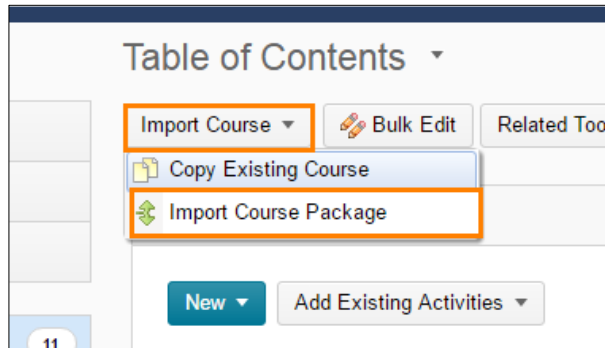


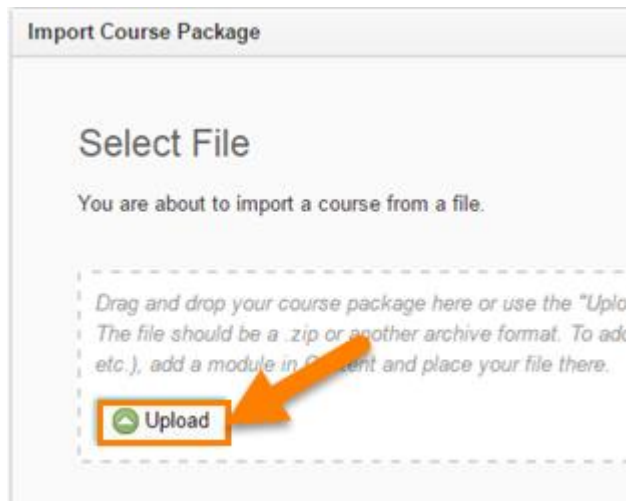
Adding a Video with Quizzes to MyCourses Graded

Once you have produced your video with quizzes that are graded you will want to add it to MyCourses. This tutorial will show you the steps.

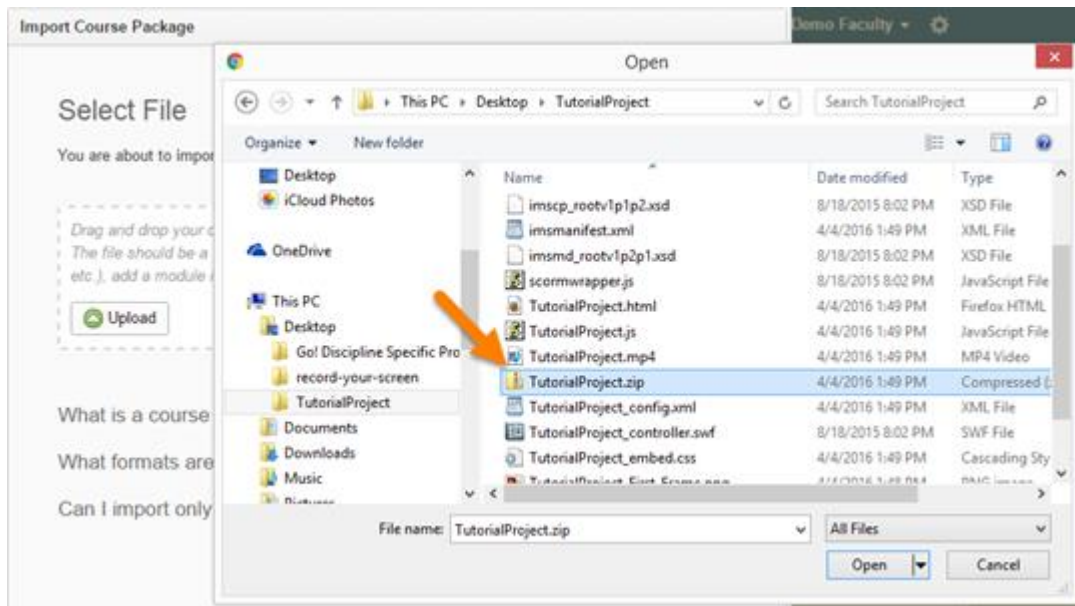
1. Click on Course Contents tab within MyCourses. Click on Table of Contents. Click on Import Course and choose Import Course Package.



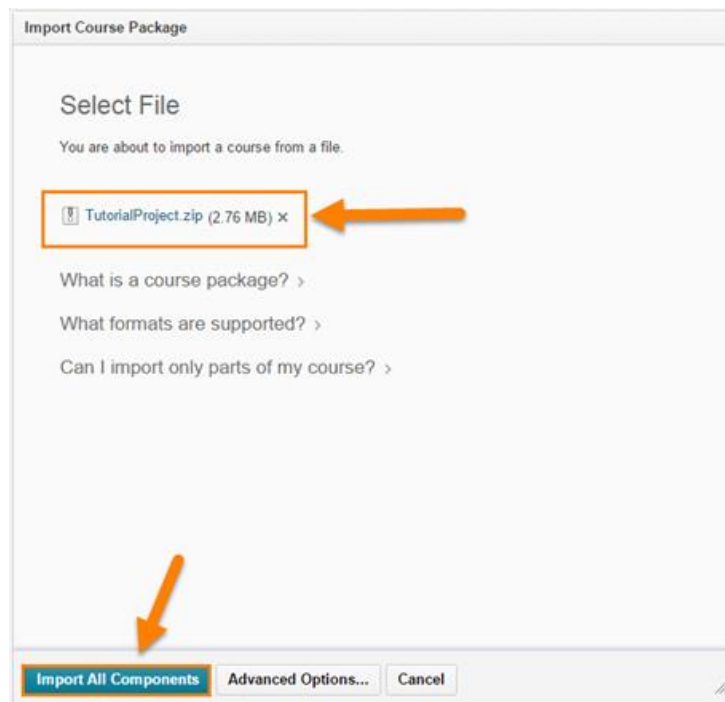
2. Click the Upload button.



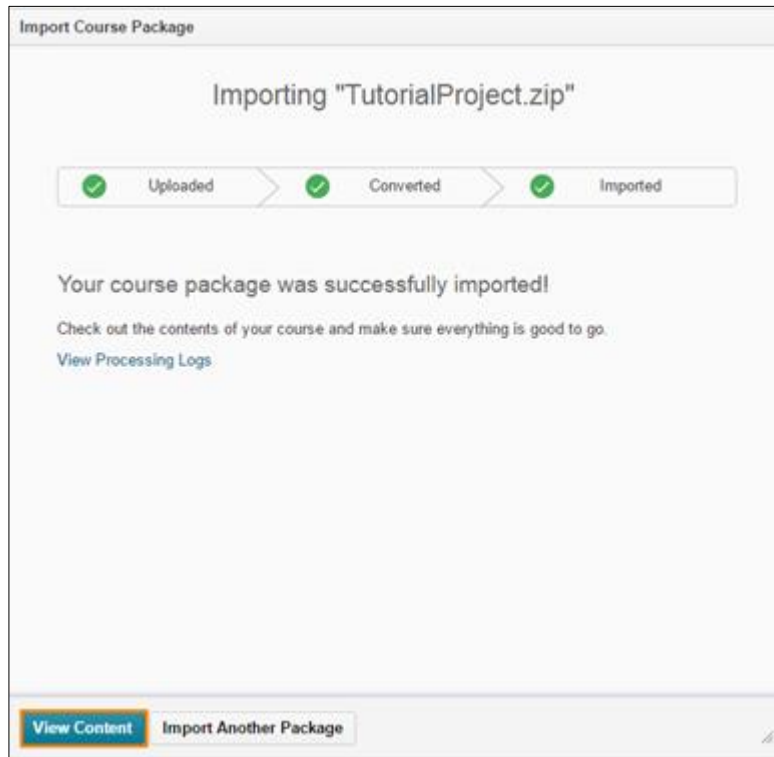
3. Locate on your computer the place you saved the Camtasia video. Open the folder and locate the zip file with the name of the project you created. Double click or click once on the file name and click open.



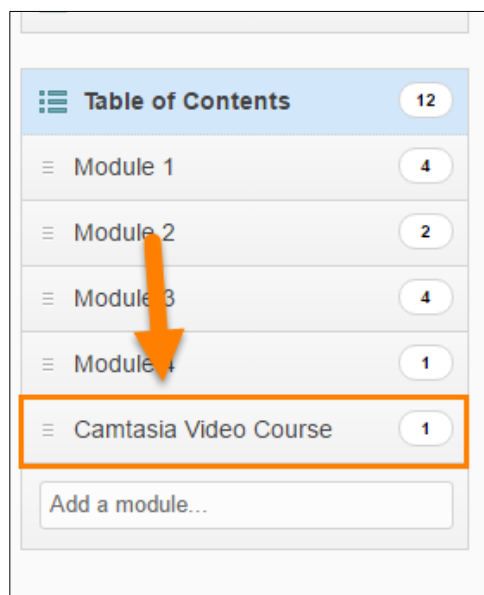
4. Once the file is uploaded, you will see the name of it in the window. Click the Install All Components button.



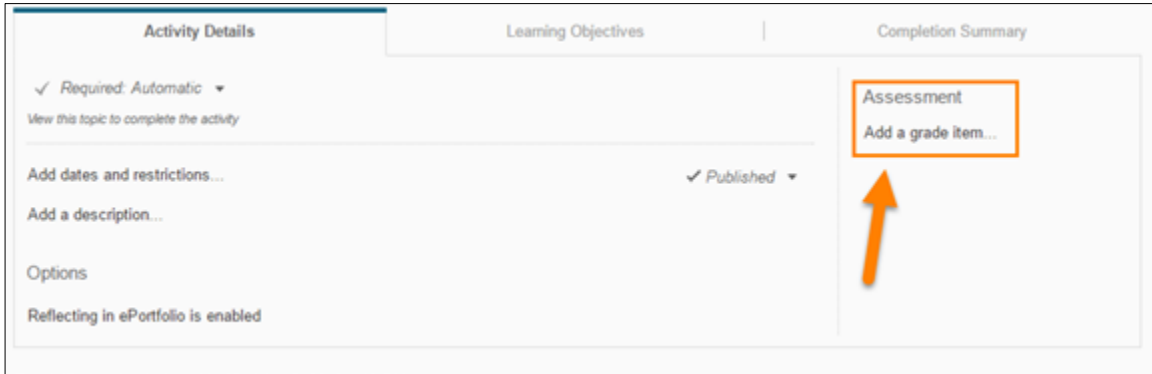
5. On the next screen, you will see the progress of the video being uploaded and added to your course. Once you see the three green checkboxes, click on the View Content button.



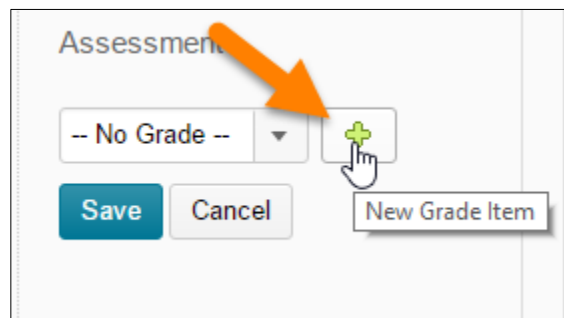
6. You have no control as to where the video will be placed into your course. You will be able to move the video after it has been added to your course. A module will be created with the name of your project and the video can be found within the module.



7. The next step is to add a grade item in the grade book for video. Click on the name of the module that was created. Click on the video as if you are going to view it. Scroll down until you see an area that says Assessment (right side of the page). Click on Add a Grade Item...



8. Click on the Green Plus sign to create a new grade item.



9. Enter a name for your video. Place it into a category if you desire. **NOTE – If you are using a weighted grade book, make sure to place the grade item into a category.** Enter the maximum number of points. Click Create when done.

The screenshot shows a form for creating a grade item. The fields and their values are:

- Name:** Tutorial Project (indicated by arrow 1)
- Category:** None (with a dropdown arrow and a link for "[New Category]", indicated by arrow 2)
- Description:** A rich text editor with a toolbar showing "Paragra" and other icons.
- Maximum Points:** 20 (indicated by arrow 3)
- Can Exceed:** A checkbox that is currently unchecked (indicated by arrow 4)
- Bonus:** A checkbox that is currently unchecked.

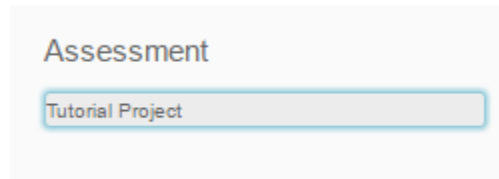
At the bottom of the form are two buttons: "Create" and "Cancel".

10. Make sure Push all existing scores to grades is checked. Click Save when done.

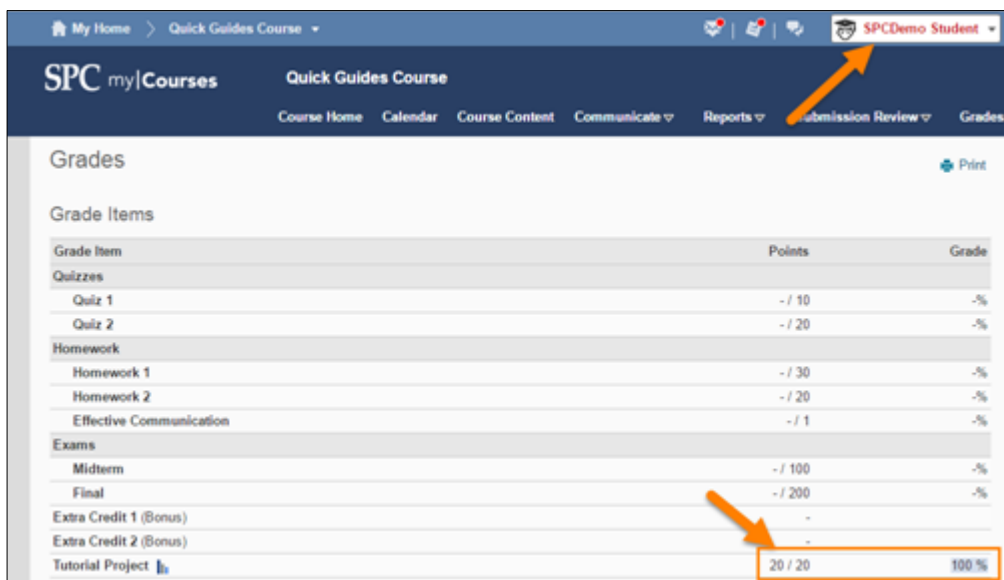
The screenshot shows the "Assessment" form. The fields and their values are:

- Assessment Name:** Tutorial Project (in a dropdown menu with a green plus icon to its right)
- Push all existing scores to grades:** A checkbox that is checked.
- Buttons:** "Save" and "Cancel".

11. When students complete the quiz within video, the grades will be pushed to the grade book.



12. It is a good idea to test out the video to make sure the grade is pushed into the grade book using the SPC Demo Student. Make sure to follow the tutorials: [How to Add the SPC Demo Student](#) and [How to Impersonate the SPC Demo Student](#) to test out the video.



A screenshot of the SPC myCourses 'Grades' page for the 'Quick Guides Course'. The page shows a table of grade items with columns for 'Grade Item', 'Points', and 'Grade'. The 'Tutorial Project' row is highlighted with an orange box, showing '20 / 20' points and '100 %' grade. An orange arrow points to the 'SPCDemo Student' user name in the top right corner of the page.

Grade Item	Points	Grade
Quizzes		
Quiz 1	- / 10	-%
Quiz 2	- / 20	-%
Homework		
Homework 1	- / 30	-%
Homework 2	- / 20	-%
Effective Communication	- / 1	-%
Exams		
Midterm	- / 100	-%
Final	- / 200	-%
Extra Credit 1 (Bonus)	-	
Extra Credit 2 (Bonus)	-	
Tutorial Project	20 / 20	100 %

13. If you wish to move your video into another module, please follow the tutorial: [Rearrange Topics to Another Module](#) and [How to Delete a Module](#).