

How to submit a video assignment in Brightspace (legacy)

Last Modified on 05/05/2026 9:19 am IDT

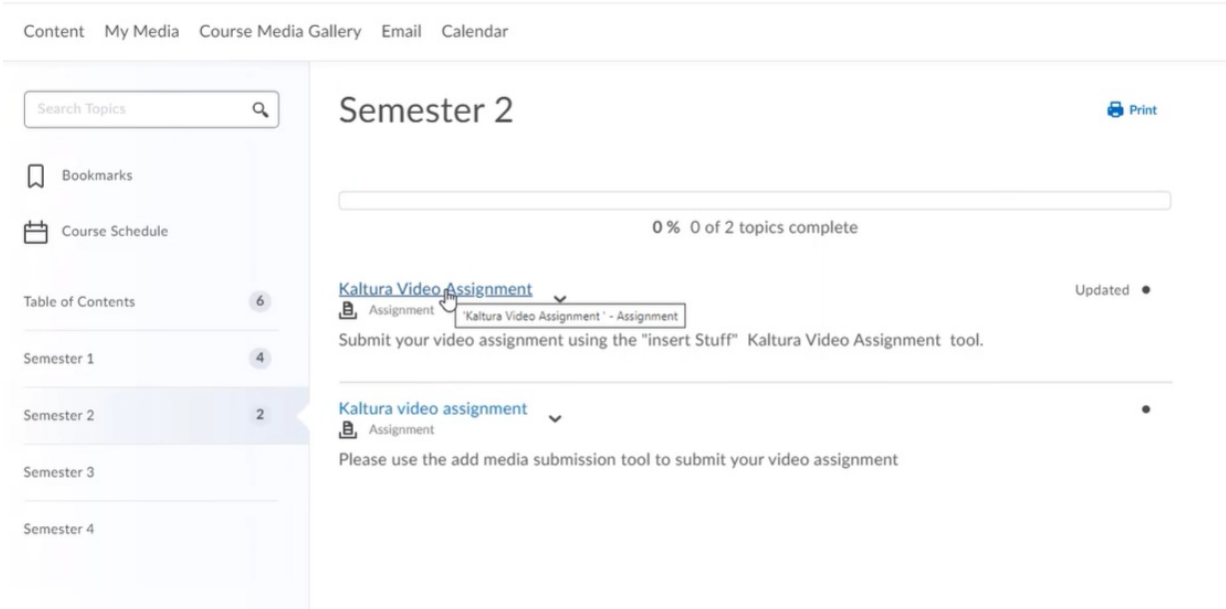
 This article is designated for students.

About

This guide shows you how to submit a media assignment in Brightspace. You'll learn how to upload or select a video, review your submission, and finalize it. Once submitted, your video cannot be changed, so double-check before clicking **Submit**.

Submit your assignment

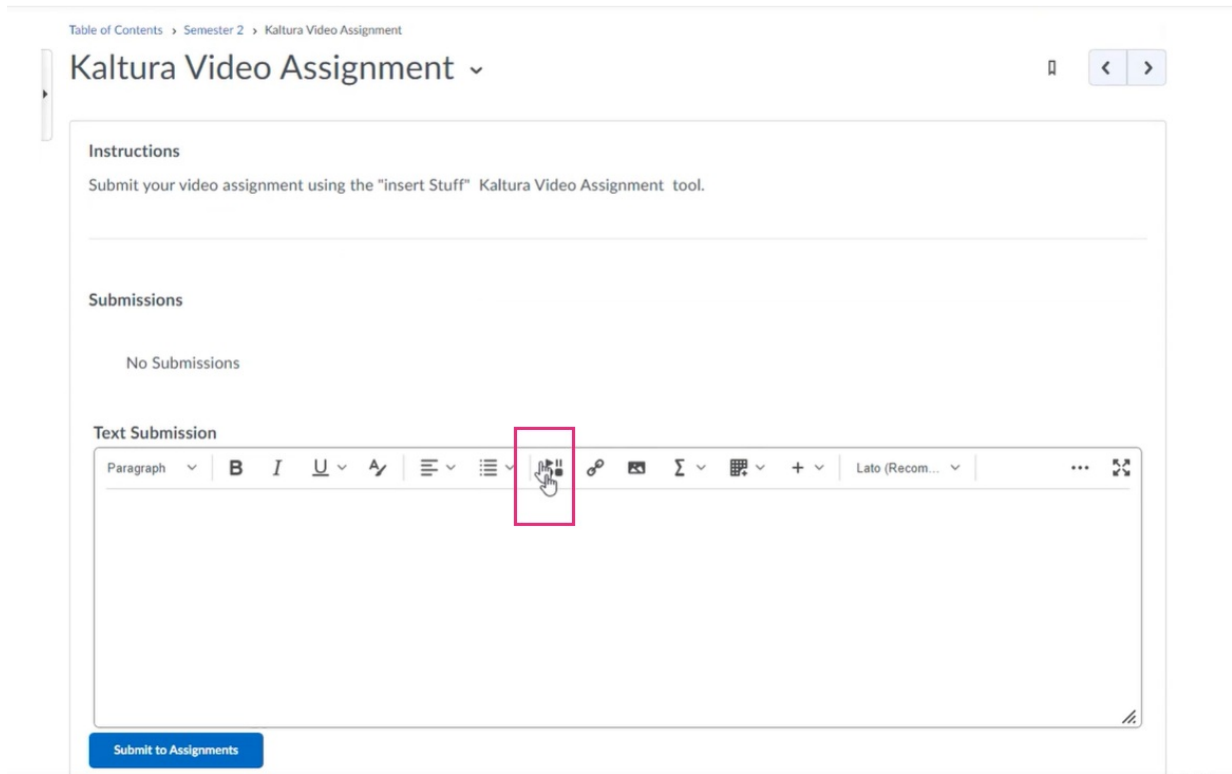
1. Find the assignment you need to submit and click on it.



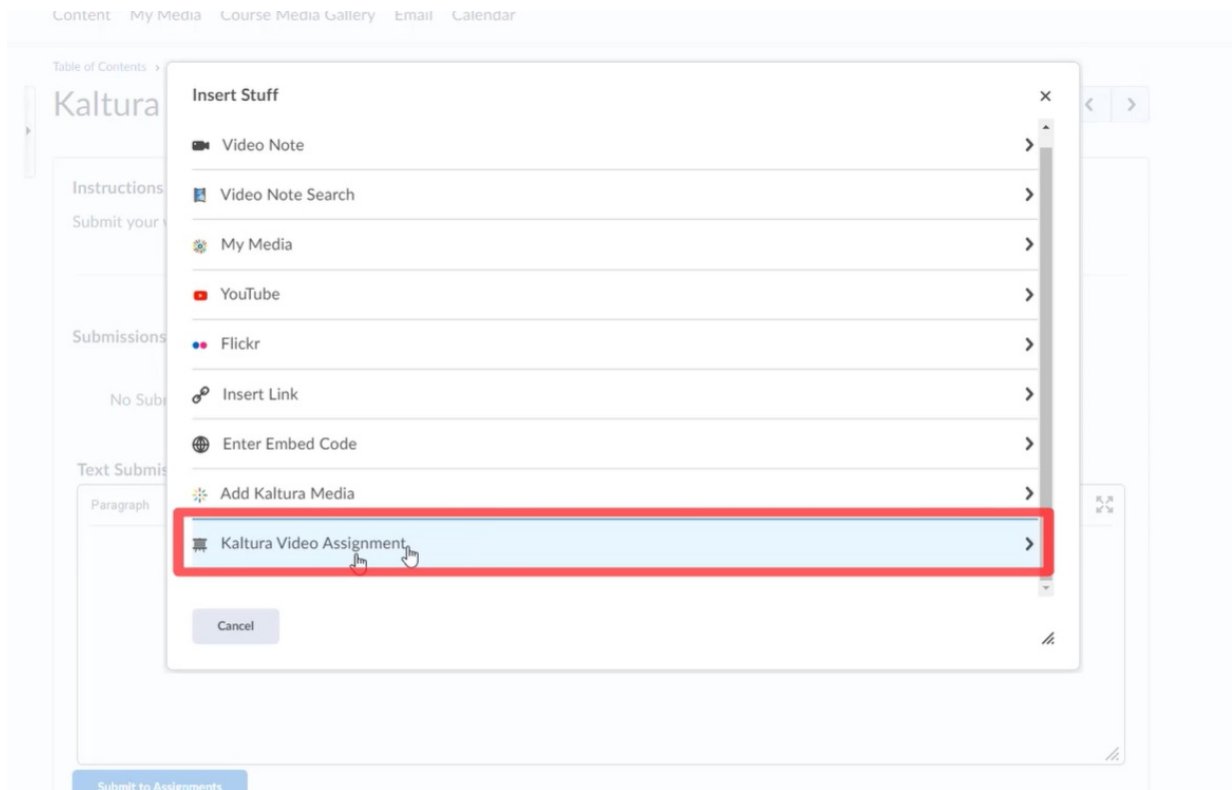
The screenshot shows the Brightspace interface for a course. At the top, there are navigation links: Content, My Media, Course Media Gallery, Email, and Calendar. On the left, there is a sidebar with a search box labeled "Search Topics" and a list of navigation items: Bookmarks, Course Schedule, Table of Contents (with a count of 6), Semester 1 (4), Semester 2 (2), Semester 3, and Semester 4. The main content area is titled "Semester 2" and includes a "Print" icon. Below the title, there is a progress bar showing "0% 0 of 2 topics complete". Two assignment entries are listed:

- Kaltura Video Assignment** (Assignment) - Updated •
Submit your video assignment using the "insert Stuff" Kaltura Video Assignment tool.
- Kaltura video assignment** (Assignment) •
Please use the add media submission tool to submit your video assignment

2. On the submission page, select the **Insert stuff** icon from the editor toolbar.



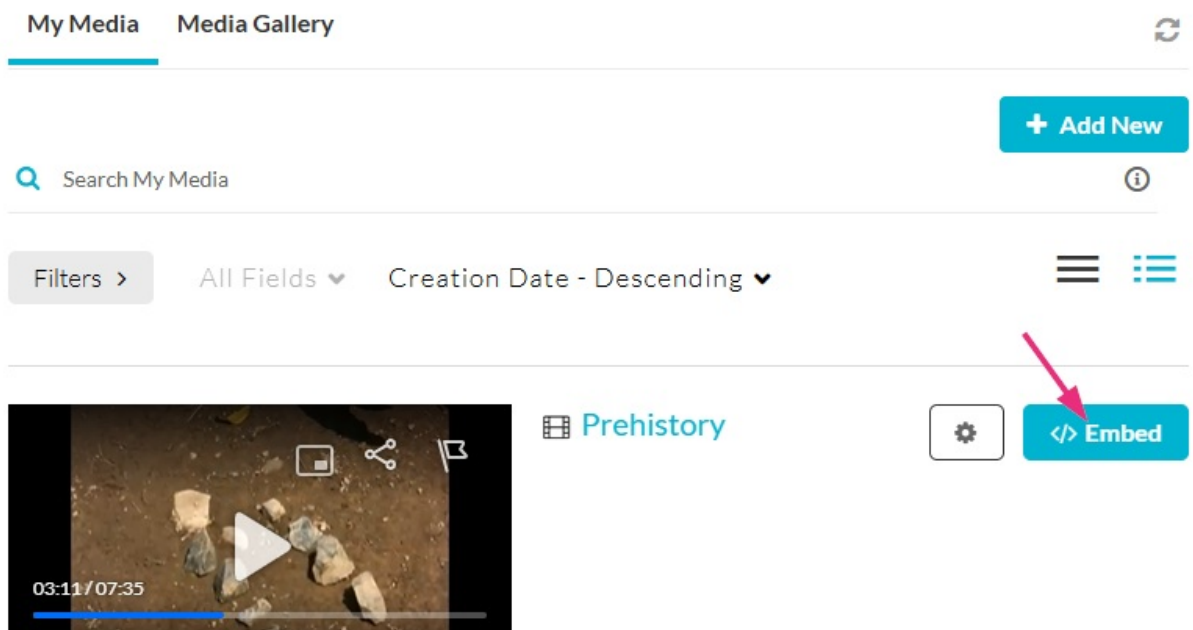
3. Choose the Kaltura Video Assignment tool.



The embed window opens.

4. Click the **Embed** button next to the media you want to embed. You can also use the search bar and filters to quickly find the media you need. To add new media, click

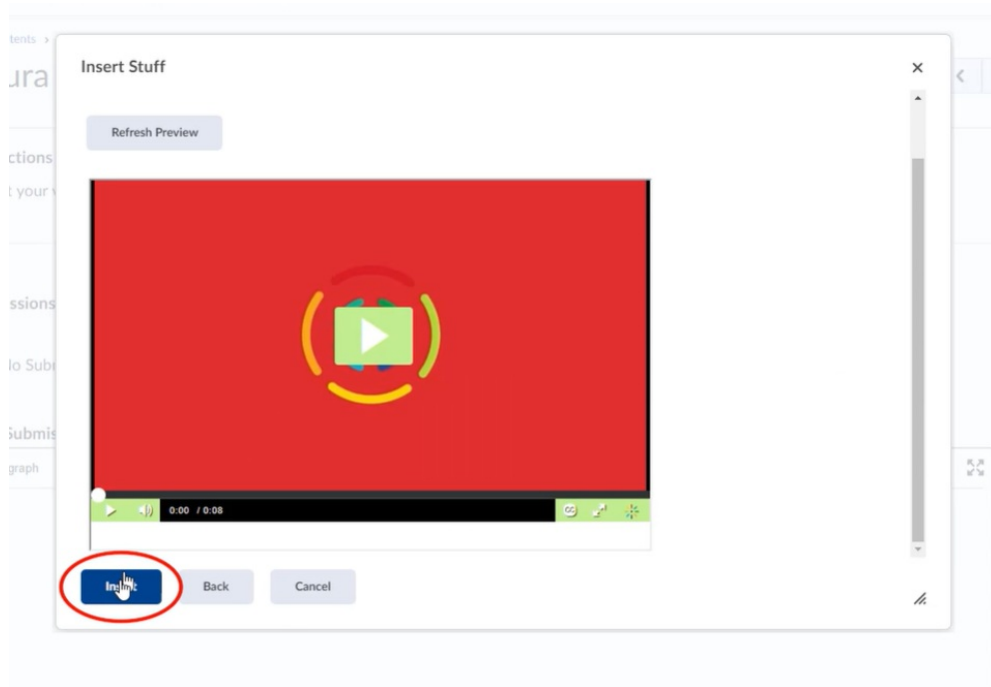
the **Add New** button at the top right. See [instructions below](#) for more details.



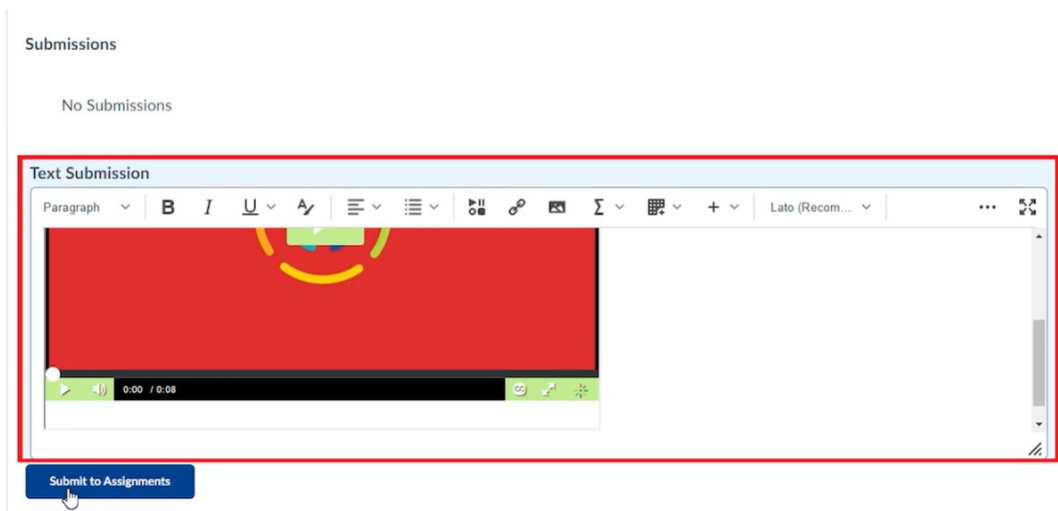
If you see a **gear icon** next to the **Embed** button, that means you can modify the video's settings before embedding it. See [Customize your video settings](#) below.



5. In the preview window that opens, click **Insert**.



6. Click **Submit to Assignments**.

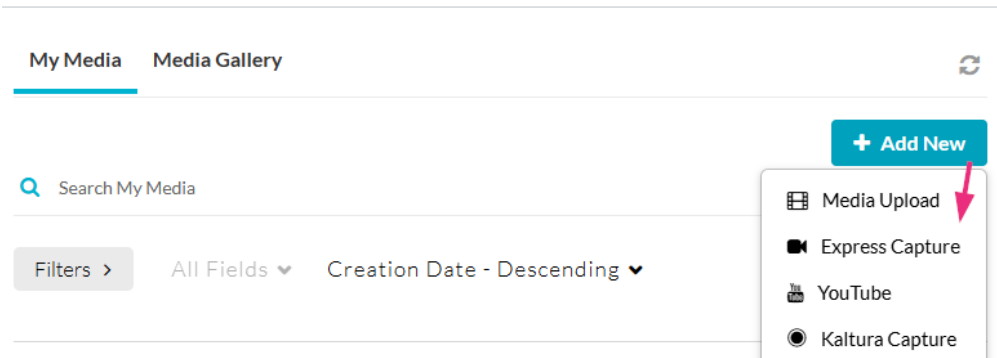


After submitting, a confirmation message will appear. Your instructor can now view your video.

Add new media

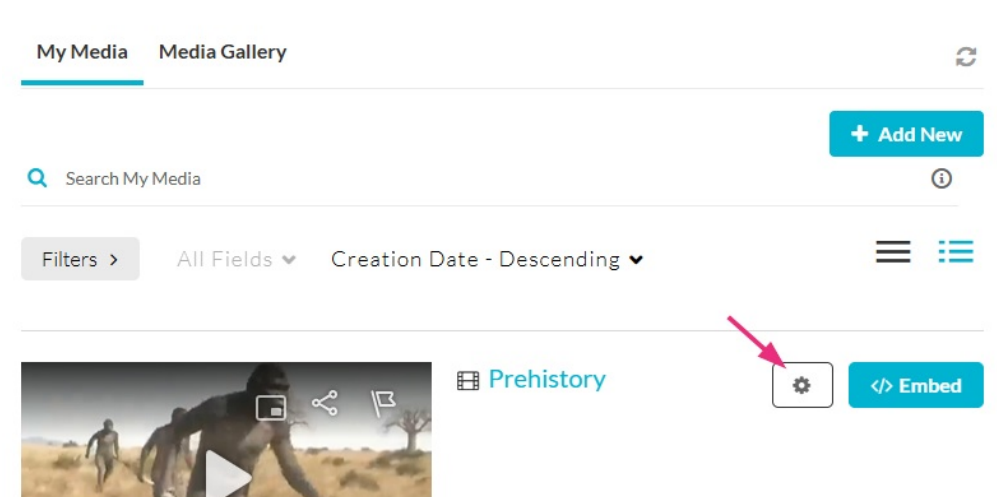
Need to upload or record a new video? Use one of the options in the **Add New** menu:

- **Upload** (Visit our article [Upload media](#) for guidance.)
- **Express Capture** (Visit our article [Express Capture](#) for guidance.)
- **YouTube** (Visit our article [Add a YouTube video](#) for guidance.)
- **Kaltura Capture** (Visit our article [Kaltura Capture](#) for guidance.)



Customize your video settings

To customize your video before submitting, click the **settings icon** next to the media you want to embed.



1. Choose from the available options:

- **Choose player:** Choose from pre-configured players. Your administrator defines the available players.
- **Max embed size:** Set the maximum display size of the embedded video. The default size in Canvas is 1200x720, but you can adjust it to fit your layout and design preferences.
- **Thumbnail embed:** Display a static preview image instead of loading the full video player immediately. This helps improve page load speed and gives users control over when to play the video.
- **Save these settings as default:** Enable this option to apply your selected embed settings automatically to future media embeds, streamlining the process for repeated use.

2. Enable the **Submit as Assignment** toggle button to embed the media as an assignment.

[Back](#)

Embed Settings

[Embed](#)**Embed Settings:**

Choose Player

V7 player

Max Embed Size

608x342

Thumbnail Embed

 Off Set as my default settings for media type: **Video****Embed Submission**

Submit as Assignment

3. Click **Embed** at the top-right corner.







Your video will appear in the assignment text editor.








- What are the defining characteristics of the Paleolithic, Mesolithic, or Neolithic periods?
- How did early humans adapt to their environments during this time?
- What significant discoveries or developments influenced human civilization?


Text Entry






Copy and paste or type your submission right here.

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U **A**   T²    



p   | 0 words |   

Comments...

Cancel [Submit Assignment](#)