

VAULLEY VIEW UNIVERSITY

E-learning User Manual for Lecturers

## **Table of Contents**

GETTING STARTED	
LOG IN	
UPDATING PROFILE	
ADDING AN ANNOUNCEMENT	6
ADDING a discussion forum	10
ADDING a video link	13
ADDING an assignment	14
MARKING AN ASSIGNMENT	16
General Guidelines for online Teaching.	19

## **GETTING STARTED**

1. Open a web browser, for example, Mozilla Firefox, Google Chrome or internet Explorer.



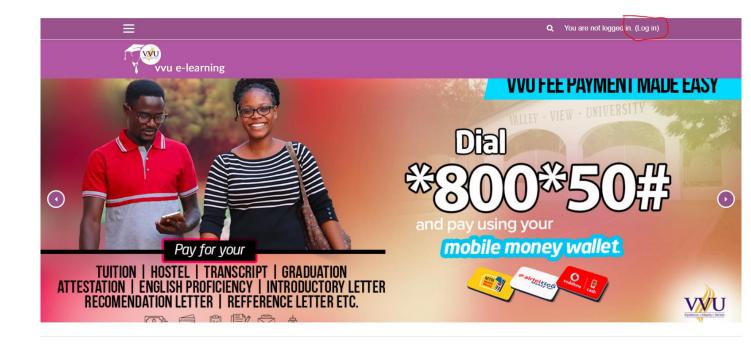
2. Type the Web Address: (<u>www.elerning.vvu.edu.gh</u>) into the address bar.

New Ta	b —	× +		
$\leftarrow \rightarrow$	C	👔 www.elearning.vvu.edu.gh		
н Арр	5	Find Student Page X Download verified t	Assignment	🥐 COSSA DUES Paperl.

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# LOG IN

### 3. Click on Log in.



4. Fill in the input fields with your VVU Staff ID and iSchool password and click on the Log in button.

			<b>Q</b> You are not logged in.
vvu e-learning			
	∟ogin into your a	ccount	
	Jsername	Password	
	vvu21200488		
	LOG IN AS A GUEST		
vvu e-learning	Quick Links	Follow Us	ntact
Welcome to our Virtual University. Valley View University is Ghana's	About Us	f Facebook	595 Adentan, Accra

5. On your dashboard, you will find a display of the courses you have been allocated. Click on the allocated course you want to work on.

Dashboard	Course Overview			Private Files
Site home	Course Overview			No files available
Calendar	▼ ALL (EXCEPT REMOVED FRO	M VIEW) 👻	LE COURSE NAME - IIII CARD -	Manage private files
Private files				Online Users
My courses	Miscellaneous ····	Miscellaneous ····	Miscellaneous	23 online users (last 5 minutes)
COMPUTER-HUMAN INTERACTION ( Accra - Regular Mode )	COMPUTER-HUMAN INTERACTION (Accra - Regular	FUNDAMENTALS OF COMPUTER SKILLS ( Accra -	MISCHIANDOUS	<ul> <li>Michael Tetteh Asare</li> <li>Nuratu Tahiru</li> <li>Kudom Osei Simon</li> <li>Adaboh Twum Kwame</li> </ul>
■ INTERNET- ENABLED APPLICATION SYSTEMS (Accra -			SO.	<ul> <li>Oteng Darkwah Naana</li> <li>Nwachukwu Chidera Edmund</li> <li>Osei Emmanuel</li> <li>Dominic Asante Asumeng</li> </ul>
Regular Mode )  STUDY SKILLS ( Accra - Distance Mode )	Miscellaneous ···· INTERNET-ENABLED APPLICATION SYSTEMS ( Accra	Miscellaneous ···· MOBILE APPLICATION DEVELOPMENT (Accra	Miscellaneous STUDY SKILLS ( Accra - Distance Mode )	<ul> <li>Aduboffour Isaac</li> <li>Mohammed Amin Andani Iddrisu</li> <li>Cudjoe Justina</li> <li>Osei Ahenkan Oswald</li> <li>Badae Kweku Enock</li> </ul>
FUNDAMENTALS OF				<ul> <li>Faustina Awuah Baffour</li> <li>Dogbe Richard</li> </ul>

To edit the course, click on the gear icon  $(\mathbf{Q})$  on the right and choose **turn editing on** in the dropdown.

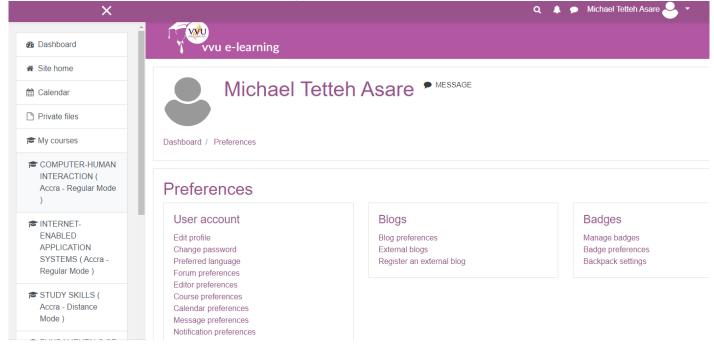
MOBILE APPLICATION DEVELOPMENT (Accra	- Regular
Mode)	Edit settings
Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode )	
	Course completion
	<b>▼</b> Filters
announcements	Gradebook setup
Course Outline	Backup
	1 Restore
Topic 1	1 Import
Intro to Android Development	← Reset
	E Feedback: configuration
Topic 2	More

## **UPDATING PROFILE**

1. To update one's profile, click on dashboard. Click on the dropdown icon near to your name. This is located at the top right corner of your screen. Select preferences in the list of menu item



2. Click on edit profile. Make the necessary changes to your profile information.



7. Locate your picture on your computer and drag and drop the image in the input field box labelled new picture. Click on update after the profile image is uploaded. Go to dashboard to see the necessary changes made to your account.

✓ User picture	
Current picture None	
AN New picture I Maximum file size: 10	OMB, maximum number of files
De Files	111 III III
You can drag and drop files here to add them.	
You can drag and drop files here to add them. Accepted file types:	

# **ADDING AN ANNOUNCEMENT**

1. To change the announcement to a different caption (For example course outline or Introduction), click on the pencil icon close to the announcement. Note: The Edit icon is faint.

X	Q 👃 🗩 Michael letteh Asare 💘 🔻
ROBILE APPLICATION DEVELOPMENT (	vvu e-learning
Accra - Regular Mode )	MOBILE APPLICATION DEVELOPMENT (Accra - Regula
Participants	Mode)
Badges	Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode )
Competencies	
I Grades	
🗅 General	🕂 🔚 Announcements 🖌
🗅 Topic 1	✤ 1 Course Outline
🗅 Topic 2	+ Add ar
C Topic 3	+ Topic 1 a
C Topic 4	
C Topic 5	+ Add ar

2. To add an announcement to be displayed, click on the announcement text. Click on Add a new Topic.

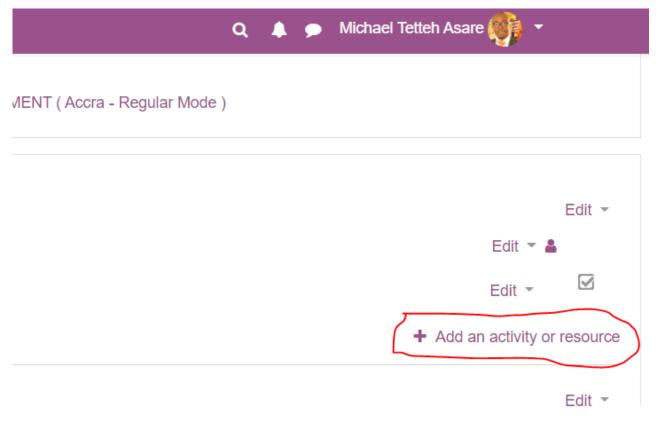
×	🔍 🔍 🗭 Michael Tetteh Asare 🧌 👻
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode )	MOBILE APPLICATION DEVELOPMENT (Accra - Regular ) Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode) / General / Announcements
Narticipants	
Badges	
Competencies	Announcements
I Grades	General news and announcements
🗅 General	
🗅 Topic 1	ADD A NEW TOPIC
🗅 Topic 2	(No announcements have been posted yet.)
C Topic 3	Jump to 🗢 COURSE

3. Add a topic title (eg: Welcome). Add a description in the input field labeled message.

×			Q 🌲 🗩 Michael Tetteh Asare 🌼 👻
	General news and announcer	ients	
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode )	ADD A NEW TOPIC	D We	elcome
Participants			acome
Badges	Message	-	A ▼ B I ≔ ≔ ∞ ∞ ∞ ω w v r
Competencies			ou are all welcome to the Mobile Application Development class.
I Grades			ways do well to submit your assignments on or before the deadline; online participation will onstitute 10% of your grade.
🗅 General		Yo	our online participation indicates that you are present in class and active.
🗅 Topic 1			
🗅 Topic 2			

## ADDING A FILE (E.G. COURSE OUTLINE, POWERPOINT. PDF, ETC.)

#### 1. Click on Add and activity or resource



#### 2. Select **File** and Click on **Add**

×		Add an activity or resource	X 🔍 🌲 🗩 Mich
★ MOBILE APPLICATION DEVELOPMENT (	Dashboard / My co	Wiki The file module enables a teach a file as a course resource. When	
Accra - Regular Mode )		Workshop     Workshop     the file will be displayed within t     interface; otherwise students wi     to download it. The file may incl	I be prompted
Participants	🕂 🖷 Anno	RESOURCES may have embedded images.	HTML page
Badges     Competencies	🕂 📜 Cou	Book     Book     File     File     Note that students need to have     appropriate software on their co     order to open the file.	
⊞ Grades	🕂 Topic 1 🖋	File     order to open the file.     A file may be used	
🗅 General	tr 1	IMS content package     To share presentations given     To include a mini website as	
C Topic 1		Label     To provide draft files of softw     so students can edit and sub	
Topic 2     Topic 3	🕂 Topic 2 🖋	URL     Vore belo	
□ Topic 4	🕂 🎳 Intro	ADD	CANCEL

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3. You can add a file to the page by dragging and dropping it into the input box labeled attachment.

×		Q 🌲 🗩 Michael Tetteh Asare 🥮 🔻
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode )	Description	
Participants		
Badges		Display description on course page ?
Competencies	Select files	Maximum size for new files: 100MB
I Grades		
🗅 General		Files
🗅 Topic 1		
C Topic 2		You can drag and drop files here to add them.
Co. Toulo 0		

4. Alternatively, you can perform the same procedure in the third step by clicking on the add file icon located on top of the input field box. After clicking on the add icon a window will open like the one in the image below.

×			۹	<b>*</b> •	Mich	ael Tetteh Asare 🌒 🝷
MOBILE APPLICATION	File picker				×	9
DEVELOPMENT ( Accra - Regular Mode )	n Server files			≣	•	
Participants	🚵 Upload a file	Attachment				
Badges	MRL downloader	Choose File No file chosen				
Competencies	Wikimedia	Save as				aximum size for new files: 100
I Grades	VVU-Elearning					
🗅 General		Author Michael Tetteh Asare				
C Topic 1		Choose license All rights reserved \$				
🗅 Topic 2		UPLOAD THIS FILE				٦.
🗅 Topic 3						

#### 5. Choose UPLOAD A FILE

- 6. Click on browse to search for the document to attach.
- 7. Choose the file and click on the UPLOAD THIS FILE button.

	📀 Open					×				-	Ċ
	← → ~ ↑ 💻 > T	his PC			√ Ö	Search This PC $ ho$				e 🛧 🕒 🖬 🖬 🚟	ト
L	Organize 🔻					S: • 🗆 😮			• M		
	> 📥 OneDrive - Persor ^	V Folders (7)			^		<u>ر</u>	-		lichael Tetteh Asare 🎲 🔹	
	<ul> <li>✓ Inis PC</li> <li>→ → → 3D Objects</li> </ul>	3D Objects	Desktop							×	
l	> 📃 Desktop > 🔮 Documents > 🖶 Downloads	Documents	Downloads			No preview available.			in the	P	
l	bownloads     bownloads     bownloads     bownloads     bownloads     bownloads     bownloads		Pictures								
l	> 🚆 Videos > 🏪 Local Disk (C:)	Videos									
L	> RECOVERY (E:)	✓ Devices and drives (3	3)								
l	File	name:			~	All Files (*.*) ~ Open Cancel				laximum size for new files: 1	001
H							]				
	I Grades		📤 VVU-Elearning								
	🗅 General			Author							
				Michael Tetteh	Asare						
	🗅 Topic 1			Ohaana liinnaa							
	🗅 Topic 2			Choose license	All rights rese	ved	\$			۱.	
						UPLOAD THIS FILE					
	🗅 Topic 3										

8. Click on Save and Return to Course.

×	Q 🌲 🗩 Michael Tetteh Asare 🍑 👻						
	► Appearance						
DEVELOPMENT ( Accra - Regular Mode	▹ Common module settings						
Participants	▶ Restrict access						
Badges	Activity completion						
Competencies							
I Grades	▶ Tags						
🗅 General	▹ Competencies						
D Topic 1							
🗅 Торіс 2	SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL						
🗅 Торіс 3	There are required fields in this form marked \rm 0 .						
~ + · · ·							

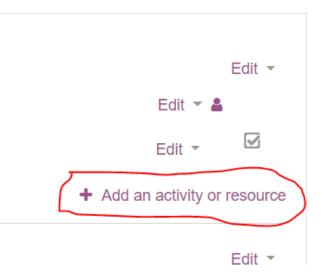
# **ADDING A DISCUSSION FORUM**

To create a discussion forum, do the following:

- $1. \quad \text{Select the course you want to work on}.$
- 2. Make sure to turn editing on.
- 3. Click on add an activity or resource at Topic section.

## 🝳 🔺 🗩 Michael Tetteh Asare 🐠

### MENT (Accra - Regular Mode)



### 4. Choose Forum and click on the Add button

×		Add an activity or resource	Michael Tetteh Asare 🍈 🔹
	MOBILI		Accra -
APPLICATION DEVELOPMENT (	Regular	Choice     The forum activity module enables     participants to have asynchronous	*** *
Accra - Regular Mode )	Dashboard / My co	Database     discussions i.e. discussions that take place     over an extended period of time.	
Participants		External tool     There are several forum types to choose	
Badges		Feedback     from, such as a standard forum where     anyone can start a new discussion at any	Edit 👻
	🕂 👼 Anne		Edit 👻 🛔
Competencies	🕂 🙍 Cou	Glossary     answer forum where students must first post     before being able to view other students'	Edit -
I Grades		posts. A teacher can allow files to be attached     Quiz to forum posts. Attached images are	<ul> <li>Add an activity or resource</li> </ul>
🗅 General		displayed in the forum post.	
C Topic 1	🕂 Topic 1 🖉	Participants can subscribe to a forum to   Participants can subscribe to a forum to  receive notifications of new forum posts. A	Edit 👻
🗅 Topic 2	🕂 💆 Intro	Wiki     teacher can set the subscription mode to     optional, forced or auto, or prevent	Edit 👻 🖾
🗅 Торіс 3		Workshon     workshon	+ Add an activity or resource
🗅 Topic 4	🕂 Topic 2 🖋	ADD CANCEL	Edit 👻

5. Give the name of the forum as "Discussion Forum". Do this by typing Discussion forum in the input field labeled as forum name. You may type a brief description about the discussion forum. Note to check the little check box below the description input field which is labeled as "Display description on course page". Scroll down and click on save and display.

×	Q 🌲 🗩 Michael Tetteh Asare 🎒 🔫
MOBILE APPLICATION	Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode ) / General / Adding a new Forum
DEVELOPMENT ( Accra - Regular Mode )	⊫ Adding a new Forume
Participants	► Expand all
Badges	▼ General
Competencies	Forum name O Discussion Forum
I Grades	Description
🗅 General	
🗅 Topic 1	
D Topic 2	
🗅 Торіс 3	

6. Click on add a new discussion topic to add a topic to the forum.

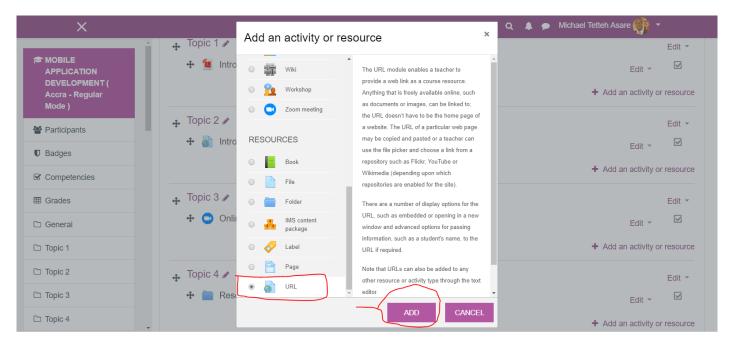
X	
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode )	Regular Mode )         Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode) / General / Discussion Forum         @         SEARCH FORUMS
Participants	
Badges	Discussion Forum
Competencies	ADD A NEW DISCUSSION TOPIC
I Grades	(There are no discussion topics yet in this forum)
🗅 General	
🗅 Topic 1	COURSE OUTLINE     Jump to     ♦     INTRO TO ANDROID DEVELOPMENT ►
🗅 Topic 2	
Co Tania 0	

7. Type the title of the topic for discussion in the input field labeled **Subject**. You may type a brief description about the topic for discussion in the input field labeled **Message** or type your discussion question in the input field.

×		🔍 🌲 🗩 Michael Tetteh Asare 🥞 👻
R MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode	ADD A NEW DISCUSSION TOPIC     Subject	
)	Message <b>(</b>	Image: Area B       Image: Imag
<ul> <li>♥ Badges</li> <li>✓ Competencies</li> </ul>		
I Grades		
General     Topic 1		
C Topic 2		() Draft saved.
Topic 3     Topic 4		POST TO FORUM CANCEL ADVANCED

## **ADDING A VIDEO LINK**

- 1. Click on dashboard and click on the course you want to work on. Make sure to turn editing on. Click on add an activity or resource at section you want to add the course material to.
- 2. Scroll to the button of the list on the left menu and choose URL. Click on add.



3. Type the name of the video in the input filed labeled name. Open a new tab and go to the website where you want to pick your video. Copy the website address and paste it in the input field labeled External URL. You may type a brief description about the video you want to upload.

4. To embed the video in the e-learning page, click on the appearance. Select embed from the first input box labeled Display. Click on save and Display.

×	Q 🌲 🗩 Michael Tetteh Asare 辨 👻
	✓ General
➡ MOBILE APPLICATION DEVELOPMENT (	Name   Intro to Android
Accra - Regular Mode	External URL 0 https://www.youtube.com/watch?v=kYu2rbQZnEE CHOOSE A LINK
)	Description
Participants	Image: A = B     Image: Image: Image: A = B     Image: Image: A = B     Image: Image: A = A = A = A = A = A = A = A = A = A
Badges	
Competencies	
I Grades	<ul> <li>Display description on course page 2</li> </ul>
🗅 General	
🗅 Topic 1	<ul> <li>Appearance</li> </ul>
🗅 Topic 2	Display 0 Embed +
🗅 Торіс 3	Display URL description
C Topic 4	

## **ADDING AN ASSIGNMENT**

- 1. Click on dashboard and click on the course you want to work on.
- 2. Make sure to turn editing on.
- 3. Click on Add an Activity or Resource at the section you want to add the assignment.
- 4. Click on **Assignment** and **Add**.

×		Add an activity or re	source ×	Q 🔺 🗩 Michael Tetteh Asare 🙌 👻
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular	🕂 👼 Anno	ACTIVITIES	The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.	Edit 👻 🛔
Mode )	🕂 💆 Cou	(Disabled)	Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video	Edit - Ed
Badges     Competencies		<ul> <li>Chat</li> <li>Choice</li> </ul>	clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment	<ul> <li>Add an activity or resource</li> </ul>
I Grades	♣ Topic 1  ♣ 100 Intro	Database     External tool	can also be used to remind students of 'real- world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work	Edit 👻
C General		<ul> <li>Feedback</li> <li>Forum</li> </ul>	individually or as a member of a group. When reviewing assignments, teachers can	<ul> <li>Add an activity or resource</li> </ul>
C Topic 2	🕂 Topic 2 🖋	Glossary     Glossary     Lesson	<ul> <li>leave feedback comments and upload files,</li> <li>such as marked-up student submissions,</li> <li>documents with comments or spoken audio</li> <li>feedback. Assignments can be graded using</li> </ul>	Edit -
C Topic 3		_	ADD CANCEL	+ Add an activity or resource

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- 5. Type the name of the assignment in the first input field.
- 6. Type a description of the assignment in the second field.

×	Q 🌲 🗩 Michael Tetteh Asare 🙀 🝷
MOBILE APPLICATION	Dashboard / My courses / MOBILE APPLICATION DEVELOPMENT (Accra - Regular Mode ) / Topic 1 / Adding a new Assignment to Topic 1
DEVELOPMENT ( Accra - Regular Mode )	Adding a new Assignment to Topic 1e
Participants	▶ Expand all
Badges	▼ General
Competencies	Assignment name   Assignment 1
I Grades	Description Ⅰ A - B I := := % % I I := := % % I I := := % % I I := ::::::::::
🗅 General	Set up your Development environment and report your experience.
🗅 Topic 1	
🗅 Topic 2	
🗅 Торіс 3	
🗅 Topic 4	

- You can also drag and drop a typed assignment into the third input field.
   If you want to give a duration for the display of an assignment, enable the dates and choose date for **Allow** Submission From, Due Date and Cut-off Date (The Cut-Off date is the date after which submission cannot be made).

×								c	🗴 🌲 🗩 Michael Tetteh Asare 🎒 👻
	Additional files	0							Maximum size for new files: 100MB
			Ľ						
APPLICATION DEVELOPMENT (			■ File	es					
Accra - Regular Mode									
)									
Participants						You c	an drag a	ind drop	files here to add them.
Badges			L						
Competencies	- Availability								
I Grades	Allow submissions from	0	29 🗢	March	\$	2020 \$	00 \$	00 \$	∰ I Enable
🗅 General	Due date	0	5 \$	April	¢	2020 \$	01 ¢	00 \$	∰ 𝔐 Enable
🗅 Topic 1									
(C. T. ). ()	Cut-off date	8	29 🗢	March	\$	2020 🗢	22 🗢	43 🗢	🛗 🗆 Enable
D Topic 2	Remind me to grade by	8							
🗅 Topic 3	·····,		12 🗢	April	\$	2020 🗢	01 🗢	00 \$	🛗 🗷 Enable
🗅 Topic 4			🗷 Alway	/s show dea	scriptio	n 😧			
~									

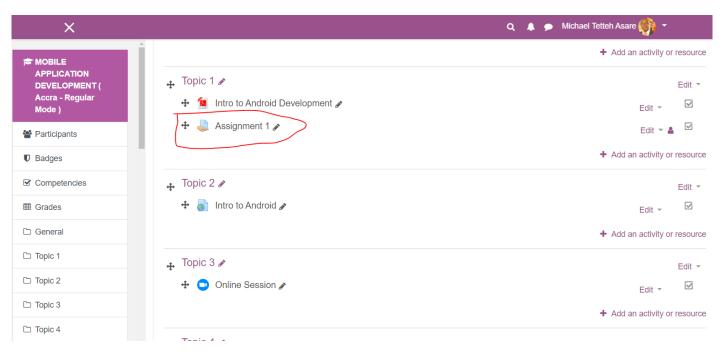
9. At the **Grade** section, enter the score for the assignment.

#### 10. Click on Save and Display.

×			Q 🔺 🗩 Michael Tetteh Asare 🌼 👻
MOBILE APPLICATION	<ul> <li>Notifications</li> </ul>		
DEVELOPMENT ( Accra - Regular Mode )	- Grade		
Participants	Grade	0	Type Point 🗢
Badges			Maximum grade
Competencies			10
I Grades			
🗅 General	Grading method	0	Simple direct grading \$
🗅 Торіс 1	Grade category	0	Uncategorised \$
C Topic 2	Grade to pass	0	
C Topic 3	Blind marking	0	No 🗢
🗅 Topic 4	Hide grader identity from students	0	No 🗢

## **MARKING AN ASSIGNMENT**

1. Click on the Assignment (Assignment 1)



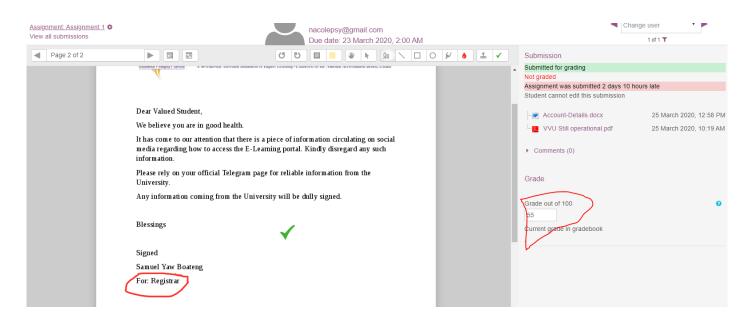
- The page below gives you an overview of number of submissions
   You can click on **View All Submission** for details of students who have submitted.

×		Q 🌲 🗩 Michael Tetteh Asare 🦣 👻	
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode )	Assignment 1 Set up your Development environment and Grading summary	report your experience.	<b>Q</b> -
Participants	Hidden from students	No	
Badges	Participants	42	
	Submitted	0	
I Grades	Needs grading	0	
🗅 General	Due date	Sunday, 5 April 2020, 1:00 AM	
Topic 1           Topic 2	Time remaining	6 days 2 hours	
🗀 Торіс 3		VIEW ALL SUBMISSIONS GRADE	
🗅 Topic 4			
🗅 Topic 5			

4. You can click on Grade to mark the submitted assignments.

×					Q 🌲 🗩 Michael Tetteh Asare 🎆 👻				
MOBILE APPLICATION DEVELOPMENT ( Accra - Regular Mode	Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Fil su
Participants		•	Boye Godfred	boyegodfred@yahoo.com	No submission	GRADE	Edit 👻	-	
Badges						-			
Competencies		•	Quaicoe Japheth	japhiaro@gmail.com	No submission	GRADE	Edit 👻	-	
I Grades						-			
🗅 General		•	Bromini Ogheneyoma	brominiyoma@gmail.com	No submission	GRADE	Edit 👻		
🗅 Торіс 1			Ogneneyoma		300111331011				
Topic 2			Boateng	23-03-2020@st.vvu.edu.gh35	No	GRADE	Edit 💌	-	
Topic 3     Topic 4			Gyamfi Emmanuel		submission				
Topic 5 earning.vvu.edu.gh/admin/tool/lp/coursecompetenc	ies php?courseid=13		Sika Bright	brytsika@hotmail.com	No	GRADE	Edit 👻	-	

5. On this page you can use any of the tools available to help with the marking.



# **GENERAL GUIDELINES FOR ONLINE TEACHING.**

### Number of Students in a Class

The maximum number of students for a class shall be 70. When more than 70, students will be put into different sections.

### Assessment

For every Section, there should be review questions or reading reports for students to do and submit. For the reading reports, students should be made to write on paper, take a picture of it and then submit.

## Attendance and Participation

Forum discussions will ensure that students are present online and actively participating in class. Lecturers will post a topic on the forum, and students will be required to make contributions to the topic and also comment on two other posts from their peers.

## Submission of Assignments

The system shall enforce due and cut-off dates. The due date is when the student is required to submit the assignment and the cut-off date is the grace period after which submission cannot be done. Students shall be given a grace period of 30 minutes to make submission after the due date.

## Late Submission

Any student who submits after the grace period will lose points for every hour that elapses (points lost are at the discretion of the lecturer).

**Assignments** can take the form of Multiple Choice Questions (MCQ) and subjective but should be time-bound.

**Clast Tests** can be in the form of MCQs, Fill-in, True or False, Short answers. They should be time bound and shuffled. Students should be given prior notice of the test.

MCQs should be administered to freshmen and sophomores in particular but can also be administered to juniors and seniors depending on the circumstance.

### Mid Semester /Final Exams

These should take the form of an Open Book Exam; it should have a due date and cut-off date, which may be the same. Delay in submission will attract loss of points. Mid-sem exams should last for 1 hour whilst Final exams lasts for 3 hours with a grace period of 1 hour (at the discretion of the lecturer).

## Practical assignments/projects

These can take the form of Pre-recorded or live presentations with the presenter making a short video of themselves. The lecturer can also allow all recorded videos to be sent to a Google drive where they can be played to the class and discussed in a live session. It can also take the form of documents submission with a voice note.