Panopto assessment workflow for students

This video guide for students is to introduce you to the Panopto tool for online assignment submission. You can use this process to create and submit video or audio recordings, which could also include slides or screen capture. This may be for an assessed individual presentation, video log or podcast, demonstration of software, or something else for which your tutor requires a video or audio submission.

Accessing the Panopto recorder

If you are using your own machine, you can download the Panopto recorder from the Cloud as follows.

- Go to uwe.cloud.panopto.eu and, with Blackboard selected, log in using your normal UWE credentials if prompted.
- You can then download Panopto from the link on the top right of your screen.

You will either be able to launch the Panopto recorder from your desktop, or go to the Panopto Cloud and select Create – Record a New Session in the top right.

If you are on a UWE machine you can access the Panopto recorder via AppsAnywhere.

Folders

You should save your recordings into your My Folder, which is private to you. When you submit the recording, a copy will be taken and placed in a different folder that your tutor can access.

Creating and editing a recording

To make a recording in Panopto, first save your PowerPoint file, if you are using one, to the desktop.

In the Panopto recorder, make sure you are saving to My Folder, and add a meaningful name. We suggest you leave the date and time to help you identify the recordings.

Make sure your correct microphone is selected and that it is registering sound.

Make sure your correct camera is selected or switched to None if you don't want to include it.

You do not need to capture computer audio if the sound will all come through your microphone, that is, if you are just recording your voice. If you need to include sounds from your computer however, tick this box.

In your secondary sources, select PowerPoint slides if you are using them, and your main screen if you need to share anything else.

If you are using slides, go to the PowerPoint tab and click on Open a Presentation. Answer yes to 'Begin recording after PowerPoint opens?'.

Otherwise you can start the recording from the red button in the top left.

Click the Stop button and Done when you have finished.

You must wait until the initial stage of processing is complete before closing the Panopto recorder. You should also wait until the recording is fully processed before switching off your machine.

To edit your recording, go to the Panopto cloud and navigate to your My Folder. Hover over the recording and click Edit.

You can easily make cuts by dragging over the section you do not want. These cuts are always reversible.

Click Apply when you want to save your changes.

Please refer to Panopto's online help pages for more details.

Alternatively, you may wish to create your recording using different software and upload it to Panopto.

Leave plenty of time before your deadline to create or upload your recording, as it may take a while to process.

Note that you need to make any edits to your recording **before** you submit it for assessment. Any edits made afterwards will only be in the recording in your My Folder, not in the version you have submitted for assessment. If you need to make edits after you have submitted, you will need to submit again. Your tutor will always mark the last version you have submitted.

Submitting the recording

1. Enter the Assignments area of your course.

2. Click on the assignment's title.

3. Review the Instructions and any files attached by the instructor.

4. Click on the Write Submission button and the text editor will display.

5. To show all the rows of the editor's functions click on the Show More icon in the top right.

6. Click on the Plus and select **Panopto Student Video Submission** from the list.

7. You will see the contents of your My folder area in a new window. Select the recording that you want to attach to your submission.

8. Click the Submit Video button

9. You will now see a link to your Panopto file in the text editor.

10. When you have attached all the files you are required to, select Submit.

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