

## Creating an Assignment in InterviewStream

Step 1: Go to <https://vcu.interviewstream.com/>.

Step 2: Log in with the information provided to you by VCU Career Services.

Step 3: Select Assignments → Create New Assignment

ASSIGNMENTS

Show Active & Archived?

SEARCH RESET FILTERS EXPORT\* CREATE NEW ASSIGNMENT

KEY: NA = NO ACTIVITY ST = STARTED CO = COMPLETED

Assignment	Due DT	Assignment Code	Invited	NA	ST	CO
Interview Training 101 Class 185B	6/19/2014	6	6	0	0	0
Interpersonal Relations						
Communicating in today's world	5/22/2014	1	1	0	0	0
Communication 1293B (First Session)	5/22/2014	2	2	0	0	0
Public Speaking seminar (recap interviews)	5/15/2014	2	2	0	0	0
Personal Relations 5B direct interviews	4/25/2014	1	1	0	1	0
My Opinions: "Our National Debt"	4/24/2014	2	1	0	0	1
My Opinions: "Religion in the Classroom"	4/23/2014	2	2	0	0	0
Dr. Martin Davis: Seminar (Morning Session 5/2/14)	4/16/2014	2	1	0	0	1

https://vcu.interviewstream.com/Assignment/Create

8:28 AM  
1/13/2015

Step 4: Name the assignment, add a description, choose the due date, and select the background image. All other menus with remain in default

The screenshot shows a web browser window with the URL <https://vcu.interviewstream.com/Assignment/Create>. The page title is "CREATE AN ASSIGNMENT". The form contains the following fields:

- Name:** A text input field containing "Test".
- Description:** A text input field containing "Test".
- Due Date (EST):** A date and time input field containing "01/20/2015 12:00 AM".
- Intro Video:** A dropdown menu with "InterviewStream Default Video" selected.
- Outro Video:** A dropdown menu with "InterviewStream Default Video" selected.
- Assessment Template:** A dropdown menu with "InterviewStream Default Template" selected.
- Select a Background Image:** A dropdown menu with "Audio" selected.

Below the dropdown menus, there is a preview image of a computer keyboard and mouse. The Windows taskbar at the bottom shows the time as 8:30 AM on 1/13/2015.

Step 5: Select up to 10 questions from the Questions Library. If you needs assistance in finding questions, try the Search feature.

The screenshot displays the 'CREATE AN ASSIGNMENT' interface on the InterviewStream website. The browser's address bar shows the URL <https://vcu.interviewstream.com/Assignment/Create>. The page is divided into two main sections: 'Question Library' and 'Selected Questions'.

**Question Library:** This section features a search bar containing the text 'health' and a magnifying glass icon. Below the search bar is a 'Clear Search' link. A list of question categories is displayed in a vertical stack, each in a light gray box:

- Education / General Teaching Related Questions
- Medicine / Chiropractor
- Medicine / Health Care
- Medicine / Medical Field Interview
- Medicine / Medical School Questions
- Medicine / Ophthalmology & Optometry
- Medicine / Physician Assistant
- Public Policy
- Specialty Industry / Veterinarian

**Selected Questions:** This section is currently empty, with a '0' next to the title. Below this area are two dark blue buttons: '← PREVIOUS' and 'NEXT →'.

**Footer:** A dark gray footer bar contains the following navigation links: Home, How It Works, Contact Us, FAQ, Terms, and Privacy. Below these links is the copyright notice: © 2015 InterviewStream. All Rights Reserved.

The Windows taskbar at the bottom of the screen shows the system tray with the time 8:32 AM and date 1/13/2015, along with several application icons.

Step 6: Send assignment to population; NOTE: please check both boxes

RE: Interview x vcu January 8, 20 x vcu January 8, 20 x Virginia Com x VCU Career S x VCUarts Stud x O\*NET OnLi x World's Larg x InterviewStre x

https://vcu.interviewstream.com/Assignment/Create

Apps Login Front Desk Assistant... vcu VCU Career Services ... Webinars New York Foundatio... How to get your FIR... 50 50 Ways to Get a Job Payment Portal - Co... Other bookmarks

## CREATE AN ASSIGNMENT

**Message to Recipients** (Type a message below.) Characters remaining: 588

Sample text!

Only email addresses with the following domain(s) can be added: @vcu.edu

**Recipient's E-mail(s)** (Hit enter after each email, one address per line.)

careers@vcu.edu

Or select a csv file populated with just the emails

Choose File No file chosen

- Check to allow Students to self-register if they provide the correct Assignment code.
- Check to receive an email for every Student that completes an interview.

← PREVIOUS CREATE ✓

8:33 AM 1/13/2015