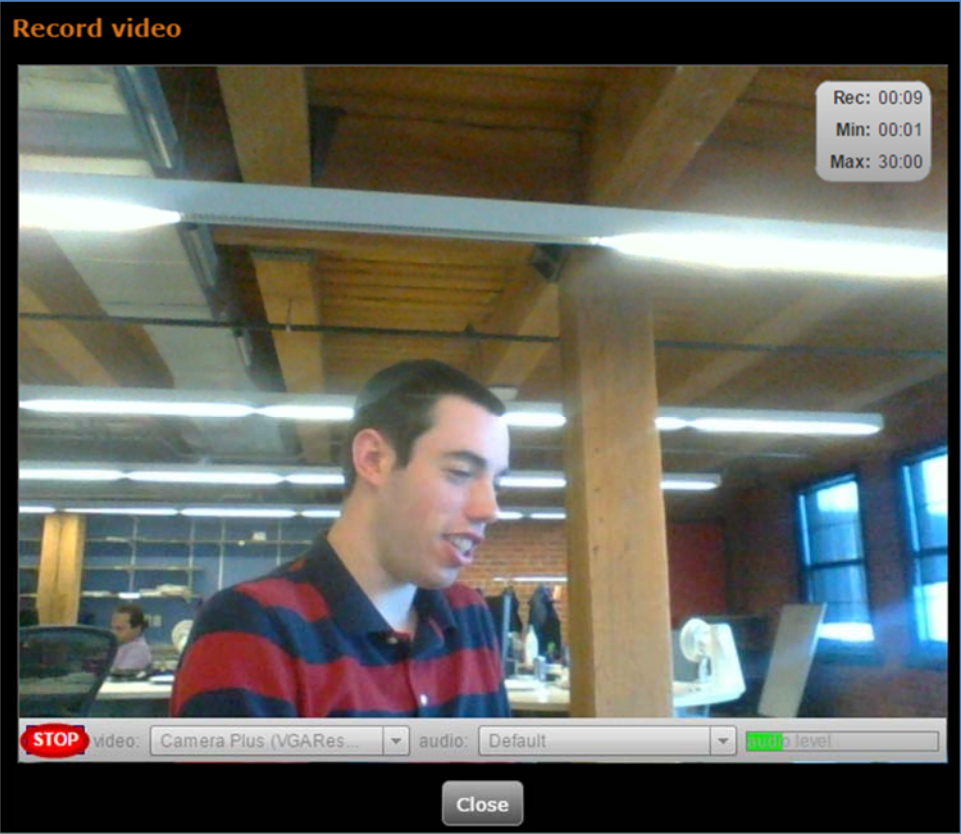
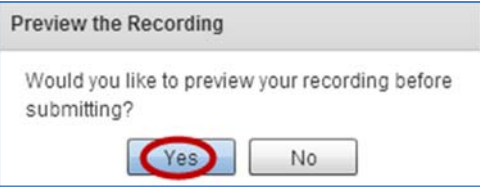
These are the steps a student takes to create or submit a video:

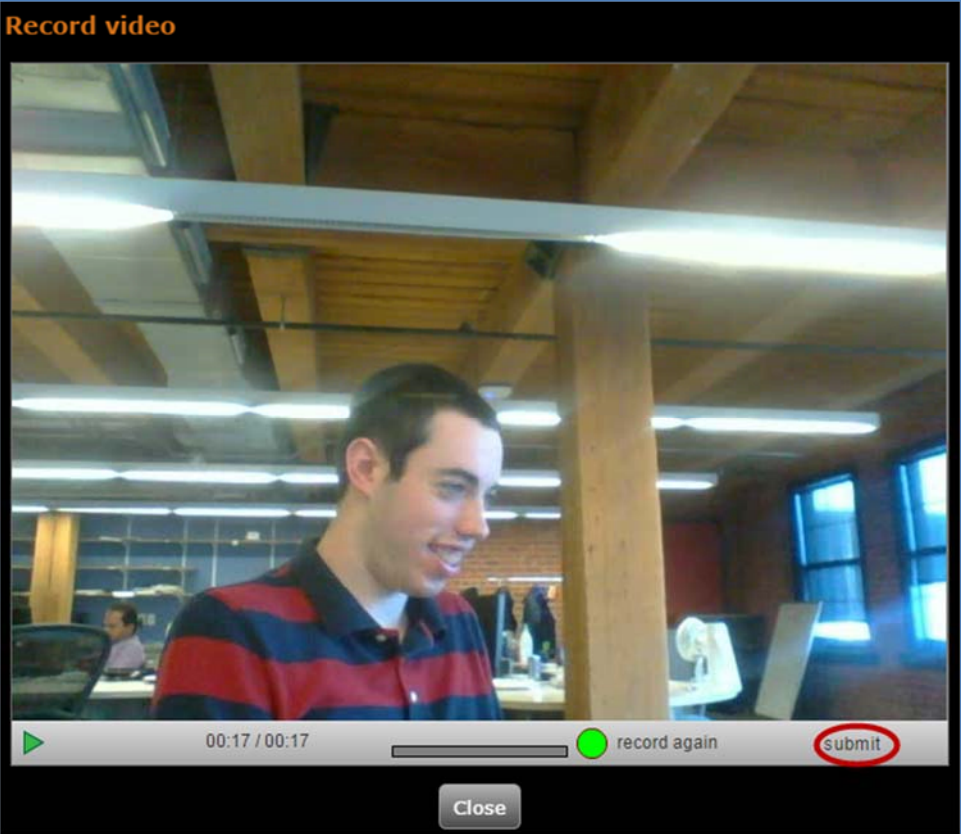
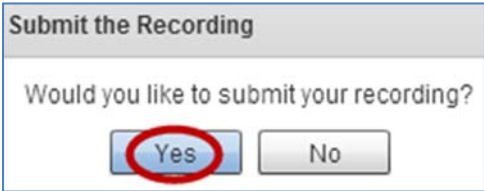
Step	Action
1	Select a YouSeeU Activity on the Learning Path. NOTE: The YouSeeU icon does not display in the App dock for student users. Students see the Activities in the MindTap Learning Path only. Result: The Activity opens, enabling student to view instructions and the assigned rubric, if applicable.
2	Click Select/record video to record a video or upload a previously recorded video. <ul style="list-style-type: none">■ For steps students take to Record video, go to Step 3.■ For steps students take to Select video (pre-recorded outside of YouSeeU and residing on a drive), skip to Step 10.

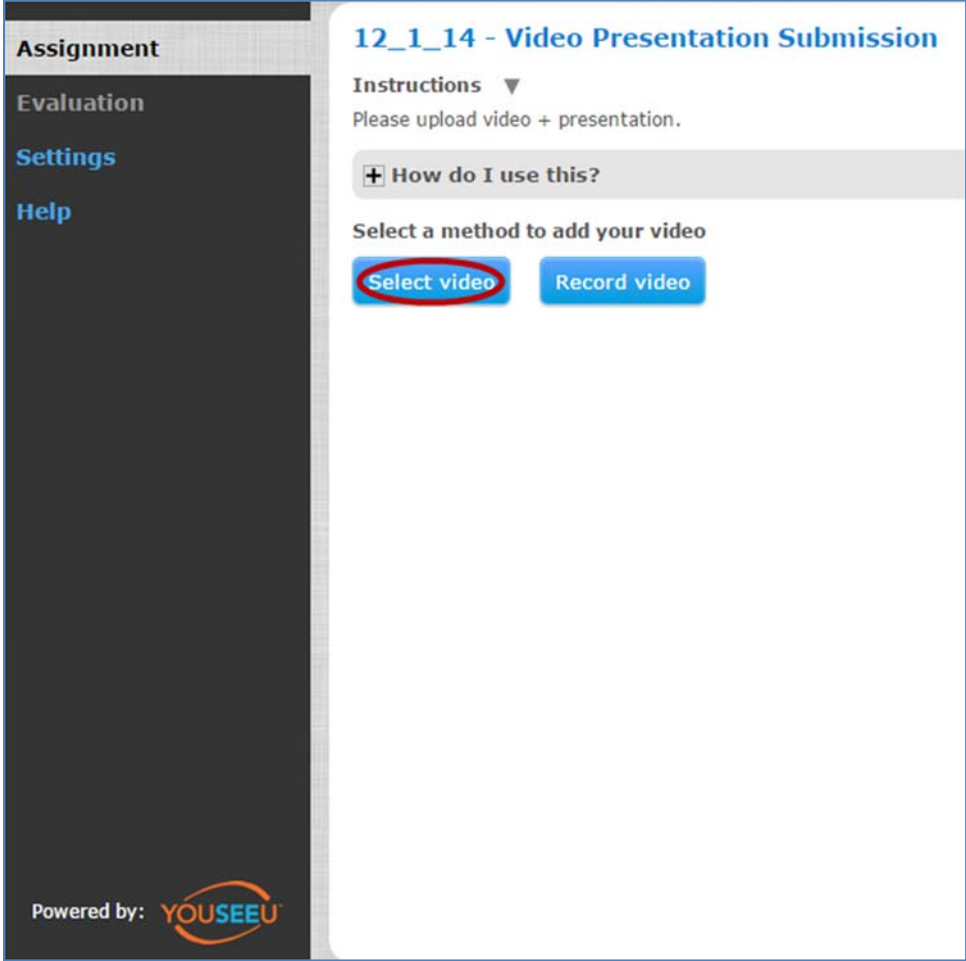
Step	Action
3	<p>Recording video using YouSeeU: Click Record video.</p>  <p>Result: The <i>Record video</i> screen displays.</p>

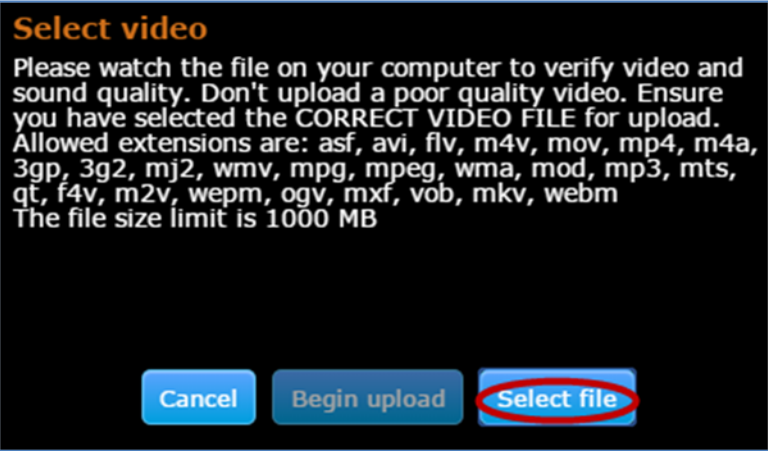
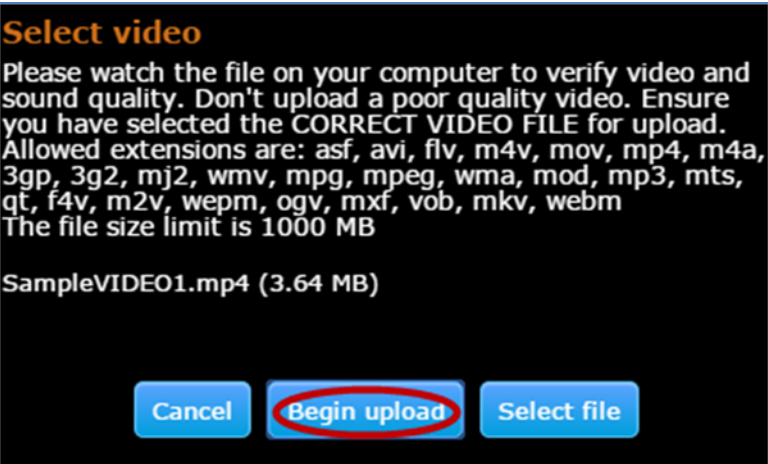
Step	Action
4	<p>Click Allow to allow Adobe Flash player to access the webcam and microphone.</p>  <p>Result: Adobe Flash can access the camera and microphone.</p>


Step	Action
5	<p data-bbox="435 254 992 327">Create any sound to activate the recording. Click Record.</p> <p data-bbox="435 338 613 369">Record video</p>  <p data-bbox="435 1199 816 1230">Result: The recording begins.</p>

Step	Action
6	<p>Click Stop when finished recording.</p>  <p>Result: A dialog box displays.</p>
7	<p>Optional: Preview the video. Click Yes.</p>  <p>Result: The video plays.</p>

Step	Action
8	<p>Click Submit.</p>  <p>Result: The Submit the Recording dialog box displays.</p>
9	<p>Click Yes.</p>  <p>Result: The video uploads. The file processes in approximately 5-10 minutes.</p>

Step	Action
10	<p>Click Select video.</p>  <p>The screenshot shows a web interface for video submission. On the left is a dark sidebar with menu items: Assignment, Evaluation, Settings, and Help. The main content area is titled '12_1_14 - Video Presentation Submission'. Below the title are instructions: 'Please upload video + presentation.' and a link '+ How do I use this?'. Underneath, it says 'Select a method to add your video' and provides two buttons: 'Select video' (highlighted with a red circle) and 'Record video'. At the bottom left of the sidebar, it says 'Powered by: YOUSEEU'.</p>
	Result: The <i>Select video</i> page displays.

Step	Action
11	<p>Click Select file.</p>  <p>Select the file from your computer. Result: The file selects.</p>
12	<p>Click Begin upload.</p>  <p>Result: The file uploads to MindTap. A confirmation message displays. NOTE: Wait 5 to 10 minutes for the video to process.</p>

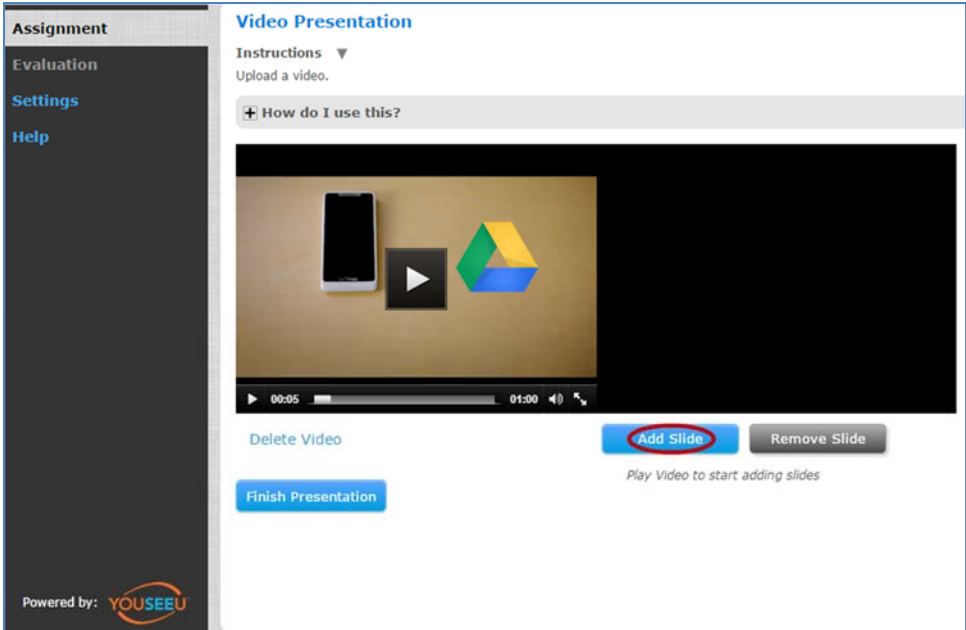
Step	Action
13	<p data-bbox="435 254 558 285">Click OK.</p> <div data-bbox="435 296 1203 743"><p data-bbox="444 306 639 338">Select video</p><p data-bbox="444 373 786 405">Your file upload is complete.</p><p data-bbox="444 422 1166 474">After encoding and processing, your file will be available for viewing.</p><p data-bbox="444 491 1182 543">Normal processing time is 5-10 minutes, but it may be longer if your video duration is over 20 minutes.</p></div> <p data-bbox="435 758 776 789">Result: The video submits.</p>

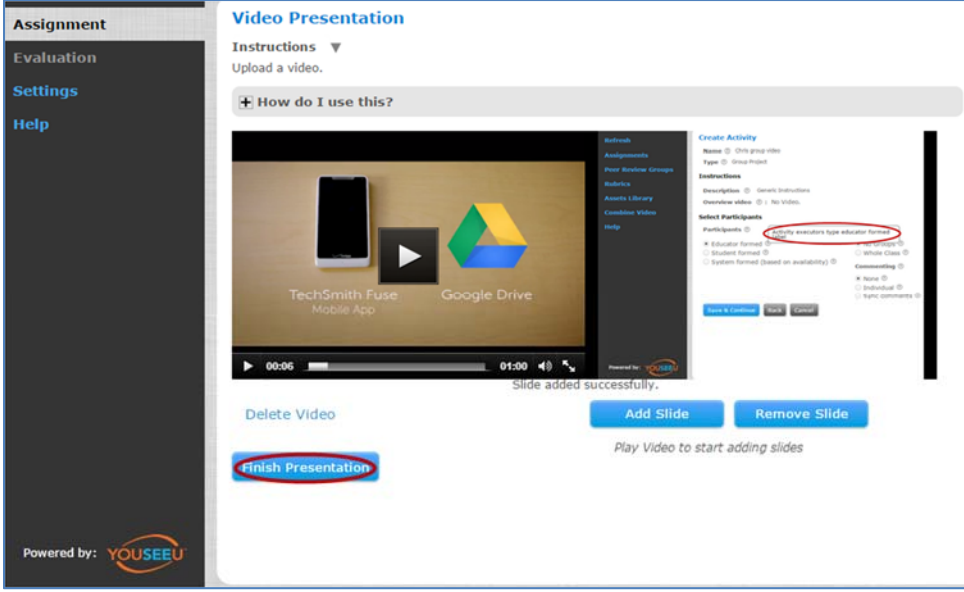
Synchronizing Slides with a Presentation

Synchronize visual aids such as slides to their presentations, as long as the slide is in an image format.

Students stop the playback in the location at which the slide belongs and add the slide image. Once students add all their slides, they play back the presentation to confirm that the slides are in the right places. After submitting the assignments, students click **Review** on the left navigation bar to view the submission and feedback if any.

Students add slides to a presentation by following these steps:

Step	Action
1	<p>Pause the video at the desired location. Click Add slide.</p>  <p>The screenshot shows a 'Video Presentation' interface. On the left is a dark sidebar with navigation links: 'Assignment', 'Evaluation', 'Settings', and 'Help'. The main area contains a video player with a play button in the center. Below the video player are buttons for 'Delete Video', 'Add Slide' (circled in red), and 'Remove Slide'. A 'Finish Presentation' button is at the bottom left. A small text prompt says 'Play Video to start adding slides'.</p>
2	<p>Select an image. Result: The slide displays next to the video.</p>

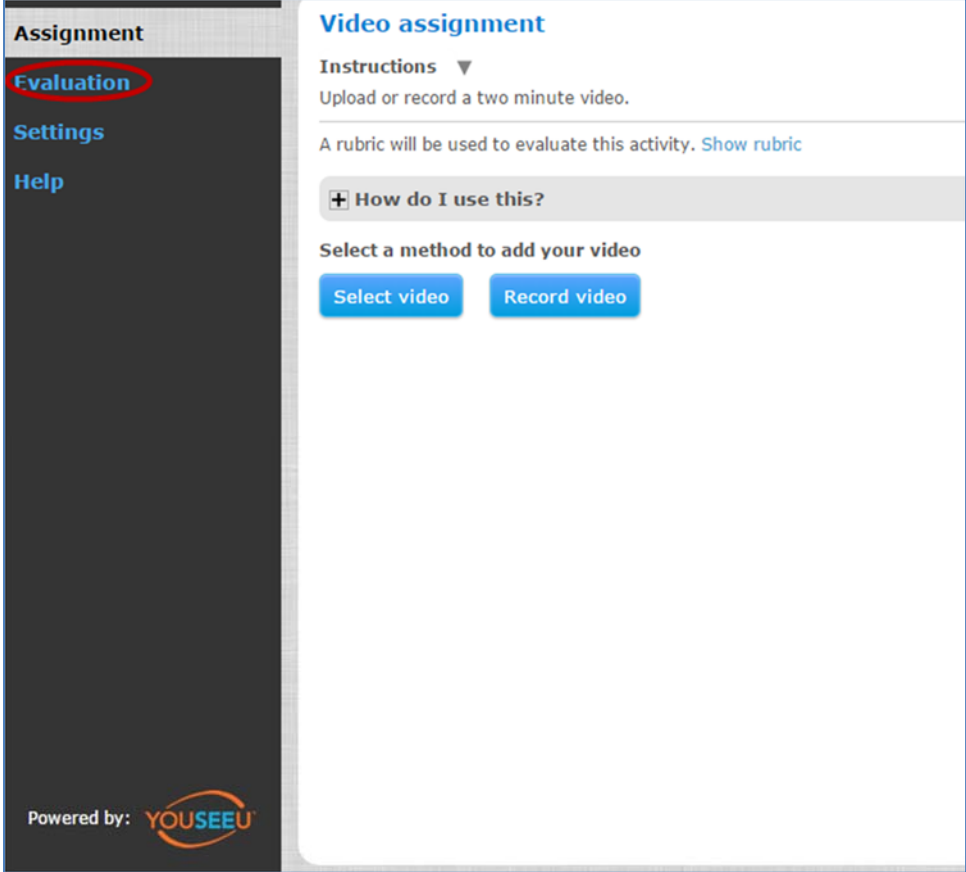
Step	Action
3	<p>Play the video back to view the timing of the slides, making adjustments as necessary. Click Finish Slides once adjustments are complete.</p>  <p>IMPORTANT: Once a student clicks Finish Slides, the presentation submits and the student cannot make any additional changes. Other students and the instructor view it.</p>

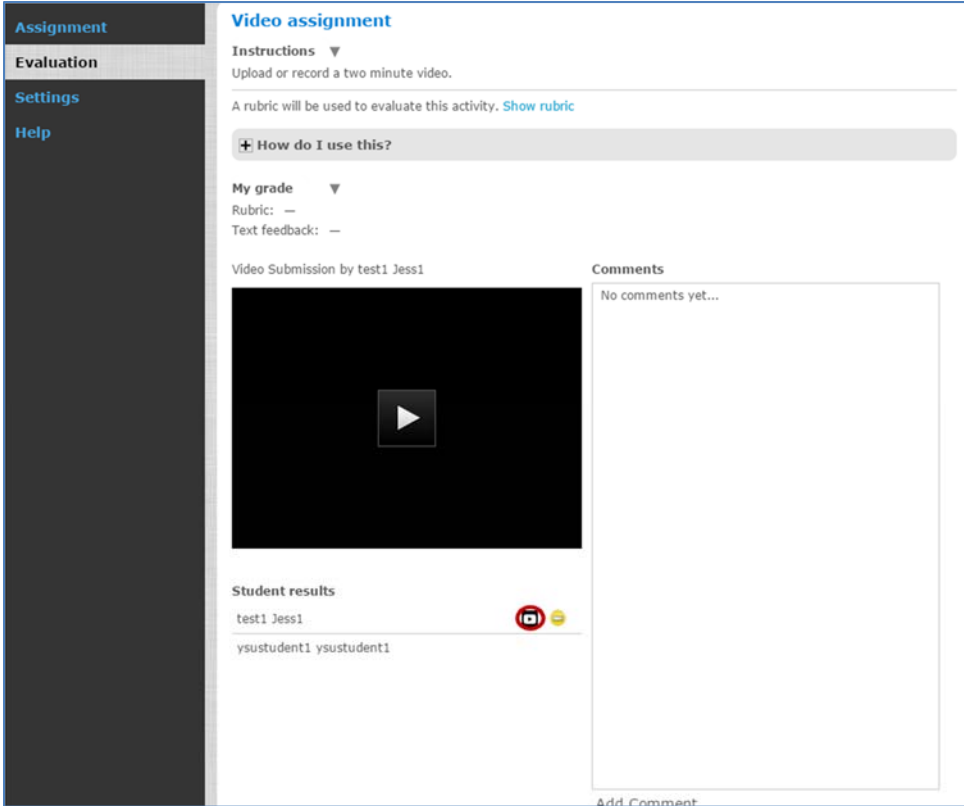
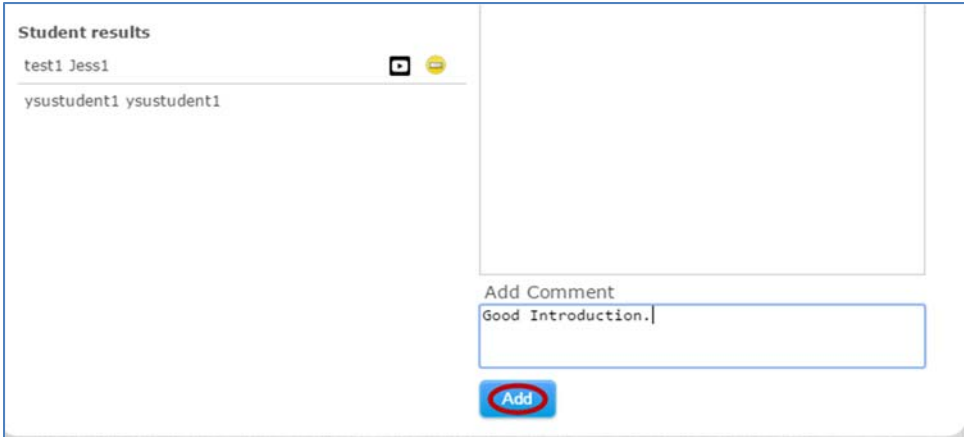
Peer-Review

Students review other students' presentations by following the steps in the table below.

NOTE: If the instructor did not select the **Immediate access to peer submissions** option in Activity setup, students need to submit their own presentations prior to reviewing a peer's presentation.

Step	Action
1	<p>Open an Activity in the MindTap course. Result: The Activity screen displays.</p>

Step	Action
2	<p>Click Evaluation.</p>  <p>Result: The assignment page displays.</p>

Step	Action
3	<p>Scroll down to view student names. Select a film icon beside a peer's name.</p>  <p>Result: The peer's video displays.</p> <p>NOTE: The trash can icon allows peer-reviewing students to remove their feedback.</p>
4	<p>Enter a comment in the Add comment text box. Click Add.</p>  <p>Result: A text box displays in which to enter comments.</p>

