

## A. Introduction

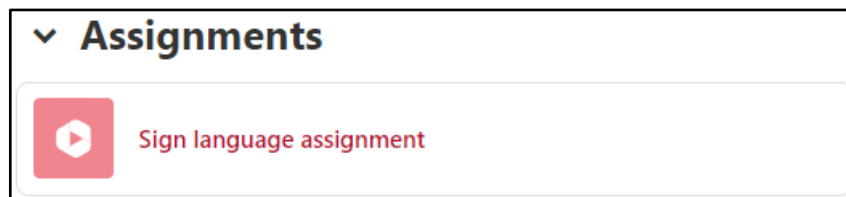
The *Assignment (with Panopto)* activity allows students to either create a Panopto audio / video recording, or to simply upload an audio / video file that was recorded with a third-party application of their choosing.

In this guide you will learn how to:

- [Submit via the Assignment \(with Panopto\) activity](#)
  - [Create a Panopto audio / video recording](#)
  - [Upload an audio / video file to Panopto](#)
- [Access feedback](#)

## B. Submitting via 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 on the *Assignment (with Panopto)* activity. **Note:** The *Assignment (with Panopto)* activities are identified by the pink Panopto icon.



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

### Sign language assignment

Record and upload your sign language assignment here.

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

### Sign language assignment

**Allow submissions from:** Monday, 23 October 2023, 12:00 AM

**Due date:** Friday, 24 November 2023, 11:59 PM

**Cut-off date:** Friday, 1 December 2023, 11:59 PM

Record and upload your sign language assignment here.

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

Add Panopto submission
Submit

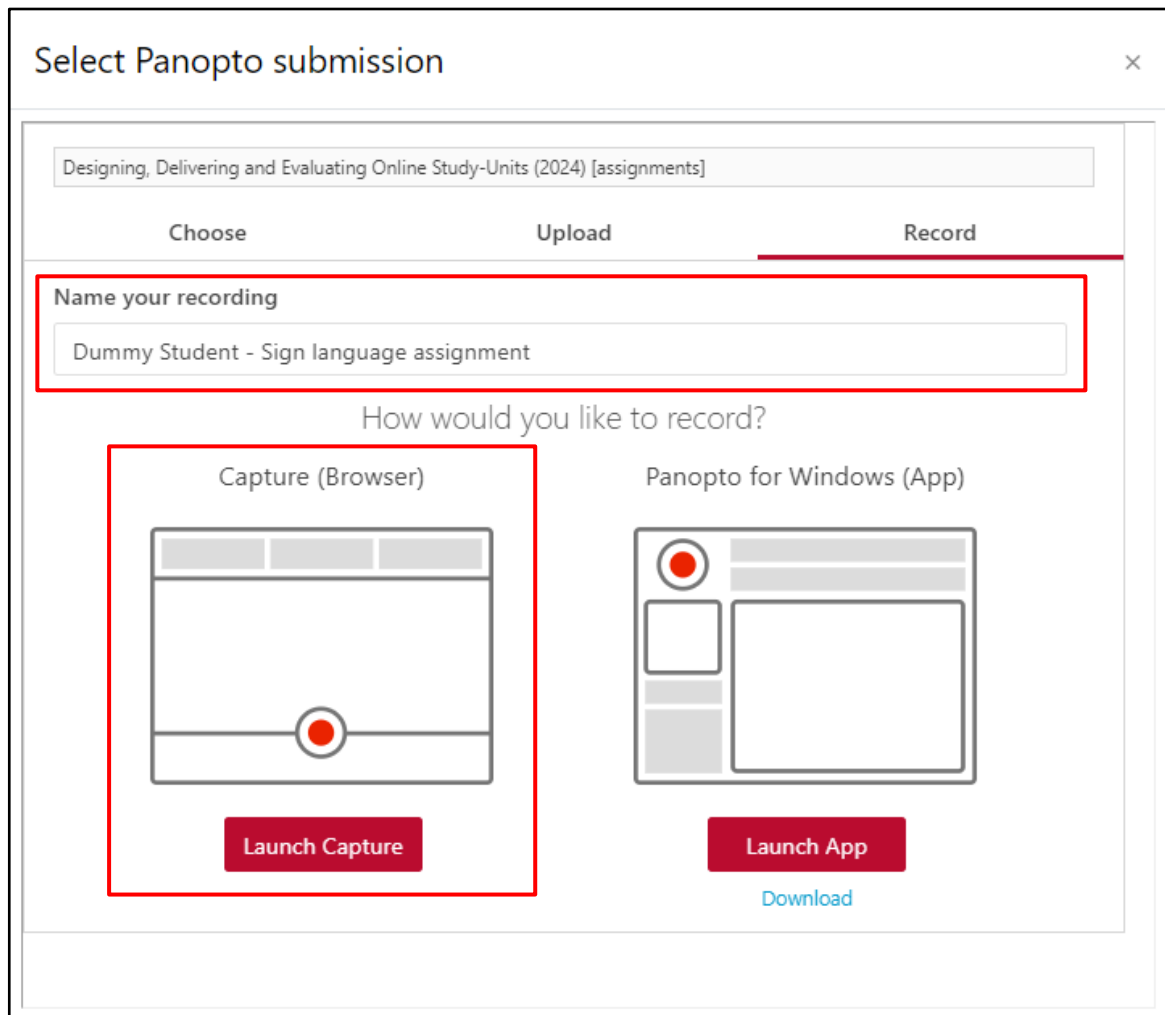
4. Click the **Add Panopto submission** button.

The *Select Panopto submission* dialog box is displayed.

If you need to record the audio / video via Panopto, follow the instructions in [subsection a. Creating a Panopto audio / video recording](#). Otherwise, if you have already made a recording via a third-party application and you simply need to upload the audio / video file, follow the instructions in [subsection b. Uploading an audio / video file to Panopto](#).

#### a. Creating a Panopto audio / video recording

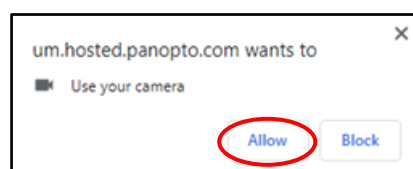
1. Within the *Select Panopto submission* dialog box, click the **Record** tab.
2. Enter a meaningful name for your recording in the **Name your recording** field.
3. Click the **Launch Capture** button.



This will launch the *Panopto Capture* application in a new browser tab.

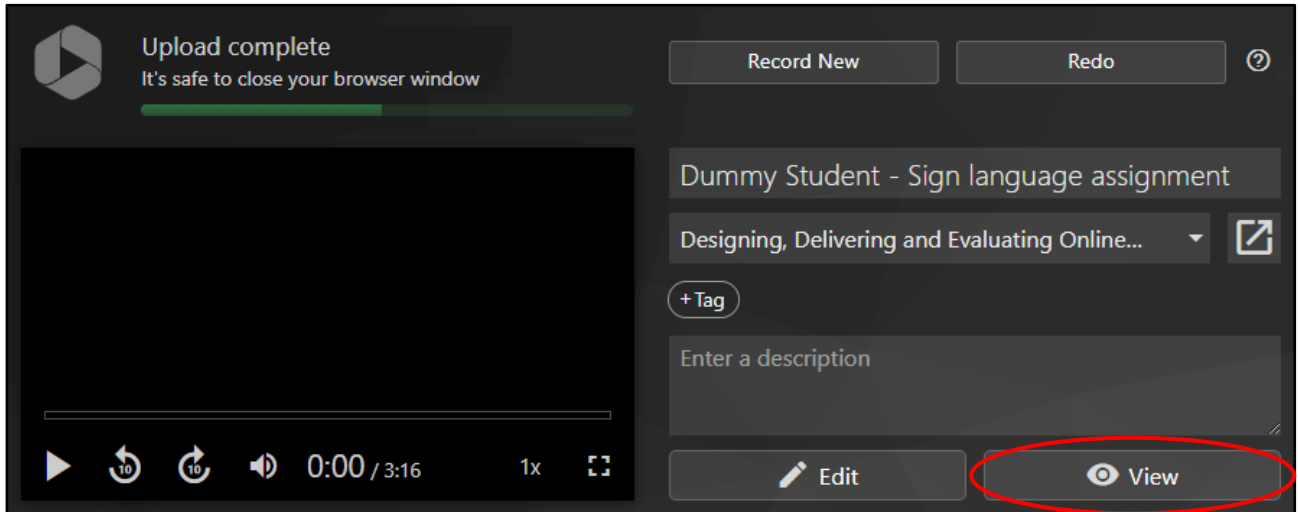
#### Note:

- A pop-up requesting usage of your microphone and camera may be displayed. Whilst camera usage is not mandatory for Panopto Capture to work, microphone usage is required, so make sure that you click **Allow** to use your microphone.

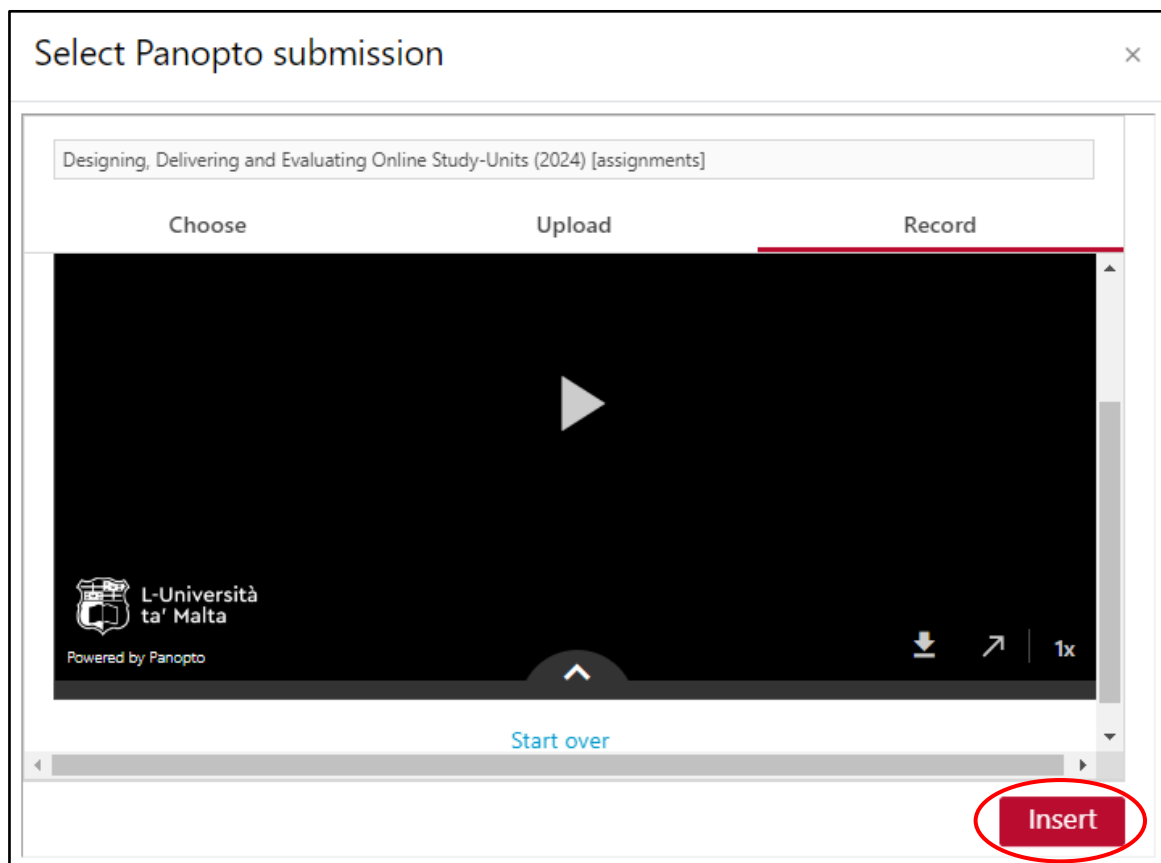


4. Follow the detailed instructions on the quick guide, [Using Panopto Capture](#) (pages 2 – 6), if you need assistance to record your audio / video via Panopto.
5. Once the recording has been processed, as shown in the screenshot below, you may click the **View** button to review your recording.

If you would like to start the recording anew, click the **Redo** button.



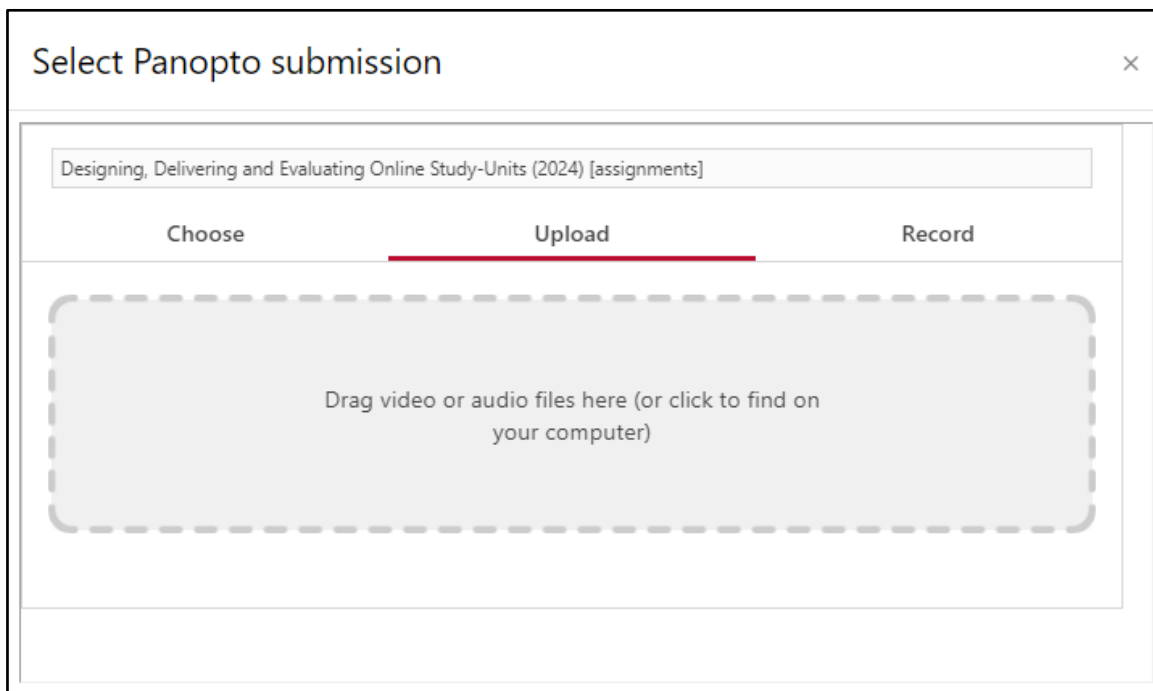
If you are happy with your recording, close the *Panopto Capture* tab. You will be redirected to the VLE area.



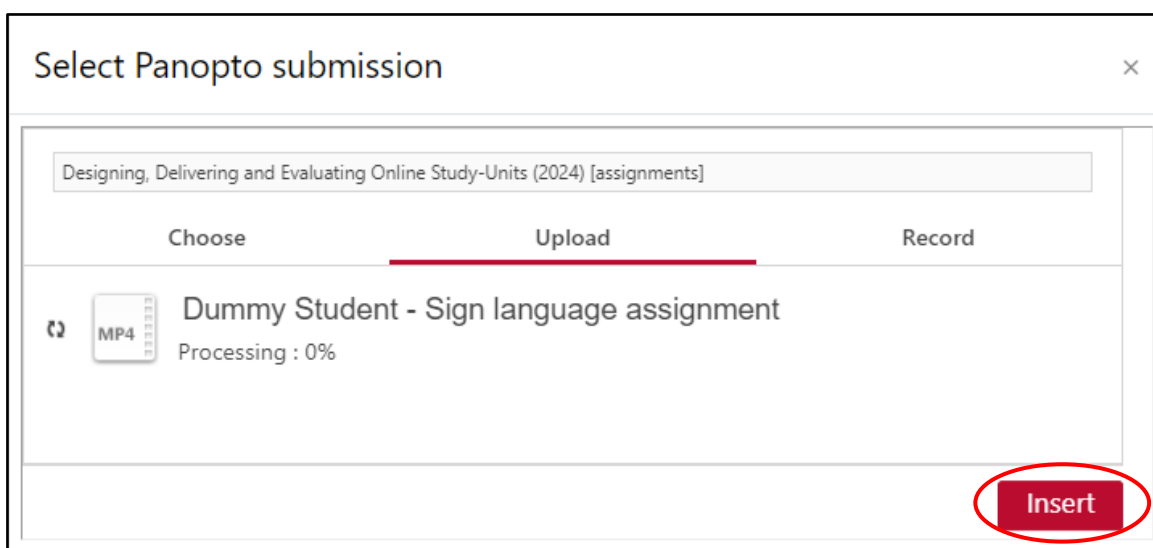
6. Click the **Insert** button.
7. Click the **Submit** button.  
A message is displayed to inform you that your submission was successful.
8. Click the **Continue** button.

## b. Uploading an audio / video file to Panopto

1. Within the *Select Panopto submission* dialog box, click the **Upload** tab.



2. Either drag and drop your audio / video file to the designated area, or click the designated area to locate your file on your PC.



3. Once the file is successfully uploaded, click the **Insert** button. **Note:** You do not need to wait for the file to be processed.
4. Click the **Submit** button.  
A message is displayed to inform you that your submission was successful.
5. Click the **Continue** button.

### Note:


- The *Assignment (with Panopto)* activity allows students to submit **one** audio / video recording per activity. Hence, if your tutor requires you to submit multiple recordings, they will set up multiple *Assignment (with Panopto)* activities, one activity per recording.

## C. Accessing feedback

If your tutors provide feedback on your audio / video recording submission, they will inform you once feedback is available. To view any feedback comments:

1. Access the VLE Dashboard ([UM](#) / [JC](#)).
2. Click the VLE area you want to access within the **My VLE areas** block.
3. Click on the respective *Assignment (with Panopto)* activity.
4. Scroll down to the *Feedback* section.


[Show video preview](#)



**Dummy Student - Sign language assignment**

Replace Submit

### Feedback

 Dummy Tutor  
Tuesday, 5 December 2023, 10:42 AM  
Grade: 0.00 / 100.00  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque fermentum, sem et ullamcorper lacinia, urna massa rhoncus urna, vel euismod tellus ligula a magna. Sed rutrum dui eget imperdiet tristique. Fusce aliquam tempor nisi eu pulvinar. Donec pharetra purus sit amet libero lobortis, et rutrum massa gravida. Aenean tempor tellus vitae diam tincidunt facilisis. Nunc scelerisque erat in posuere accumsan. In pretium felis enim, quis consectetur arcu ultricies eu.