Edge Hill University

Panopto

Submitting Video Assignments Guide

Contents

Student Video Submissions

A Blackboard Assignment can be setup by your tutor to facilitate student video submissions using Panopto.

A Blackboard Assignment is a **graded assignment submission** within the **Assignments** area of your Blackboard Ultra course so that you can record and upload videos to Panopto and submit them.

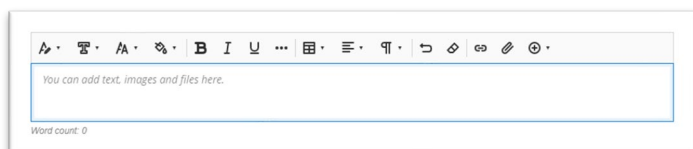# Blackboard Ultra Video Assignments

Submit a pre-recorded video

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** 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 (Google Chrome is preferred) on your device
- Login to Blackboard and go to the relevant course
- Open the **'Assessment'** section and click the name of the assignment
- Click the **'View assessment'** button
- Click in the **Submission** text box

- Click the **'Insert content'** button ⊕ on the text box toolbar and choose **'Content Market'**
- Click **'Panopto Student Video Submission'**
- Click the **'Upload'** tab
- Click the **'video or audio files'** box
- Locate and select the video file **stored on your device** to upload it
- Once uploaded, click the **'Insert'** button
- Type an **appropriate name** for the video submission in the **'Display Name'** box
- Click the **'Insert'** button
- You will see an image of your video on the assignment screen
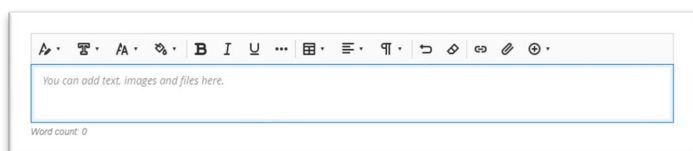- Click **'Submit'**

Capture and submit a new video

If you want to capture a **new recording for submission** you can use the **Panopto Recorder desktop app** or the **Panopto Capture web browser app** on a PC or Mac which can record multiple concurrent streams (e.g. microphone, computer screen, PowerPoint/Keynote, webcam) and **automatically upload** it for submission to the **Blackboard Assignment** within your Blackboard course.
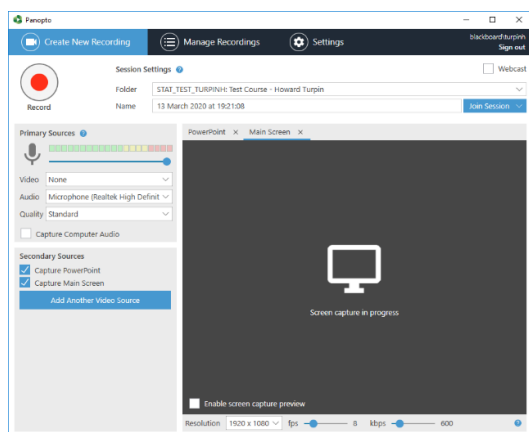
All **classrooms, lecture theatres and Catalyst study rooms are equipped** with the Panopto Recorder **desktop app, camera and microphone** on the presentation PC or Mac. The Panopto Recorder desktop app can also be **downloaded for installation at home**. *(See below)*

Via the Panopto Recorder desktop app
- Open the web browser (Google Chrome is preferred) on your device
- Login to Blackboard and go to the relevant course
- Open the **'Assessment'** section and click the name of the assignment
- Click the **'View assessment'** button
- Click in the **Submission** text box

- Click the **'Insert content'** button ⊕ on the text box toolbar and choose **'Content Market'**
- Click **'Panopto Student Video Submission'**
- Click the **'Record'** tab
- If the Panopto Recorder desktop app is **already installed**, select **'Launch App'** to launch it and auto-login, otherwise you can click **'Download'** to download and install it on your home computer, then **once it is installed** click **'Launch App'**
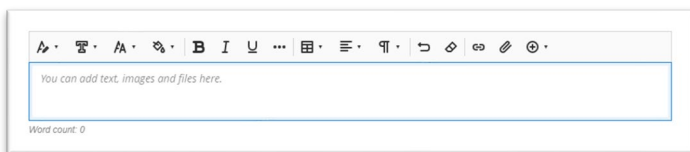

*Note: When Panopto Recorder loads, it is important to check the **audio from the microphone** is working – at home ensure you have a **microphone connected and configured***
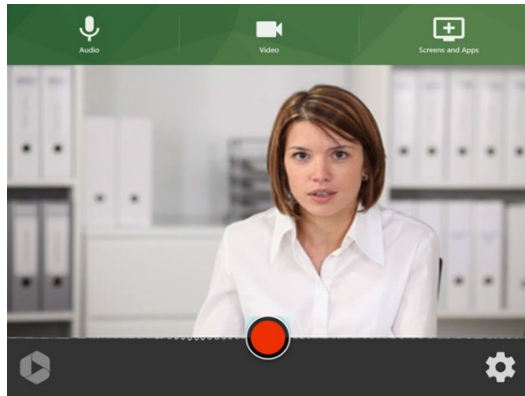
- Say a few words and ensure that the colour microphone **level indicator activates**
  *If it does not, check that the microphone is **on and unmuted** before you continue*

- 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 desktop app, 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 presentation either go back to the Panopto Recorder desktop app 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'** in Panopto
- Once uploaded **close the Panopto Recorder desktop app** and return to the **Record** screen
- Click the **'Insert'** button
- Click the **'Insert'** button in the **'Display Name'** box
- You will see an image of your video on the assignment screen
- Click **'Submit'**

Via a web browser using the Panopto Capture app
- Open the web browser (Google Chrome is preferred) on your device
- Login to Blackboard and go to the relevant course
- Open the **'Assessment'** section and click the name of the assignment
- Click the **'View assessment'** button
- Click in the **Submission** text box

- Click the **'Insert content'** button ⊕ on the text box toolbar and choose **'Content Market'**
- Click **'Panopto Student Video Submission'**
- Click the **'Record'** tab
- Select **'Launch Capture'**
- If prompted to give Panopto access to your microphone and camera – choose to **Allow**

For an alternative format, please contact IT and AV Support
email lsitavsupport@edgehill.ac.uk

Note: When Panopto Capture 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 **audio waveform** either side of the red Record button is **moving as you speak**
- If you want to use a different microphone from the one automatically chosen, select the **microphone icon** from the top toolbar and select the microphone from those shown
- If you want to use a different camera from the one automatically chosen or remove the camera from being recorded, select the **camera icon** from the top toolbar and select the camera from those shown, or deselect the camera if no camera recording is required
- If you need to record a screen, application window or an individual web browser tab, select the **monitor icon** from the top toolbar and choose from the entire screen, an application window or browser tab and click the **'Share'** button below
- Begin recording by clicking the red **'Record'** button and you will see a **5 second countdown** before recording starts
- To stop recording, click the red **'Stop'** button and **wait for the recording to upload**
- Once uploaded **close the Panopto Capture browser tab** and return to the **Record** screen
- Click the **'Insert'** button
- Click the **'Insert'** button in the **'Display Name'** box
- You will see an image of your video on the assignment screen
- Click **'Submit'**