# **Submitting a Panopto Assignment**



This guide will explain how to submit to a Panopto assignment in Blackboard.

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

# **Create and Submit a Video Assignment**

#### Step 1

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



Advanced Woodworking techniques Woodworking Video		
Details & Information		
Assessment due date 16/07/2022, 00:00		
Attempts 1 attempt left		
Marking		
Maximum points	100 points	
	Ø	
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

<sup>Advanced Woodworking techniques</sup> Woodworking Video Submission Assignment		
	0	
signment Content		
ase submit a Panopto video describing how you have approached the practica ted to the project.	I application and why you believe this was best	
ou are unsure how to submit a Panopto video assignment please refer to the f bmit a Panopto Video Assignment.	following guidance:	
Ibmission		
▶ 〒・A・◇・B I 및 … 国・三・¶・	5 & ⊕ ∅ ⊕.	
You can add text, images and files here.	<b>∱₀₀</b> Math	
	Image	
rd count: 0	Media	
	YouTube video	
	▲ Cloud Storage	

#### Step 3

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

Labster LTI 1.3 Microsoft OneDrive Attachment	
	4
Attach OneDrive Files	Panopto - Student Submission

#### Step 4

When selected, Panopto will open with three options: to choose a video, upload a video, or to record a video.

Advanced Woodworking techniques [assignments]	•	Search under "Advanced Woodworking techniques [assignm-
Choose	Upload	Record
	This folder is empty	

# Choose:

To select an existing recording that you have previously uploaded, browse your available recordings, select your video by clicking it and click **Insert**.

Note: Make sure the correct folder is selected. In this example, it is Advanced Woodworking techniques [assignment].

	Advanced Woodworking techniques [	assignments]	> •	Search under "Advanced Woodworking techniques [assignments]"
	Choose		Upload	Record
(	Weodworking Submission	Recording assessment submission CB 18/07/2022		
,	Video Embed Options			Ø
				Insert

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

# 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.

Advanced Woodworking techniques [assignments]		
Choose	Upload	Record
Drag	video or audio files here (or click to find on your com	puter)

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.

	Advanced Woodworking techniques [assignments]			
	Choose	Upload	Record	
•	MP4 Recording draft			Î

Select Insert when you are finished uploading.

Ad	Advanced Woodworking techniques [assignments]		
	Choose	Upload	Record
>	Recording assessment submission	n CB	
Vi	deo Embed Options		Ø
			Insert

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

# Record:

On the **Record** tab, select either **Launch Capture** to record with **Panopto Capture** or **Launch App** to record with Panopto for Windows or Panopto for Mac. You can rename your recording by clicking in the text box and altering the text.

Advanced Woodworking techniques [assignment	s]		
Choose		Upload	Record
	Name your recording		
	Mon Jul 18 2022 10:22:39		
	How would	you like to record?	
	Capture (Browser)	Panopto for Windows (Ap	p)
	· · · · · · · · · · · · · · · · · · ·		
	Launch Capture	Launch App Download	

To guidance on recording with Panopto, please refer to the <u>Getting started with Panopto</u> guides in the student portal. Once you have recorded your video a preview will load so you can watch you recording back, click the **Insert** button. The video will be inserted, and a preview shown in the Submission box.

Advanced Woodworking techniques [assignments]		
Choose	Upload	Record
Recording as	sessment submission CB	i i
Powered by Paropto	▲ <u>*</u> 7	
Video Embed Options		Ø
		Insert

### Step 5

After inserting the video, you may edit the display name, if you wish. To do so, click the text to make the changes. Then click the **Insert** button. The video will be inserted, and a preview shown in the Submission box.

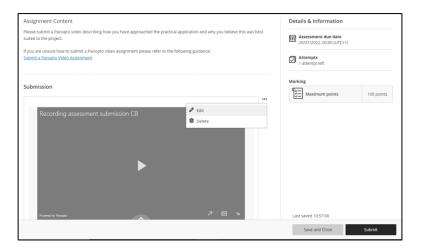
	Submission
Insert Content Market item * Display Name	Record polessesment submission CB University Intercent.
Recording assessment submission CB	Woodworking Surgission
Cancel Insert	

#### 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

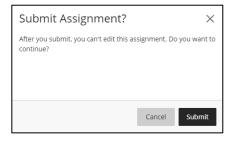
After inserting your Panopto, if necessary, you can Edit or Delete the submission by clicking the **ellipses** (three dots ...) and selecting **Edit** or **Delete** from the drop down.



#### Step 8

To submit your video assignment, click the submit button

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



Submit

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

