

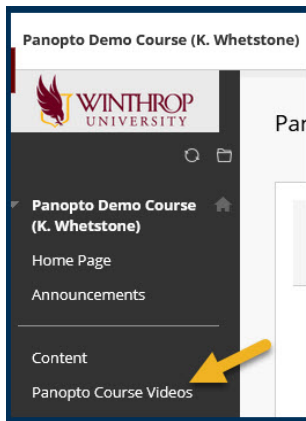
Submit and Comment on Videos in a Panopto Assignment Folder

Overview

This tutorial will cover how to submit a video to a Panopto Assignment Folder and comment on videos uploaded by your peers.

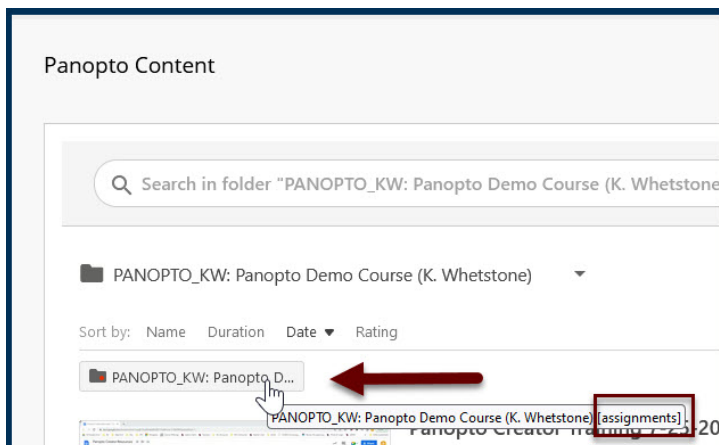
Step 1

Click on the Panopto Course Videos link on the left course menu.



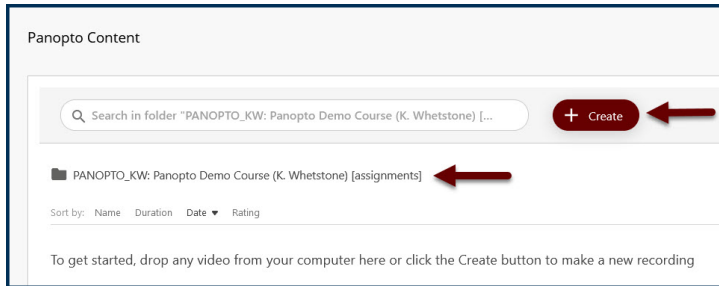
Step 2

The Panopto course folder will display. Click on the assignment subfolder. The assignment subfolder is named with the course name followed by the word **assignments** in brackets next to it.



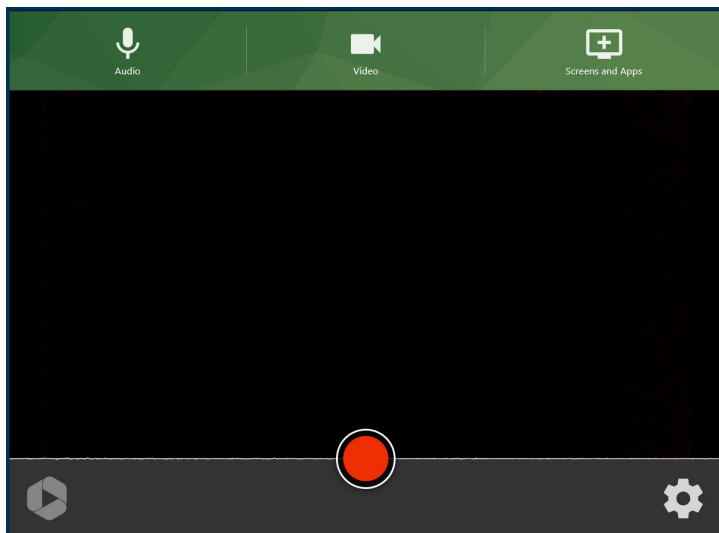
Step 3

Confirm that you are inside of the Panopto assignment subfolder by checking for your course name followed by the word **[assignments]** in brackets at the end of the folder name, located below the Create button. Click the Create button and select Panopto Capture.



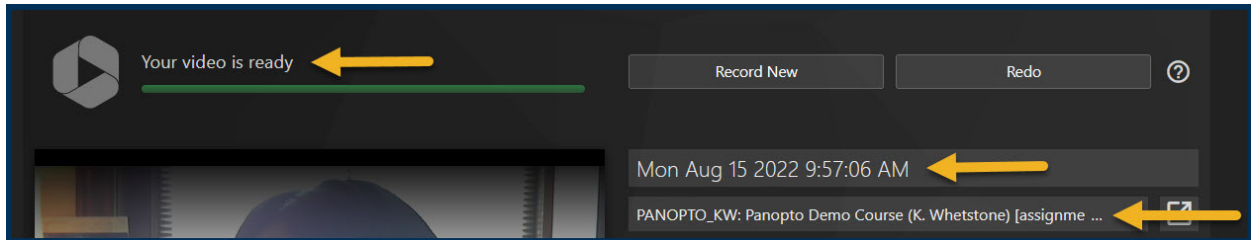
Step 4

The Panopto Capture tool will open in a new tab in your browser. Using the three green tabs across the top of the recorder, set your audio and camera source and optionally select a screen that you would like to share during your recording. Click the gear icon at the lower right for additional settings. Click the red record button at the bottom to begin recording. When you are finished, click the stop button.



Step 5

After clicking the stop button, a page will display confirming that your video has been uploaded to the assignment folder. Click inside of the field containing the date and time and replace this text with a video title. If you need to discard and re-record, click the Redo button. If you would like to record and upload an additional video, click the Record New button.



Step 6

Return to your Blackboard course in your browser and refresh the page. Click on the Panopto Course Videos link on the left course menu, then click on the assignment subfolder to confirm that your video has been uploaded successfully.

Step 7

If your instructor made the videos in the assignment folder viewable by all course members, you will see the videos of your peers in the assignment subfolder. Click on a video thumbnail image to open the video in the Panopto Viewer and play the video.

Step 8

The Discussion tab on the left side of the Panopto Viewer allows you to view, post, and reply to video comments. Pause the video at the timestamp where you would like to post a comment. Type your comment, then click the Post Comment button. Continue playing and pausing the video anywhere you would like to insert a comment. Comments are public to all course members.

