Panopto Video Assignments

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# Create a Video Assignment Submission link

1. Follow the instructions for creating a standard [Blackboard assignment](https://help.blackboard.com/Learn/Instructor/Ultra/Assignments/Create_and_Edit_Assignments).
2. Use the **Add Text** option to add instructions for students.

We strongly recommend that you include the following information for students as part of your instructions:

“To submit your video, please see FAQ xx

1. When you have opened the assignment, click on the **Insert Content** icon – it’s the + image
2. Click on **Additional Tools**
3. Find and upload your video
4. You must press the **Submit** button to complete your submission.
5. You will receive an email receipt once you have correctly submitted – please save a copy of this receipt.

We also recommend that you set up a test submission so that students can practice before the final submission.

# Student Submission

1. Click on the Blackboard Assignment link
2. Click on **Start Attempt**
3. Click on the **Insert Content** icon – it’s the + image
4. Click on **Additional Tools**

![Screenshot of the Insert Content > Additional Tools [Content Market] option]()

1. Click on **Panopto Video LTI (Student Submission Tool)**



1. Select the **Upload** tab if your file is ready to upload. If you want to record in the session select **Record.**



1. Click on the grey box and locate your video file
2. Select your file and click **Open**
3. Wait for the file to upload
4. Click the **Insert** button at the bottom of the screen
5. You can change the display name for the file, or use the one that is added automatically, and then click Insert
6. Your file will now appear in the submission window.
7. Click on **Submit** at the bottom of the screen. You must press Submit otherwise the file won’t be submitted for marking.
8. Press **Submit** on the pop-up confirming submission.
9. You can download your receipt if you wish – you’ll also get a copy in your email. Make sure you keep your receipt.

# Marking Student Submissions

1. Click on the submission link you created
2. Click on the **Submissions** tab



1. Click on one of the submissions
2. You can play the video in the marking window
3. Add your final mark and feedback on the right-hand side of the screen. Click on the arrow, or Plus button to open the **Overall Feedback Panel**.



1. Once you have marked all submissions, select Post all marks to release marks and feedback.



