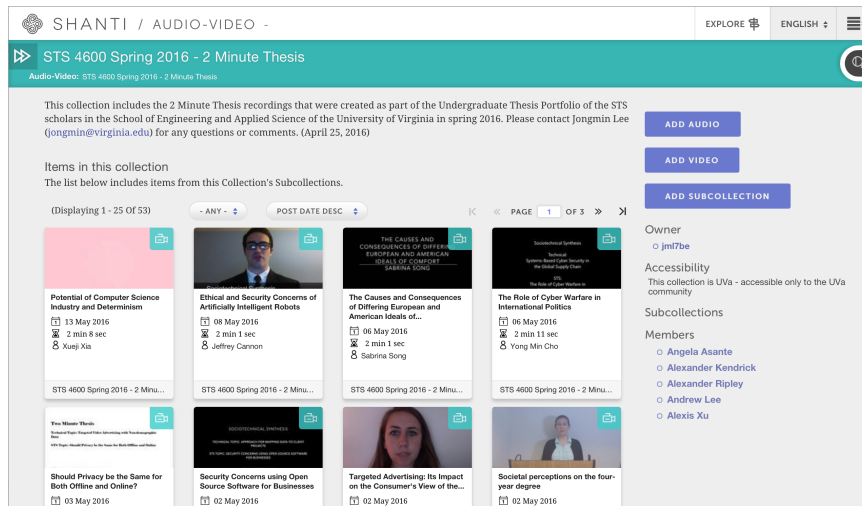# Class Collection Walkthrough

Here's a real-life example of Audio-Video in the classroom:

Dr. Jongmin Lee uses Audio-Video to display his student's video theses.

First, he makes a class collection and adds his students. His students then upload their videos. The workflow function lets him flag submissions for editing.

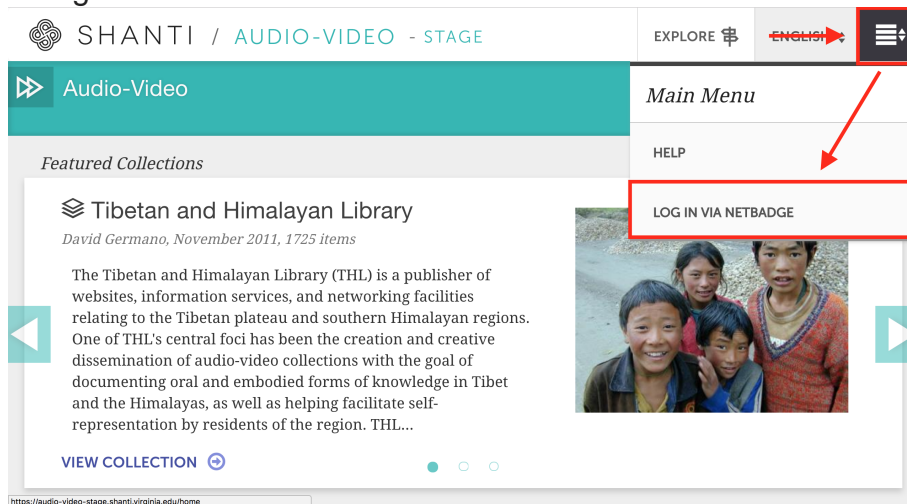This guide walks you through his process.

For Instructors

If you're an instructor, here's how to make a class collection in Audio-Video:

1. Sign in to Audio-Video
2. Make your collection
3. Open your collection
4. Add your students
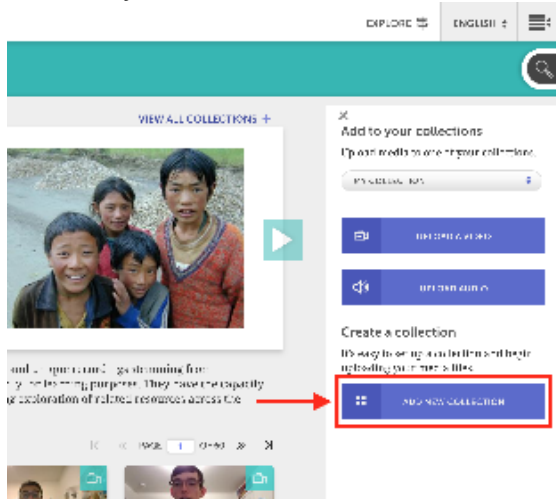5. Monitor collection submissions

1. Sign in to Audio-Video

Click the Main Menu icon (▤◆) in the top right corner of the page. This opens a navigation menu. Then, **Log in via Netbadge**.
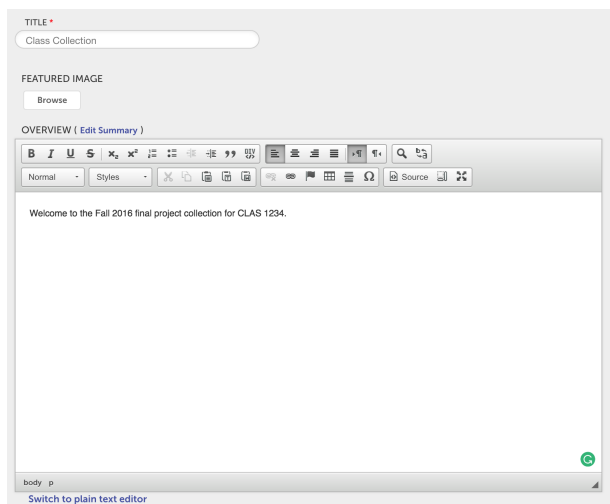
Enter your Netbadge credentials to finish signing in. You can now create your collection.
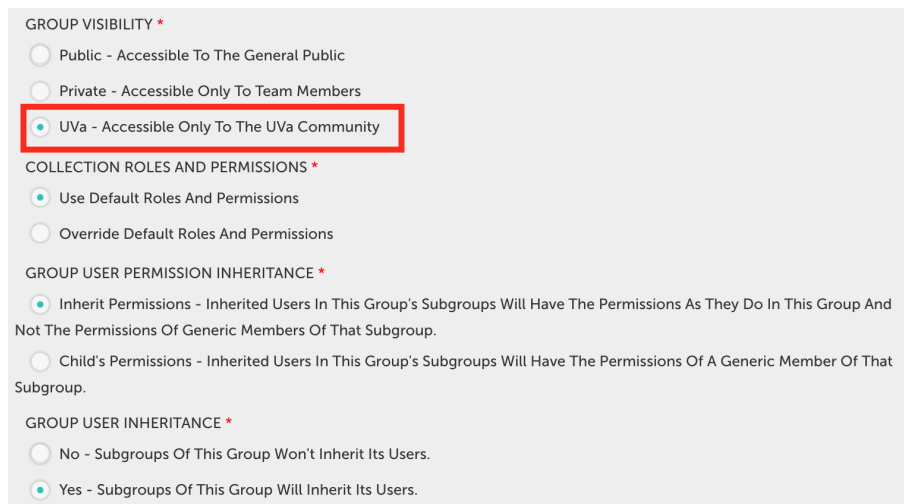
2. Make your collection

Add New Collection on the right side of the Audio-Video page.

A form with information for your new collection will open.

Enter a title and a text overview of your collection. You can also add a featured image.

Check the privacy settings below the overview.

GROUP VISIBILITY *

◯ Public – Accessible To The General Public

◯ Private – Accessible Only To Team Members

🔘 UVa – Accessible Only To The UVa Community

COLLECTION ROLES AND PERMISSIONS *

🔘 Use Default Roles And Permissions

◯ Override Default Roles And Permissions

GROUP USER PERMISSION INHERITANCE *

🔘 Inherit Permissions – Inherited Users In This Group's Subgroups Will Have The Permissions As They Do In This Group And Not The Permissions Of Generic Members Of That Subgroup.
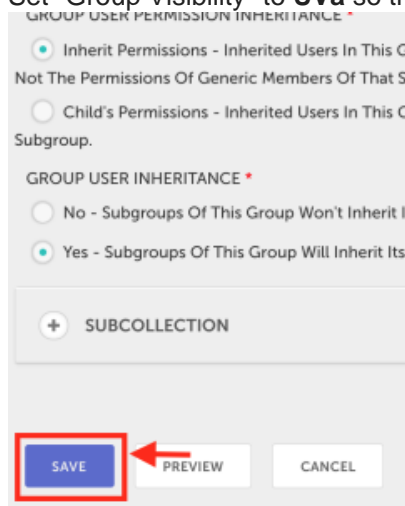
◯ Child's Permissions – Inherited Users In This Group's Subgroups Will Have The Permissions Of A Generic Member Of That Subgroup.

GROUP USER INHERITANCE *

◯ No – Subgroups Of This Group Won't Inherit Its Users.

🔘 Yes – Subgroups Of This Group Will Inherit Its Users.

Set "Group Visibility" to **UVa** so that only UVa members can see your collection.

GROUP USER PERMISSION INHERITANCE *

🔘 Inherit Permissions – Inherited Users In This G
Not The Permissions Of Generic Members Of That S

◯ Child's Permissions – Inherited Users In This G
Subgroup.

GROUP USER INHERITANCE *

◯ No – Subgroups Of This Group Won't Inherit I

🔘 Yes – Subgroups Of This Group Will Inherit Its
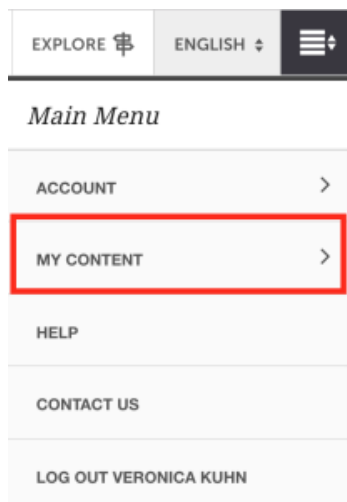
⊕ SUBCOLLECTION

SAVE   PREVIEW   CANCEL
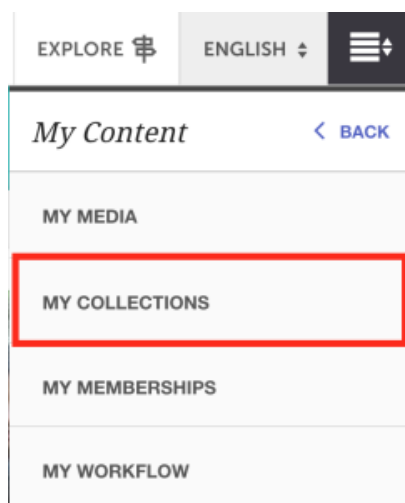
Save your collection.

You now have a new collection.

3. Open your collection

Open your collection to add your students or review submissions.

First, click the ▤ icon from any Audio-Video page. Then, click **My Content**.
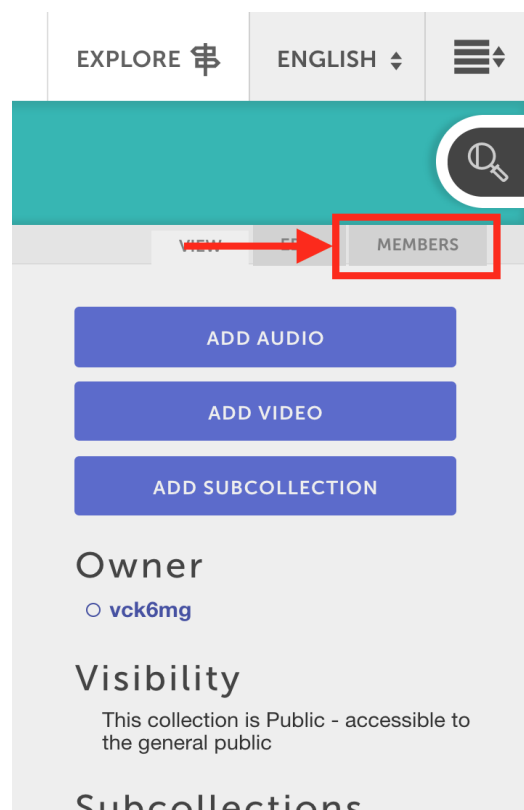

Click **My Collections.**

You'll see a list of your collections. Click your class collection to open it.
Add your students from this collection page.

4. Add your students

Make sure your students have logged in to Audio-Video at least once. This sets up their account automatically. If they have not logged in, you won't be able to add them to the collection.

To add students, click the **Members** tab at the top right of the collection page.

Then **Add People**. You'll a submission form for adding members.

Add a member to *My New Collection*

USER NAME *

rpr6ha ⭘

ROLES

☐ Administrator

☑ Editor

☐ Administrator Member

FIELD NAME

GROUP MEMBERSHIP ⬍

Select the field name, the group membership should be registered in.

ADD USERS

Enter the computing id of the student you want to add under "User Name."

Check **Editor** under "Roles" to let students add media**.** C hoose "Group Membership" under "Field Name" to make them members of the collection.

Click **Add Users** to add the student**.**

Fill out the same form for all your students.

Your students are now members of the class collection.

5. Monitor collection submissions

Once the due date for submitting videos has passed, you can monitor your student's submissions.

First, open the class collection. (Remember, you use ☰⬍ > **My Content** > **My Collections**. Then click your collection to open it.)

This is my collection.

Items in this collection

The list below includes items from this Collection's Subcollections.

(Displaying 1 - 2 Of 2)   - ANY - ⬍   POST DATE DESC ⬍

Rebecca's Final Project

📅 01 Dec 2016

👤 Rebecca Rosenblatt

My New Collection

Veronica's Final Project

📅 04 Nov 2016

⏳ 1 min 20 sec

👤 Veronica Kuhn

My New Collection

Check to make sure the number of items in the collection is equal to the number of student videos you need. If this number is too small, some students did not upload their projects.

My New Collection

Audio-Video: My New Collection

This is my collection.

Items in this collection
The list below includes items from this Collection's Subcollections.

(Displaying 1 - 2 Of 2)   - ANY -   POST DATE DESC

Rebecca's Final Project
01 Dec 2016
Rebecca Rosenblatt

My New Collection

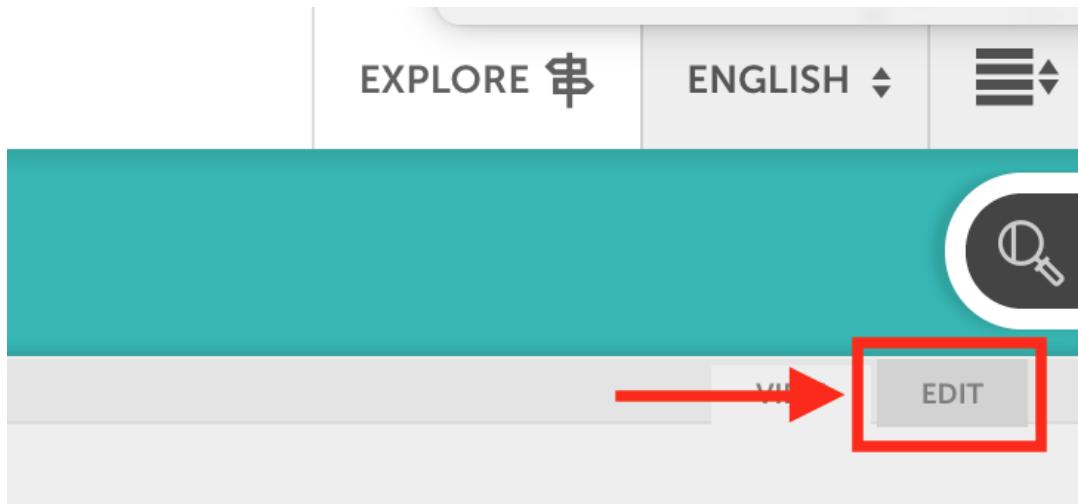**Veronica's Final Project**
04 Nov 2016
1 min 20 sec
Veronica Kuhn

My New Collection

Quickly verify who submitted a video by checking the names under the preview icons.
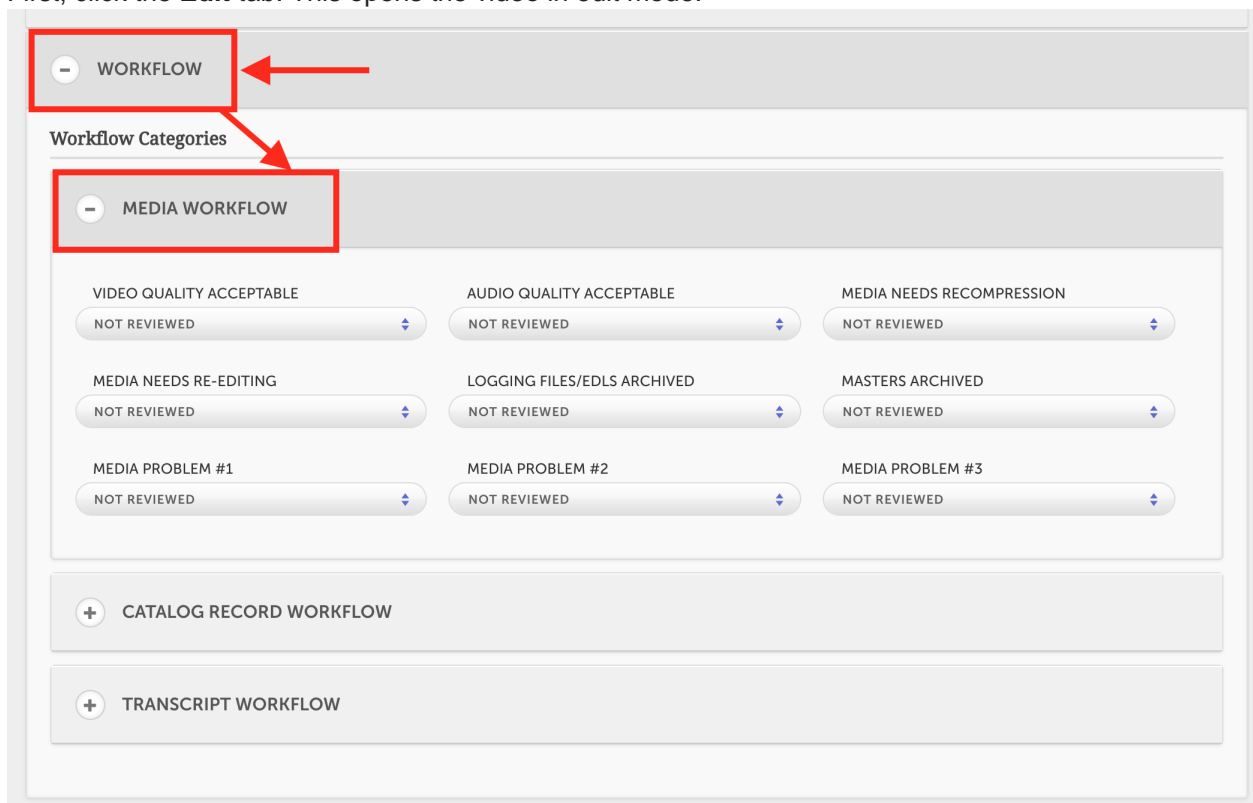
Then, open projects by clicking an item in the collection. You can then play and review videos.

If you see a problem with the submission

Use workflows to point it out to your student.

First, click the **Edit** tab. This opens the video in edit mode.

Then, click **Workflow**. Several sections will appear: click **Media Workflow**.

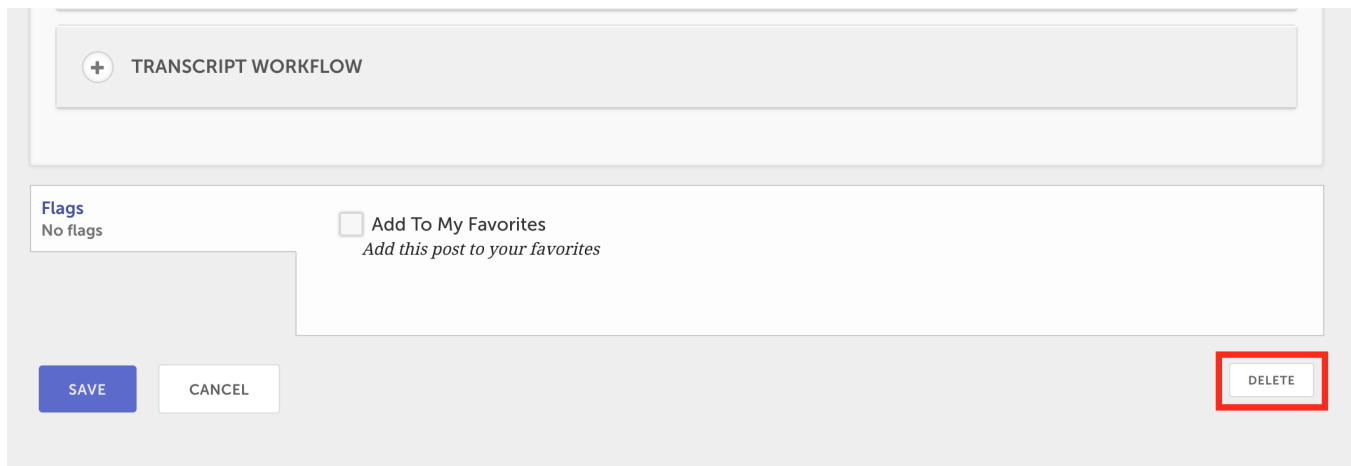Change the "Media needs re-editing" field to **Yes**.

To finish, **Save** your changes.

If you see a video you want to delete
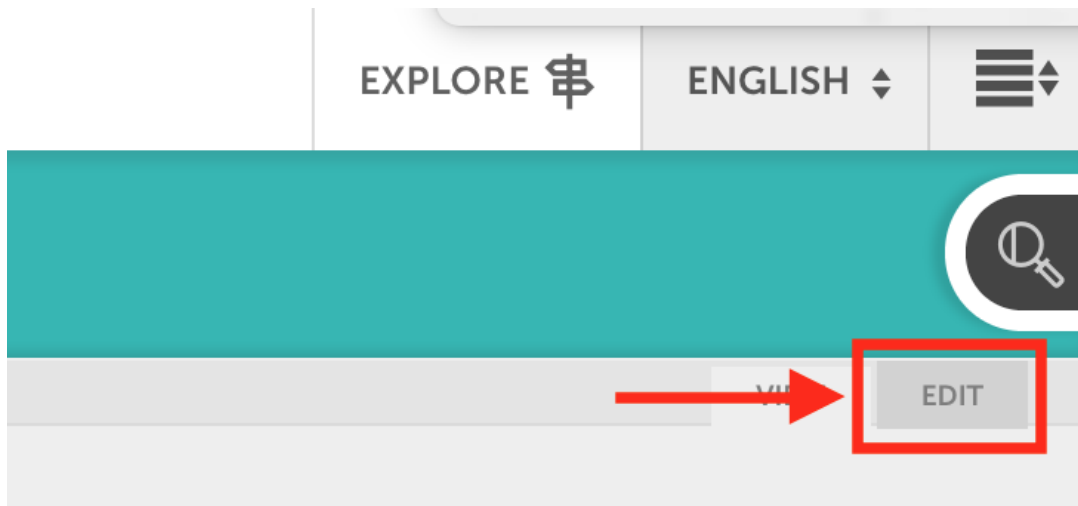
First, click the **Edit** tab on the video page. This opens the video in edit mode.

Delete the video at the bottom of the page.

Audio-Video will check to make sure you really want to delete the video. **Delete** the video again to remove it from the collection.