Student tip sheet: Panopto video assessment (Mac)

Making a video presentation using Panopto on Mac OS


Go to the assignment/assessment link (2) in your Blackboard unit; usually under the heading “Assessments” or “Assignments” (1) and click “here” (3) to sync Blackboard to Panopto.

You will not be able to successfully submit your assignment if you miss the previous steps.

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Go [here](https://intranet.ecu.edu.au/learning/learning-technologies/panopto-lecture-capture/panopto-for-students) for further student technology support
Following the Panopto download, click on “Create” (4) to “Record a new session” (5). Upload media is an option if you pre-record a presentation on another platform: several media file types are accepted.

“Open Panopto” (6).

**Record a new session**

**Open Panopto**

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

**Download Panopto**

Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.
Recorder options explained

1. Make sure “My Folder” is selected. If the folder is set to “Offline Recording”, sign in with your ECU username and password.

2. Name your recording; unit code, student number, and surname i.e. REC1001_99999999_Jones

3. Choose the “FaceTime HD Camera” to show your face and background or select “None”. This is a primary recording source and cannot be easily removed through editing.

4. Audio must be selected to record. Choose the “Built-in Microphone” or any device you plug in. This is also a primary recording source.

5. “Capture Computer Audio” if you wish to record sound through your computer i.e. music.

6. If a PowerPoint presentation is used in the recording, tick “Record PowerPoint”, and open the PowerPoint on your desktop.

7. If you wish to record your screen, select the “Source”/screen to be recorded; a preview is visible above this selection. This is a secondary recording source and multiple secondary sources can be captured concurrently, but editing is required to change the focus on each source so the viewer can follow the video presentation in the correct sequence.

8. The “Manage Recordings” window displays the recordings stored on your device as well as the processing status of your video.

PowerPoint recordings

Select the “Record PowerPoint” option (12) and open the PowerPoint on your desktop.

Arrange the Panopto recorder and the PowerPoint in overlapping tiles so that you can access each through the recording process.

Go here for further student technology support
When ready to record, click on the “Record” button then click on the open PowerPoint. You MUST put the PowerPoint slides in “Presenter” mode or they will not be captured in the recording.

If capturing “Video” (your face and background), remember to keep within the camera frame whilst presenting the slides; you will not be able to see yourself, as the slides will hide the Panopto recorder during the presentation.

Use the arrow keys to move through the slides so your mouse click is less audible.

At the end of the slideshow the recorder will be revealed once more; the escape button can also be used to exit the PowerPoint slideshow revealing the recorder.

**Screen recordings**

Select the “Record PowerPoint” option (12) and open the PowerPoint on your desktop. When recording the screen, there are a few things to be aware of:

- Be prepared! Open all programs or websites to display in the recording.
- Close any applications or screens that may appear or pop-up in a recording i.e. email or social media notifications.
- Only “Capture Computer Audio” if sound from the computer must be recorded i.e. music.

When all the necessary options are selected, click “Record” or click on option+command+R (short-cut). When the recording is finished, press the “Stop” button on the Panopto recorder or click on option+command+S (short-cut).

The final step is to upload the recording for publishing. If you are happy ☑️ with the recording, click on “Upload” (15), if you are not happy ☝️ with the recording, click on “Delete and record again” (16). There is another opportunity to name the recording; highlight the date/time and type the new “Session name” (17).
The following screen displays the progress of the recording; the most recent recording is “Uploaded – Processing” (18). If the recording is long and contains PowerPoint slides, it will take a bit of time to process. The recording can be edited once the “Edit” link (19) becomes available.

Editing a Panopto recording

Click on “Edit” (19) to reveal the edit options. Click on the scissors to make cuts (20) and click on the plus symbol (21) to add quizzes (22), add YouTube videos (23), and insert other Panopto recordings (24).
Submitting a Panopto recording to a Blackboard assignment link

Go back to the assignment/assessment link (26) in your Blackboard unit; usually under the heading Assessments or Assignments (25). There is no need to sync Panopto to Blackboard any longer by clicking on “here”, as was previously instructed; instead, continue through the steps beginning at “Step 2” (27).

Click on “Write Submission” (28). If the menu does not reveal the “Mashups” (30), click on the arrows/chevrons (29) then click on “Mashups” (30) and select “Panopto Student Video Submission” (31); this selection is IMPORTANT, do not select “Panopto Video”.

If the assignment task requires additional supporting documentation, use the “Attach Files” feature (32).
Select the video for submission (33) and click on “Submit Video” (34). If more than one video is required for submission, repeat steps (30)+(31)+(33)+(34).

The video will appear as a link (35) if successfully submitted; not a video. Additional text can be added either side of the link and additional files can be attached (36).
Once the recording is linked, scroll down and read the “Student Declaration”, then “Submit” (37).

By submitting your assignment you are indicating that you have read the Student Declaration below and that you agree and certify as stated in the declaration.

Student Declaration
I/We certify that the attached assignment is my/our own work and that any material drawn from other sources has been acknowledged. This work has not previously been submitted for assessment in any other unit or course.

Copyright in assignments remains my/our property. I/We grant permission to the University to make copies of assignments for assessment, review and/or record keeping purposes. I/We note that the University reserves the right to check assignments for plagiarism. Should the reproduction of all or part of an assignment be required by the University for any purpose other than those mentioned above, appropriate authorisation will be sought from me/us on the relevant form.

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.

An email will be sent to your student email account to confirm the successful submission of your video assignment; similar to the message below.

Your work was received!
You successfully submitted your unitwork. Each time you submit unitwork, you receive a unique confirmation ID to verify when your submission was received. You can view your submission receipts on your My Grades page.

Submission details:
Submission confirmation ID: a61b4361d6d94fe99c61b3701fbb61
Title of unit: Kates Technical Support Site 2019
Unit ID: Kates_Technical_Support_Site
Title of unitwork: Mobile device record and upload from iPhone
Date/time of submission: 14/02/2020 4:22 PM
Size of written submission: 0.2 kb
Size and name of files received: Panopto student instructions.docx (1.429.9 kb)
Unique Item ID (for administrator use only): _126248_1

Go here for further student technology support