

# Panopto

Student Video Assignments Setup Guide

# Contents

Student Video Submissions .....	2
Method 1: Panopto Assignment Folder .....	2
Creating a Panopto Assignment Folder.....	2
Closing a Panopto Assignment Folder to new submissions .....	3
Allowing students to see each other's submissions.....	3
Method 2: Blackboard Video Assignment Submission .....	4
Creating a Blackboard Video Assignment Submission.....	4
Viewing Blackboard Video Assignment Submissions .....	4
Other Sources of Help and support for Staff .....	5

## Student Video Submissions

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There are two ways you can create an area in Panopto that facilitates student video submissions. This may be for recorded presentations, performances or other visual multimedia.

**Method 1** creates an **assignment folder** within the main Panopto area of a Blackboard course that students can record or upload to. **Method 2** creates an **assignment submission area** within a Blackboard course that is linked to Panopto and the Blackboard Grade Centre.

This guide requires that the Blackboard course is **already provisioned** for use with Panopto.

### Method 1: Panopto Assignment Folder

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This method is the quickest and easiest to setup and also has the option to share submissions with the wider group at any point. This may be for the purposes of discussion or peer review. However, unlike method 2, it cannot link to the Blackboard Grade Centre and cannot be scheduled.

#### *Creating a Panopto Assignment Folder*

- Login to Blackboard and go to the relevant course
- Click '**Recorded Content**' (Home Hub > Module [or Programme] Information and Support)
- Click the **cog icon** in the top right-hand side of the Panopto Content screen to open the folder settings window



- Click the '**Create Assignment Folder**' link and click '**X**' in the top right-hand side of the window to exit

#### Create Assignment Folder

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

- The new folder will now be created and named with '**[assignments]**' at the end to distinguish it from the main folder

All students enrolled on the Blackboard course will **automatically have permissions to record or upload** to this folder, they will see their own submissions but **not each other's**. All staff enrolled on the Blackboard course will be able to see **all student submissions**. Students will be able to submit new videos **multiple times** while the Assignment Folder is available.

*N.B. Only **one Assignment Folder** can be created in a Panopto folder. If you need more than one Panopto Assignment Folder you can **create sub-folders** in Panopto using the '**Add folder**' button. Each sub-folder can have its own independent Assignment Folder.*

If you have a submission deadline you can **close the folder** to not allow new submissions.

#### *Closing a Panopto Assignment Folder to new submissions*

- Login to Blackboard and go to the relevant course
- Click '**Recorded Content**' (Home Hub > Module [or Programme] Information and Support)
- Click the **cog icon** in the top right-hand side of the Panopto Content screen to open the folder settings window



- Click the '**Close**' link in the Assignment Folder section and click '**X**' in the top right-hand side of the window to exit

#### Close

Closing an assignment folder prevents viewers of this folder from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator.

When a Panopto Assignment Folder is closed staff can **still view all student submissions**.

A Panopto Assignment Folder can also be used for students to **share submissions** with each other. This can be enabled or disabled **at any time** whether the folder is open or closed to submissions.

#### *Allowing students to see each other's submissions*

- Login to Blackboard and go to the relevant course
- Click '**Recorded Content**' (Home Hub > Module [or Programme] Information and Support)
- Click on the **Assignment Folder name** to open it
- Click the **cog icon** in the top right-hand side of the Panopto Content screen to open the Assignment Folder settings window



- Click the '**Settings**' option on the left-hand side

Overview

Share

**Settings**

Search

Order

Manage

- Tick the '**Allow viewers to see each other's sessions**' option and click '**X**' in the top right-hand side of the window to exit

- Allow viewers to see each other's sessions.
- Enable podcast feed
- Allow viewers to make notes public
- Email viewers when new videos are ready
- Disable comments on all sessions in this folder

*N.B. These settings become active **immediately when ticked**.*

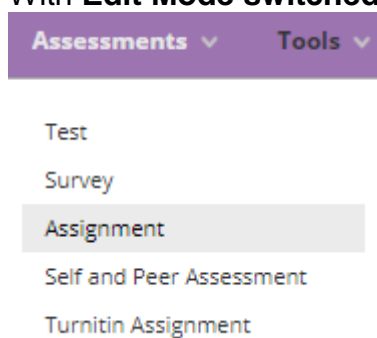
## Method 2: Blackboard Video Assignment Submission

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This method creates a video assignment submission area within Blackboard that is linked to Panopto and also creates a corresponding column in the Blackboard Grade Centre so that feedback can be left by tutors on the recorded submission. However, unlike Method 1, recordings cannot be shared with other students.

### Creating a Blackboard Video Assignment Submission

- Login to Blackboard and go to the relevant course
- Click '**Submission Dropbox**' in the Assessment menu
- With **Edit Mode switched on**, go to the '**Assessments**' drop-down and choose '**Assignment**'



- Enter the name for the assignment then in the '**Instructions**' box click the '**Add content**' button  and choose '**Panopto Student Video Submission**'

**N.B.** If you can't see the 'Add content' button, click on the **3 horizontal dots icon** at the far right of the tools panel.



- After a moment, it will automatically populate with the **student submission instructions** containing 6 steps
- Complete the other details underneath with your specific requirements – **Due Date, Points Possible, Number of Attempts, etc**
- Click '**Submit**'

### Viewing Blackboard Video Assignment Submissions

- Login to Blackboard and go to the relevant course
- Click '**Grade Centre**' in the Course Management section of the course menu
- Click '**Needs Marking**'
- Click the text in the '**User Attempt**' column
- Click the **web link** to the student's video

## Other Sources of Help and support for Staff

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- **Learning Services Wiki**

Visit the Learning Services wiki to access a range of information including, policies, guides and resources.

**Wiki:** [Learning Services Wiki](#)

- **IT and AV Support**

Contact the IT and AV Support Team if you need further assistance or have any further queries about Panopto.

**Email:** [panopto@edgehill.ac.uk](mailto:panopto@edgehill.ac.uk)

**Telephone:** 01695 650800, Option 2.