Cognizant

USER GUIDE

How to Complete the "Personal Introduction" Video Activity

This guide explains the workflow you will follow to complete the "Personal Introduction" Video Activity.

NOTE: This activity will NOT work with Internet Explorer. It supports all major modern browsers (e.g., Chrome, Firefox, Edge, and Safari) but it has been optimized for Chrome.

Accessing the Activity

Follow these three steps to launch and access the video activity.

Step 1 – Launch

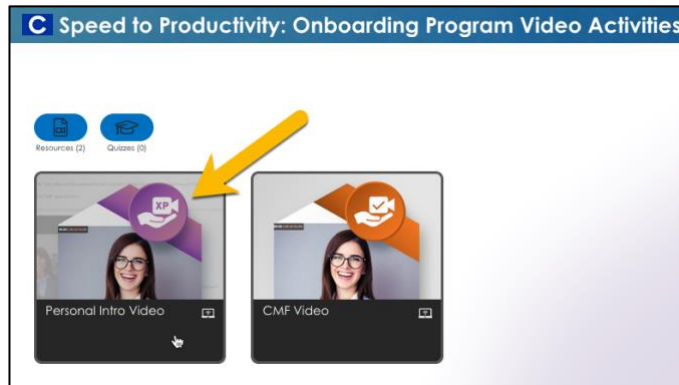Launch the activity environment by clicking the '**Launch Activity**' button in your "Activity Ready" email.
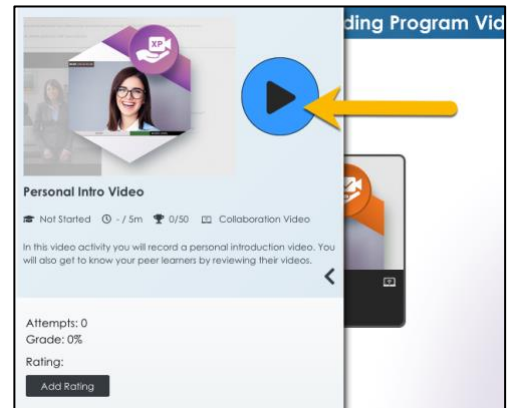

NOTE: you will be automatically logged into the environment with your Cognizant credentials.

Step 2 – Access the Activity

Select the '**Personal Intro Video**' activity.

An info box will display with a description of the activity. Click the '**Play**' button to open the video activity.

NOTE: a second activity, 'CMF Video', will also be visible but will not be activated until later on in the onboarding program.

Step 3 – Read the "Pop-Up" Instructions

Immediately after launching the activity a "pop-up" message will display with additional instructions, including a link to this user guide. Read the message and then click '**OK**'.
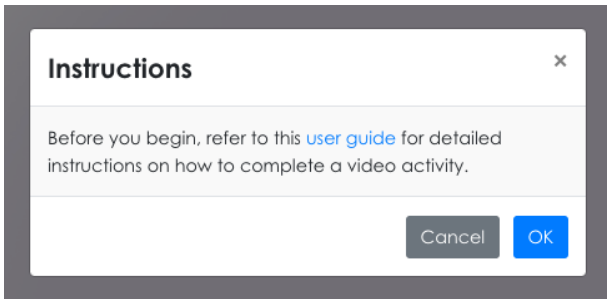
Completing the Video Activity

The steps below outline how to complete the video activity.

Step 1 – Read the Instructions. Read the assignment instructions at the top of the screen to understand what you are expected to do in the activity.

Step 2 – Check Audio/Video Settings. Before starting the activity, check to make sure the system has access to your audio and video. These settings can be adjusted at the bottom of the video capture window.

You also have the option to try out the Q&A recorder by toggling **Practice** and then selecting the **"Start Question"** button. The system will ask a "dummy question" for you to respond to, allowing you to check that the video and audio are working properly.
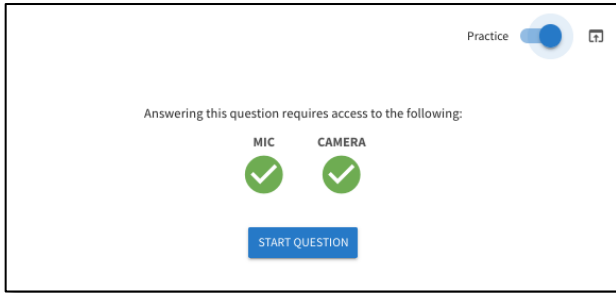

NOTE: In rare instances, iOS users with Bluetooth headsets may have difficulties getting the recorder to recognize audio. If this happens to you, please try refreshing the page. If the issue persists, please try using your device's built in microphone.

Step 3 – Start Question. After clicking **Start Question**, a text prompt will appear at the right of the screen and a 20-second timer will begin to count down automatically. (NOTE: You can skip the countdown and respond immediately by clicking **Record**.)
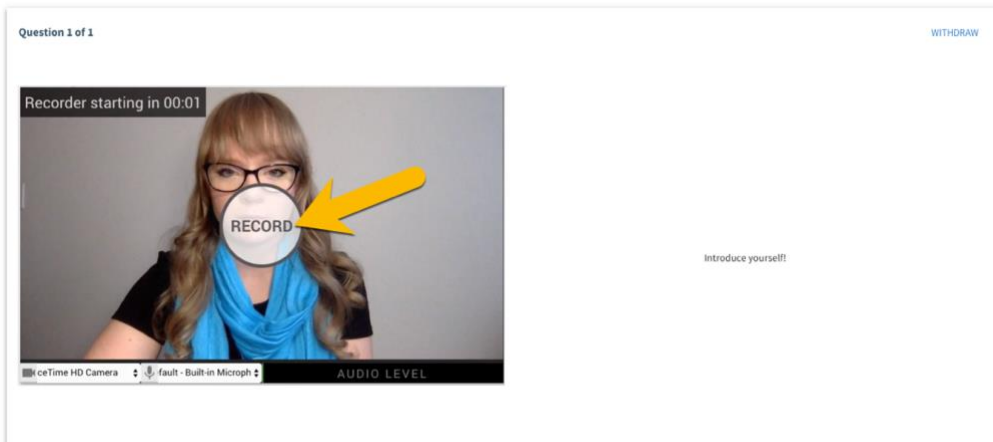

Step 4 – Record Your Video. Once the recording starts, you have a limited time to respond. The minimum and maximum times allotted for your video response are indicated in red in the upper right-hand corner of the video recorder.
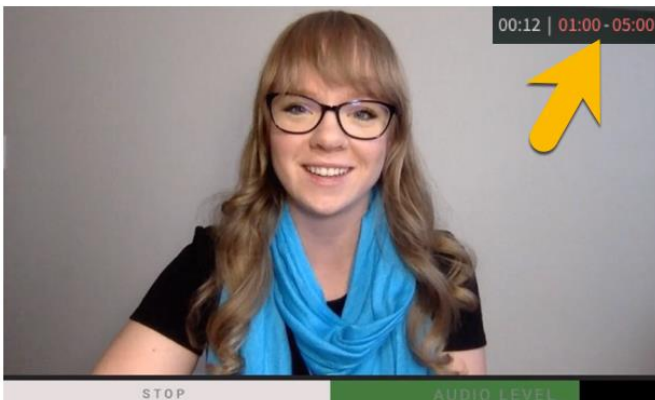
If you finish your video before the maximum time, click **STOP** in the bottom left corner of the video recorder. A date/time stamp of your video response will appear in the "Recorded Answers" section, along with an hourglass icon to indicate that it's processing.
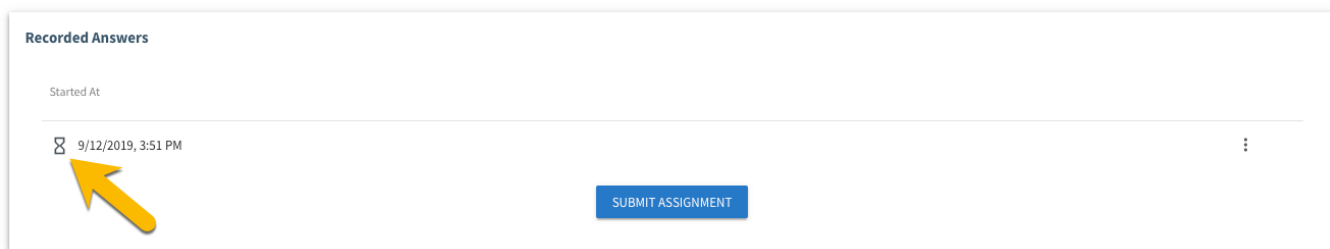
Step 5 – Review and Submit Your Video. Allow a few minutes for your video to process – when it's finished a checkmark will appear next to the video timestamp and the '**Submit Assignment**' button will activate. Before submitting, click the **context menu** for the video (three dots) and then select the '**Preview**' option to watch your video recording.
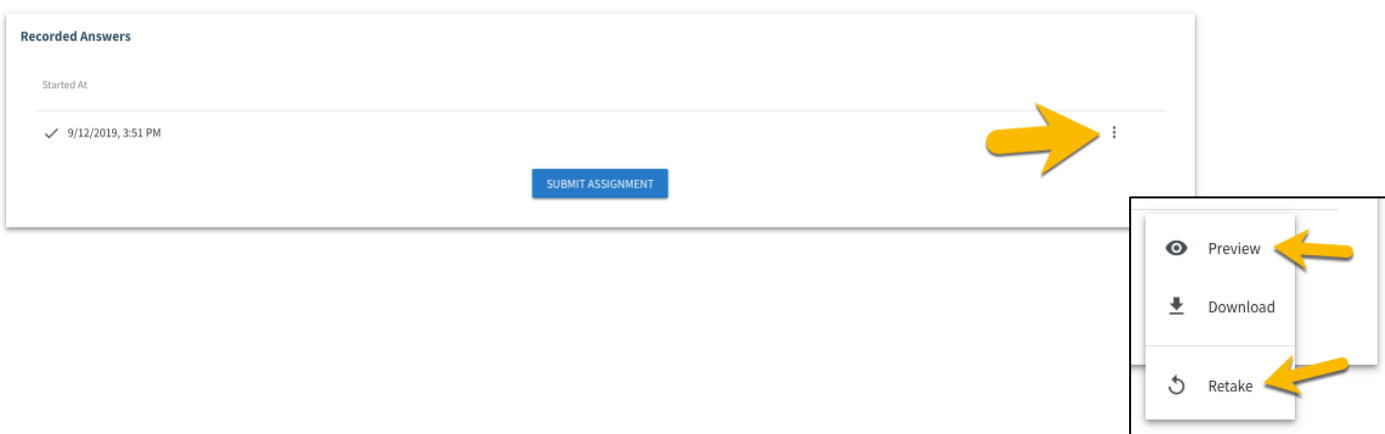

- If you want to re-record the video, click the same **context menu** again and select the '**Retake**' option. Then select '**Retake**' again in the confirmation box. This will reset the activity. (Click '**Start Question**' to show the prompt again and record a new video response.) **NOTE:** If you want to retake the activity *before* you finish recording your video, just click the '**Withdraw**' button, then use the context menu to select the '**Retake**' option.
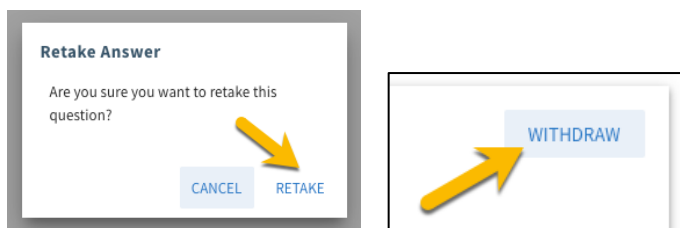
- Once you feel your video is ready, click the '**Submit Assignment**' button. Then select '**Submit**' again in the confirmation box. You will then see a message that "Your assignment will be submitted once it's done processing" – you can close the activity at this point and then return later to use the Peer Review function. Or, if you prefer, wait a few minutes until the video submission has finished processing. (See next section)

  IMPORTANT: It may take one or more days for peer reviews of your video to be submitted. Be sure to re-launch the activity once or twice a day to check on the status.
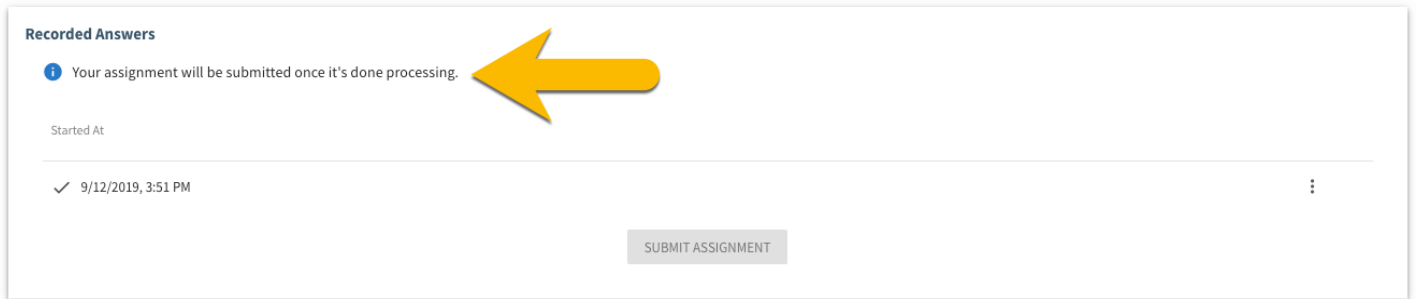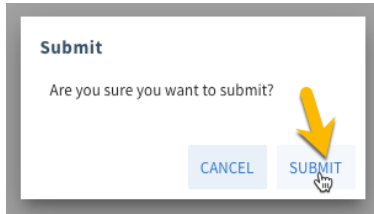
How to Conduct a Peer Review

For the "Personal Introduction" activity, you are required to submit a peer review for ALL of the videos submitted by other learners in your cohort. Follow these steps to complete each peer review:

Step 1 – Record and Submit Your Own Video. You must submit your own video assignment first before the system will allow you to peer review other videos. Follow the steps in the previous section to do this. **NOTE:** your submitted video will need a couple minutes to finish processing before the peer review tool will activate.

Step 2 – View the Peer Submission. After your own video submission processes, a 'Peer Review' panel will display below the 'Score' and 'Submitted By' panels. Look at the 'Peer:' drop-down menu and you should see the username for a peer learner – the learning system has automatically selected this learner's video for you to review and evaluate. (NOTE: if you are the first learner in your cohort to submit a video, you will have to wait for a second user video to be submitted before you can do a peer review.) Click the '**Play**' button to view the learner's video.
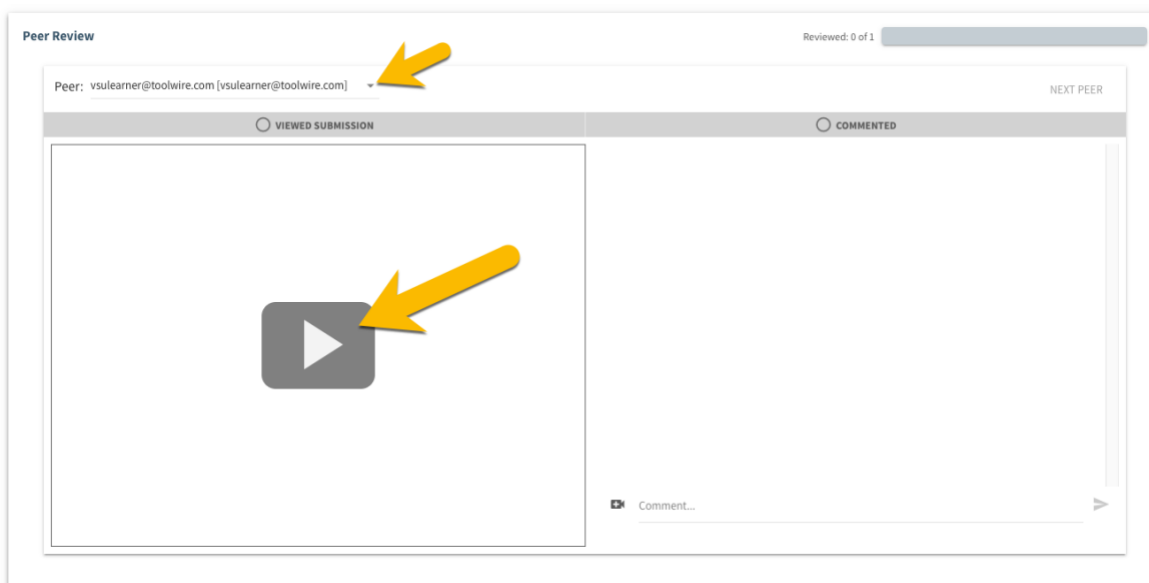
Step 3 – Comment on the Peer Video. As you watch the peer video, press pause whenever you want to provide input and then type your feedback in the **Comment** field. Then press the '**Send**' icon (see yellow arrow). Your comment will appear with a video time link and a date/time stamp. Repeat this for each comment you want to make. You can also record and submit your feedback as a video by clicking the '**Video Comment**' button (see green arrow).

IMPORTANT: Use the '**Next Peer**' button (see purple arrow) to advance to the next peer learner's video and repeat steps 2 and 3 for ALL the learners in your cohort.