# How to prepare for and submit your video assessment

Some Business School modules will require you to submit a video file for a piece of assessment. The information in this document is applicable to individual and group video assessments and will enable you to prepare for and submit your assessment on Minerva.

If you encounter **problems** during the submission process you should report them to the University IT Service desk, either by telephoning them (+44 (0)113 34 33333) or by reporting the issue on their website (https://it.leeds.ac.uk/it).

Prepare for your assessment

You can ensure that process of submitting your video file goes as smoothly as possible by following the simple approaches outlined below.
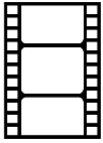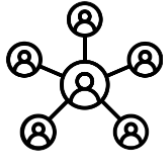
Export the right file format

- It is **strongly recommended** that you export your video as an **MP4**. Doing so will reduce the size of your video file and therefore the amount of time required to upload it.
- If you have already exported your video file in another format, this [video by the University of Leeds IT Service](#) will explain clearly how to use the open-source Handbrake software to easily convert it to MP4.

Plan to succeed

- Accessing the submission link before the deadline **does not** constitute a completed submission, you **must** have uploaded all relevant files and saved them **before the deadline** to ensure your submission is on time.
- Remember that video files take longer to upload than documents, so leave **at least 30 minutes before the deadline** to submit your work.
- Remember that upload speeds can be impacted at busy times, especially if you have slow broadband where you are uploading from – so give yourself plenty of time to upload, check and submit your assignment.

If your video is a piece of **group work**, you will need to nominate **one individual** to submit the work on behalf of the whole group. That person will then need to **add the other group members from a digital list** after they have uploaded and submitted the video file.

Keep a record in a shared notebook or collaborative document of who is submitting the work, and make sure you support each other by reminding yourselves when the deadline is approaching.

Go to the next page to learn how to submit your video file.

Submit your work

To submit your work, you will need to access the module area on Minerva to find the assessment submission link and will then use an assessment platform called Gradescope. Each step is outlined below.

Step 1: Find the submission link

Go to the module area on Minerva and find the **Submit My Work** section of the module from the main navigation. When that section loads find the correct submission link which will be the title and deadline of the assessment, carefully select the link to open the dedicated submission page on Gradescope.
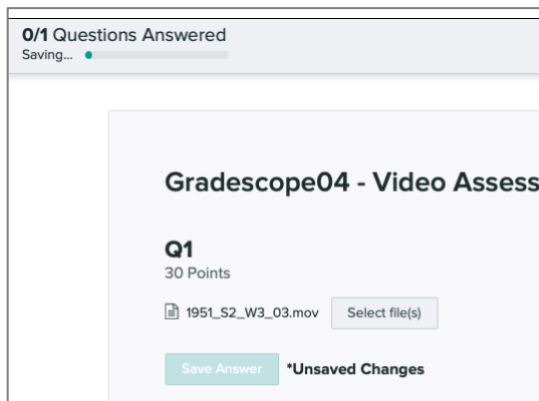
Step 2: Complete the submission and upload file(s)

When the page has loaded, carefully read the instructions.

Use the **Select file(s)** button to choose the correct file(s) that you want to upload from your device.

You **may** be asked to type additional information, such as a group number or name if this is a group assessment.

Step 3: Save anwer

When you have selected the file(s) that you want to upload the file names will display above the Save Answer button. When you are certain that you have chosen the correct files press the **Save Answer** button to begin the upload process.

At this point a progress bar will appear in the top-left corner of the Gradescope interface, indicating how much of your file(s) have uploaded. Do not navigate away from Gradescope during this time, wait patiently for the upload to finish.

Step 4: Submit your assignment
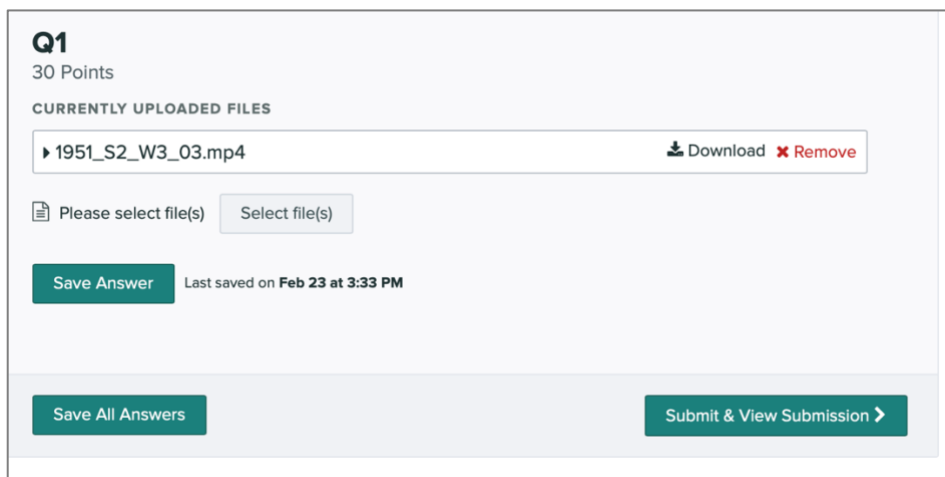
When your file(s) have been uploaded the **Submit & View Submission** button will become active, select this to **submit your assignment**.

Step 5: Check your submission and add group members (group work only)
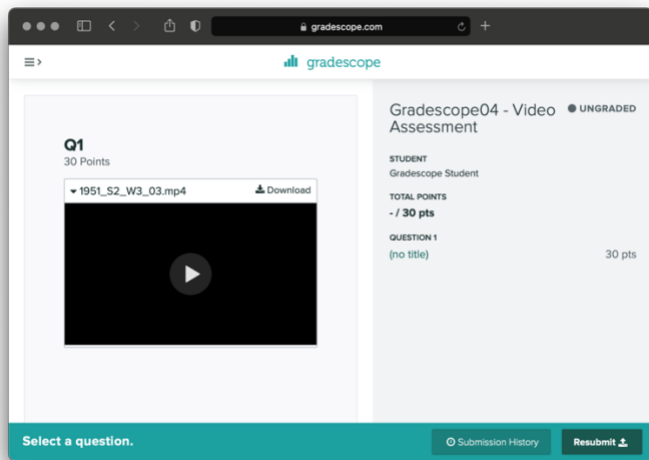
Your submission at this point is complete. You should check that you have submitted the correct file by watching the video when it loads - you do have the ability to resubmit a different file if you need, but only up until the assignment deadline.
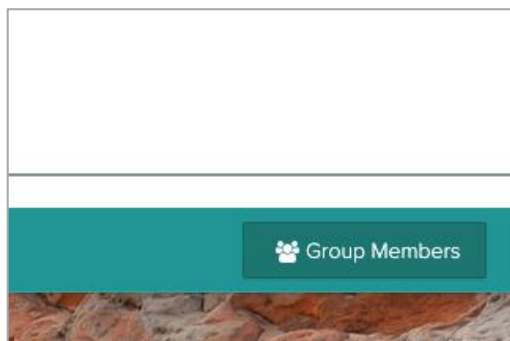
If your submission is a group assessment, select the **Group Members** button, then **search for** and **Add** each member of your group. When you add a group member they will receive an email confirming that they have been added to the submission, so advise them to check their email when you have submitted.

Receipts are not emailed

You will **not** receive an email receipt for video assignments. Being adequately prepared and submitting before the deadline will help you to be certain that you have submitted your work correctly.