

## A. Introduction

The *Assignment (with Panopto)* activity allows tutors to create a submission activity in the VLE area so that students can either create and submit a Panopto video, or simply upload a video or audio file that was recorded with a third-party application of their choosing. When using the *Assignment (with Panopto)* tool, a Panopto **Assignment folder** is created in the main Panopto study-unit folder and all students' submissions are stored within this folder.

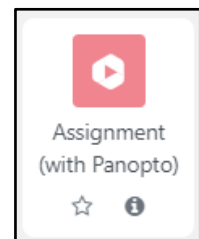
In this guide you will learn how to:

- [Set up the Assignment \(with Panopto\) activity](#)
- [Edit or delete an Assignment \(with Panopto\) activity](#)
- [Access the students' submissions](#)
- [Provide feedback](#)

## B. Setting up the Assignment (with Panopto) activity

1. Access the VLE Dashboard ([UM](#) / [JC](#)).
2. Click the VLE area you want to access within the **My VLE areas** block.
3. Click the **Start editing** button (top-right corner).
4. Scroll down to the section where you want to add the activity.
5. Click the **Add an activity or resource** link. The *activity chooser* is displayed.
6. Click the **Activities** tab.
7. Click **Assignment (with Panopto)**.

The *Adding a new Assignment (with Panopto)* page will be displayed.



8. Under the *General* section, in the **Name** field, enter a meaningful name for the assignment activity.
9. In the **Description** field, it is recommended that you enter information and instructions about the assignment.

**General**

Name !

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* 🖼️ ▶️ 🎤 🎥 🔗 H-P ☰ ☷ ☰ ...

Record and upload your sign language assignment here.

The full description of the assignment is available on the VLE area homepage.

p 21 words ↗

## 10. Set the date and time for:

Allow submissions from	23	October	2023	00	00		<input checked="" type="checkbox"/> Enable
Due date	24	November	2023	23	59		<input checked="" type="checkbox"/> Enable
Cut-off date	1	December	2023	23	59		<input checked="" type="checkbox"/> Enable

- **Allow submission from** – This is the start date that determines when students can start making their submissions. Students cannot submit their assignments prior to this date.
- **Due date** – Determines when the assignment will be due. The due date will show in the VLE area's *Calendar* block, as well as in the *Scheduled activities* block in the VLE Dashboard. **Note:** Submissions will still be allowed after this date but any submissions after the due date are marked as late. To prevent submissions after a certain date, set the assignment **Cut-off date**.
- **Cut-off date** – Determines when the assignment will no longer accept submissions.

To adjust the required dates, you may follow one of the steps below:

- Use the drop-down menus to set the day, month, year and time (24-hour clock).
- Click the calendar icon adjacent to the dates. This will display the calendar, from which you can easily navigate to the day required. Note that the time can only be set using the drop-down menus available.

November 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

When setting the time for the due date and cut-off date, it is recommended that you set one of the following: 12:00 (noon) or 23:59.

- Set the **Allow resubmitting** setting as **Yes** if you would like to allow students to change their submission before the cut-off date. **Note:** If students are allowed to resubmit and the cut-off date is *not* enabled, students will be able to change their submission after the due date.
- If you would like to receive an email notification when a student adds or updates their submission via the *Assignment (with Panopto)* activity, set the **Email alerts to tutors** setting as **Yes**.
- Click the **Save and return to course** button.

**Note:**

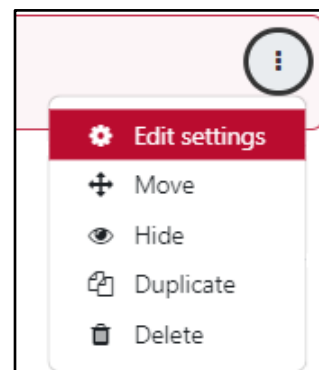
- The *Assignment (with Panopto)* activity allows students to submit **one** audio / video recording per activity. Hence, if the assignment requires students to submit multiple recordings, say three (3) individual recordings, please set up multiple *Assignment (with Panopto)* activities, one activity per recording required. All recordings will be stored within the same Panopto **Assignment folder**.
- Group submissions are not currently supported for the *Assignment (with Panopto)* activity. That is, if one student makes a submission on behalf of their group, the submission will not be automatically linked with the other group members.

### C. Editing or deleting an Assignment (with Panopto) activity

While it is possible to edit the settings of an existing *Assignment (with Panopto)* activity, it is recommended to do so carefully, particularly if the activity is already accessible to students and students have already started submitting their work. Changing some options may result in student confusion and in loss of work that might have already been submitted.

To edit the settings for an *Assignment (with Panopto)* activity:

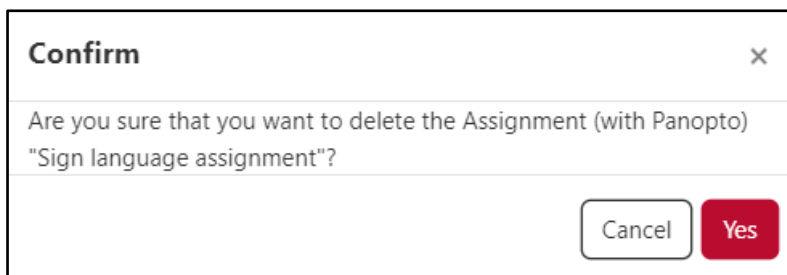
1. Click the **Start editing** button (top-right corner).
2. Click the **Edit** (3-dot) icon adjacent to the activity.
3. Select **Edit settings** from the drop-down menu. The activity's settings page will be displayed.
4. Apply the necessary changes.
5. Click the **Save and return to course** button.



To delete an *Assignment (with Panopto)* activity:

1. Click the **Start editing** button (top-right corner).
2. Click the **Edit** (3-dot) icon adjacent to the activity.
3. Select **Delete** from the drop-down menu.

The confirmation dialog box is displayed.



4. Click **Yes** to proceed with deleting the activity.

#### Note:

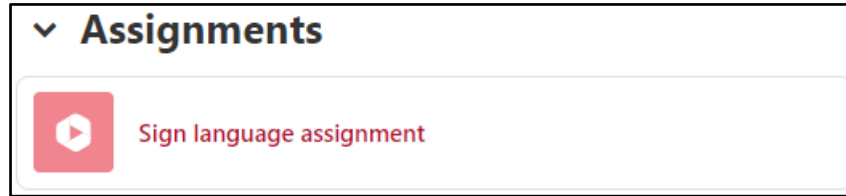
- The deleted *Assignment (with Panopto)* activity will first be sent to the recycle bin for fifteen (15) days, allowing time to restore it if it has been deleted in error.
- Students' video / audio file submissions will not be deleted from the **Panopto Assignment folder**.

## D. Accessing students' submissions

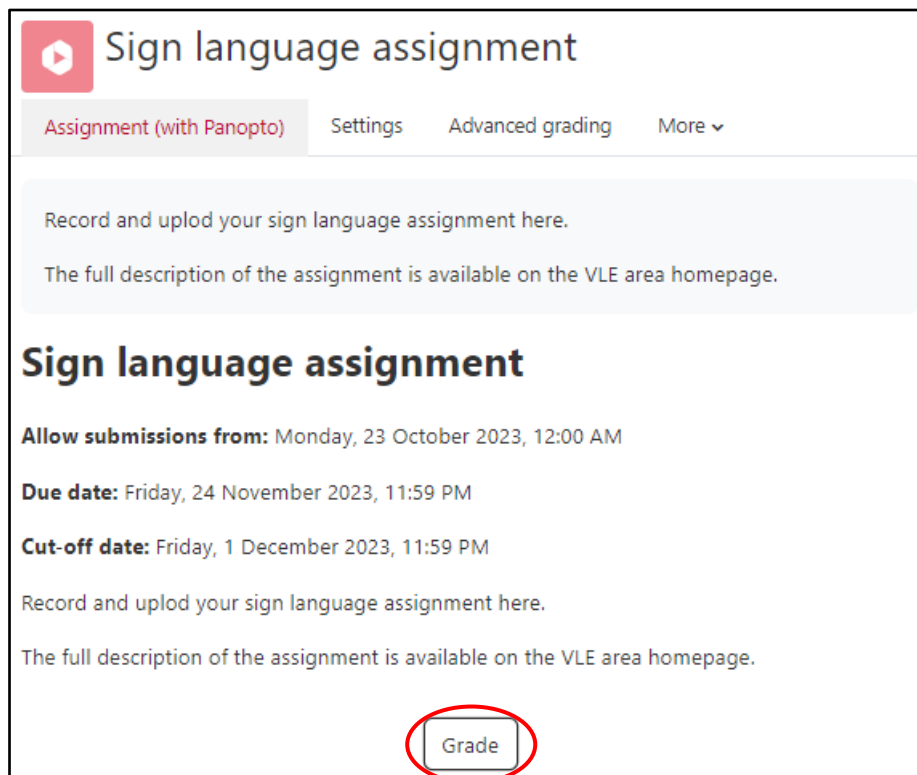
The *Submissions* page for the *Assignment (with Panopto)* activity within the VLE allows you to view students' submissions, as well as provide feedback ([Section E](#) below).

To view students' submissions:

1. In your VLE area homepage, click on the *Assignment (with Panopto)* activity link.



The activity page opens and displays the description of the assignment and the set due date.



2. Click the **Grade** button. The *Submissions* page is displayed.

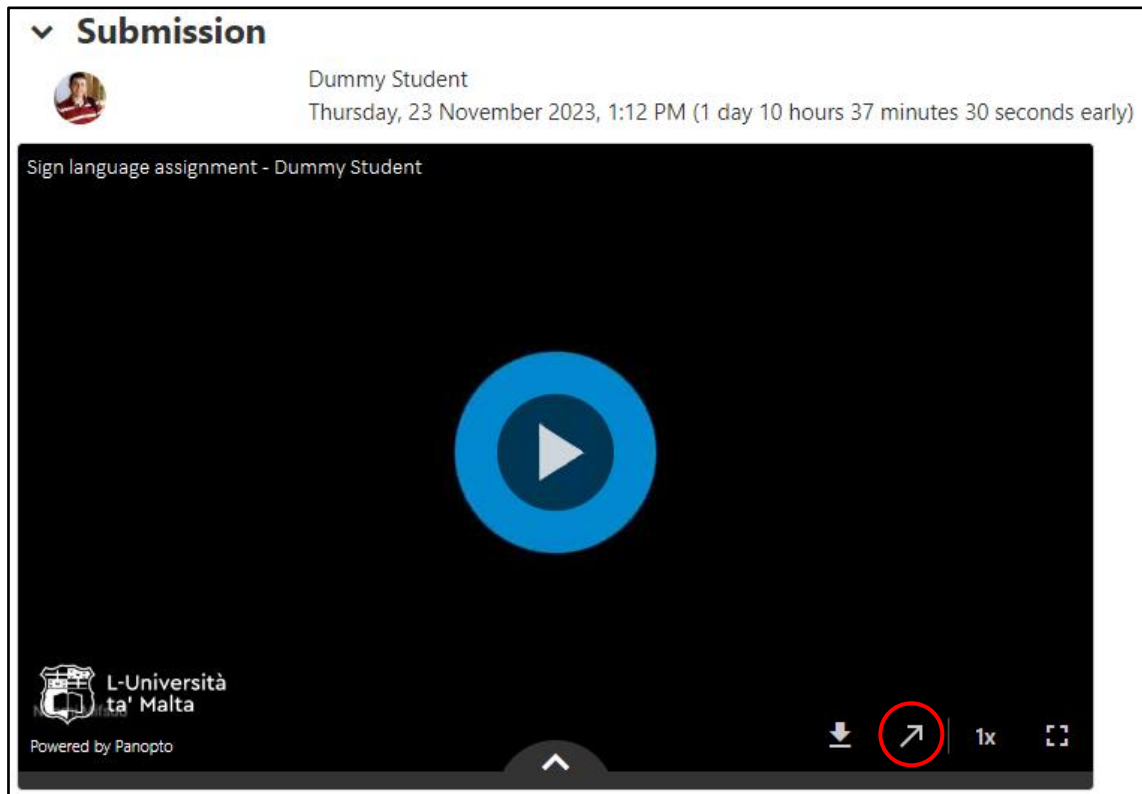
The table lists the student details, their submission status and their respective submission date.

User Picture	First name / Last name	Email	Status	Grade	Last modified (Submission)	Last modified (Grade)	Comment	Final grade
	Dummy Student	dstu0001@um.edu.mt	Needs grade	Grade No grade	Thursday, 23 November 2023, 1:12 PM	-		-
	Dummy Student 2	dstu0002@um.edu.mt	Needs grade No submission	Grade No grade		-		-

3. Click the **Grade** button adjacent to the student's details.

This will display the student's audio / video file submission.

4. You can either click the **Play** button to view the recording via the embedded video in the VLE or you may click the **Watch in Panopto** button.



## E. Providing feedback

To provide feedback pertaining to a student's submission:

1. Access the student's submission as outlined in [Section D](#) (steps 1 – 3) above.
2. Within the *Grade* section, beneath the embedded audio / video recording, enter your feedback comments within the **Feedback** text field.
3. Click **Save changes**.

### Note:

- Once you have added feedback comments for all students' submissions, consider informing your students that feedback has been provided by [sending a notification via the Announcements forum](#). Subsequently, students can re-access the *Assignment (with Panopto)* activity and view the feedback received.