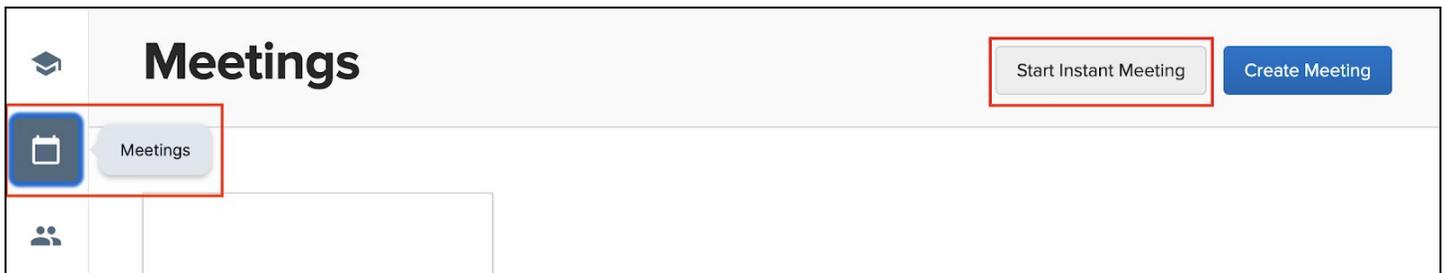


# -- STUDENT SELF-RECORDING DIRECTIONS --

This Quick Reference Guide is designed to provide an overview of how to record yourself in Zoom as part of an assignment for your course.

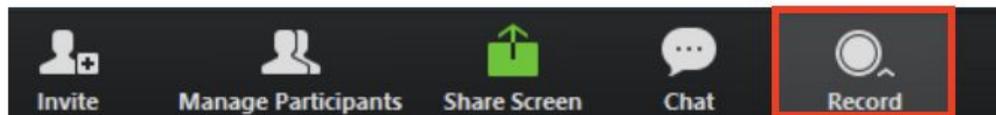
## STEP 1: START AN INSTANT MEETING

- Click on the **Meetings** button in the learning platform found on the left side navigation bar.
- Click **Start Instant Meeting** in the upper right corner.

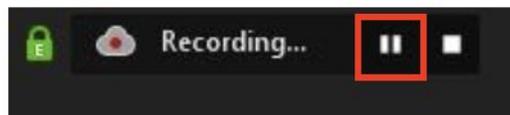


## STEP 2: START RECORDING

- Typically, the recording will automatically start as soon as you enter the room. If it does not, you can click the Record button in the bottom toolbar. You will be able to pause the recording here or in the upper left corner of the classroom anytime.



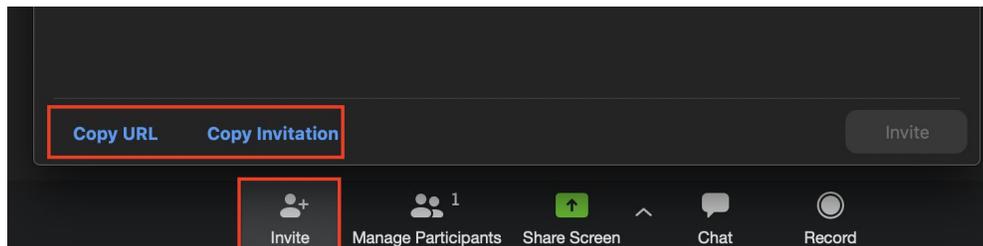
- To pause, click the **pause** icon:



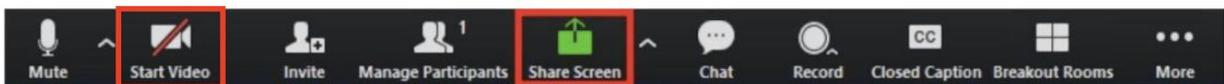
### STEP 3: COMPLETE YOUR ASSIGNMENT

Depending on the requirements for your assignment, there are several features of the live session classroom you may need to use:

- **Join Audio:** You can connect to the audio as you normally do for class by using the **Join Audio Conference by Computer (VOIP)** option. This will allow you to use the speaker and microphones built directly into your computer.
- **Invite:** If you are completing a group assignment, you can invite the other members of your group to your meeting by clicking **Participants** and then **Invite** (once the Participants panel is visible). Then click the **Copy URL** button and send the link to your group members.

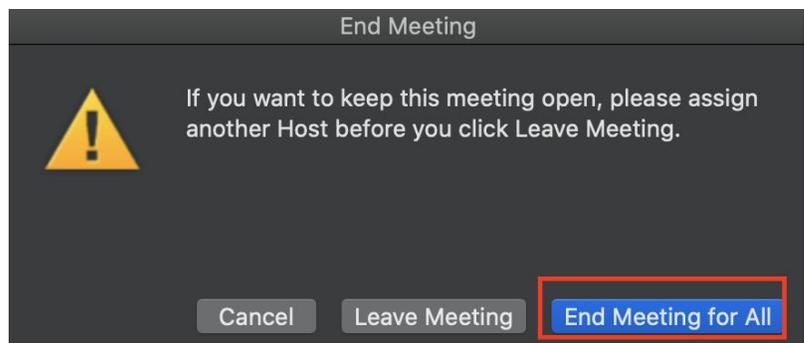
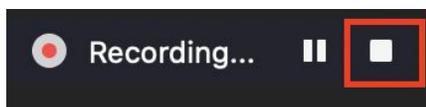


- **Start Video:** Depending on your meeting settings, your video may start automatically. If your video does not start automatically when you enter the live session room, click on the **Start Video** icon in the lower left corner.
- **Share Screen:** If you need to show visuals (like a PowerPoint presentation), click **Share Screen** in the lower menu. This will allow you to share your entire screen or a particular application (e.g. Word, Excel, etc.)



### STEP 4: STOP THE RECORDING AND END THE MEETING

Once you finish your assignment, click the **Stop Recording** button in the upper left corner of the meeting and click **Yes** to confirm you want to end the recording. When you are ready, click **End Meeting** in the bottom right corner of the window, followed by **End Meeting for All**. This will close out your meeting for everyone and make your recording link available.



## STEP 5: ACCESS RECORDING LINK

- If sharing the recording with students and faculty that have access to the Learning Platform, leave the default settings and click **Copy to Clipboard**
- If sharing the recording with others that do not have access to the Learning Platform, select the **Publicly** radio button and click **Save**
- **NOTE: Be aware that sharing publicly gives anyone with the link access to the recording**

### Authenticated Users:



Share this cloud recording

Share this recording

Publicly

Only authenticated users can view:  
Signed-in users in my account

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Password protection

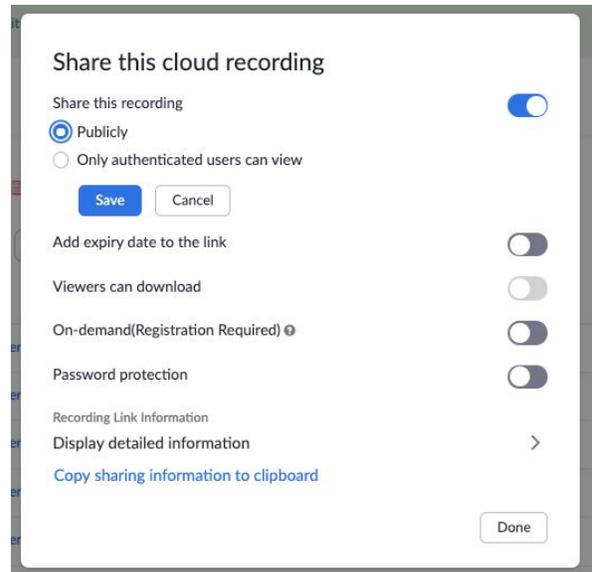
Recording Link Information

Display detailed information >

[Copy sharing information to clipboard](#)

Done

### Sharing Publicly:



Share this cloud recording

Share this recording

Publicly

Only authenticated users can view

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Password protection

Recording Link Information

Display detailed information >

[Copy sharing information to clipboard](#)

Done

## STEP 6: SUBMIT YOUR RECORDING LINK

Access the appropriate assignment page in your course found in the learning platform, paste in the recording link or upload a document with the link inside to submit your assignment.

# -- STUDENT SUBMISSIONS INSTRUCTIONS --

This guide will walk students through the process of submitting assignments within Atrio and TurnItIn.

**Before an assignment is uploaded and submitted to your instructor, your assignments page may include the following:**

1. A due date
2. A yellow button identifying your assignment as **Unsubmitted**
3. Instructions and materials you will need to successfully complete the assignment.

***If your assignment has TurnItIn enabled, follow the steps outlined on page 3.***

The screenshot shows an assignment page titled "Assignment- Week 1". At the top left, a red box labeled "1" highlights the due date: "Due 2:00 PM EDT · Fri Jul 5, 2019". To the right of the title, a yellow button labeled "UNSUBMITTED" is highlighted with a red box labeled "2". Below the title, there are tabs for "Assignment", "Scale: 100 pts", "Weight: 0.00%", and "Grades". The main content area is divided into sections: "Description" (containing the text "As a faculty user, I can view an assignment with correct details, materials, and assign a due date."), "Materials" (containing a file named "captain of the week.png" with a size of "5.13 MB"), "Submission", and "Instructions" (containing the text "1. this is the first purple milestone"). A red box labeled "3" encompasses the "Materials" and "Submission" sections. At the bottom, there is an "Uploads" section with a toolbar and a large area containing the text "drag & drop any files or".

**To submit your assignment successfully, please complete the following steps in order:**

1. Select the type of file you would like to upload
2. Drag & drop or upload your selected files
3. Confirm that all files you wanted to upload are listed
4. Type any notes you'd like to share with your instructor
5. Scroll to the bottom of the page and click the blue **Submit for Grading** button

**NOTE: Your files will NOT be seen by your instructor unless you complete this step.**

The screenshot shows an assignment submission page with the following elements:

- Instructions:** A section with the text "1. this is the first purple milestone".
- Uploads:** A section with a toolbar (1) containing icons for file, camera, link, folder, and share. Below the toolbar is a large area (2) with the text "drag & drop any files or Choose a local file".
- File List:** A table (3) with columns "Name" and "Uploaded On". It contains one entry: "12-collaborative documents.pdf" (247.02 KB) uploaded on "12:32 PM EDT · Wed Aug 21, 2019".
- Note to instructor (Optional):** A text area (4) with a rich text editor toolbar and the placeholder text "Type something".
- Submit for Grading:** A blue button (5) located at the bottom right of the page.

## To confirm that an assignment has been submitted look for:

1. The gray **Submitted** indicator
2. The time stamp for when the assignment was submitted to your instructor.
3. The name of the document(s) uploaded and the date it was uploaded.

Due 2:00 PM EDT - Fri Jul 5, 2019

# Assignment- Week 1

SUBMITTED 1

Assignment | Scale: 100 pts | Weight: 0.00% | 12:34 PM EDT · Wed Aug 21, 2019 2 Grades

## Description

As a faculty user, I can view an assignment with correct details, materials, and assign a due date.

## Materials

captain of the week.png  
5.13 MB

## Submission

### Instructions

1. this is the first purple milestone

### Uploads

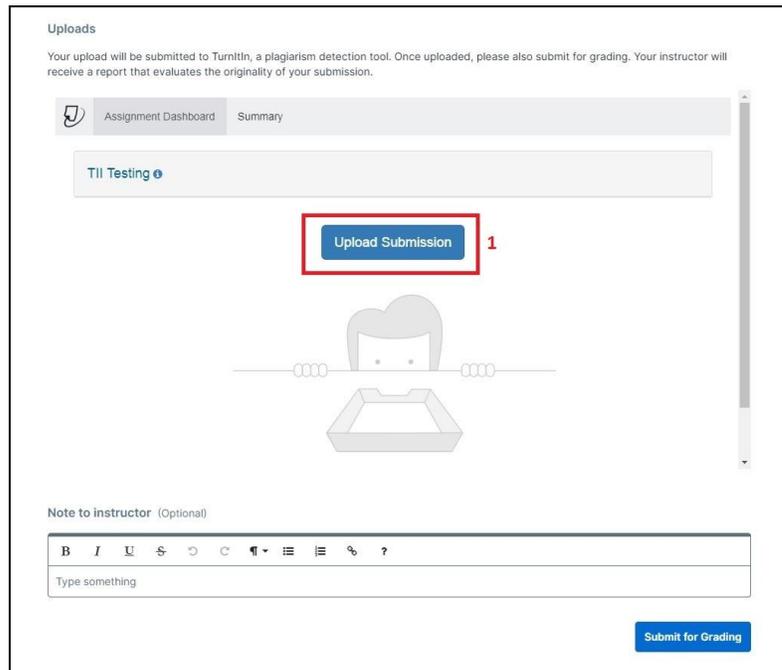
Name	Uploaded On
12-collaborative documents.pdf 247.02 KB	12:32 PM EDT · Wed Aug 21, 2019

3

# -- TURNITIN --

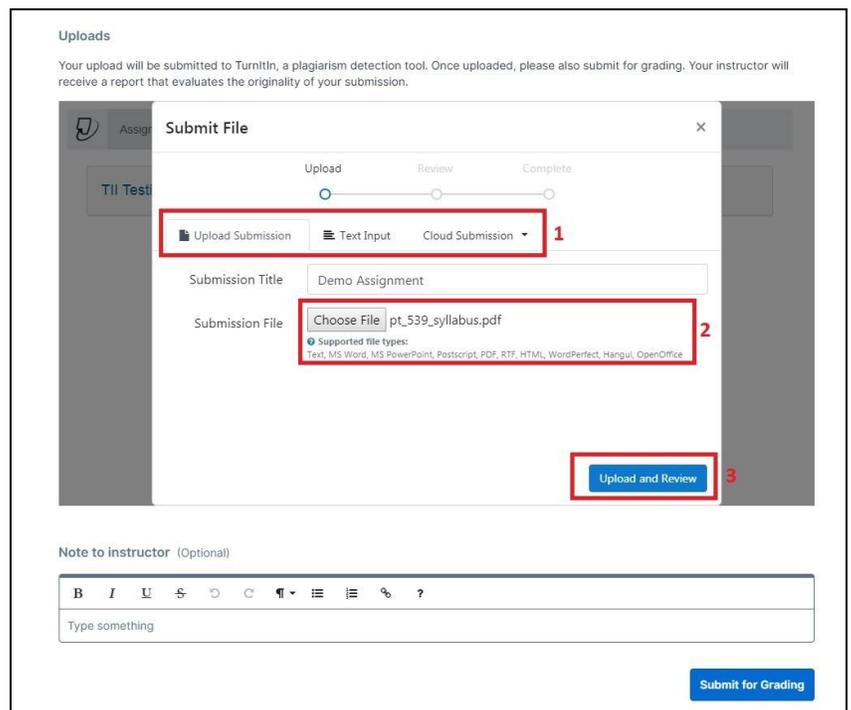
If TurnItIn is enabled for an assignment, the submissions area will look different and require a few extra steps:

1. Click the blue **Upload Submissions** button to begin the process.

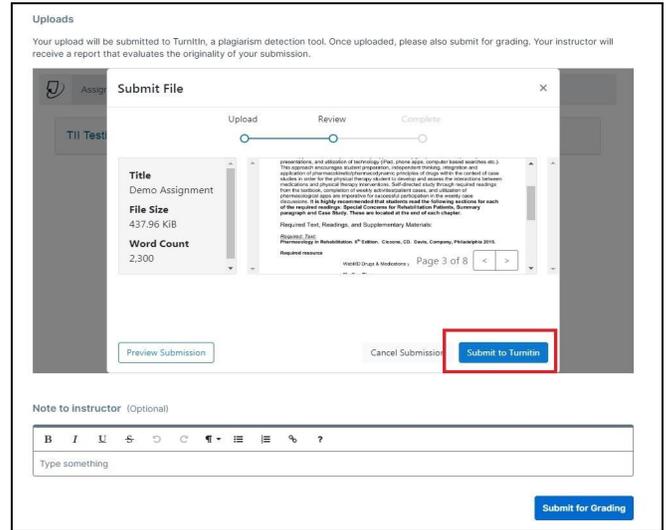


2. Next, select the type of file you would like to upload, upload your selected file
3. Click **Upload and Review**.

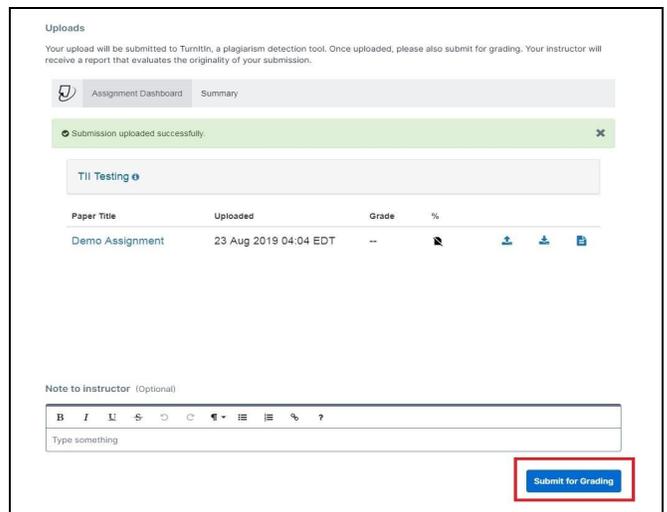
**NOTE:** You can only submit 1 file into TurnItIn per assignment.



- Next, preview your submission to ensure it is the correct document. When this is confirmed, click the **Submit to TurnItIn**.



- You will see a view that confirms your submission was sent to TurnItIn. You will then need to click **Submit for Grading** in the bottom right corner of the screen. **NOTE: Your files will NOT be seen by your instructor unless you complete this step.**



**6. To confirm that an assignment has been submitted look for:**

- The gray **Submitted**.
- The time stamp for when the assignment was submitted to your instructor.
- The confirmation that your assignment was submitted to TurnItIn.
- The name of the document uploaded and the date it was uploaded.

