Creating WeVideo Assignments - Team

[Video Tutorial](#)

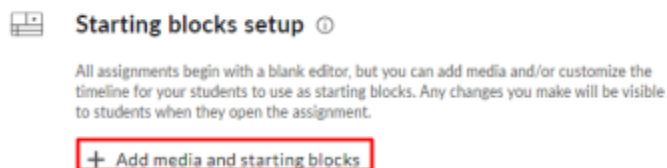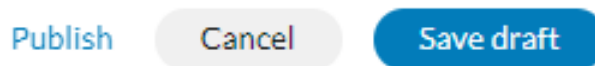|	
1. Open a class. Then select the blue "Create assignment" button.	
2. Fill in the required boxes "Name" and "Description" for the assignment.	

3. Select your Project type.
   a. **Video:** Allows for audio, music, images, webcam, and text
   b. **GIF:** Video with no sound that automatically loop on repeat
   c. **Podcast:** Audio only	

4. Select "Team" under Participation.	
5. Select how many teams will be created using the up and down arrows. Use the up and down arrows to determine how many teams there will be. Students will be prompted to join a team when they enter the assignment. If you want to assign Teams, select "Assign Teams" and add students from the list of names.	

6. Optional components to include in the assignment:
   a. Due date and time
   b. Cover photo for the assignment can be uploaded from your device. This will be displayed on the assignment card for you and students to see.
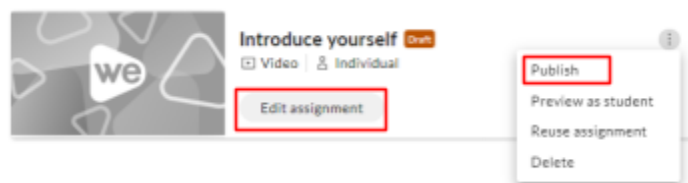

7. Optional: Under "**Starting blocks setup**" you can include content for students to use in a media bin, or customize the timeline for students. When students open the assignment, they will have access to the material you have added to the media bin in addition to the stock media library content.

8. In the upper right of the screen, you will see three options to select from.
   a. **Publish:** will be available for students to see and work on immediately.
   b. **Cancel:** will close and NOT save
   c. **Save Draft**: will save the assignment in draft form, teachers can see and edit the assignment, but students can NOT
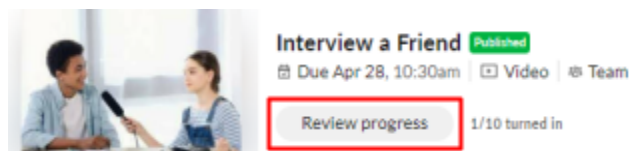

9. Assignments will appear in a list under the "Assignment" tab in the class. When in "Draft" form, teachers can click "Edit assignment" to take them back to the Basic info assignment editor. Teachers can also publish for students in this view.

10. Once you have published the assignment and students have started working, you can "Review progress".

   a. Under the **Progress tab** you can view progress, see who has started working, and click into the projects at any stage to give feedback. See Reviewing Student Work for information on giving feedback.

b. Under the **Teams tab** you can view the students in each team, and move students to a different group. The work the student has done will remain even if they are moved to another team.

Interview a Friend   1/10

Progress Teams

Turned in (1)

Team 1   Review video

Not started (9)

Team 2

Progress Teams

Team 1 (2)

Graeme

Christopher   Move to a different team