

# In-Video Activities (IVA) User Guide

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### Troubleshooting:

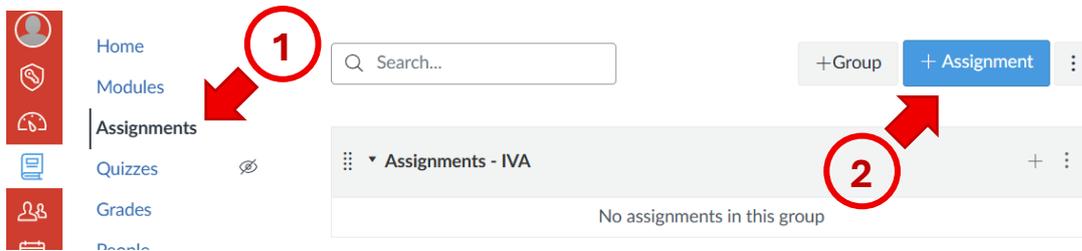
- [Handling VMS Video Sign-in \(video demo 17\)](#)

# Canvas:

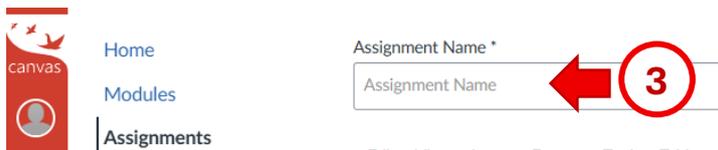
## Setting Up In-Video Activities (IVA) in Canvas ([video demo 01](#))

Follow the steps below to integrate In-video Activities (IVA) in a Canvas assignment:

1. Go to "Assignments" in your Canvas course navigation.
2. Click the "+ Assignment" button (top right) to create a new assignment.



3. Enter an Assignment Name (e.g., "Week 3 Video Activity").



4. Set up the grading details (points possible, grading type, etc.).

Points

Assignment Group

Display Grade as

5. In the "Submission Type" dropdown, select "External Tool", then click the "Find" button.

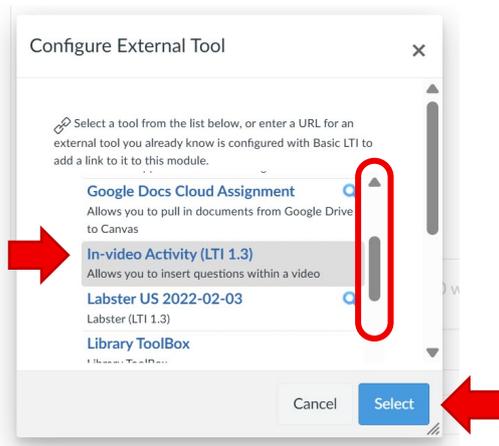
Submission Type

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab

6. Scroll through the list to select "In-video Activity", and click "Select" button to add it.



7. Uncheck the box for "Load This Tool In A New Tab". (Optional)

8. Need to set the Allowed Attempts to "Unlimited". (Important)

9. Do not set a "Due Date" in Canvas—instead, manage the "Due Date" directly in the IVA tool settings (this avoids sync conflicts and lets the tool handle completion tracking).

10. You can set the "Available from" and "Until" dates in Canvas

**Available from:** The date/time when the assignment becomes visible and accessible to students.

**Until:** The date/time after which students can no longer view or submit (locks the assignment).

# In-Video Activities:

## Configuring IVA Settings ([video demo 02](#))

The screenshot shows the 'Edit In-video Activity Settings' interface. It features a dark blue header with a gear icon and the text 'Edit In-video Activity Settings'. Below the header, the form is titled 'Video URL on HKUST Video Management System (VMS):'. The form contains several settings, each with a red circular callout number:

- 1: A text input field containing the URL 'https://vmsvideo.ust.hk/app/module/hk\_ust/player.php?vid=R168942191902812345'.
- 2: A checked checkbox labeled 'Allow students to skip in-video questions'.
- 3: A dropdown menu for 'Number of attempts for each multiple-choice question:' set to 'Unlimited'.
- 4: An unchecked checkbox labeled 'Show the correct answer at the last attempt of every question'.
- 5: A checked checkbox labeled 'Allow students to view the score'.
- 6: A 'Due Date:' section with a date input field showing '30/09/2026', a time input field showing '11:59 pm', and a time zone dropdown showing '(GMT+8 HKT)'.
- 7: Two buttons at the bottom, 'Cancel' and 'Apply'.

This guide will walk you through the various settings available on the "Edit In-video Activity Settings" page to help you configure your video-based activities.

### 1. Video URL on HKUST Video Management System (VMS)

- This field is for the web address of your video. You must enter a valid video link from the HKUST Video Management System (VMS) to associate a video with this activity.

### 2. Allow students to skip in-video questions

- When this box is checked, students will have the option to bypass questions embedded within the video. A "Skip" button will be visible, allowing them to proceed without answering.

### 3. Number of attempts for each multiple-choice question

- Here, you can set the number of times a student can try to answer each multiple-choice question.

If set to "Unlimited", students can attempt the question as many times as they need until they get it right.

If set a Specific Number, you can also specify a fixed number of attempts to limit how many times a student can try to answer.

### 4. Show the correct answer at the last attempt of every question

- If you check this option, the correct answer will be revealed to the student after they have used all of their attempts on a question.

## 5. Allow students to view the score

- By checking this box, you allow students to see their final score on the IVA Summary page after completing the activity.

## 6. Due Date

- This setting allows you to set a deadline for the activity. After the due date, students will still be able to watch the video and review the questions, but they will no longer be able to submit their answers.

## 7. Cancel or Apply

- When you are finished, you can click "Apply" to save your new settings, or click "Cancel" to discard all changes, and exit the setting page.

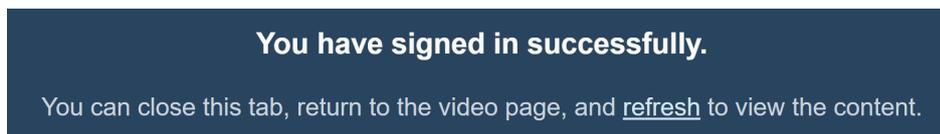
## Handling VMS Video Sign-in ([video demo 03](#))

When accessing a VMS video for the first time, or if your session has timed out, the CAS system may be unable to locate your sign-in session. Please follow the steps below to complete the sign-in process:

1. Click the "Click here to sign in" button within the video. This will open a new tab to process your sign-in.



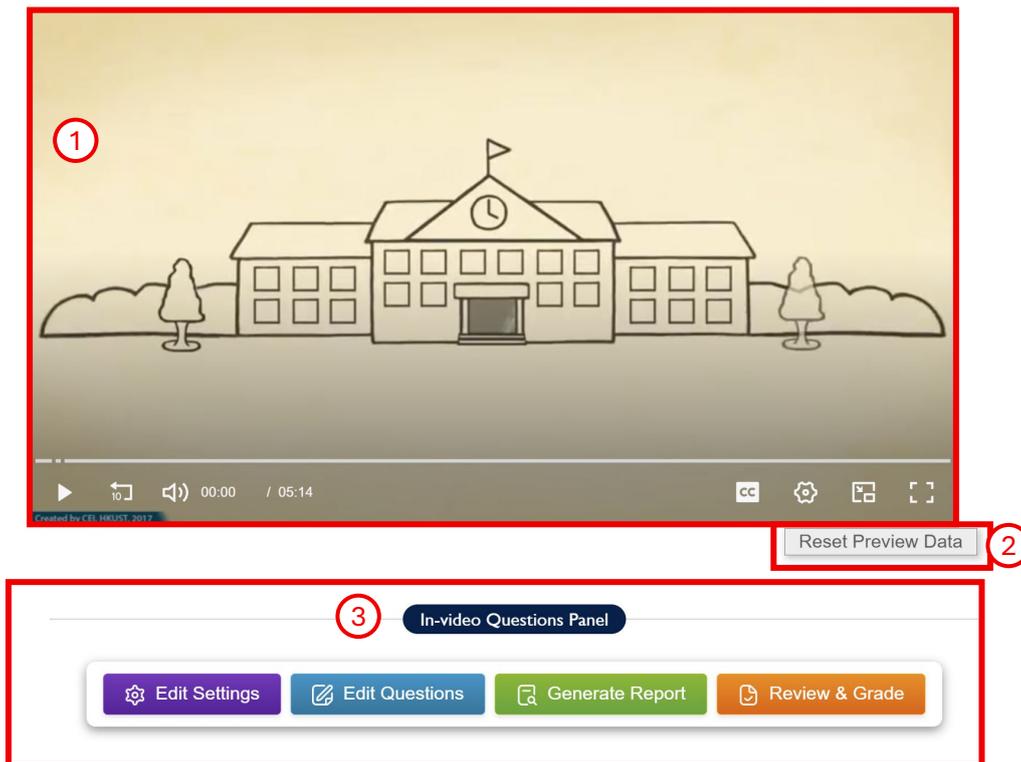
2. Once you see the confirmation message, you can close this new tab and return to the original video page.



3. Finally, refresh the page to reload the video content.



## IVA Interface Handling ([video demo 04](#))



### 1. IVA Preview

- This preview mirrors the Student view, allowing you to seamlessly test and preview your activities.

### 2. “Reset Preview Data” button (visible to Teacher, Designer, Admin, or TA roles)

- After submitting your answers in the IVA preview, you can click this button to reset all submitted data. This allows you to continuously retry and test your activities.

### 3. In-video Questions Panel (visible to Teacher, Designer, Admin, or TA roles)

- This panel provides the following navigation options:

**Edit Settings** – Access the IVA settings page.

**Edit Questions** – Add or edit your questions.

**Generate Report** – Generate comprehensive reports for all questions and students.

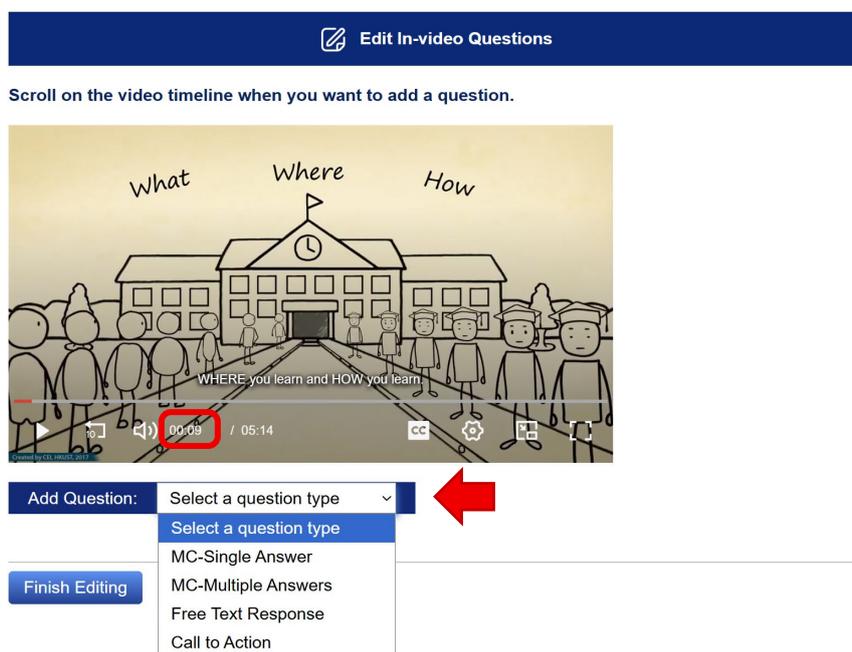
**Review & Grade** – For free-text response questions, you can review all student answers on this page. It also allows you to easily grade and leave comments for your students.

## Embedding Activities in Video ([video demo 05](#))

To embed activities into a video, please click the “Edit Questions” button located in the “In-video Question Panel”.



Once on the “Edit In-video Question” page, play the video until you reach the desired position. From there, you can select the type of activity you wish to embed from the “Add Question” dropdown menu.



### How to Embed In-Video Activities:

1. Multiple-Choice – Single Answer ([video demo 06](#))
2. Multiple-Choice – Multiple Answer ([video demo 07](#))
3. Free Text Response ([video demo 08](#))
4. Call to Action ([video demo 09](#))

The "Free Text Response" activity allows users to answer the question using **up to 15,000 characters**.

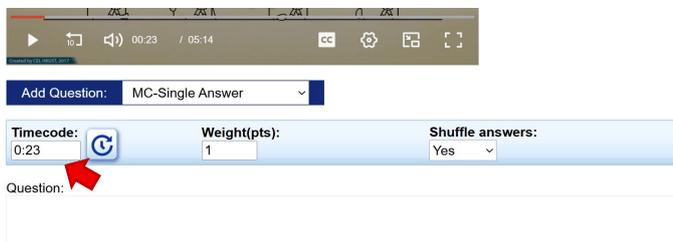
## Add/Edit Questions Interface Handing

### Timecode handling ([video demo 10](#))

You can pause the video to the right position, select which question type to add a question.



The timecode will match with your pause the video position automatically.



Or play the video to correct position, click “Get current timecode from the player icon” to adjust the timecode matching with the current player position.



## Weight and Shuffle answers handling

Timecode:	0:23		Weight(pts):	1	Shuffle answers:	Yes
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Question:

Question 1

Possible Answers (Select the correct answer)

Option A

Option B

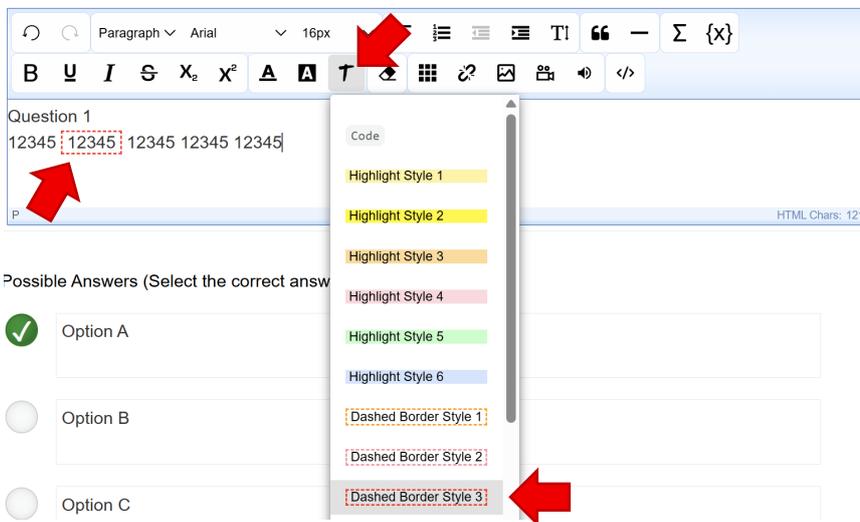
Option C

Red circles with numbers 1 and 2 are placed around the 'Weight(pts):' field and the 'Shuffle answers:' dropdown respectively.

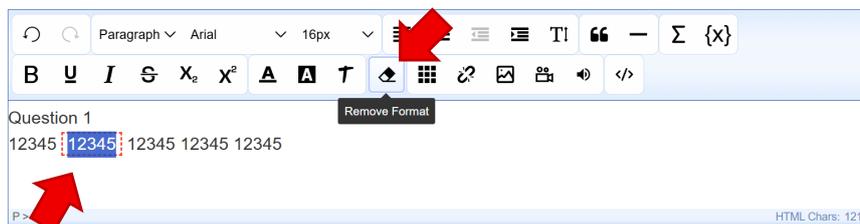
1. **Weight(pts)** – Use this field to assign the point value for the question.
2. **Shuffle answers** – Selecting “Yes” will display the possible answers in a random order on the student's screen. If you select “No,” the answers will appear in the exact order you established when creating the question.

## Text Editor – Highlighting text (video demo 11)

The IVA text editor provides several highlight styles, allowing you to easily emphasize your text. To apply a highlight, select your text, click the “T” icon on the toolbar, and then choose your desired style.



To remove the highlight effect, select the highlighted text first, and then click the “Remove Format” button on the toolbar.



## Text Editor – Adding a hyperlink (video demo 12)

To add a hyperlink, first highlight your text, and then click the “Link” button on the toolbar.



Enter your URL into the text box, and then click "Submit".



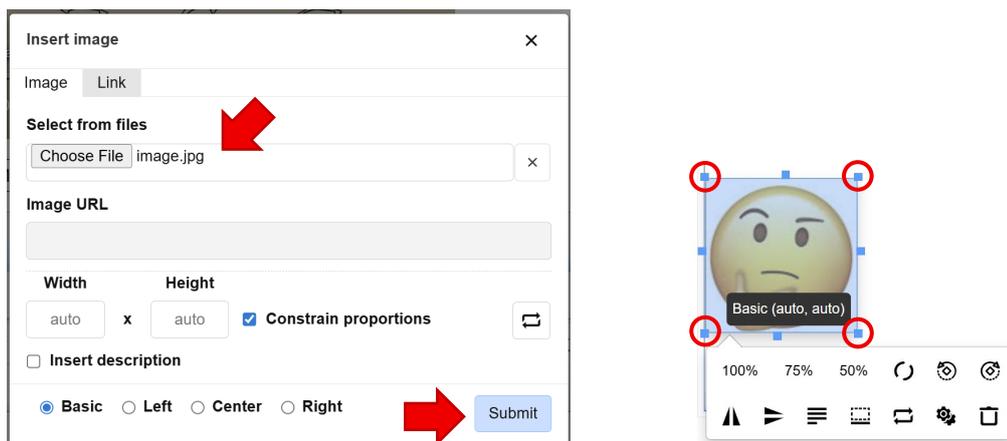
## Text Editor – Adding an image (video demo 13)

To add an image, click the “Image” icon on the toolbar.



An “Insert image” dialog box will appear. Upload your image file, and then click "Submit". Uploading the image size **must not exceed 500KB**.

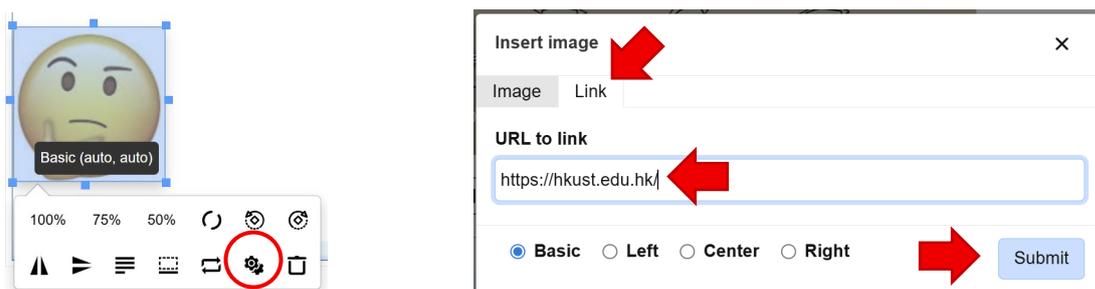
If you need to resize the image, simply click and drag the small blue squares located around its edges to adjust the size.



## Text Editor – Adding an image with hyperlink (video demo 14)

To add a hyperlink to an image, click the image to display the toolbox below it, and then select the “Edit” icon. The "Insert image" dialog box will reappear.

Next, click on the "Link" tab, enter your URL into the text box, and then click "Submit".

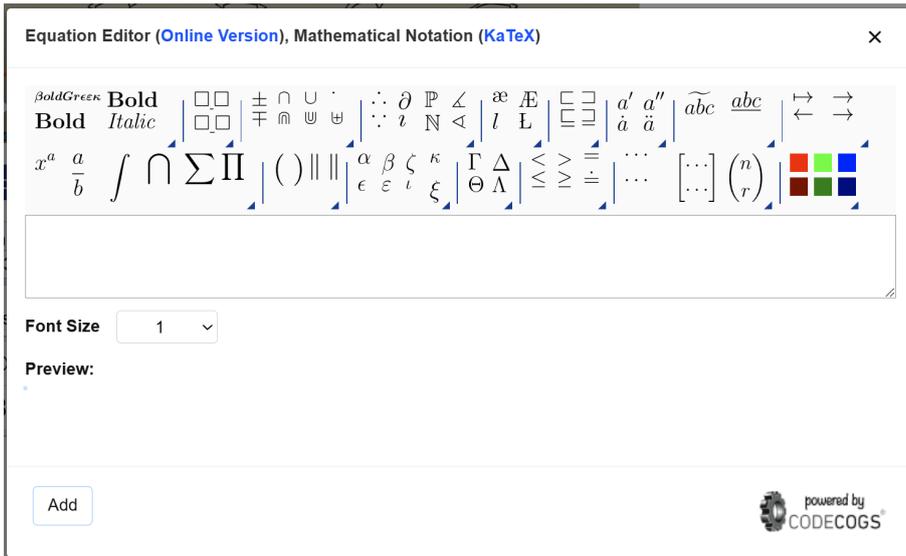


## Text Editor – Adding a TeX equation (video demo 15)

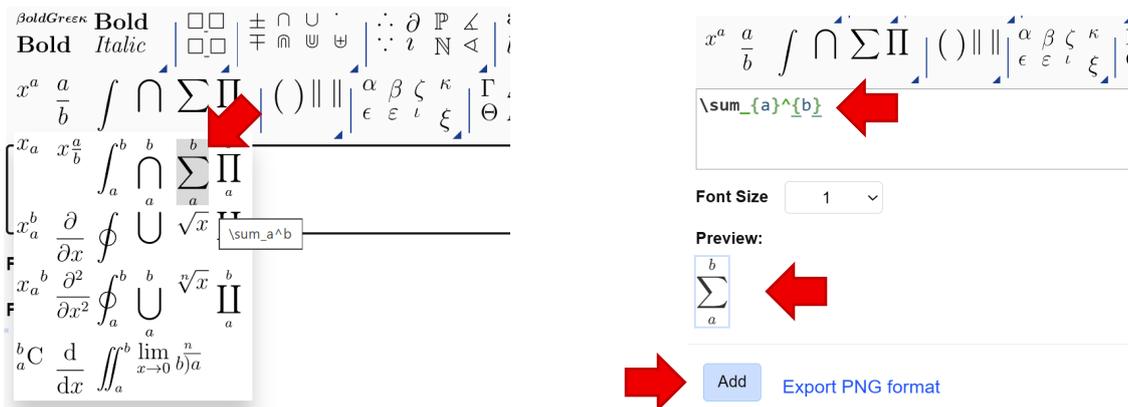
To add an equation, click the “Equation Edit” icon on the toolbar.



An “Equation Editor” dialog box will appear.

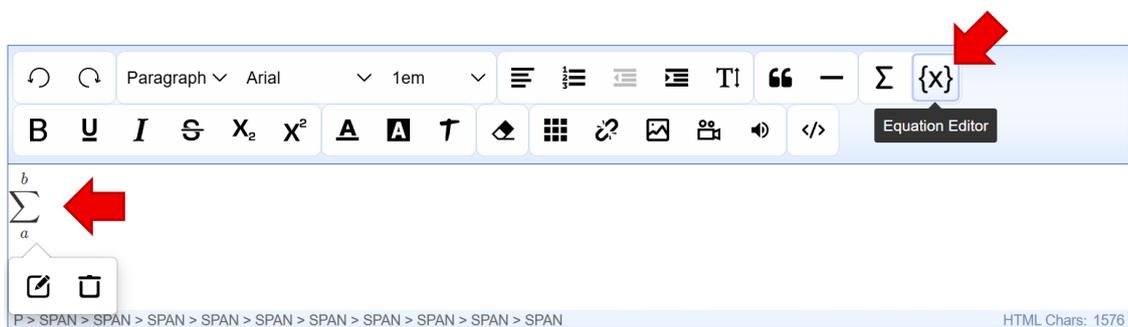


Simple click on the icon on the toolbar to assign “Mathematical notation”. It will add the KaTeX code into the textbox automatically. And showed the notation in “Preview” area.



Once finished, click the “Add” button to insert the mathematical notation into the text editor.

To edit an existing equation, click on the equation first, and then click the “Equation Editor” icon.



## Feedback handling

In the question feedback section, you have three options:

- **None** – Provides no feedback to the student.
- **General Feedback** – Displays the same feedback regardless of whether the student answers correctly or incorrectly.

Add Feedback:

Type in your feedback below.

- **Correct/Incorrect Answer Feedback** – Allows you to provide specific feedback for both correct and incorrect answers.

Add Feedback:

Type in your feedback for **correct answer**:

Well done!

Type in your feedback for **incorrect answer**:

Incorrect!

[Hints...]

## Generate Report

IVA provide generate report feature, you can click the “Generate Report” button in the “In-video Question Panel”



Once you accessed the page, you can download the latest report in csv format.



They are included:

- **IVA Question Bank report** – List all the information about the questions you created
- **IVA Student Report** – List all student-submitted question answers and grading information

## Review and Grade (video demo 16)

IVA provides the "Review & Grade" feature for "Free Text Response" questions. You can access this by clicking the "Review & Grade" button in the "In-video Question Panel."

Please note that if you have not created any "Free Text Response" questions, this button will remain inactive.



Upon accessing the page, you will see a table that includes the following information:

Timecode	Question	Pending to grade	Graded User	Grading
0:09	Question 3 - Enter your answer.	0	4	
0:12	Question 4 - Enter your answer.	3	1	
0:35	Question 5 - Enter your answer.	3	0	

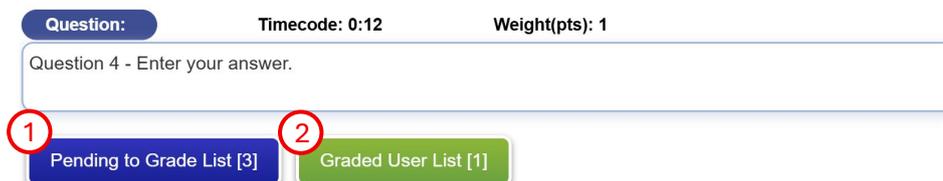
Below the table is a "Finish Grading" button.

1. The video timecodes and questions for the "Free Text Response" items you created.
2. The number of students currently pending grading.
3. The number of students who have already been graded.
4. The "Grading this question" icon buttons.



To grade a specific question, simply click the "Grading" icon located in the corresponding row.

Once you click the "Grading" icon, you will be able to view the complete question, along with its Timecode and Weight(pts) information. Additionally, two buttons will be displayed to help you manage "Pending to grade" and "Graded" students:.



1. **"Pending to Grade List"** button – If you have students pending grading, you can click this button to review and grade their submissions.
2. **"Graded User List"** button – Once you have graded students from the "Pending to Grade List," they will be moved to this section. You can access the "Graded User List" to review their answers, modify their grades, or add comments for these students.

Click the "**Pending to Grade List**" button will display a list of students who have submitted answers to the "Free text response" questions and are currently awaiting a grade.

The screenshot shows a table titled "Pending to grade: (Total of 3 users)". The table has three columns: "User", "User Answer", and "Grading".

- 1**: Points to the table title "Pending to grade: (Total of 3 users)".
- 2**: Points to the "Select all" checkbox in the "User" column.
- 3**: Points to the "User Answer" column, which contains text boxes for "Louisa's response...", "Charles's response...", and "Cherry's response...".
- 4**: Points to the "Grading" column, which contains input boxes for grading each student.
- 5**: Points to the "Finish Grading" button at the bottom left.
- 6**: Points to the pagination controls at the bottom right, including "Show 10 users/page", "1", and "/1".

The "Pending to Grade List" includes the following:

1. Total number of users in the "Pending to Grade List"
2. Username and ITSO username
3. User answers
4. Grading area
5. Option to adjust the number of users displayed per page
6. Page navigation

There are three methods available for assigning a student's grade:

#### **Method 1:**

You may review each student's response individually and assign a grade directly in the grading column.

Pending to grade: (Total of 3 users)		
User	User Answer	Grading
<input type="checkbox"/> Select all		
<input type="checkbox"/> PATTERSON, Louisa ivalouisa	Louisa's response...	<input type="text"/> of 1
<input type="checkbox"/> TENG, Charles ivacharles	Charles's response...	<input type="text"/> of 1

### Method 2:

You can select specific students individually and use the top-right grading textbox to assign a grade to the selected students.

Pending to grade: (Total of 3 users) Selected 2 users		
User	User Answer	Grading
<input checked="" type="checkbox"/> PATTERSON, Louisa ivalouisa	Louisa's response...	<input type="text"/> of 1
<input type="checkbox"/> TENG, Charles ivacharles	Charles's response...	
<input checked="" type="checkbox"/> WONG, Cherry vacherry	Cherry's response...	

### Method 3:

You can check the "Select all" box to choose all students and use the top-right grading textbox to assign a grade to everyone.

Pending to grade: (Total of 3 users) Selected 3 users		
User	User Answer	Grading
<input checked="" type="checkbox"/> Select all		<input type="text"/> of 1
<input checked="" type="checkbox"/> PATTERSON, Louisa ivalouisa	Louisa's response...	
<input checked="" type="checkbox"/> TENG, Charles ivacharles	Charles's response...	

Once you entered a grade, it will show a "Graded" status word below to confirm that the grade has been successfully assigned to the student.

Additionally, you can click on "Add Comment" to provide specific feedback to the student.

The screenshot shows a grading interface for a student named Louisa Patterson. The student's response is "Louisa's response...". To the right of the response is a "Graded" button, which is circled in red. Below the response is a red arrow pointing to an "Add Comment" button. Below the "Add Comment" button is a rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, text alignment, list, link, unlink, insert, code) and a text area containing the word "Great!". At the bottom right of the text area, it says "HTML Chars: 13". Below the text area are two buttons: "Send comment" and "Cancel".

Clicking the "Graded User List" button displays a list of students who have already been assigned a grade. This section allows you to review their answers, update their grades, and add or edit comments. The interface is similar to the "Pending to Grade List".

The screenshot shows the "Graded user" list interface. The header is "Graded user: (Total of 2 users)". The list has three columns: "User", "User Answer", and "Grading".

User	User Answer	Grading
<a href="#">PATTERSON, Louisa</a> ivalouisa	Louisa's response...	1 of 1 Graded Edit Comment
<a href="#">WOO, Geoge</a> ivageoge	Geoge's response...	1 of 1 Graded Add Comment

At the bottom of the interface, there is a "Finish Grading" button, a "Show 5 users/page" dropdown menu, and pagination controls showing "1 of 1".

## Troubleshooting:

### Handling VMS Video Sign-in ([video demo 17](#))

When accessing a VMS video for the first time, or if your session has timed out, the CAS system may be unable to locate your sign-in session. Please follow the steps below to complete the sign-in process:

4. Click the “Click here to sign in” button within the video. This will open a new tab to process your sign-in.



5. Once you see the confirmation message, you can close this new tab and return to the original video page.



6. Finally, refresh the page to reload the video content.

