

Panopto

Submitting Video Assignments Guide

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Student Video Submissions

There are two different ways that Panopto may have been setup by your tutor to facilitate student video submissions.

Method 1 is via an **assignment folder** within the Recorded Content area of your Blackboard course.

Method 2 is via a **graded assignment submission** within the **Submission Dropbox** area of your Blackboard course.

Your tutor will be able to confirm which one they have setup if you are unsure and you will only be able to see your own recordings, **other students will not be able to see yours.**

Method 1: Panopto Assignment Folder

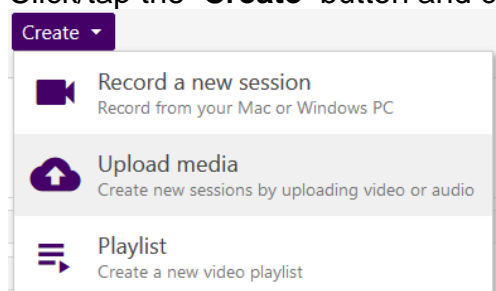
Submit a pre-recorded video to Panopto

If you have pre-recorded your submission as a video on a PC, Mac, video camera or mobile device you can **upload it to the Panopto Assignment Folder** via your Blackboard course. This can be done **straight from the web browser** on your desktop, laptop or mobile device.

If your recording is stored on a **video camera** you will need to insert the **removeable storage** (e.g. SD card) into a card reader or connect the video camera directly to your PC or Mac via USB.

Via a web browser

- Open the web browser on your device
- Login to Blackboard and go to the relevant course
- Click/tap '**Recorded Content**' (Home Hub > Module [or Programme] Information and Support)
- Click/tap the **Assignment Folder name** in the Panopto Content window
- Click/tap the '**Create**' button and choose '**Upload media**'

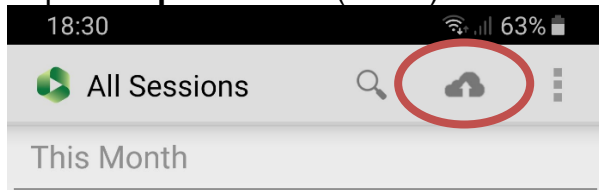


- Click/tap the '**video or audio files**' box
- Locate and select the video file **stored on your device** to upload it

Via the Panopto mobile app

Panopto also has a dedicated **mobile app** that can be used to upload recordings from your device directly to a Panopto Assignment Folder.

- Install the **Panopto app** from your mobile device's **app store**
- Open the **Panopto app** on your mobile device and **sign in**
- Tap the '**Upload**' icon (Cloud)



- Select the relevant **Blackboard course** and **Assignment Folder name** from the list
- Tap the '**Choose video or audio files**' box
- Locate and select the video file **stored on your device** to upload it

Capture and submit a new video to Panopto

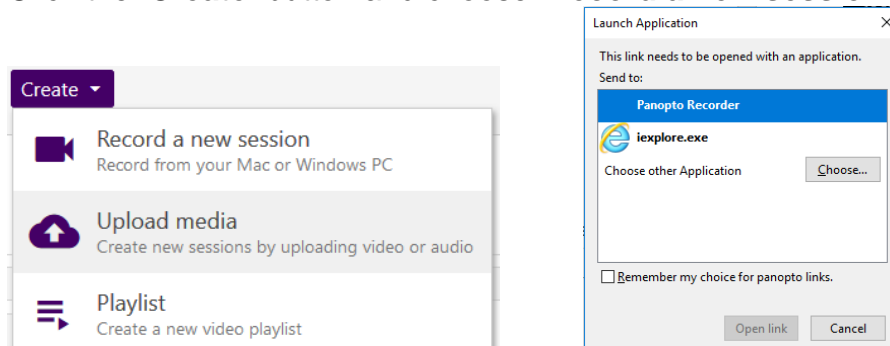
If you want to capture a **new recording for submission** you can use the **Panopto Recorder software** on a PC or Mac which can record multiple concurrent streams (e.g. microphone, computer screen, PowerPoint/Keynote, webcam) and **automatically upload** it to the **Panopto Assignment Folder** within your Blackboard course.

All **classrooms are equipped** with the Panopto Recorder **software, camera and microphone** on the presentation PC/Mac including lecture theatres and Catalyst study rooms.

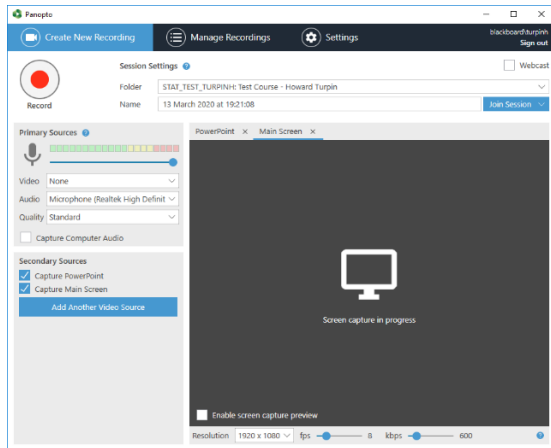
The Panopto Recorder software can also be **downloaded for installation at home** via Blackboard. (See below)

Recording to Panopto in a teaching room, study room or at home

- Login to Blackboard and go to the relevant course
- Click '**Recorded Content**' (Home Hub > Module [or Programme] Information and Support)
- Click the **Assignment Folder name** in the Panopto Content window
- Click the '**Create**' button and choose '**Record a new session**'



- If the Panopto Recorder software is **already installed**, select the option to **Open Panopto** to launch it and auto-login, otherwise you can click **Download Panopto** to download and install it on your home computer then **once it is installed** click **Open Panopto**
*N.B. When Panopto Recorder loads, it is important to check the **audio from the microphone** is working – at home ensure you have a **microphone connected and configured***



- Say a few words and ensure that the colour microphone **level indicator activates**
 *If it does not, check that the microphone is **on and unmuted** before you continue
- Select the **appropriate sources** you want to record (video camera, PowerPoint, screen)
- If using a PowerPoint presentation on a **Windows PC**:
 - Load the file but **don't run the slideshow yet** as Panopto will do that for you
 - In the Panopto Recorder software, click the **PowerPoint tab** and tick '**Start presenting when recording starts**'
 - Click the red '**Record**' button
 - Deliver your presentation when the slideshow starts
- If using a PowerPoint presentation on a **Mac**:
 - Load the file and **open the slideshow on the first slide** ready to present
 - Press **Option + Command + R** to start Panopto recording
 - Deliver your presentation
- At the end of the session go to the Panopto Recorder software and **click 'Stop'** or just press **F10** on a Windows PC or **Option + Command + S** on a Mac
- When the recording stops click '**Done**' and it will **automatically upload** to the Assignment Folder within the Blackboard course
- Wait until the upload has completed **before closing the Panopto Recorder software**
- The recording will be available to **you and your tutors** via the '**Recorded Content**' link in the Blackboard course then clicking the Assignments Folder name

Method 2: Blackboard Video Assignment Submission

Submit a pre-recorded video to Blackboard

If you have pre-recorded your submission as a video on a PC, Mac, video camera or mobile device you can **upload it to the Blackboard Assignment Submission Dropbox** via your Blackboard course. This can be done **straight from the web browser** on your desktop, laptop or mobile device.

If your recording is stored on a **video camera** you will need to insert the **removeable storage** (e.g. SD card) into a card reader or connect the video camera directly to your PC or Mac via USB.

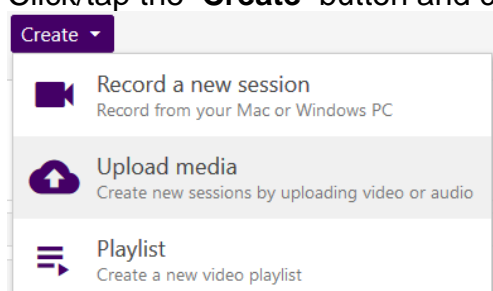
Via a web browser


- Open the web browser on your device
 - Login to Blackboard and go to the relevant course
 - Click/tap '**Submission Dropbox**' in the Assessment menu
- The assignment will look like this and contain the instructions to submit your video:

Video Submission

Step 1: Record or upload your video in Panopto. To start creating your video, [click here to open your personal folder](#).
Step 2: Open the assignment in Blackboard and select **Write Submission**.
Step 3: In the text editor, expand **Mashups** and select **Panopto Student Video Submission**.
Step 4: A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.
Step 5: Select the video you wish to submit and click **Insert**.
Step 6: Your video will be added to the submission. Add any extra information and **Submit**.

- Click/tap the **assignment** (e.g. Video Submission) to open the **Upload Assignment** screen
- Click/tap '**click here to open your personal folder**' to open your personal '**My Folder**'
- Click/tap the '**Create**' button and choose '**Upload media**'



- Click/tap the '**video or audio files**' box
- Locate and select the video file **stored on your device** to upload it
- Once uploaded close the **Panopto browser tab** and return to the **Upload Assignment** screen
- Under **Assignment Submission**, select '**Write Submission**'
- 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.



- Select the video to submit from your personal '**My Folder**' and click/tap '**Submit Video**'
- A **link** will be created, named with the **title of your video** and will appear in the text box
- **Do not edit or change this in any way**
- Click '**Submit**'

Capture and submit a new video to Blackboard

If you want to capture a **new recording for Blackboard submission** you can use the **Panopto Recorder software** on a PC or Mac which can record multiple concurrent streams (e.g. microphone, computer screen, PowerPoint/Keynote, webcam) and **automatically upload** it to your personal **'My Folder'** ready for submission within your Blackboard course.

All **classrooms are equipped** with the Panopto Recorder **software, camera and microphone** on the presentation PC/Mac including lecture theatres and Catalyst study rooms.

The Panopto Recorder software can also be **downloaded for installation at home** via Blackboard. (See below)

Recording to Blackboard in a teaching room, study room or at home

- Login to Blackboard and go to the relevant course
 - Click/tap **'Submission Dropbox'** in the Assessment menu
- The assignment will look like this and contain the instructions to submit your video:

Video Submission

Step 1: Record or upload your video in Panopto. To start creating your video, [click here to open your personal folder](#).

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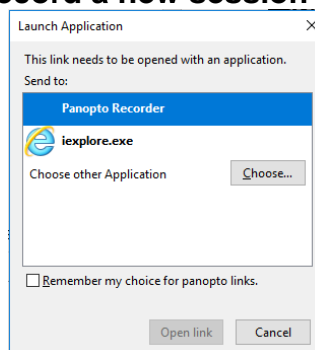
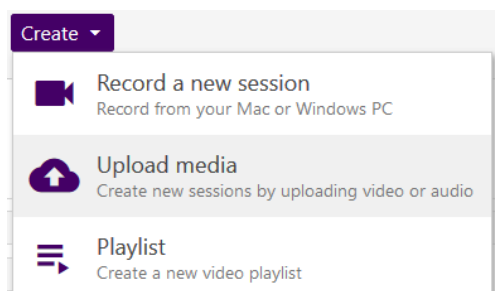
Step 3: In the text editor, expand **Mashups** and select **Panopto Student Video Submission**.

Step 4: A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.

Step 5: Select the video you wish to submit and click **Insert**.

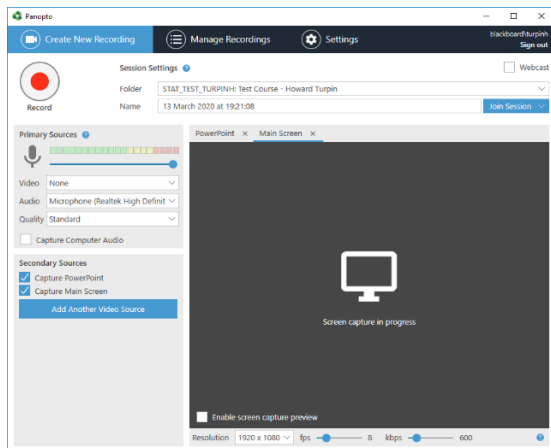
Step 6: Your video will be added to the submission. Add any extra information and **Submit**.

- Click/tap the **assignment title** (e.g. Video Submission) to open the **Upload Assignment** screen
- Click/tap **'click here to open your personal folder'** to open your personal **'My Folder'**
- Click the **'Create'** button and choose **'Record a new session'**



- If the Panopto Recorder software is **already installed**, select the option to **Open Panopto** to launch it and auto-login, otherwise you can click **Download Panopto** to download and install it on your home computer then **once it is installed** click **Open Panopto**

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 - Load the file and **open the slideshow on the first slide** ready to present
 - Press **Option + Command + R** to start Panopto recording
 - Deliver your presentation
- At the end of the session go to the Panopto Recorder software and **click 'Stop'** or just press **F10** on a Windows PC or **Option + Command + S** on a Mac
- When the recording stops click '**Done**' and it will automatically upload to your personal '**My Folder**'
- Wait until the upload has completed **before closing the Panopto Recorder software**
- Once uploaded **close the Panopto Recorder software** and return to the **Upload Assignment** screen
- Under **Assignment Submission**, select '**Write Submission**'
- 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.



- Select the video to submit from your personal '**My Folder**' and click/tap '**Submit Video**'
- A **link** will be created, named with the **title of your video** and will appear in the text box
- **Do not edit or change this in any way**
- Click '**Submit**'