

Submitting a Panopto assignment



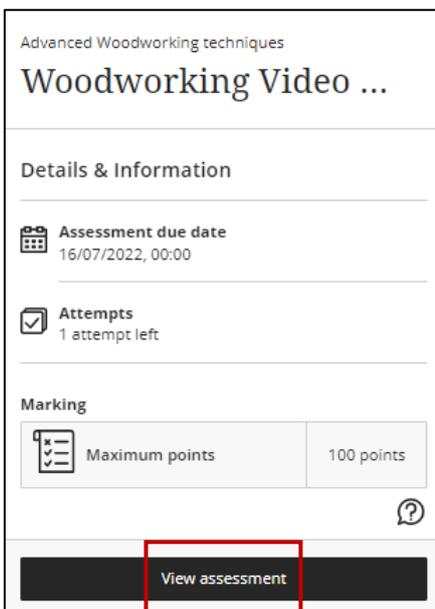
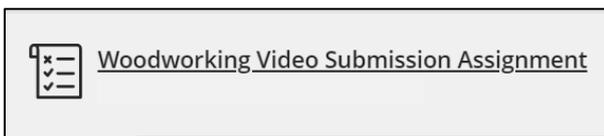
This guide will explain how to submit to a Panopto assignment in Blackboard. It will also cover how to upload any supporting documents at the same time (such as presentation slides) if you are required to do so.

Please use Google Chrome when using Panopto and Blackboard for the best experience.

Record and Submit a Video assignment

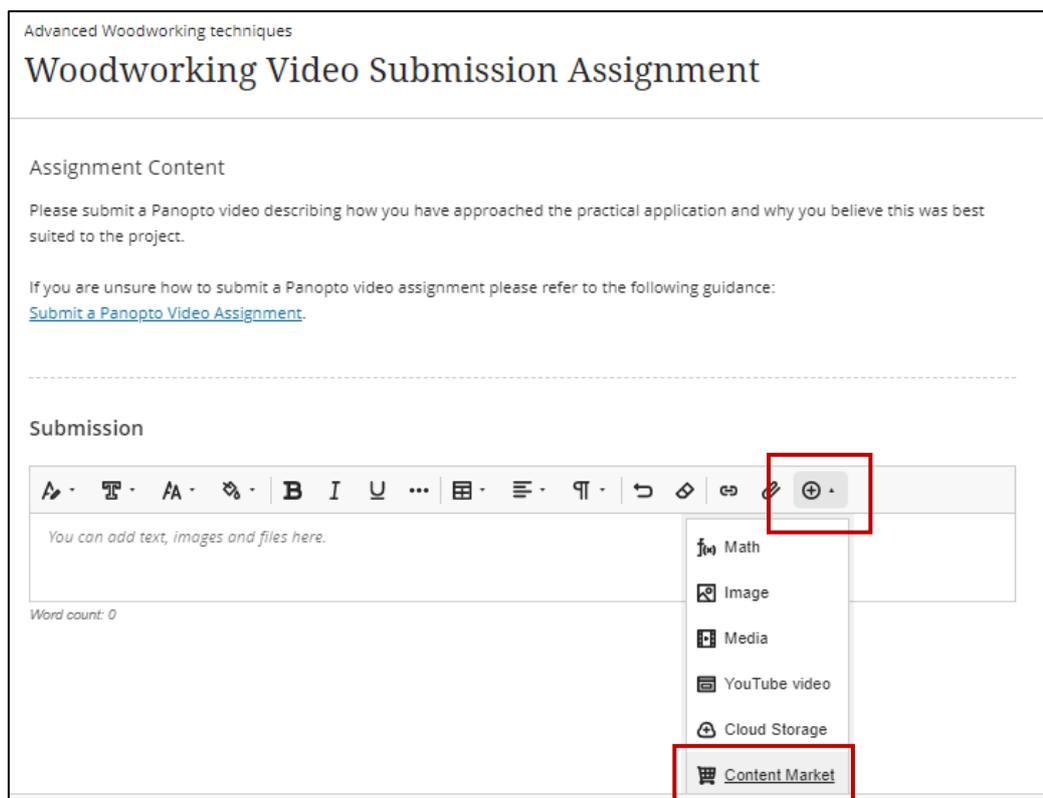
Step 1

Click the assignment name from your Blackboard Module and click **View assessment**.



Step 2

Click in the submission text box and then select the **plus icon**. Select **Content Market** from the dropdown menu that appears.



Advanced Woodworking techniques

Woodworking Video Submission Assignment

Assignment Content

Please submit a Panopto video describing how you have approached the practical application and why you believe this was best suited to the project.

If you are unsure how to submit a Panopto video assignment please refer to the following guidance:
[Submit a Panopto Video Assignment.](#)

Submission

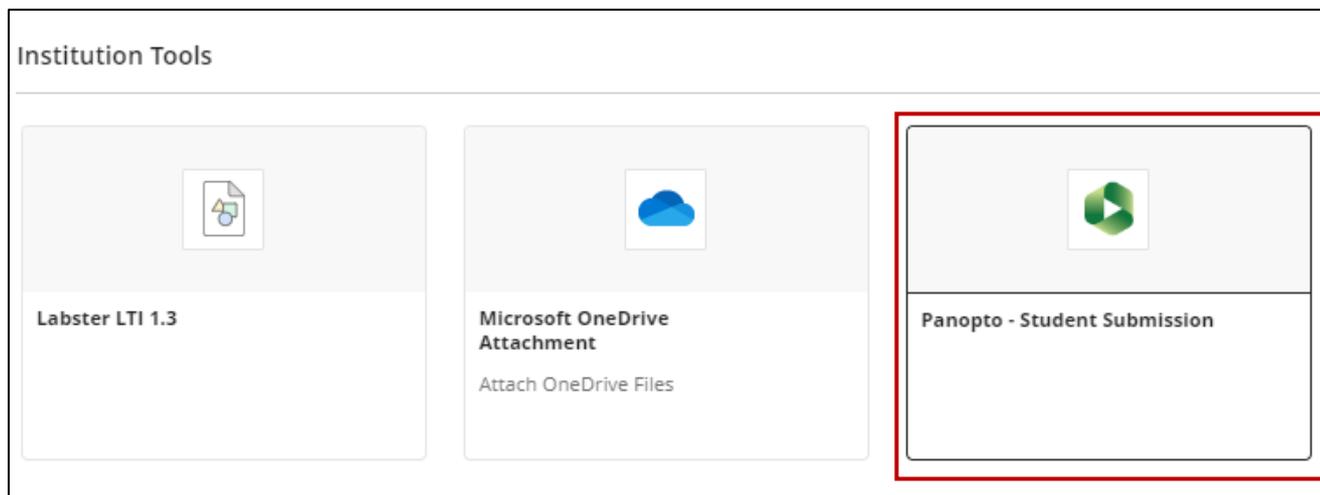
You can add text, images and files here.

Word count: 0

The screenshot shows a rich text editor toolbar with a plus icon circled in red. A dropdown menu is open, listing options: Math, Image, Media, YouTube video, Cloud Storage, and Content Market. The 'Content Market' option is also circled in red.

Step 3

From the list of Institution Tools select **Panopto - Student Submission**.



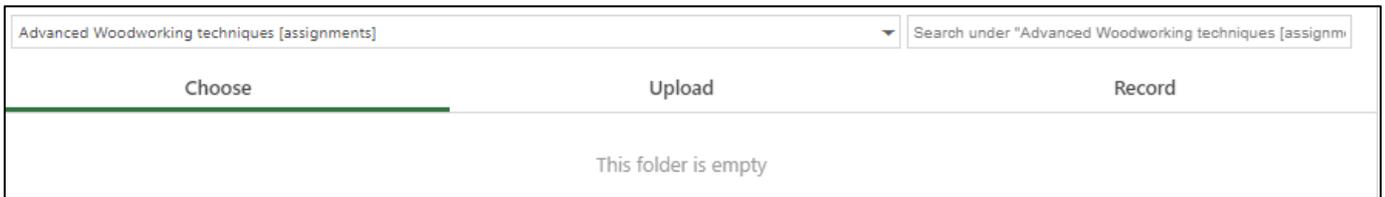
Institution Tools

- Labster LTI 1.3**
- Microsoft OneDrive Attachment**
Attach OneDrive Files
- Panopto - Student Submission**

The screenshot shows three tool cards. The 'Panopto - Student Submission' card is highlighted with a red border.

Step 4

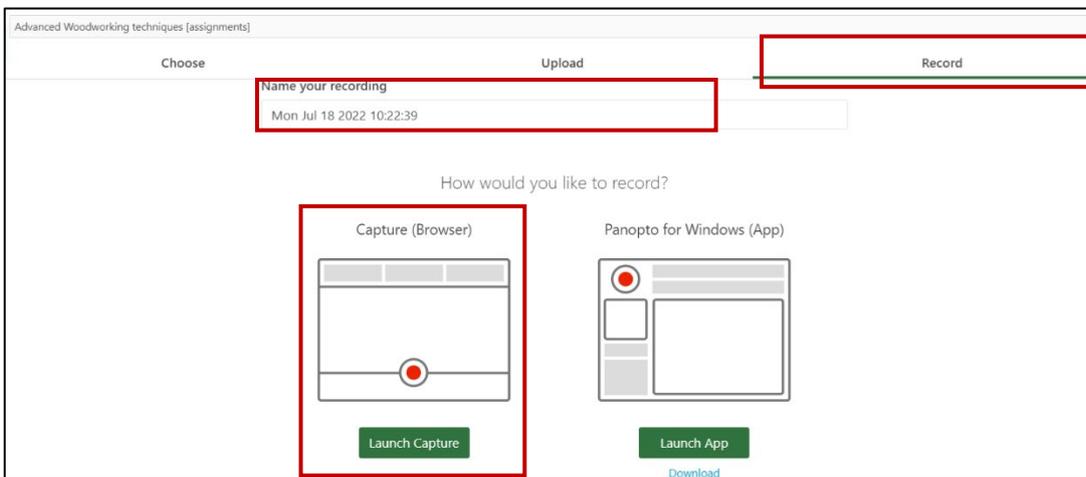
When selected the Panopto interface will open. Out of the three available options you will need to select either **Record (see Step 4a)** if you have yet to record your video or **Upload (see Step 4b)** if you have recorded your video elsewhere.



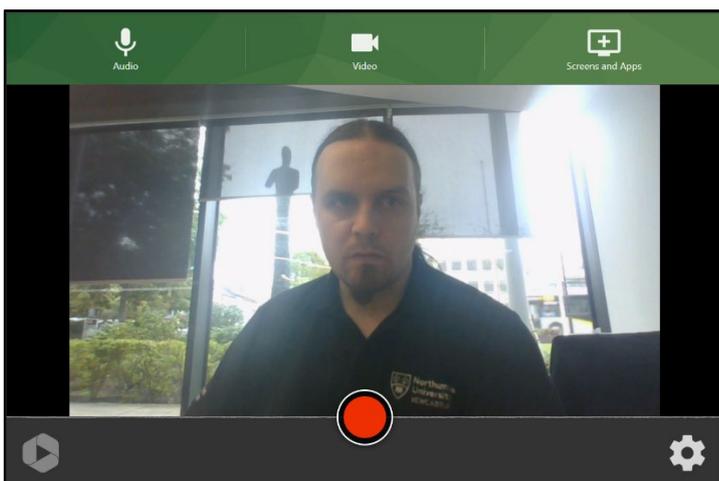
Step 4a - Record

On the **Record** tab, select the **Capture (Browser) / Launch Capture** option to start the recording process.

Note: You can rename your recording by clicking in the text box and altering the recording name.



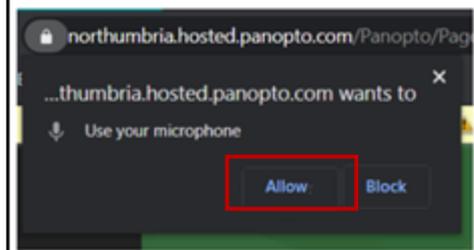
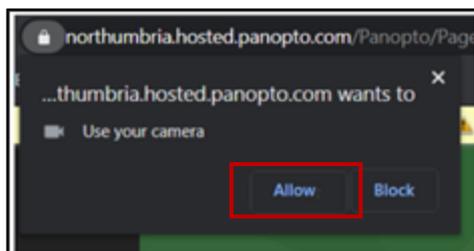
This will load the web capture tool.



Note: If this is your first time accessing Panopto Capture, the tool may request access to your webcam and microphone.

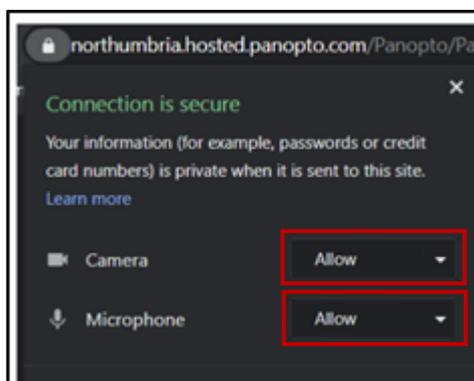
This is just so that Panopto Capture can use them as a source, click **Allow** so that you can use them with Panopto Capture.

You should first be asked for access to your camera, followed by your microphone.



If you choose to Block either of these, you can adjust the settings on the site by clicking on the Padlock next to the web address for the recorder.

This will show you what is allowed and blocked on the current site you are on. To adjust permissions on a particular feature, click on the drop-down menu for either Camera and/ or Microphone and select **Allow/Block**.



Recording using Panopto Capture

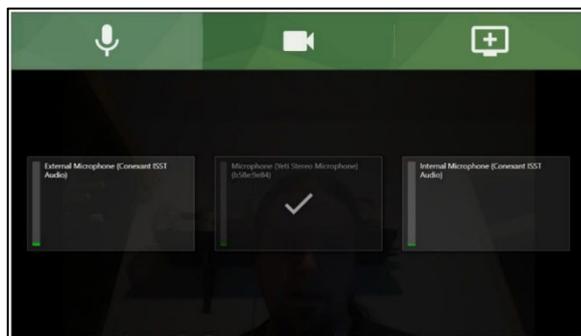
Before you can begin recording you need to ensure that your sources are ready to be captured. To begin, you will need to select a source for your microphone.

Click on the Microphone icon to load your available sources.



You will be presented with all the available audio inputs on your device, when you are speaking you should see the green bar in the left of each source jump up and down to display that the device is picking up your speech.

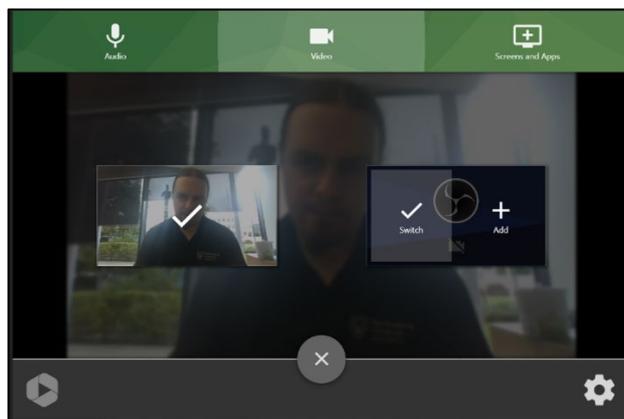
You will also see the white line in the centre start to fluctuate as it receives any audio when you speak. Click on your chosen microphone and the overlay will disappear, indicating you have chosen a microphone source.



If you wish to capture your webcam, click on the video icon.

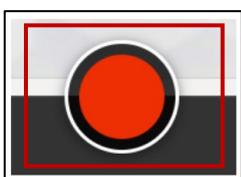
This will display the available web cams, Panopto Capture may choose your webcam for you as a primary source automatically.

If you do not wish to have this captured, click on the source and this will tell Panopto Capture to not record your webcam.

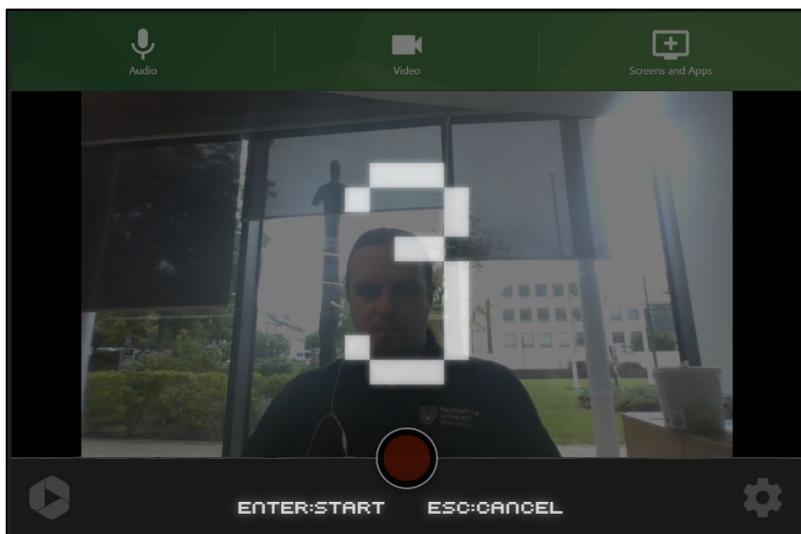


Begin your recording

When you are ready to start recording click the **Record** button, a countdown will begin from 5 and after that your recording will begin.

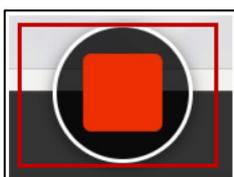


Please note: There is no pause feature in Panopto Capture yet, any cuts will need to be made in the editor post recording.



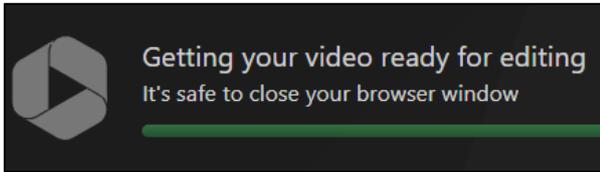
Finishing your recording

When you are finished with your recording, click the **Stop** button. You will then be presented with the recording details screen, during this time your recording will be uploading in the background.



Please note: At this stage please do not close the recorder window until Panopto states that it is okay to do so. Failing to do this could result in your recording being lost.

Once Panopto has said it is safe to close your browser window, you can now leave the recorder window.



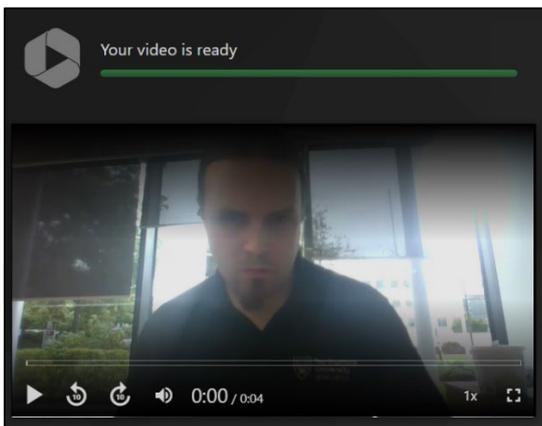
If you were not happy with your recording, click **Redo** and follow the prompts that appear.



This will delete your recording and take you back to Panopto Capture to start again.

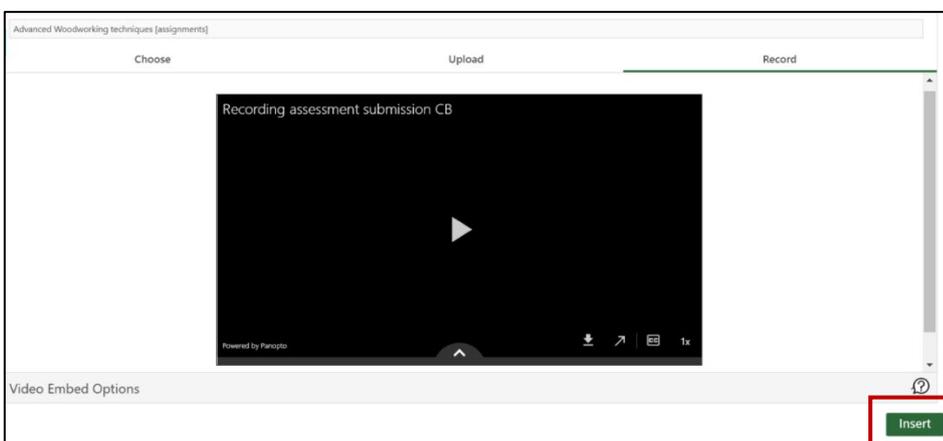
Clicking on Record New will take you back to Panopto capture to start a new recording.

You can also play back the recording in the preview window.



Once you have recorded your video and closed the recording browser window/tab you will be taken back to the submission window/tab.

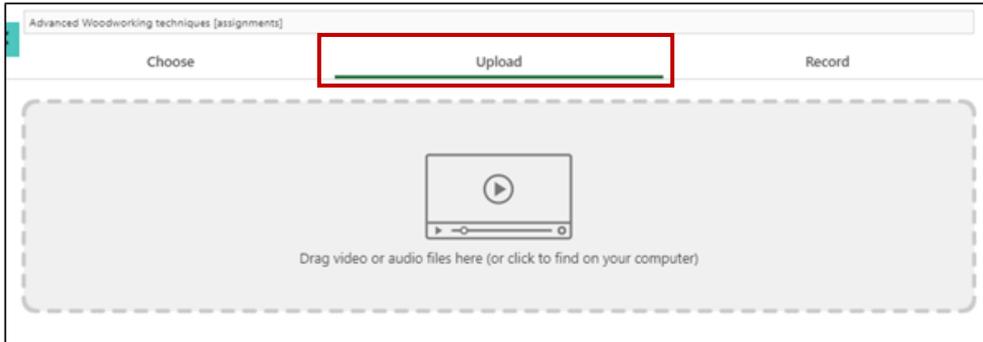
A preview of your recording will load so you can watch your recording back. Once you are happy with the recording click the Insert button to finish the.



If you are ready to submit from this point, continue to Step 5.

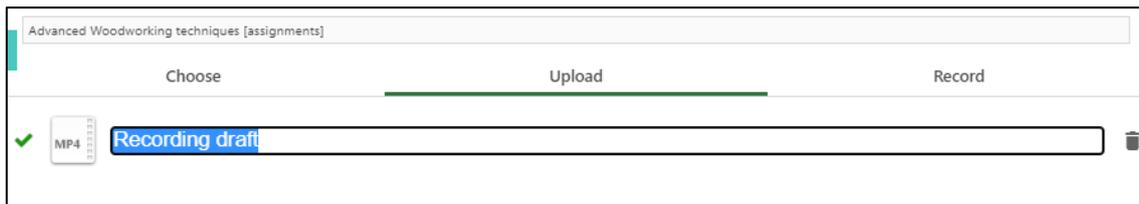
Step 4 b - Upload

To upload an existing file from your device, select the **Upload** tab. Drag and drop the video(s) or audio file(s) required, or click the cut-out area to browse your computer for files.

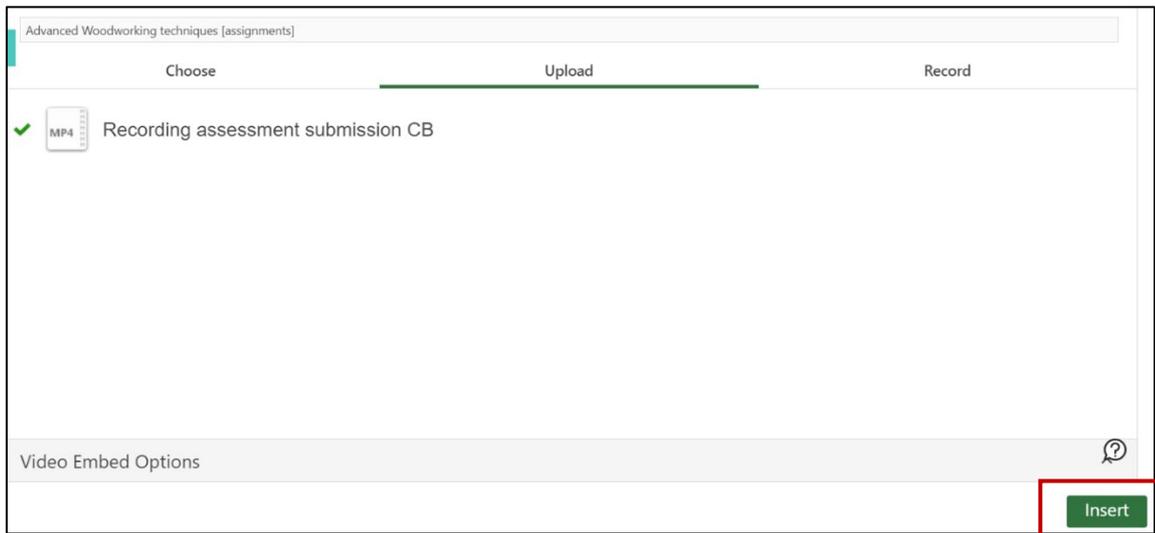


Please note:

Panopto will use the file name as the session name, but you can rename this if required by clicking on the name of the file, this can be completed whilst the file is uploading.



Select Insert when you are finished uploading.

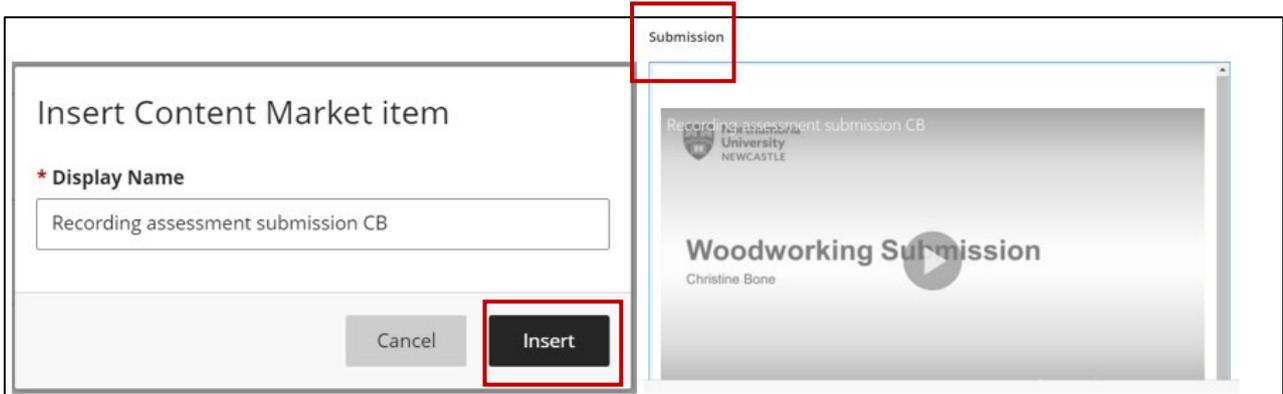


If you are ready to submit from this point, continue to Step 5.

Step 5

After inserting the video, you may edit the display name. To do so, click the text to make the changes.

Click the **Insert** button. The video will be inserted, and a preview shown in the **Submission** box.



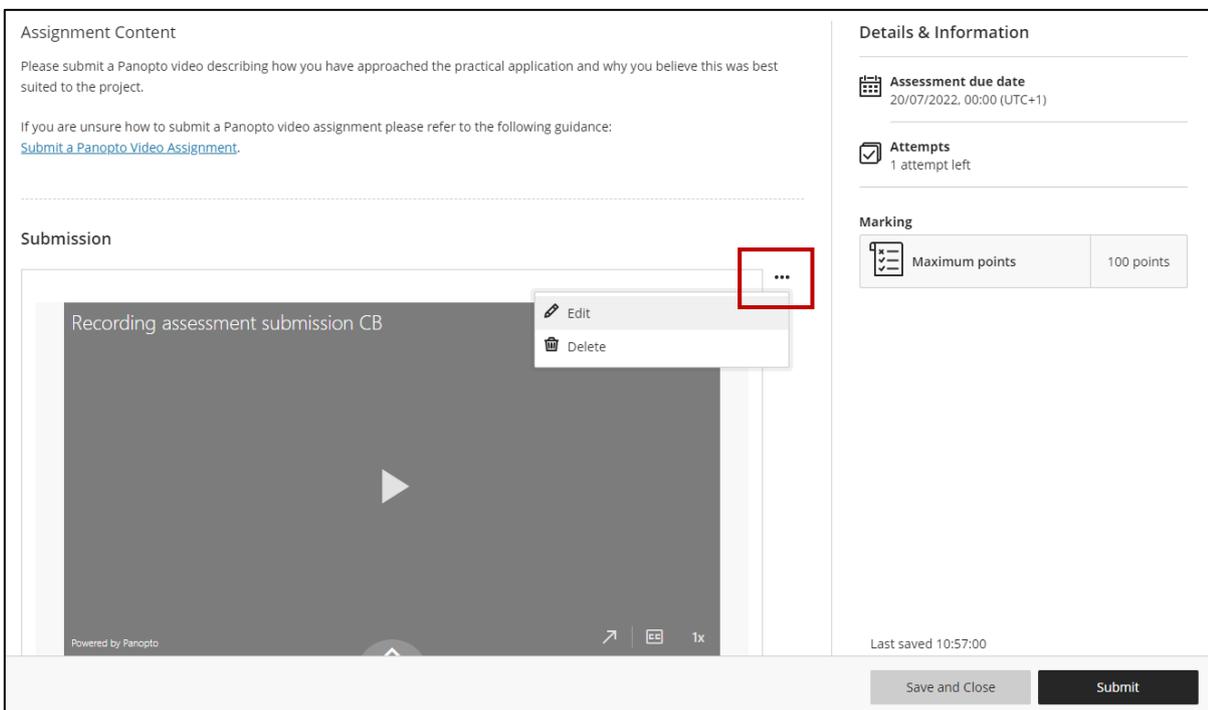
Step 6

A pop-up window will appear, prompting you to confirm the name that will display in the assignment submission, if required edit the name.

Select **Insert**, a preview will appear in the Submission pane.

Step 7

After inserting your Panopto, if necessary, you can Edit or Delete the submission by clicking the **ellipses** (three dots ...) and selecting **Edit** or **Delete** from the drop down.



Optional: Additional File Upload

If your module tutor has requested that you also upload any supporting files, such as presentation slides, please follow these additional steps. If you aren't required to upload any supporting documents, please continue to **Step 8**.

Edit:

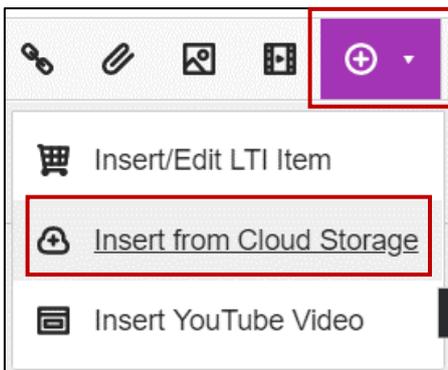
Click the **ellipses** (three dots ...) to edit your submission (**see image above**).

Click on the paper clip icon to load the file explorer and select the file (locally saved on your device) you wish to attach.

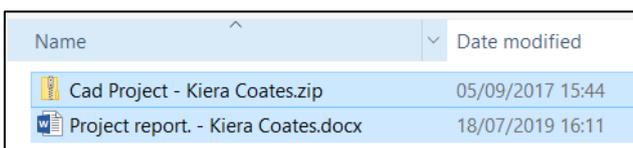
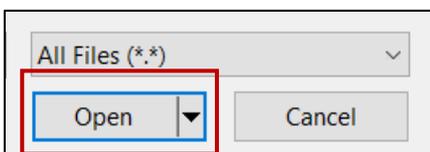


If your supporting file is stored on Cloud Storage, either your university OneDrive or one of the other available cloud storage solutions (such as Google Drive or Dropbox).

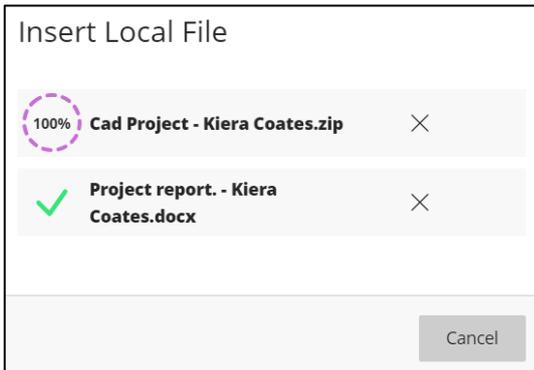
Click the **+ plus button**, followed by **Insert from Cloud Storage** to upload from there.



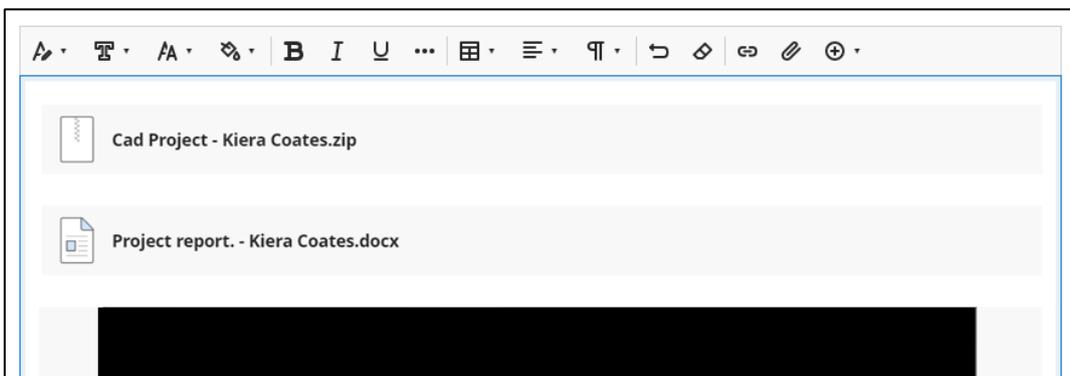
Your file browser will now load. Find the file(s) you want to submit. If you have multiple files, you can select them all at the same time.



You will see a screen which shows your files being uploaded. Larger files may take longer to upload so please allow time for that.

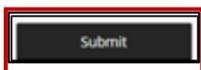


Your supporting files will now appear in the submission window.

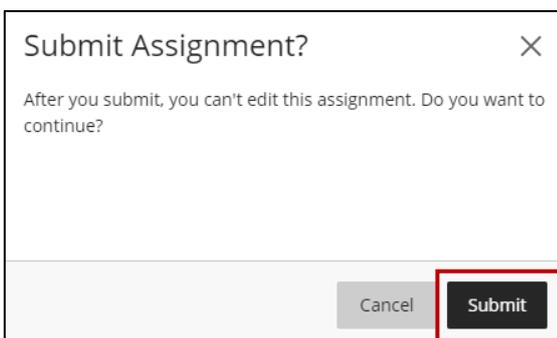


Step 8

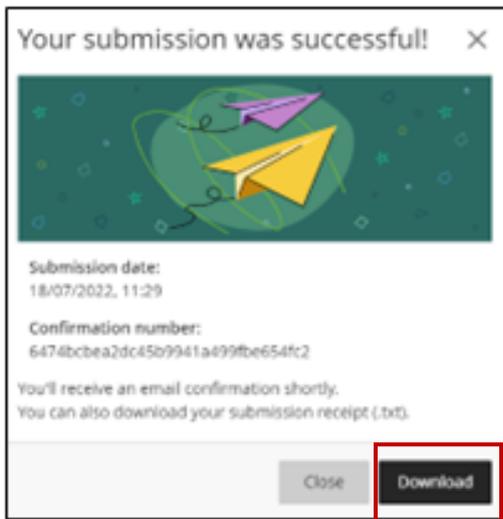
To submit your video assignment, click the **Submit** button.



A pop up will appear. Click Submit to submit the assignment.



You have submitted your Panopto video. A submission receipt can be downloaded by clicking the **Download** button.



IT Support is available 24 hours, 7 days a week.

[Online Student IT Support](#)

[IT Support Chat](#)