

# Submitting a Panopto Assignment

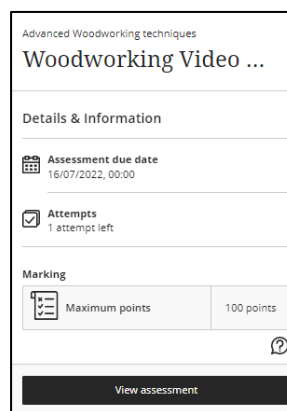
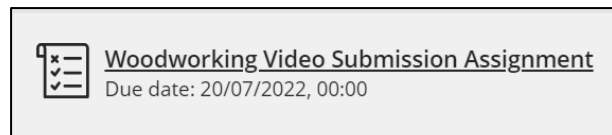
This guide will explain how to submit to a Panopto assignment in Blackboard.

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

## Create and Submit a Video Assignment

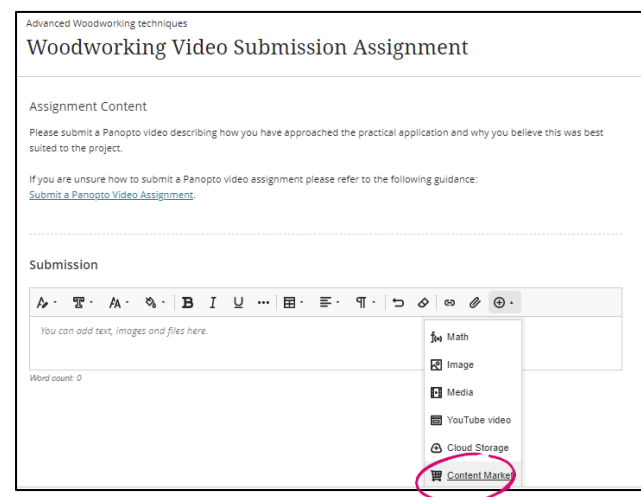
### Step 1

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



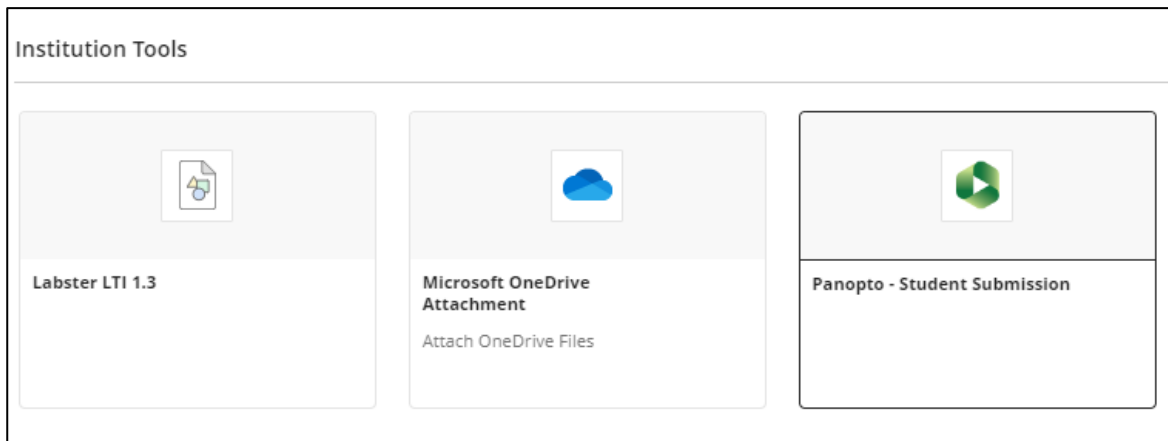
### Step 2

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



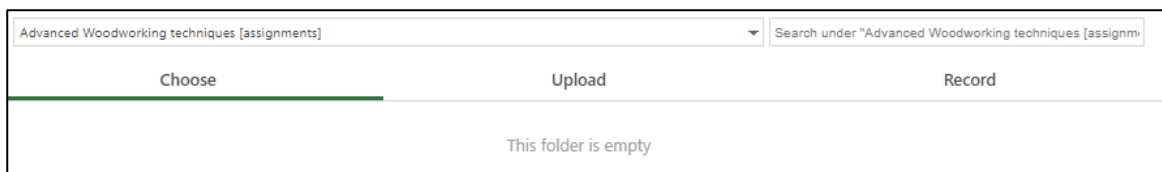
### Step 3

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



### Step 4

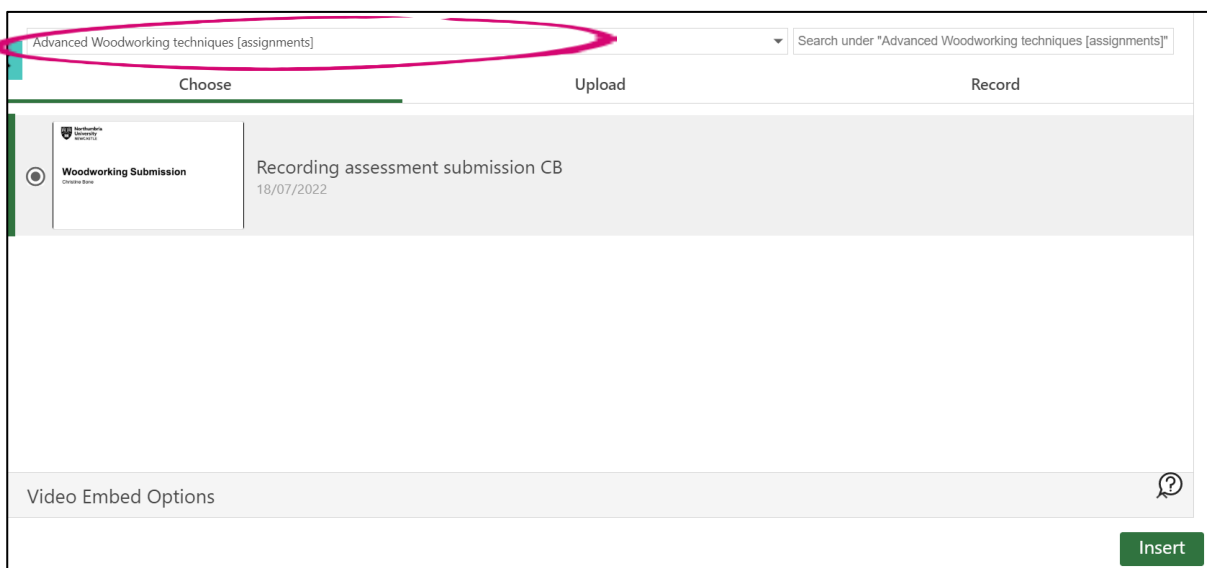
When selected, Panopto will open with three options: to choose a video, upload a video, or to record a video.



#### Choose:

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

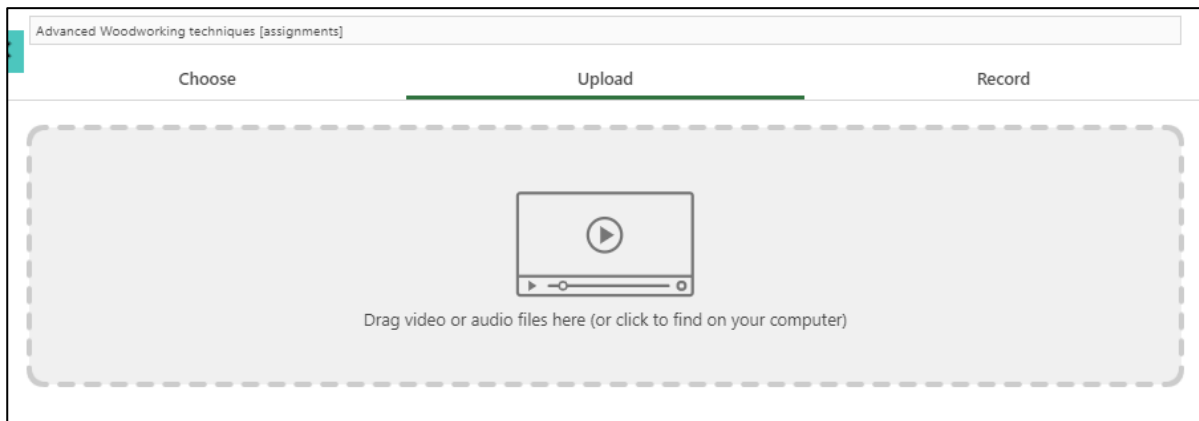
*Note: Make sure the correct folder is selected. In this example, it is Advanced Woodworking techniques [assignment].*



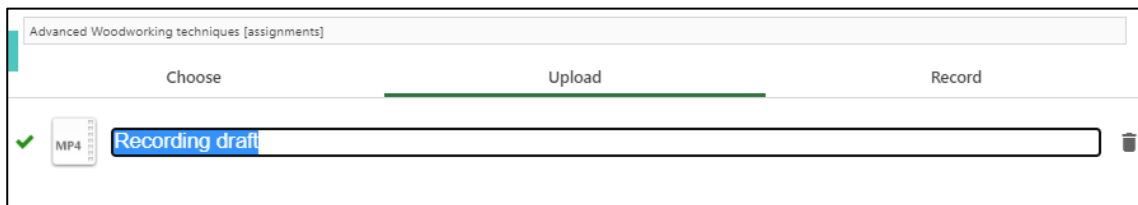
If you are ready to submit from this point, continue to **Step 5**.

## Upload:

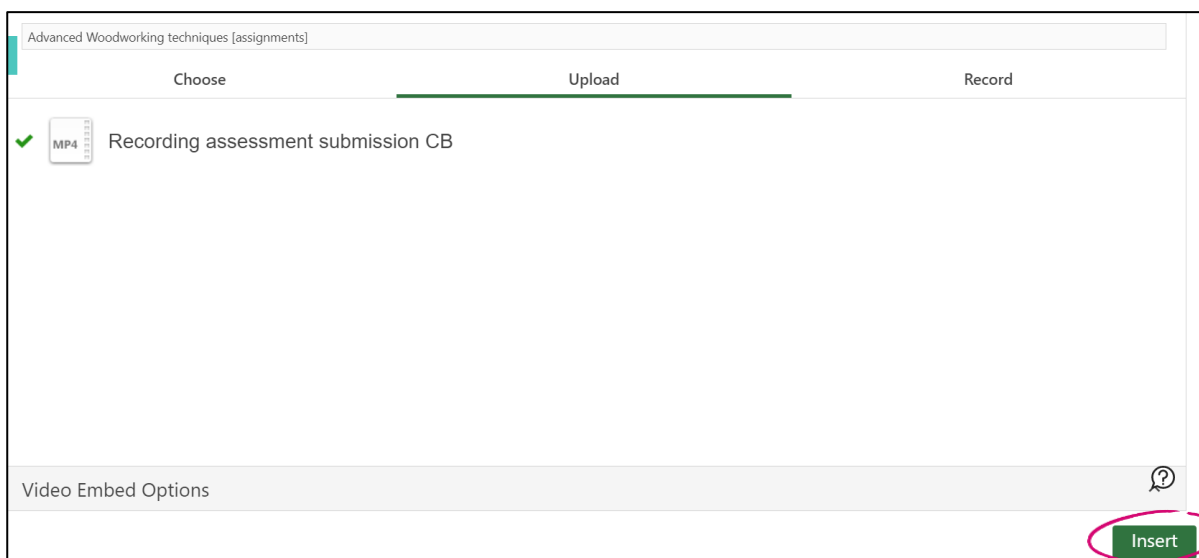
To upload an existing file from your device, select the **Upload** tab. Drag and drop the video(s) or audio file(s) required, or click the cut-out area to browse your computer for files.



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.



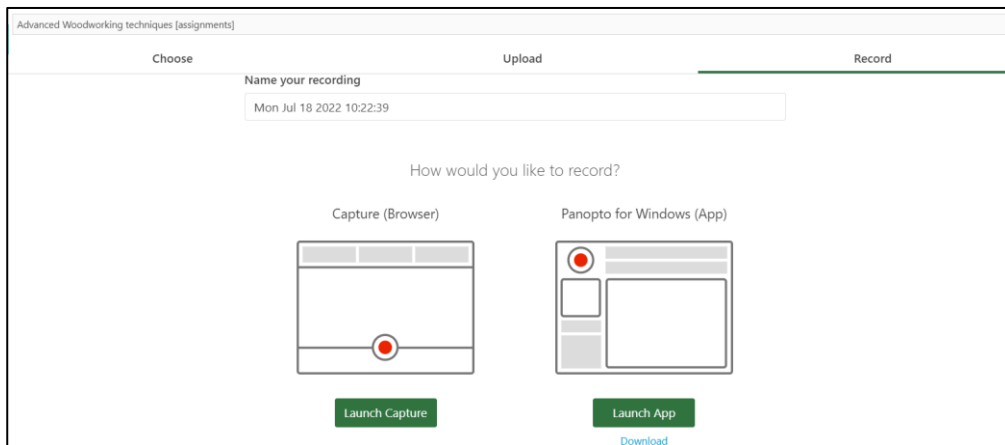
Select **Insert** when you are finished uploading.



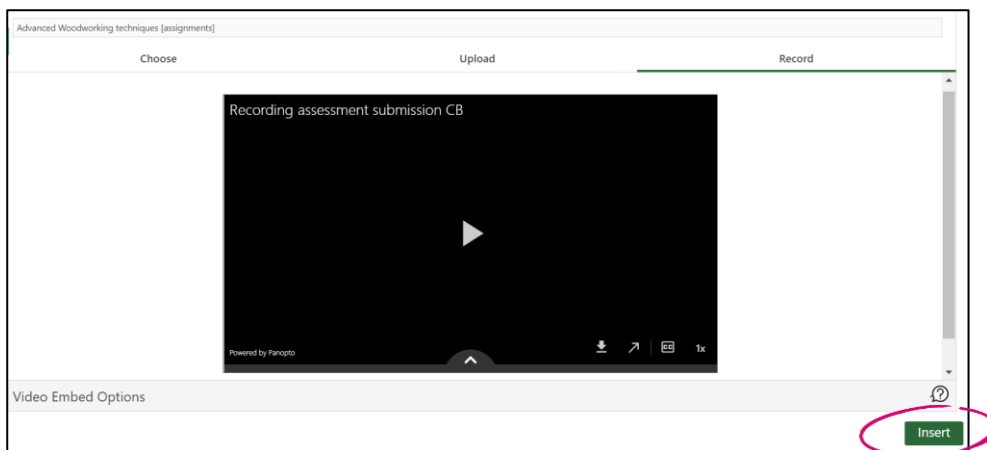
If you are ready to submit from this point, continue to **Step 5**.

## 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.

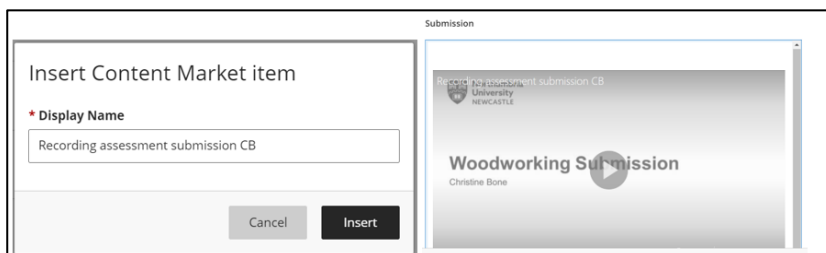


To guidance on recording with Panopto, please refer to the [Getting started with Panopto](#) guides in the student portal. Once you have recorded your video a preview will load so you can watch you recording back, click the **Insert** button. The video will be inserted, and a preview shown in the Submission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



## 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.

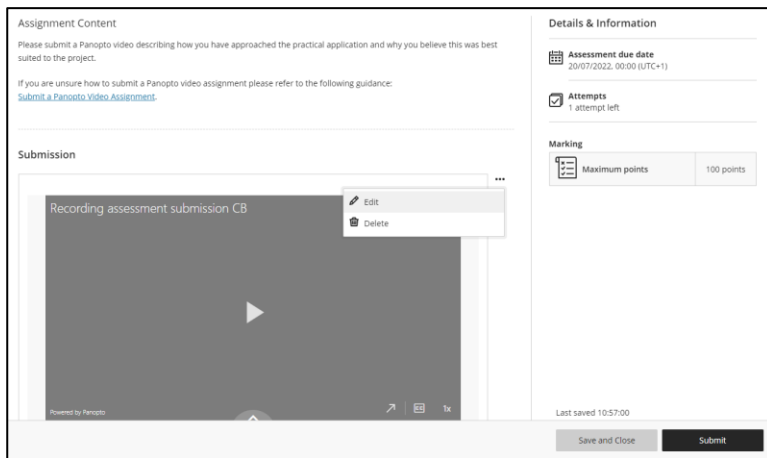


## Step 6

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.

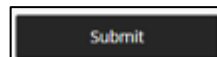
## Step 7

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.

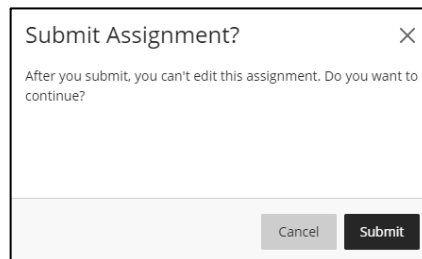


## Step 8

To submit your video assignment, click the submit button



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



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

