Quick Guide Panopto Video Assessment

To submit your video file for assessment submission:

1. Go to the video assignment submission area in Blackboard (your lecturer will provide instructions to this location).
2. Upload or record a video to your personal folder in Panopto. If your video file is already in your Panopto library, proceed to step 3.
3. Select the Write Submission button. Find and locate your video and insert it.
4. Add any additional text or attachments, as detailed in the assignment description.
5. Submit your assignment

1. Open the Assignment Submission Link

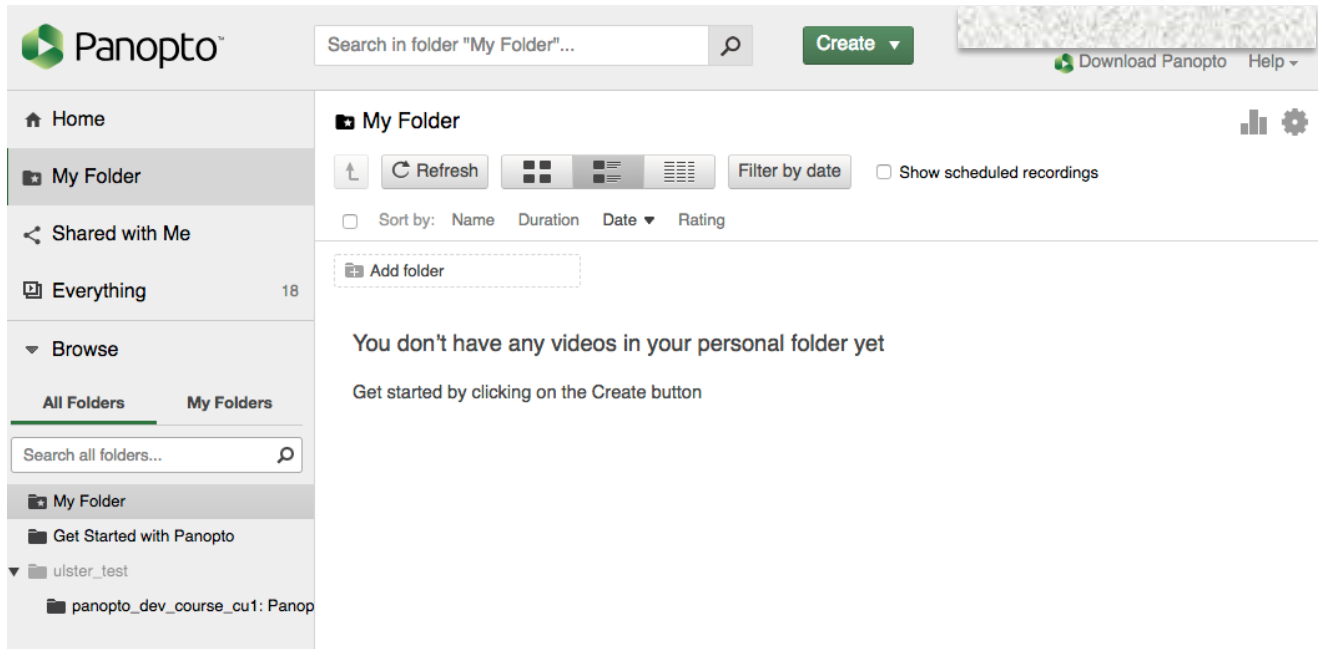Go to the video submission area in Blackboard provided by your lecturer.

In the instructions for the assignment, select the **click 'here'** link (circled in red below).
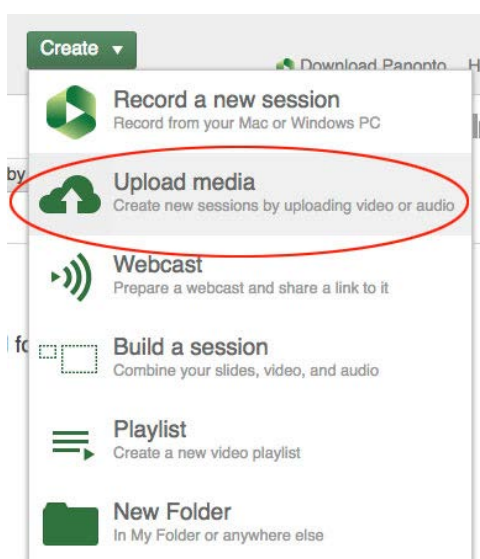
Panopto

Step 1: Prepare your video in Panopto video library. If it's not ready, click here to navigate to your personal folder in Panopto.
Step 2: Videos are submitted as part of assignments via clicking on "Write Submission".
Step 3: In the text editor expand "Mashups" and select "Panopto Student Video Submission".
Step 4: If your submission is not in the default personal folder select the folder where your submission is stored.
Step 5: Once at the folder your submission is located select the submission and click "Insert".
Step 6: Once your submission has been added to the text editor add any extra information and submit.

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This will display your personal folder.

2. Upload or Record a Video

To record or upload a video, first click the green **Create** button.

Select '**Upload Media**' if you have an existing recording on your computer. Follow the screen prompts to upload your video file. When a video has finished uploading and processing, you will see a thumbnail image of the video.

OR

Select '**Record a new session**' if you wish to capture a new recording from your desktop (you will be prompted to download and install Panopto Recorder if it is not install on your computer).

3. Select the Write Submission button

Click on the Submission title link above the step-by-step instructions.

Content

Panopto

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In the **Upload Assignment** page, click the **Write Submission** button.

Upload Assignment: Panopto

ASSIGNMENT INFORMATION

Points Possible
100

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ASSIGNMENT SUBMISSION

Text Submission   Write Submission

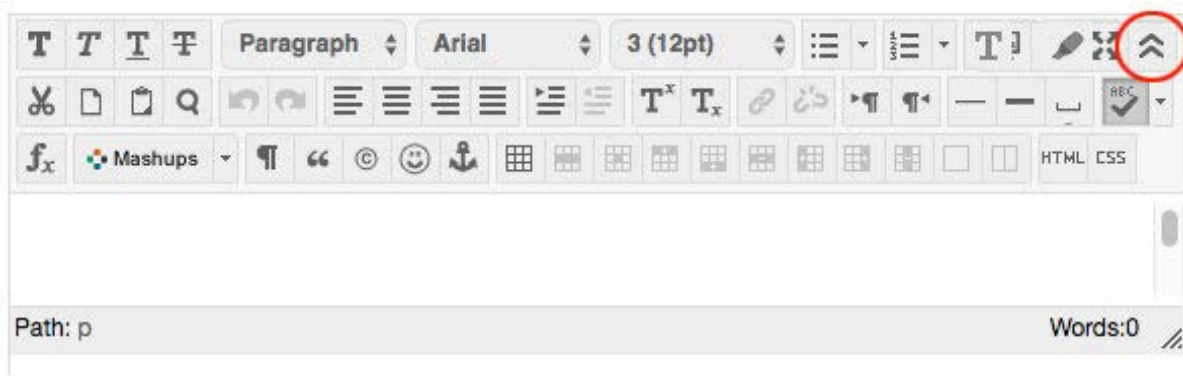Attach Files   Browse My Computer   Browse Content Collection

When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** *to save changes and continue working later or click* **Cancel** *to quit without saving changes.*
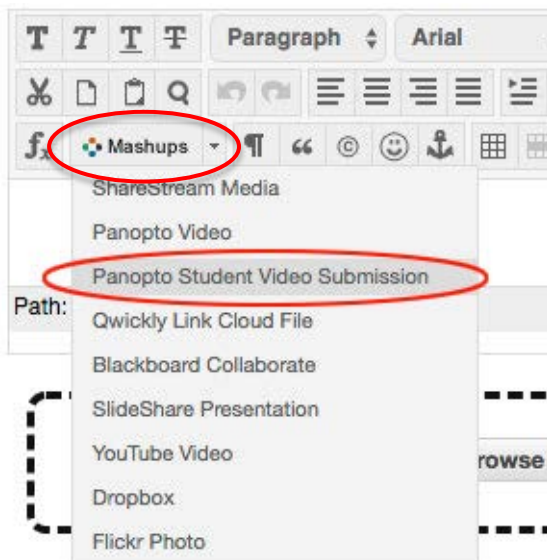
Cancel   Save Draft   **Submit**

This will reveal the text editor tool. If the text editor does not show 3 toolbars as below, select the **Show More** button.

Select the **Mashups** button and choose **Panopto Student Video Submission** from the drop-down menu:

The **Select Panopto Videos** pop-up window will open. This will show all the videos in your personal folder:

SELECT PANOPTO VIDEOS

My Folder ▼

○ sample
13/08/2018

Cancel   **Submit Video**

Select the radio button next to the video you want to use, then click the **Submit Video** button. A link pointing to your video will be embedded in the submission text (in this example the file was called 'sample'):

sample

Path: p » a   Words:1

4. Add any additional text or attachments

Attach any additional files or comments as required by the assignment and then select the **Submit** button to submit your completed assignment.