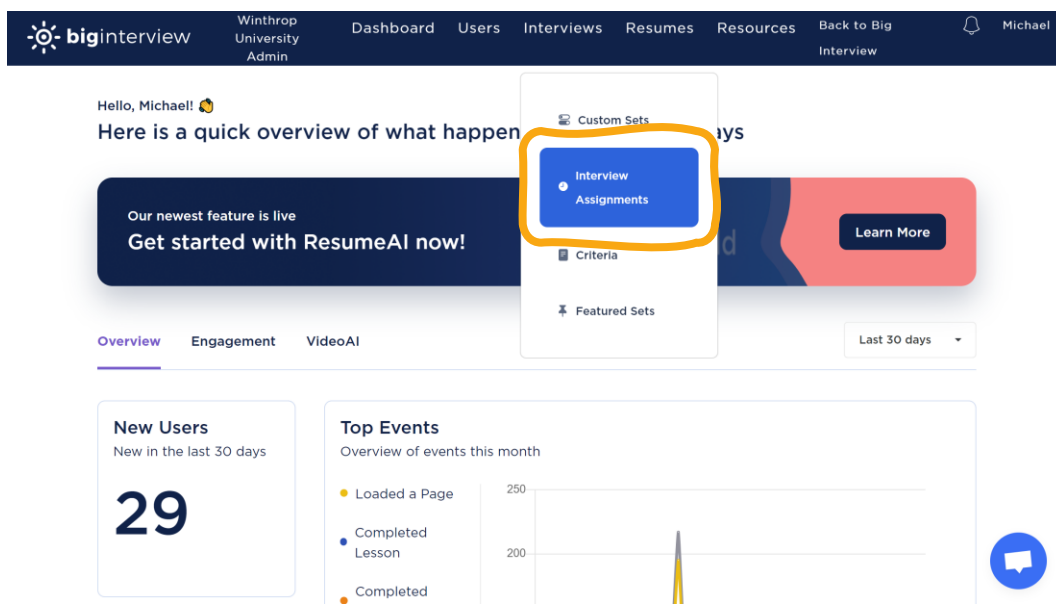


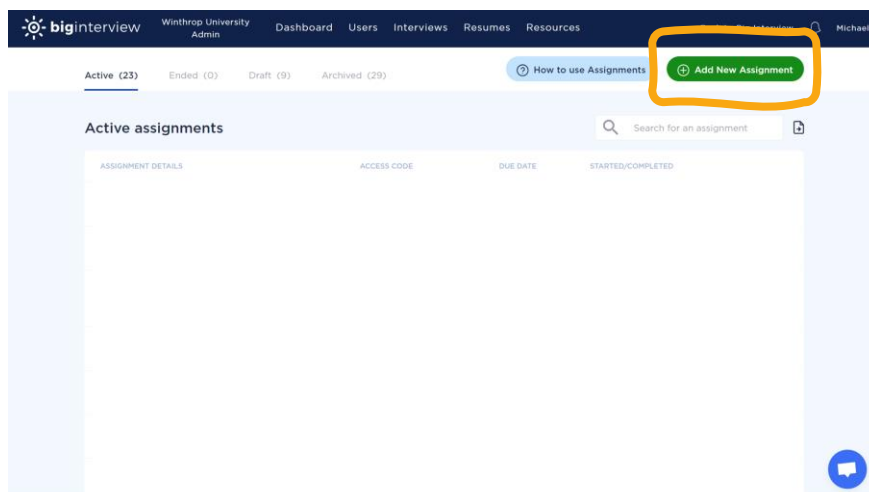


Creating an Assignment in Big Interview (Faculty)

1. To create an assignment in [Big Interview](#), you must be designated as an **Administrator** (org_admin) by your organization. Contact the CDI (careerdev@winthrop.edu) to request access.
2. Click **Interviews** on the navigation bar and select **Interview Assignments**.



3. Click **Add New Assignment**.



4. Under **Assignment Details**, enter a name, description, and due date for the assignment (recommended). If you'd like, you can also set take limits and time limits for each question (optional).

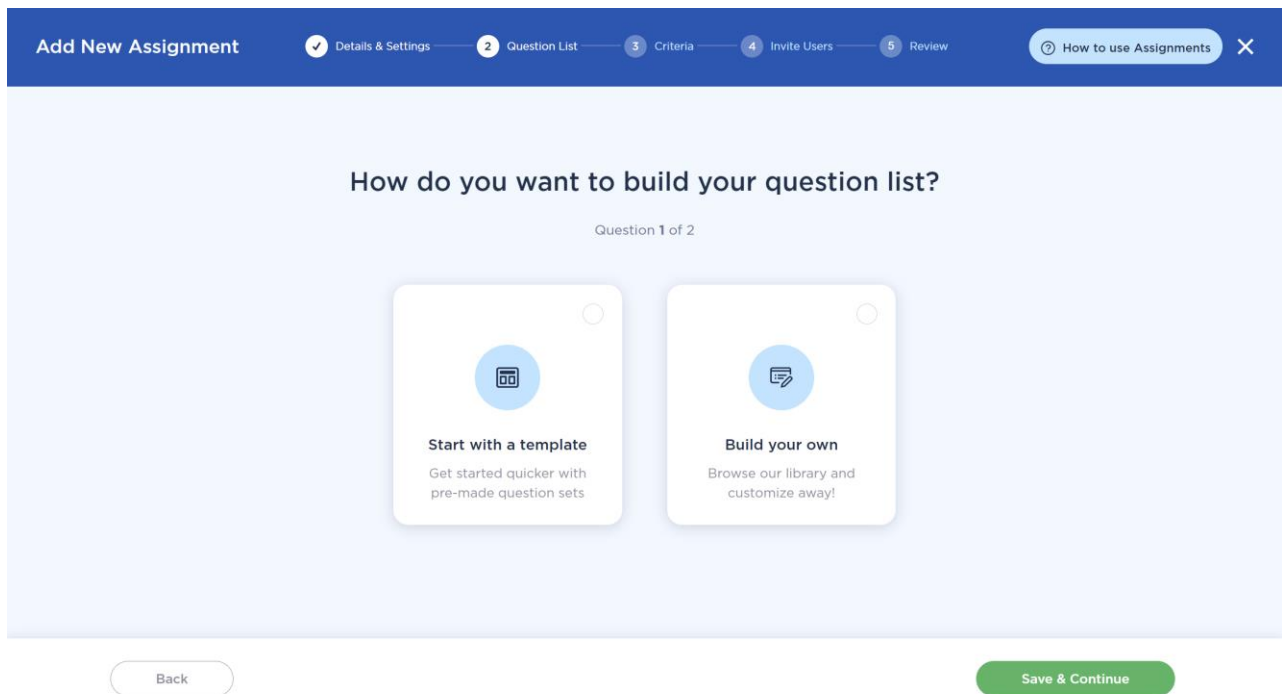
The screenshot shows the 'Add New Assignment' interface. At the top, there is a blue header with the title 'Add New Assignment' and a progress bar with five steps: 1. Details & Settings (active), 2. Question List, 3. Criteria, 4. Invite Users, and 5. Review. A 'How to use Assignments' help button is also present. Below the header, the main content area is titled 'Let's set up your assignment!'. Under the 'Assignment Details' section, there are four input fields: 'Name' (containing 'PSYC 404-001 (Graduate School Interview)'), 'Description (Optional)' (containing 'This version of the assignment is for students interested in graduate school.'), 'Due Date (Optional)' (set to '01 Dec 2023'), and 'Set Takes Limit per Question (Optional)' (set to 'Unlimited'). Below these are two more dropdown menus: 'Set Time Limit per Question (Optional)' (set to '3 Minutes') and another dropdown (set to '0 Seconds').

5. Adjust the **Assignment Settings** to enable the AI and Private Assignment features (recommended).

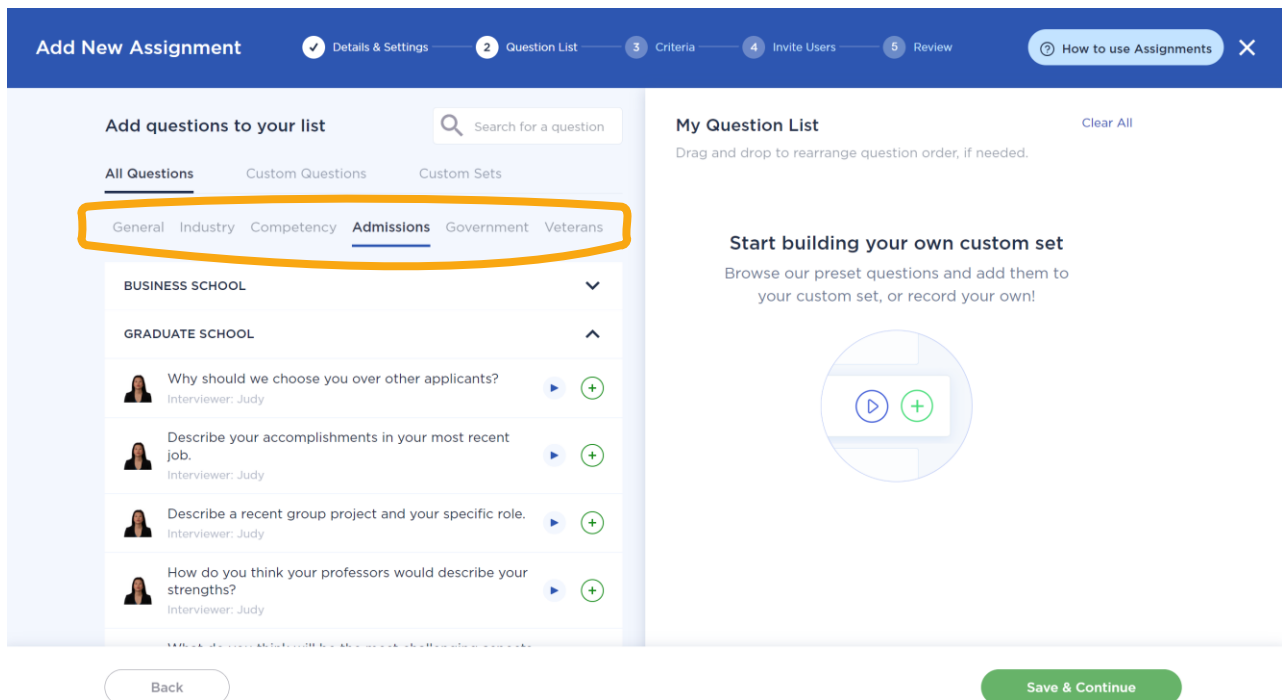
The screenshot shows the 'Assignment Settings (Optional)' section. It contains five toggle switches, each with a title and a description: 1. 'Run VideoAI on all answers' (enabled), with a note: 'Run VideoAI on all answers regardless of length. By default VideoAI analyzes videos that are min: 30s and max 3 min long'. Below this is a yellow warning box: 'Please Note. Video answers shorter than 30 seconds may not provide enough data for an accurate AI analysis.' 2. 'Enable AI during the review' (enabled), with the description: 'When reviewing a video, you have the option to view the AI analysis for each answer'. 3. 'Allow users to share externally' (disabled), with the description: 'Send a link to external collaborators'. 4. 'Private Assignment' (enabled), with the description: 'Only the creator will be able to see and review it'. 5. 'Notify me when a user submits an assignment' (disabled), with the description: 'Be notified by email'.

Save & Continue

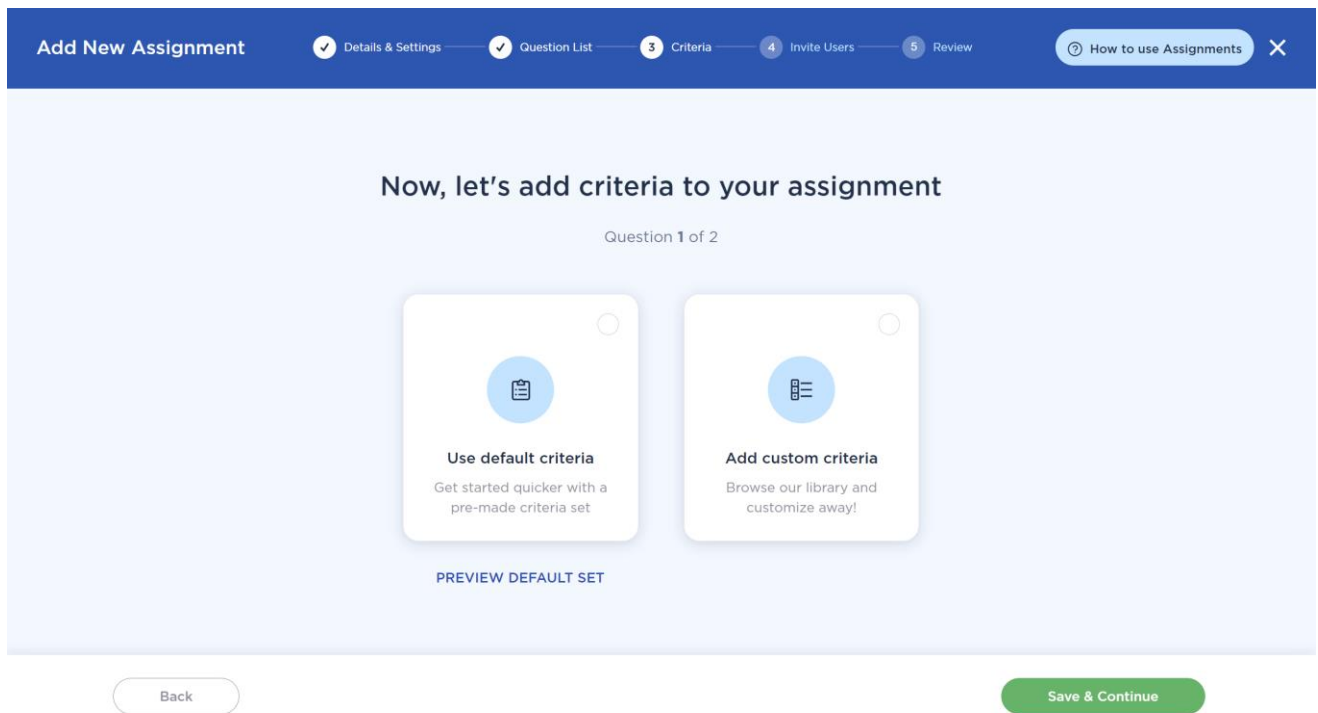
6. Select your interview questions by starting with a template or building your own (recommended).



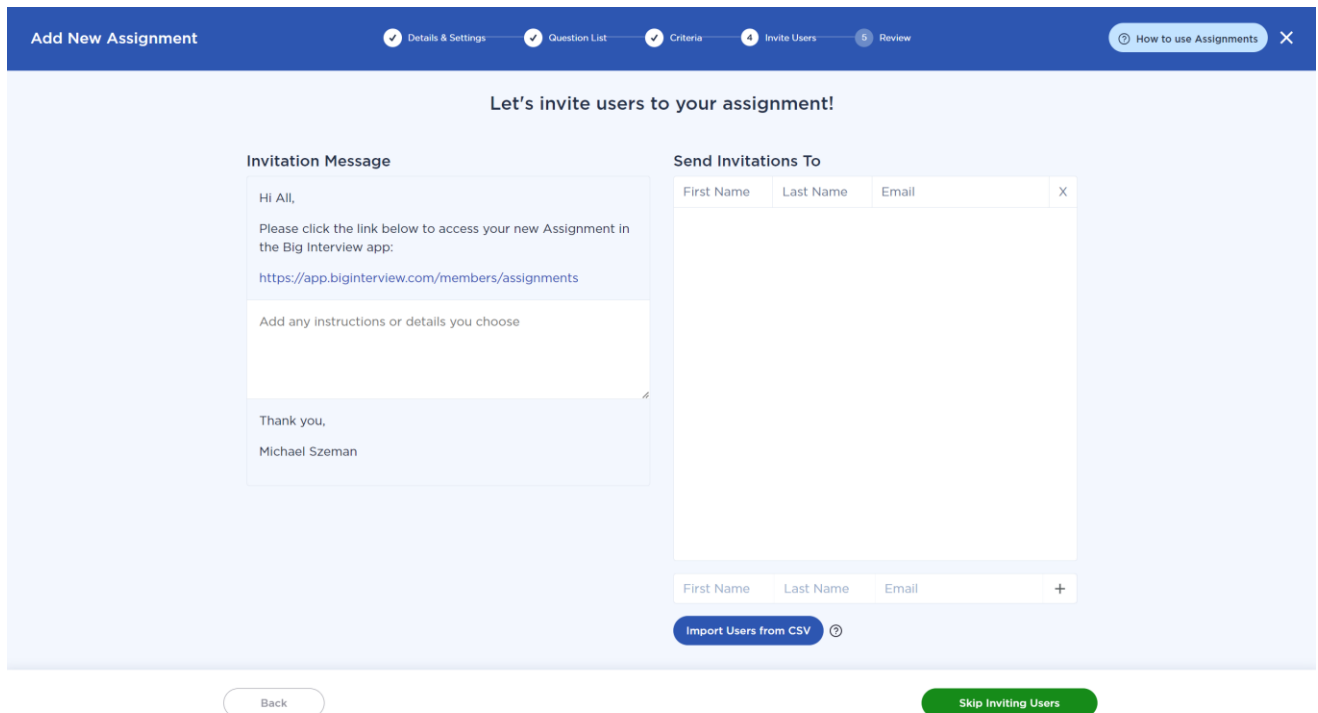
7. Browse preset questions and add them to your custom set or record your own questions (click Custom Questions). Drag and drop to rearrange the question order, if needed.



8. Use default criteria or add custom criteria to your assignment.



9. If you would like to invite users to the assignment, you can add them in bulk via .csv file or add the name and email manually. You'll also have the option to share the assignment using an access code or invite them at a later time.



10. Review the assignment to ensure that all details are correct. Then click **Save & Publish**.

The screenshot shows the 'Review your assignment' interface. At the top, a navigation bar includes 'Add New Assignment' and progress indicators for 'Details & Settings', 'Question List', 'Criteria', 'Invite Users', and 'Review'. A 'How to use Assignments' help link is also present. The main content area displays the assignment title 'PSYC 404-001 (Graduate School Interview)' and a note: 'This version of the assignment is for students interested in graduate school.' Below this, key details are listed: Due Date (December 1, 2023), Time Limit per Question (180 seconds), Take Limit per Question (No take limit), and Other Settings (AI Review Enabled, Run VideoAI on all answers, Private Assignment). At the bottom, there are tabs for 'Questions' and 'Criteria', and a 'Back' button. The 'Save & Publish' button is highlighted with an orange box.

11. Copy the **access code** and share it with your students in case they do not receive an email invitation through the Big Interview system. They can use this code to manually access the assignment through the Interview Assignments page, if needed.

The screenshot shows the 'Interview Assignments' page. The top navigation bar includes the 'biginterview' logo, 'Winthrop University Admin', and menu items for 'Dashboard', 'Users', 'Interviews', 'Resumes', 'Resources', 'Back to Big Interview', and a user profile for 'Michael'. Below the navigation, there are filters for 'Active (23)', 'Ended (0)', and 'Draft (10)'. A 'How to use Assignments' help link and an 'Add New Assignment' button are visible. The main content area shows a table of assignments. The first row is for 'PSYC 404-001 (Graduate School Interview)', created by Michael Szeman. The access code '24f26c' and a 'Copy' button are highlighted with an orange box. The table also shows the date 'Dec 1, 2023' and '1 / 1'.

12. The CDI staff provide feedback on Big Interview assignments. Contact the CDI (careerdev@winthrop.edu) once the assignment has been created and provide the assignment code as well as the desired review date (for grading purposes). Reviews conducted by the CDI will appear under **Other Reviews**.

The screenshot displays the Big Interview web application interface. At the top, the navigation bar includes the 'biginterview' logo, 'Winthrop University Admin', and menu items for 'Dashboard', 'Users', 'Interviews', 'Resumes', 'Resources', and 'Back'. A user profile for 'Michael' is visible in the top right corner. Below the navigation bar, there are links for 'Back to assignments' and 'How to use Assignments'. The main content area is titled 'PSYC 404-001 (Graduate School Interview)' and shows the assignment code '24f26c', 'Copy Code' button, and 'Invite by Email' button. The assignment was created by Michael Szeman on May 24, 2023, and is currently 'ACTIVE'. Below this, there are tabs for 'To Review', 'Reviewed' (which is selected), and 'In progress by user'. A search bar for students is also present. The 'Reviewed' tab shows a table with columns: 'USER DETAILS', 'AI SCORE', 'OTHER REVIEWS', and 'MY REVIEW'. Under 'USER DETAILS', the user is identified as Michael Szeman (szemanm@winthrop.edu) who submitted the review on May 24, 2023. The 'AI SCORE' is represented by a 'SILVER' badge. The 'OTHER REVIEWS' column, which is highlighted with an orange box, shows a star rating of 'N/A'. The 'MY REVIEW' column shows a star rating of '4.0' and an 'Edit review' button. The footer contains copyright information for Skillful Communications, Inc., the Skillful logo, and links for 'What's New', 'Help Center', 'Terms & Conditions', and 'Privacy'.