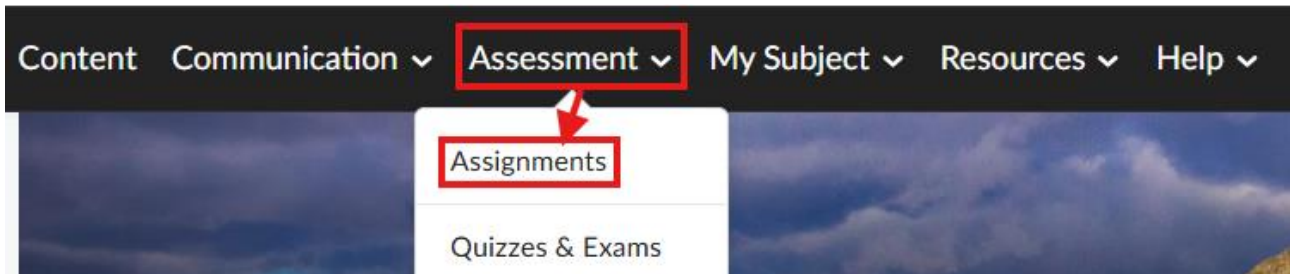


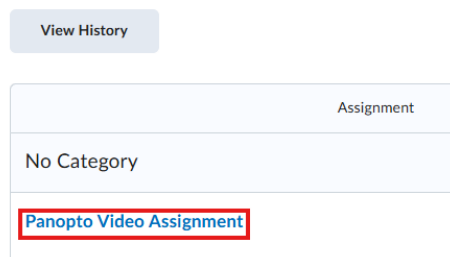
Submitting a Panopto Video Assignment

1. In your subject site, click 'Assessment' from the ribbon menu, then click 'Assignments'.

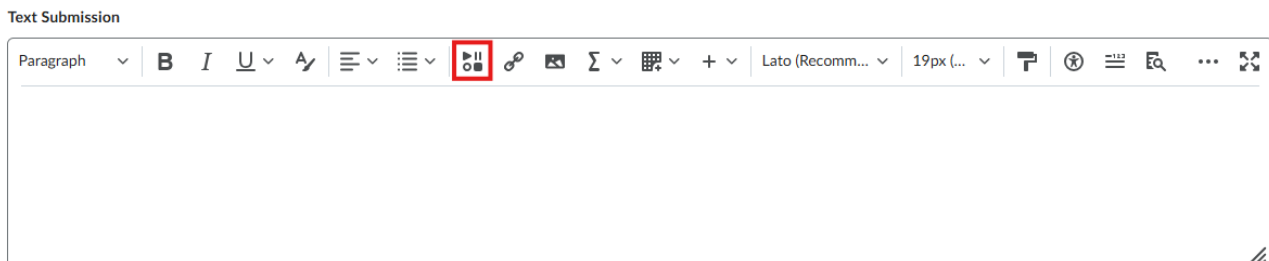


2. Click the appropriate assignment.

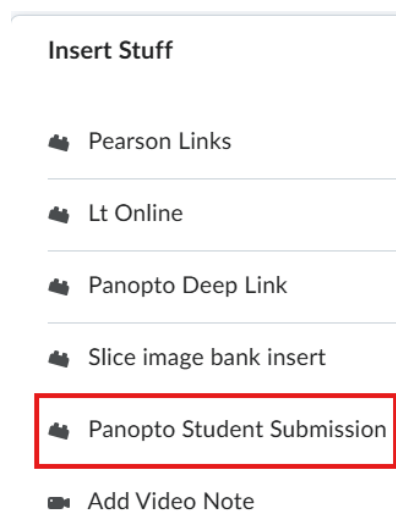
Assignments



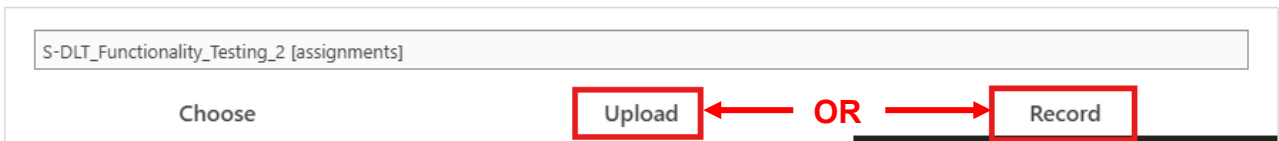
3. In the text submission box, click 'Insert Stuff'.



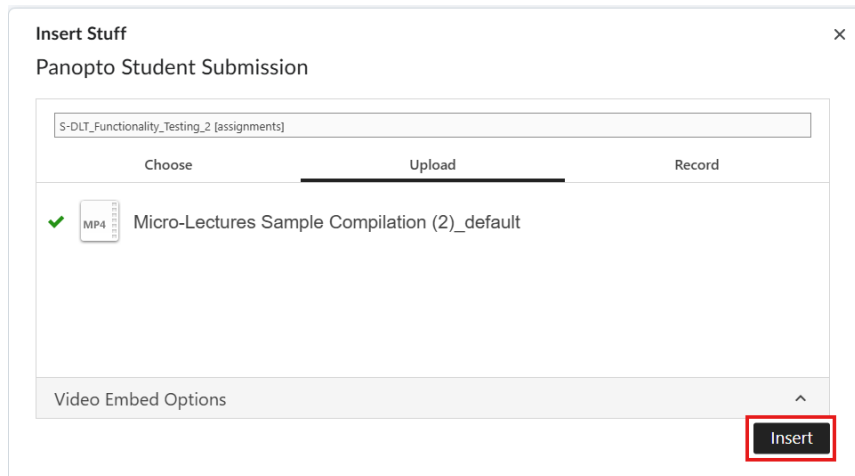
4. Click 'Panopto Student Submission' from the 'Insert Stuff' menu.



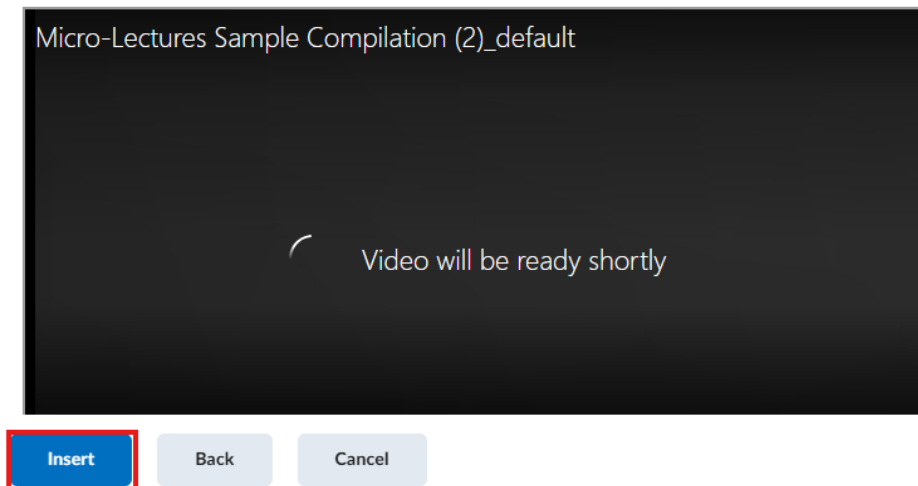
5. Click Upload or Record and follow the prompts. **Note: if you choose to record, it will open a new tab and once recording has been processed it will automatically show in the Brightspace Panopto Student Submission window.**



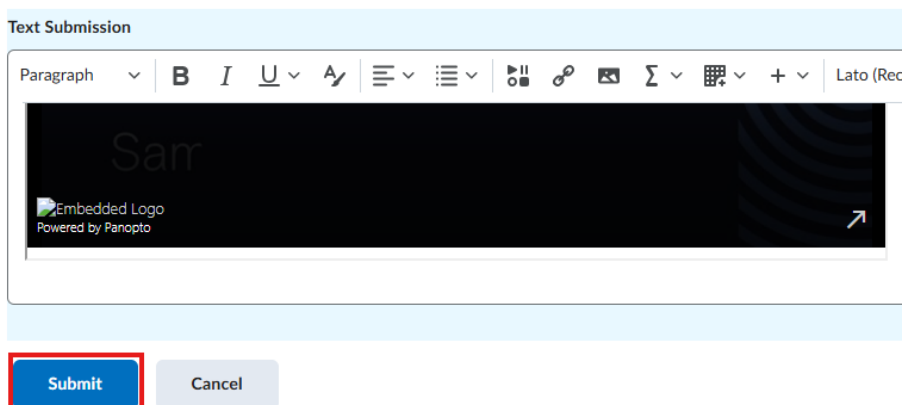
6. Click 'Insert'.



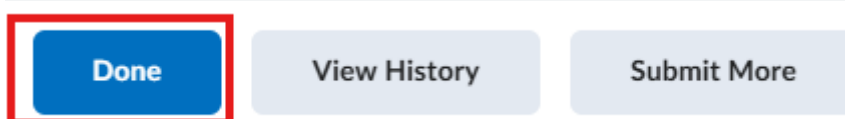
7. Click 'Insert'.



8. Click 'Submit'.



9. Click 'Done'.



Notes:

How video assignment folders work

- **Privacy:** Your submission is private. Only you and your instructors can view your video; other students cannot see your work.
- **Editing restrictions:** Once your video is submitted, it is moved to the 'Student Submissions' assignment subfolder. You can view your submitted video or copy it to another folder, but you cannot edit or delete it after submission.

Important tips

- The 'Text Submission' is a misnomer, as this is where the video should be embedded if no other files are required. If other files are required, the Panopto video embed area will be the 'Comments' section.
- Videos do not need to finish processing before they are submitted, allowing you to complete the submission process without waiting. However, it is always recommended videos are watched back to ensure the audio and video are working as intended.
- If you want to edit your video, you must do so **before** finalising your submission. If you need to make changes, cancel the submission process, go to My Subject > CSU Replay (Panopto) to edit your video, and then restart the submission process using the **Choose** option.

