Using Panopto for video assignment submissions

Introduction to Panopto for students

This video guide for students is to introduce you to the Panopto tool for online assessment 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.

Access Panopto by going to https://uwe.cloud.panopto.eu/ and signing in with your Blackboard account.

There are a few different ways you can use Panopto. If you go to the Create button, you will see that you've got the option for Panopto capture, which records straight into the browser. 'Record in application' will allow you the option to download Panopto onto your computer and make the recording offline. Or if you're on a UWE machine, you can also download Panopto from Apps Anywhere. Alternatively, if you've already created a recording elsewhere, you can upload media. Whichever method you use, 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. Therefore, you need to make any edits to your recordings before you submit it for assessment. Any edits made afterwards will only be in the recording in your My Folder, not the version you submitted for assessment.

If you need to make edits after you submit it, you will need to submit again. Your tutor will mark the last version you submitted.

Make sure you leave plenty of time before your deadline to create or upload your recording as it may take a while to process.

Using Panopto Capture

So here's a quick demonstration of using Panopto Capture.

I go to the Create button, select Panopto Capture and it brings up the interface here. I can choose my audio. I can choose my video source, which I've got switched off at the moment. But it will show you a preview here. Or I can go into Screens and Apps and choose to share my screen or a particular tab.

Then I simply hit the record button. That will give me a countdown. And then it will start recording and I just hit stop when I've finished. I can choose which folder to save it to and I can change the name. Clicking on this arrow will then take me to my Panopto folder to where the recording is.

Editing in Panopto

So if I want to make edits to my recording, I need to go to my folder where the recording is. Just hover over the one I want and this edit button will appear.

And here's my video, which I can play from here. You'll see the red line moves across. This is my timeline. And if I want to edit bits out of the timeline, I can literally just drag across, create this grey area.

And you'll see when I play across that it just skip straight over it and cut it out. But it is reversible. If you want to put that back in, you can just drag the grey back over again and take that cut out.

You just need to remember to click Apply after you've made your cuts and that will save it.

Submitting the recording

To submit your recording, enter the Assignments area of your course and click on the assignment's title. Review any instructions, and then click on the Write Submission button. This will display the text editor. Go to the More Options using the three dots on the right, and click on the plus sign.

Select 'Panopto student video submission' from the list. You will see the contents of your My Folder area. Select the recording that you want to attach and press the Submit Video button. This will place a link to your Panopto file in the text editor.

Click submit, and you will get a confirmation of submission

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