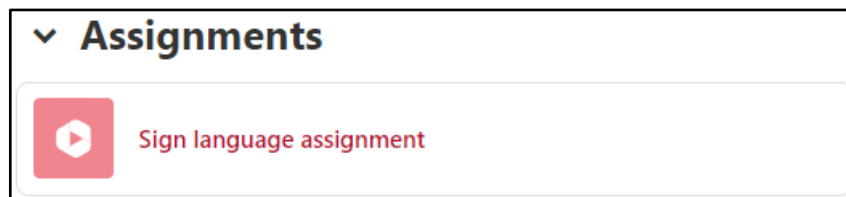## A. Introduction

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.

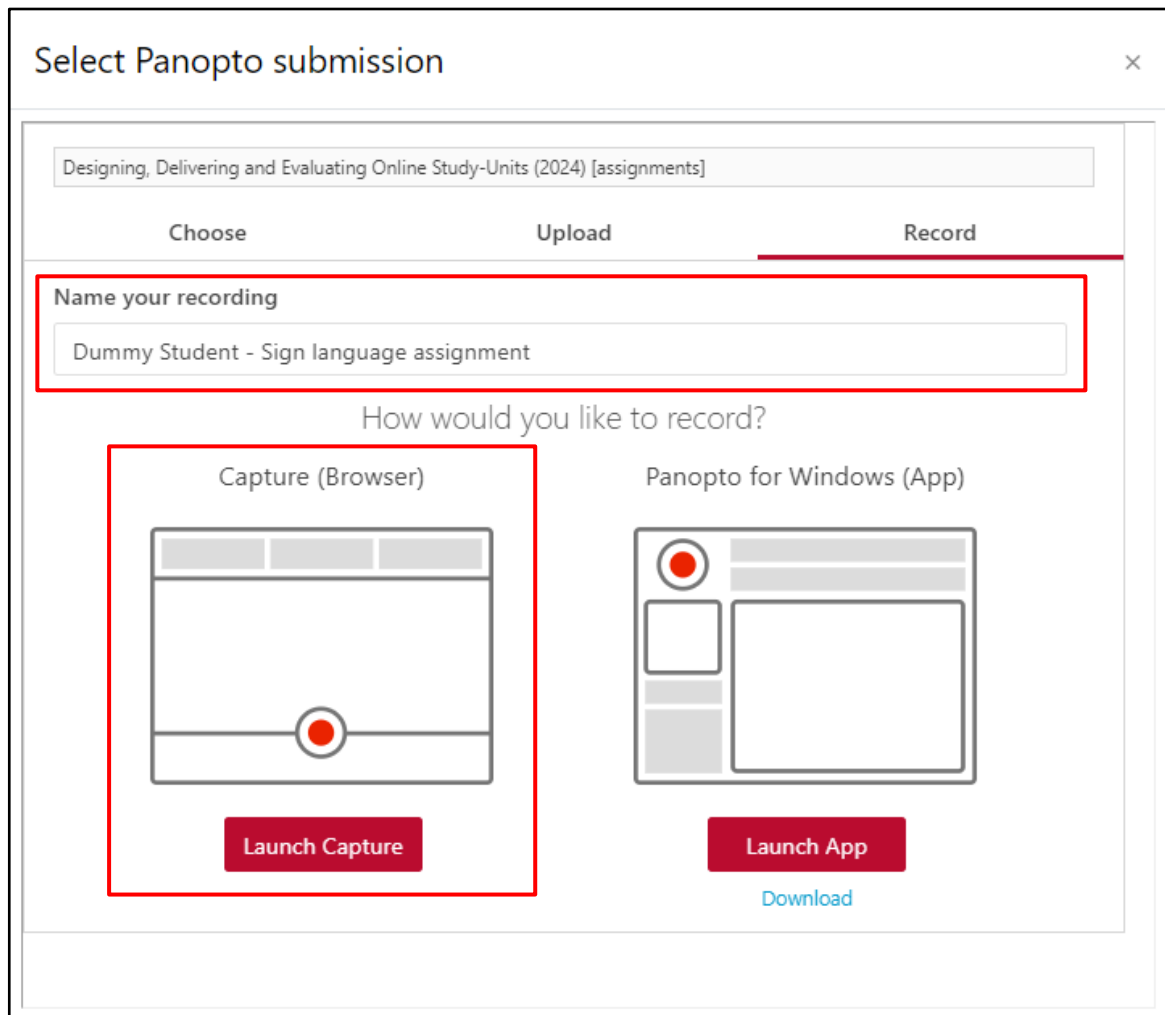The activity page displays the description of the assignment and the set due date.

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.
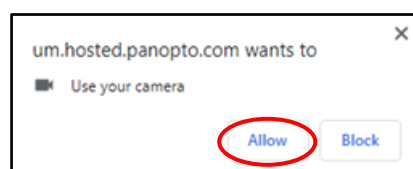
a. Creating a Panopto audio / video recording

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.

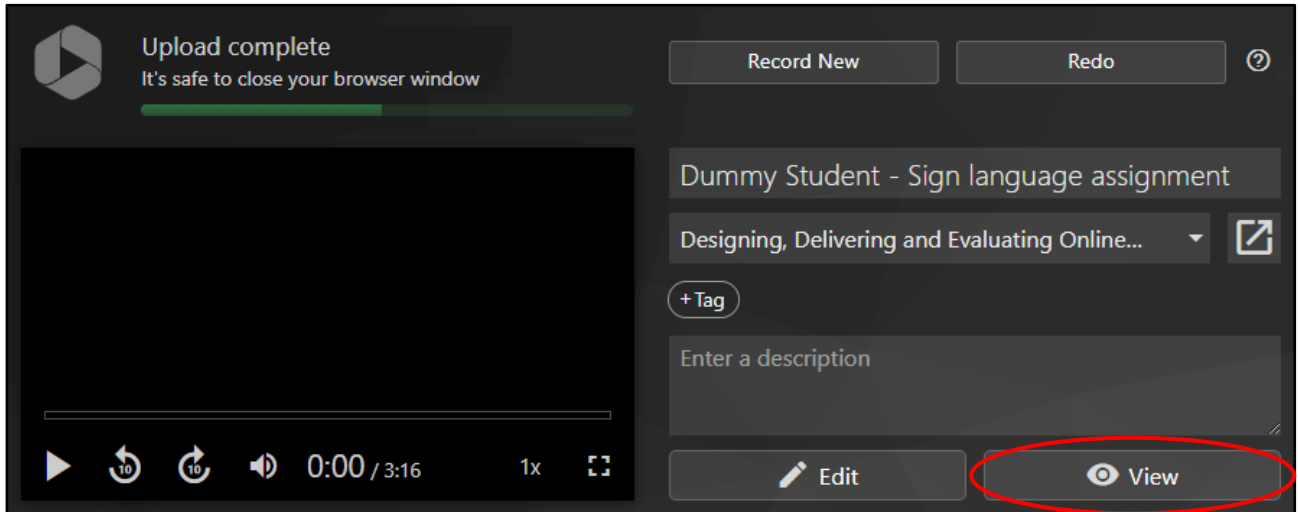This will launch the *Panopto Capture* application in a new browser tab.

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.
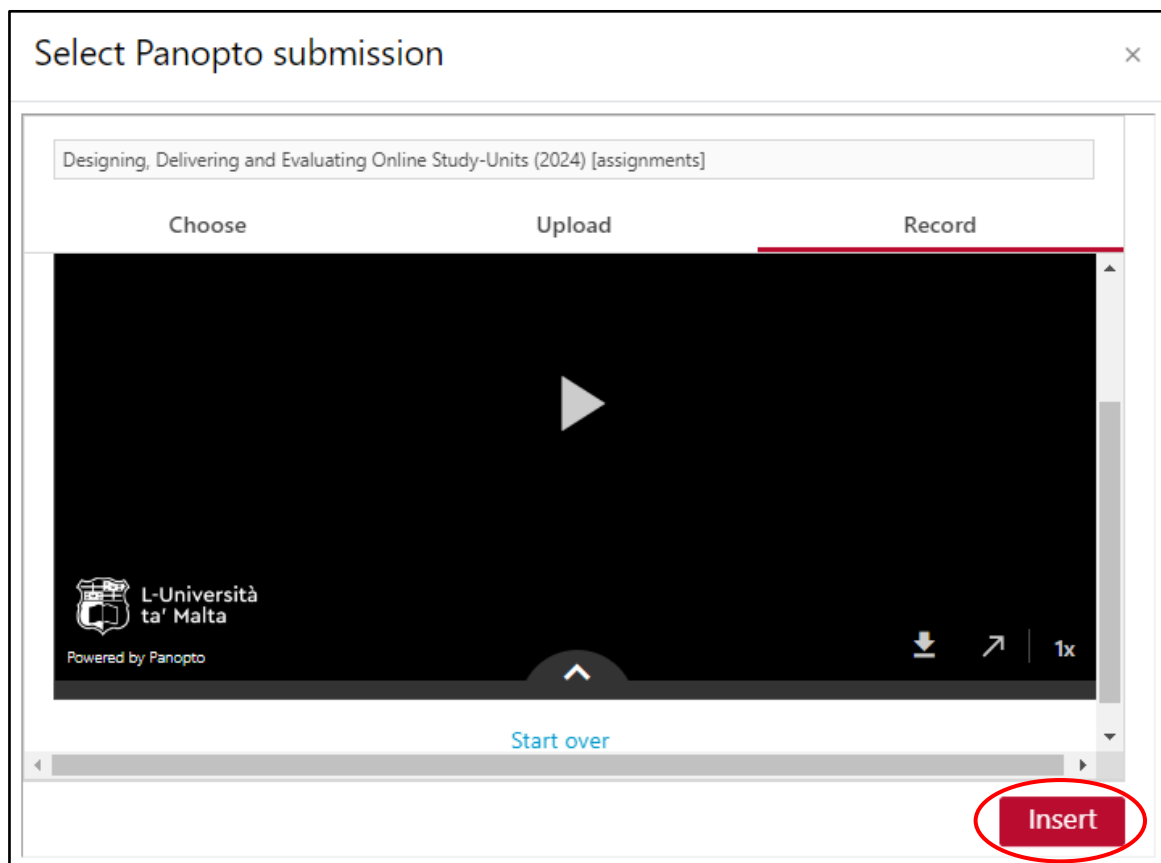

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4. Follow the detailed instructions on the quick guide, Using Panopto Capture (pages 2 – 6), if you need assistance to record your audio / video via Panopto.

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.
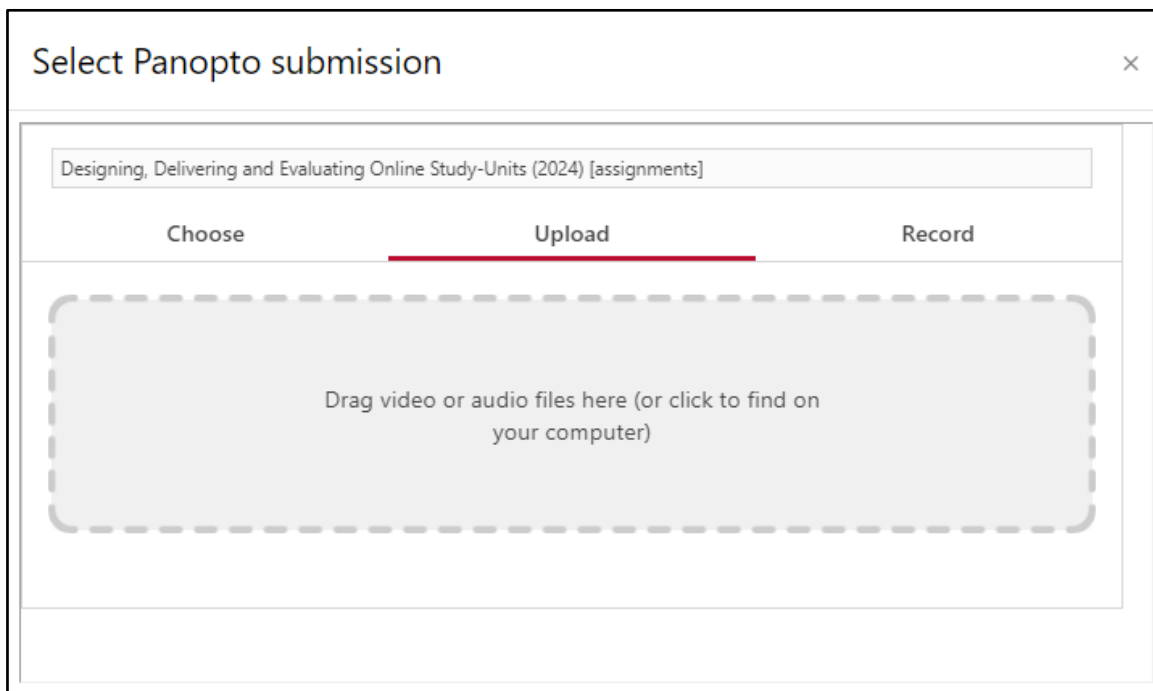

    If you are happy with your recording, close the *Panopto Capture* tab. You will be redirected to the VLE area.
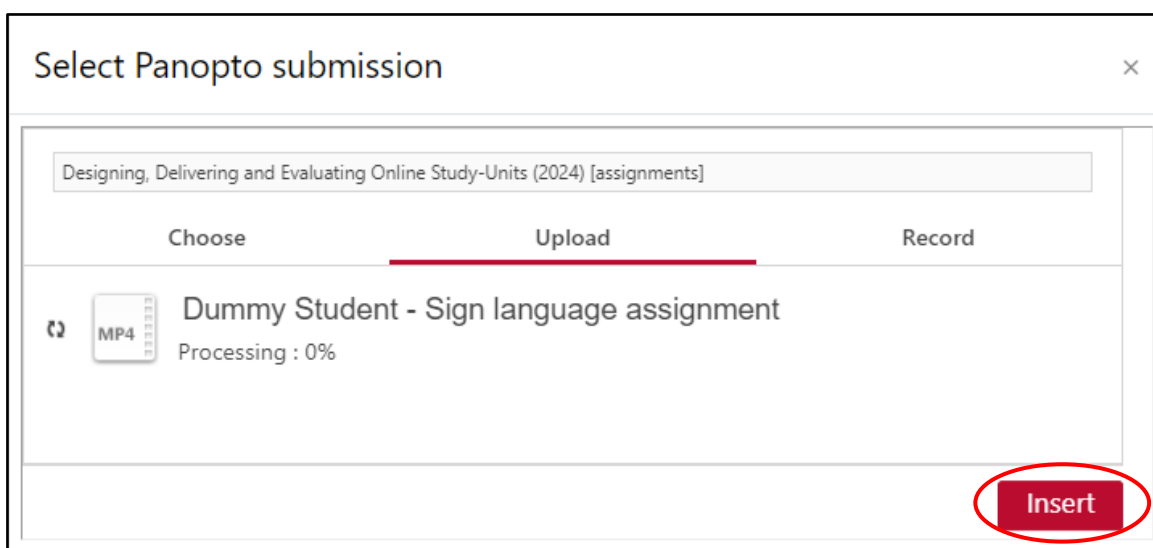

6. Click the **Insert** button.

7. Click the **Submit** button.

    A message is displayed to inform you that your submission was successful.

8. Click the **Continue** button.

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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.

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