



Video Assignment Submission and Assignment Setup Guide



This guide has been prepared to help reduce submission difficulties related to file size and students' internet connection conditions in large video assignments delivered via KHAS Learn.

The guide explains:

- **Common user-side challenges that may occur when submitting large video files,**
- **The recommended submission approach to minimize these challenges,**
- **How to configure the assignment tool in KHAS Learn in line with this approach.**

Directorate of Information Technology

KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM – KHAS LEARN



Why Should Video Files Not Be Uploaded Directly to KHAS Learn?

Submitting large video files may present **user-side challenges** due to file size and students' internet connection conditions.

Because video uploads often require long upload times, connection interruptions related to individual network conditions may require students to restart the upload process. This can result in **time loss and submission difficulties**, particularly for students using mobile data or limited bandwidth connections.

These challenges may lead to:

- Delays in submission,
- Extended delivery processes,
- Delays in the evaluation workflow.

For this reason, it is recommended to use a submission method that is **independent of file size and individual connection conditions**.





Recommended Submission Approach

The recommended submission approach for large video assignments aims to provide a method that is **independent of file size and students' individual connection conditions**.

Accordingly, it is recommended that:

- Video files are not uploaded directly to KHAS Learn,
- Students upload their videos to **Microsoft OneDrive**,
- The generated shareable link is submitted via KHAS Learn.

This method minimizes challenges related to individual connection conditions and ensures a more predictable and manageable submission process.



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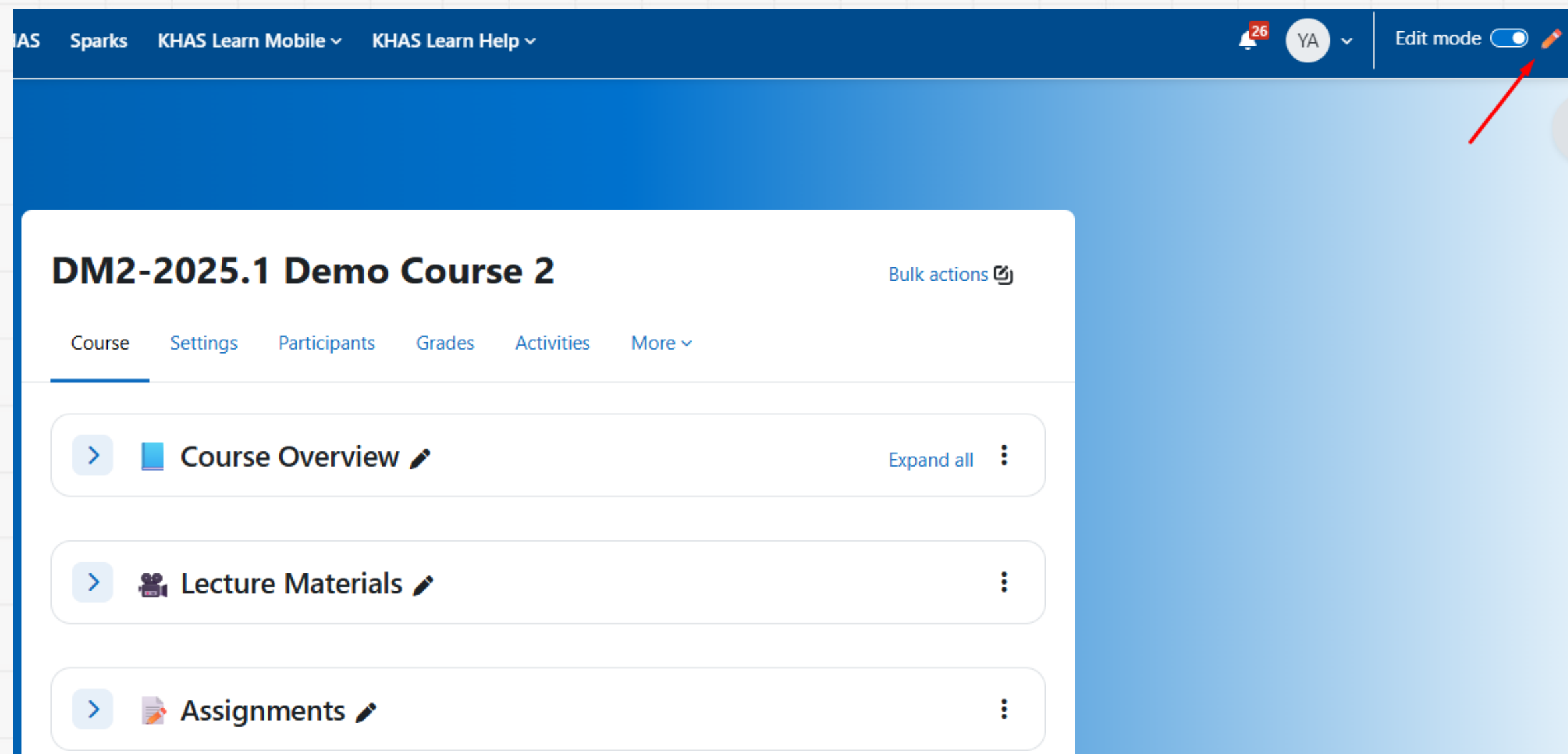
KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM – KHAS LEARN



Step 1 – Enable Edit Mode

After entering your KHAS Learn course page, enable **Edit mode** from the top-right corner of the page.

This action allows you to add and configure activities on the course page.



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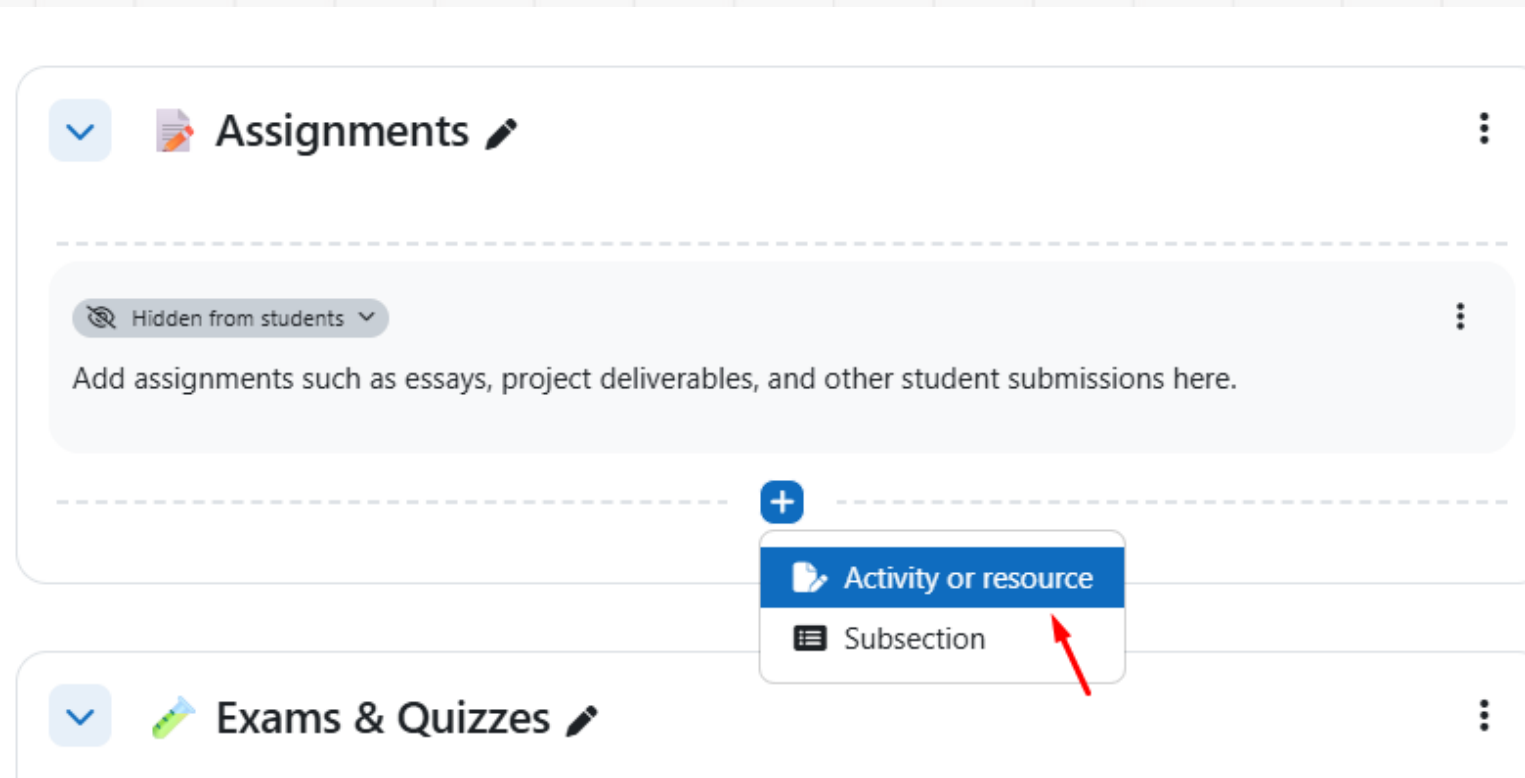
KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM – KHAS LEARN



Step 2 – Add an activity or resource

In the relevant course section, click **Add an activity or resource**.

From the list, select **Assignment** and proceed.

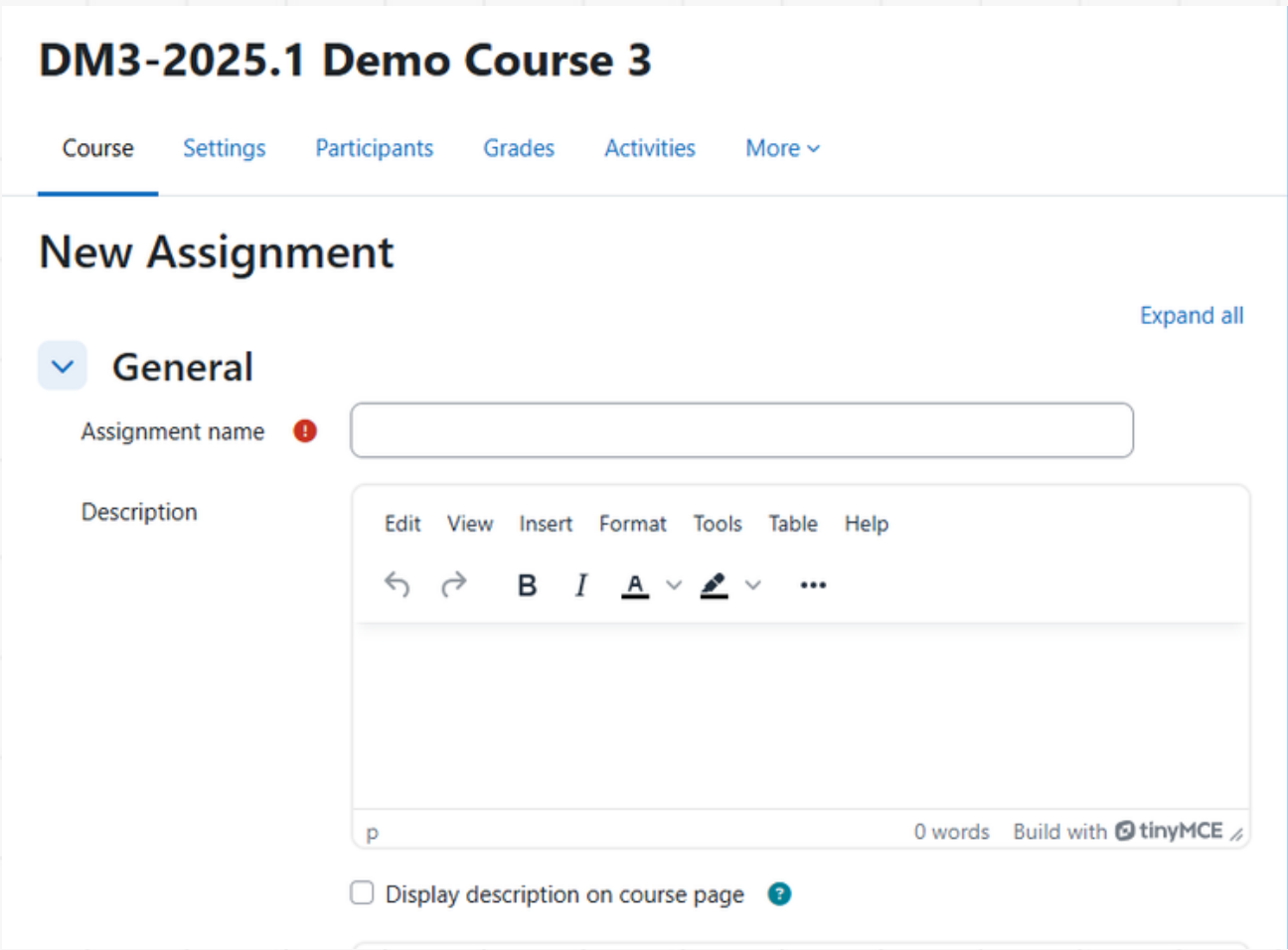


Step 3 – Assignment name and Description

On the assignment settings page, complete the following fields:

- **Assignment name:**
Video Assignment – (Topic / Week)
- **Description:**
Provide clear information about the required submission method.

⚠️ Clearly state that video files should not be uploaded directly to KHAS Learn and that students must submit a shareable link.





Step 4 – Configure Availability and Submission Types

4.1 Availability

Under the **Availability** section, configure the following settings according to your course schedule:

- **Allow submissions from:** Enable and set the start date
- **Due date:** Enable and set the assignment deadline
- **Cut-off date:** (Optional) Enable if late submissions should be blocked
- **Remind me to grade by:** (Optional) Enable to set a grading reminder
- **Always show description:** Enabled

These settings define **when students can submit** and **how the assignment timeline is managed**.

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Availability

Allow submissions from

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☒ Enable

4

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February

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2026

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Due date

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February

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2026

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Cut-off date

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February

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Remind me to grade by

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February

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☒ Always show description

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4.2 Submission types

In the Submission types section, configure the following settings:

- **File submissions: Enabled** Allows students to submit their assignments by uploading a file.
- **Online text: Disabled** Prevents students from submitting links directly in the text field and ensures that submissions are made via file upload.
- **Maximum number of uploaded files: 1** Ensures that students submit a single file only.
- **Accepted file types: .docx** Allows students to upload only a Word document containing the video share link.

With this configuration:

- Direct upload of video files to the system is prevented
- The submission format is standardized
- Instructors receive submissions from all students in the **same format**

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Submission types

Submission types

☐ Online text

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☒ File submissions

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Maximum number of uploaded files

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20

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Maximum submission size

?

Site upload limit (1 GB)

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Accepted file types

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Choose

No selection



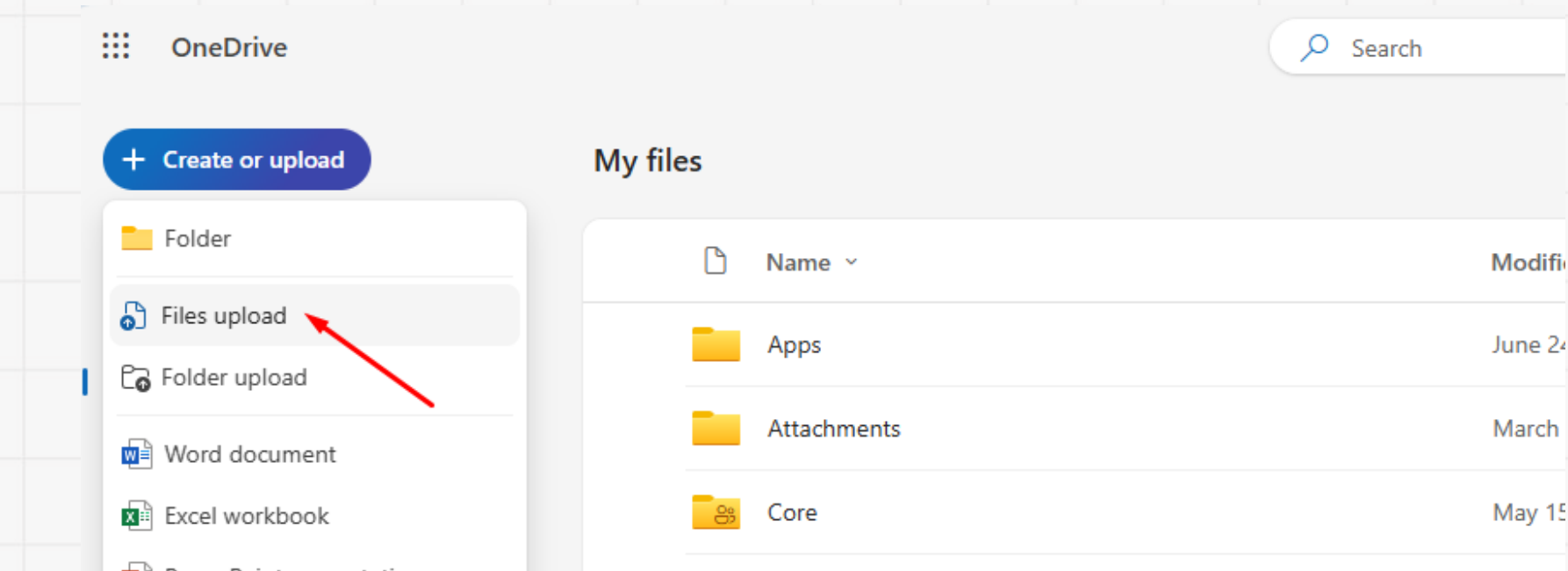


Step 5 – Student Submission Workflow

5.1 Uploading the Video File to OneDrive

The student uploads the video file to **Microsoft OneDrive**.

OneDrive supports resumable uploads, making it suitable for large video files.



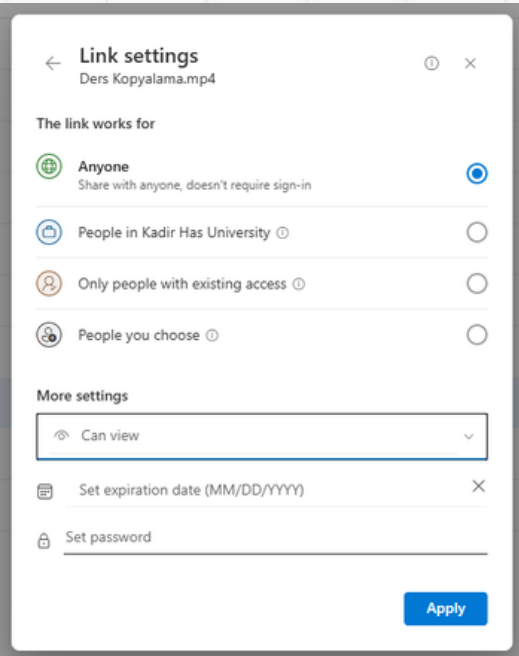
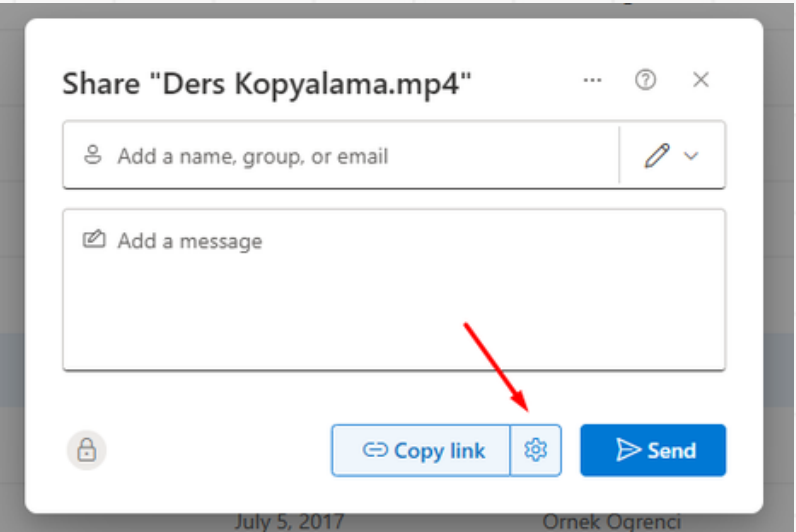
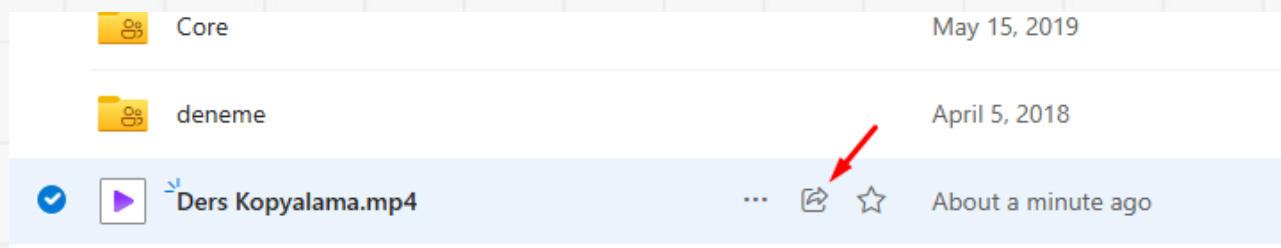
5.2 Creating a Shareable Link

After the upload is complete, the student creates a **shareable link** for the video.

The following sharing options should be selected:

- **Anyone with the link**
- **Can view**

⚠ If restricted sharing is selected, the instructor may not be able to access the video.





Step 5 – Student Submission Workflow

5.3 Adding the Link to a Word Document

The student creates a Word document (.docx) including the following information:

- Full Name
- Student ID
- Course Name
- Assignment Title
- **Video share link**

Ad Soyad

Örnek Öğrenci

Öğrenci Numarası

20260101001

Ders Adı

Demo Course 3

Ödev Adı

Video Assignment

Video paylaşım bağlantısı

[Ders Kopyalama.mp4](#)

5.4 5.4 Submitting the Word Document via KHAS Learn

The student completes the submission by uploading the Word document to the assignment area in **KHAS Learn**.

DM3-2025.1 / Assignments / Video Assignment

 **Video Assignment**

Opened: Wednesday, 4 February 2026, 10:00 AM
Due: Wednesday, 11 February 2026, 5:00 PM

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	7 days 4 hours remaining





What Does This Guide Provide?

This guide presents the **recommended submission approach** for **large video assignments** delivered via **KHAS Learn**, along with the assignment configuration steps aligned with this approach.

The aim is not to limit instructors' pedagogical preferences, but to reduce submission difficulties that may arise from students' individual connection conditions and to establish a **smoother and more manageable submission process**.

Benefits of the Recommended Submission Approach

- Reduces submission issues caused by students' connection conditions
- Prevents direct uploading of video files to the system
- Makes the submission process more **predictable and standardized**
- Enables a more efficient evaluation workflow

What Is Expected from Students (At a Glance)

- The video is uploaded to **OneDrive**
- A **shareable link** is created
- The link is added to a **Word document (.docx)**
- The Word document is submitted via **KHAS Learn**



SUPPORT & CONTACT

You can reach the Support Team directly for your technical and academic support needs related to **KHAS Learn**.

Through the e-mail address and phone number below, you can get help with **course management, content addition, course design, assignment/quiz settings, and assessment methods**.

Submitting a Support Request via MyKHAS Ticket System

1. Log in to the **MyKHAS** system.
2. From the top menu, click on the **Support** tab.
3. Click the **New (+)** button in the upper-right corner.
4. In the new window, under **Information Technologies**, select **Learn Support Request**.
5. Fill out the form and describe your issue or request in detail.

E-mail Support

For issues related to KHAS Learn, you can contact us directly via e-mail:

 learn@khas.edu.tr

Phone Support

You can reach the **Educational Technologies Team** by phone:

 **(0 212) 533 65 32 / Extension: 1210**

 **Yunus Akarsu – Educational Technologies Senior Specialist**

 **Working Hours: Weekdays 08:30 – 17:30**

