

# Using the Mashup Tool MEDIAL to submit audio and video for assignments and discussion boards

## Assignment Instructions

If instructors want students to submit assignments in a variety of media, perhaps by having them do a demonstration or presentation, Blackboard offers an easy-to-use tool that is embedded in the text editor called "MEDIAL."

For an assignment where an instructor is asking for video of a student's class presentation, MEDIAL may be a useful option, though it does not offer any editing capability.

To access MEDIAL when submitting an assignment:



[Read this article](#)



**Week One Exercise - Use the text submission editor**



Click on the link above.

Then using the text submission box, type your name and tell me your major (click on the "Write Submission" button to open the text-editing window).

Format your assignment using the text editor tools by centering all your text. Also underline your major (for example, "I am a business major")

For now, don't worry about the "Attachments" or "Comments" section.

Once finished, click the blue "Submit" button on the lower right corner.

Open the assignment submission link as usual.

Use the Text Submission option, rather than attaching a file. Click the "Write Submission" button.

### EXERCISE INFORMATION

Points Possible  
**100**

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### EXERCISE SUBMISSION

Text Submission

Write Submission



Attach Files

~~Browse My Computer~~

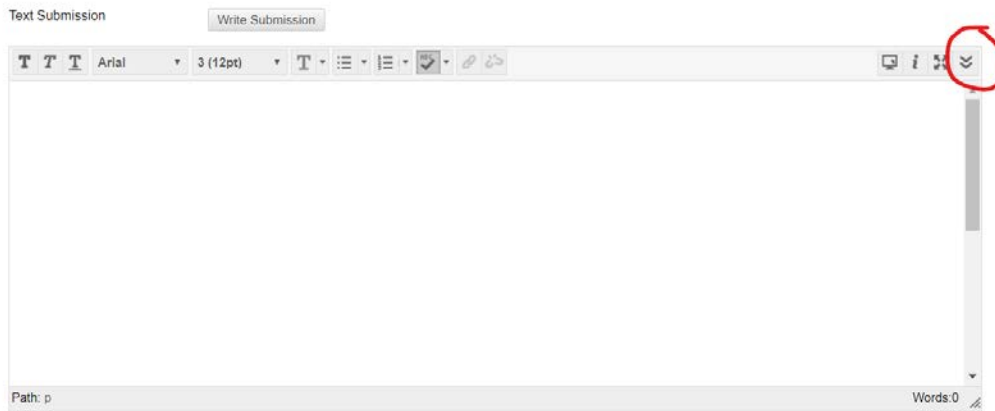
~~Browse Course~~

~~Browse Cloud Storage~~

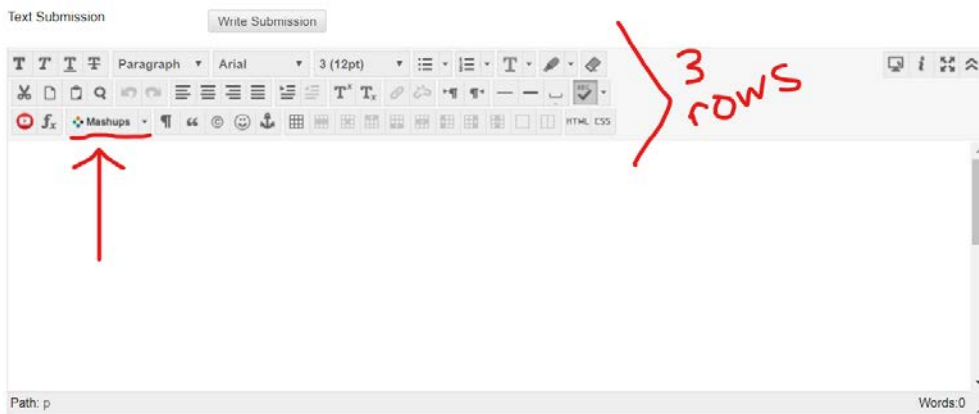
### ADD COMMENTS

The Text Editor will open. Be sure that the full set of formatting tools is available (there should be three rows of tools above the editing area). If only one row is available, click the double-headed arrow at the top right of the editing window to open the full set.

EXERCISE SUBMISSION

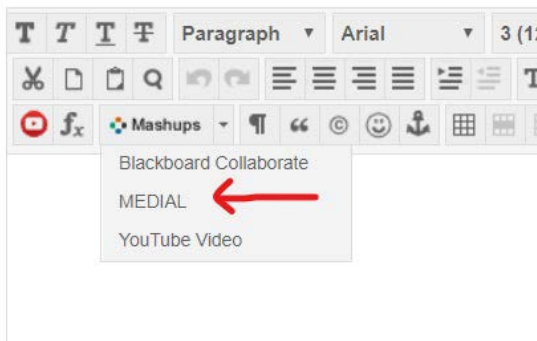


EXERCISE SUBMISSION



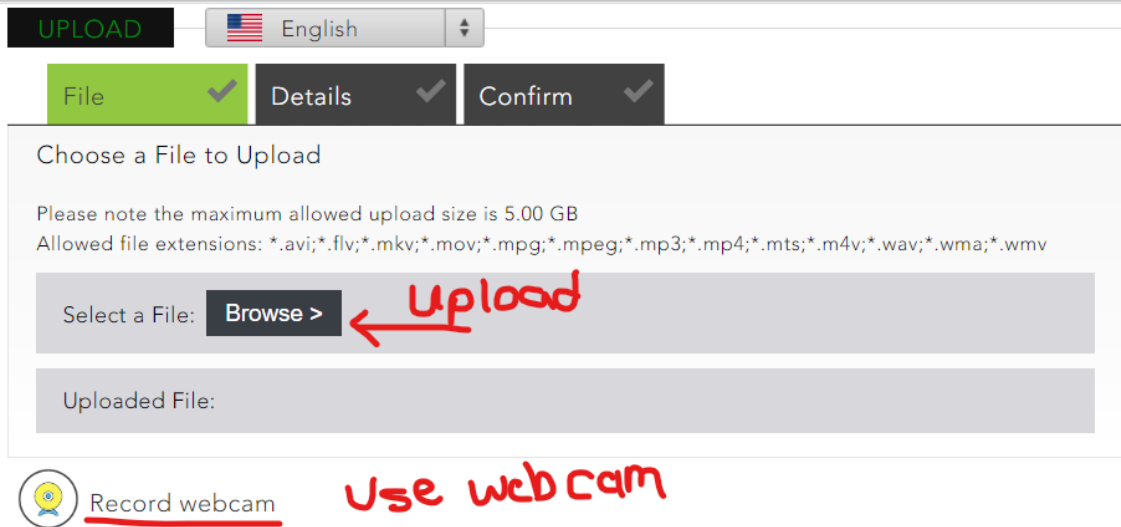
Once the full set of tools is open, find the “Mashups” menu in the bottom row.

In the “Mashups” menu, choose “MEDIAL.”

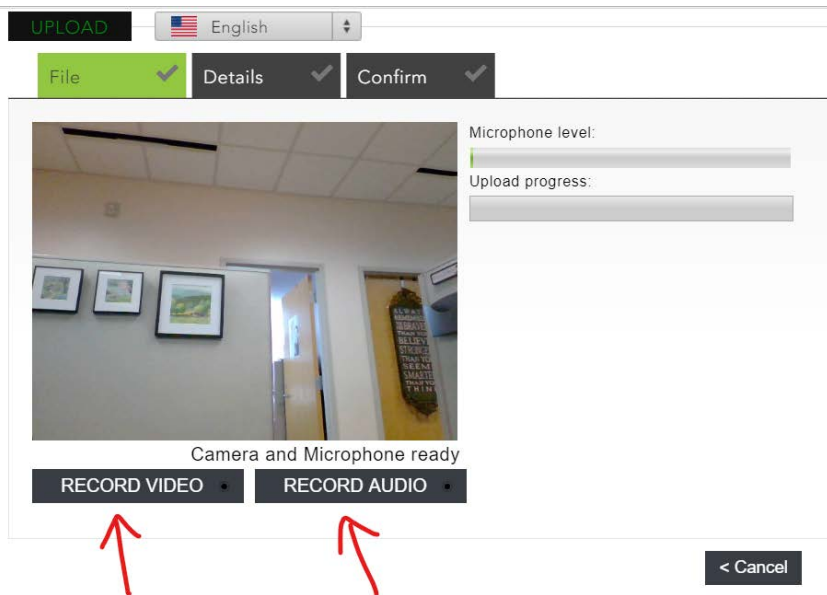


If a message pops up asking if you have used the library before, you can click “No.” It’s usually a one-time message.

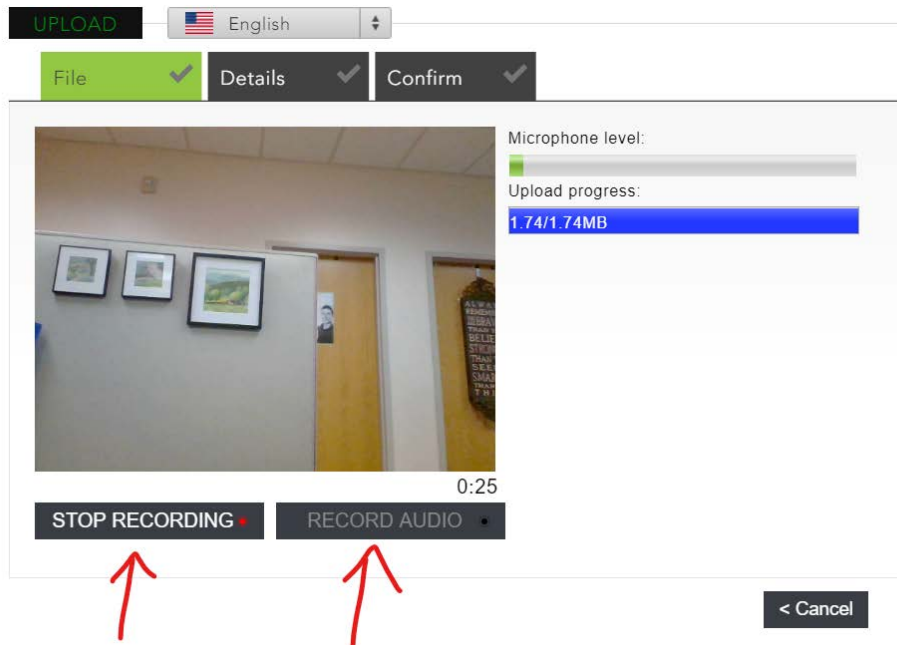
After the message (if it appears) students will see the screen below, which offers the option to upload an audio or video file with several allowable formats or offers the option to use the computer’s Webcam for recording audio or video.



If using Webcam, students have the option to record video, but can also just record audio.



Once the recording is finished, the student should hit the Stop Recording button under the image/dark box (if the webcam is covered, and only audio is being recorded, no image would appear in the window).



Once stopped, click the Next button at bottom right.

Fill out the Title and Description fields as needed and click Next again. Then hit Next in the following window, too.

The screenshot shows the 'Add New Media' form. The 'File' tab is selected. The 'Details' tab is active, showing the following fields:

- Title: Assignment Submission (Week+On
- Category: Personal (Private)
- Description: 1000 characters left

There is also an 'Add Tags' section with a search box and an 'Add >' button. At the bottom right, there are '< Back' and 'Next >' buttons.

In the final window, a message will appear saying it may take a while for the media to process and to please be patient. That window will then disappear, and the Text Submission box in Blackboard will return, this time with the media box and a text table inserted into the editor.

Click "Submit" as normal would to submit the assignment.

### Discussion Board Instructions

The same steps as outlined in the Assignment directions above would apply. Open up a thread, open the Mashups menu in the text editor controls, and go through the same steps.

**For more help, see the MEDIAL video demonstration at: <https://youtu.be/54hvyhsrIDE>**