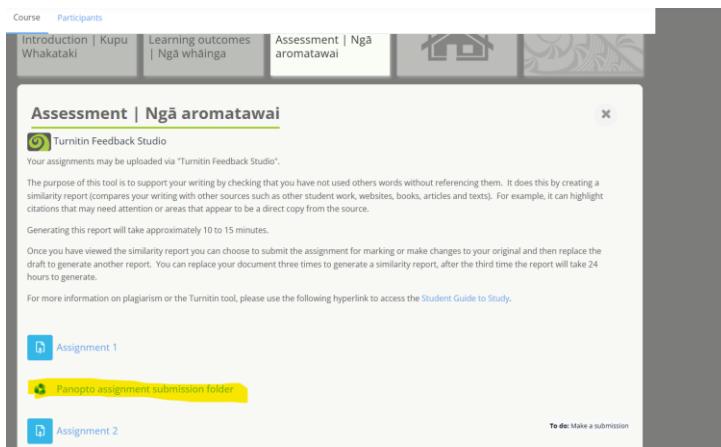


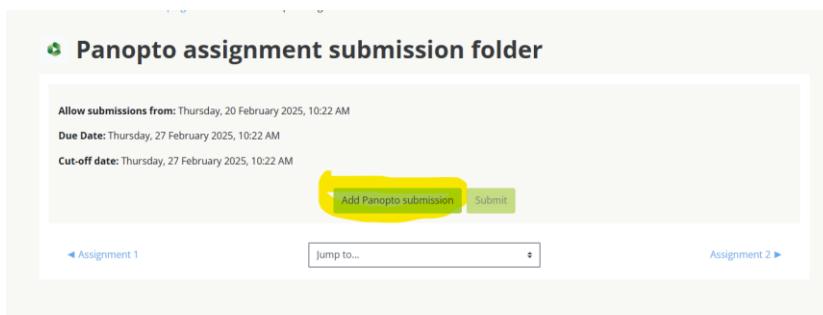
How to create your video assignment using Panopto?

1. Log in to PMA, go to your course, and open the assessments tile. Find the Panopto submission folder and click on it.



The screenshot shows a course navigation bar with 'Course' and 'Participants' tabs. Below are links for 'Introduction | Kupu Whakataki', 'Learning outcomes | Nga whāinga', and 'Assessment | Ngā aromatawai'. The 'Assessment | Ngā aromatawai' link is highlighted. A modal window titled 'Assessment | Ngā aromatawai' is open, showing the 'Turnitin Feedback Studio' section. It includes instructions for uploading assignments via Turnitin, a note about the similarity report process, and a link to the 'Student Guide to Study'. Below this, there are two assignment entries: 'Assignment 1' and 'Assignment 2'. A yellow box highlights the 'Panopto assignment submission folder' link. At the bottom right of the modal, there is a 'To do: Make a submission' button.

2. Select Add Panopto submission

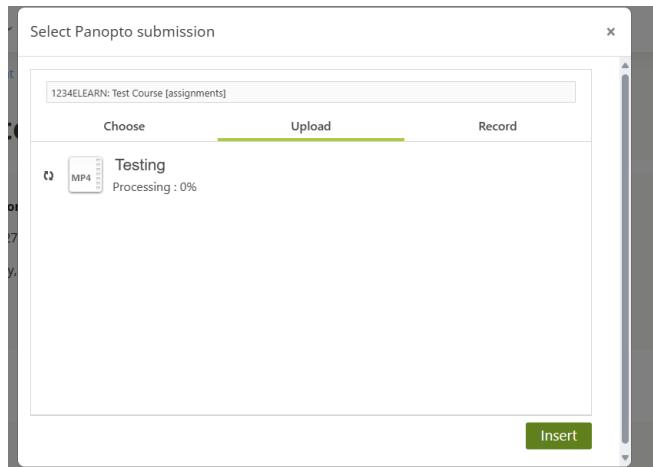


The screenshot shows the 'Panopto assignment submission folder' page. It displays submission details: 'Allow submissions from: Thursday, 20 February 2025, 10:22 AM', 'Due Date: Thursday, 27 February 2025, 10:22 AM', and 'Cut-off date: Thursday, 27 February 2025, 10:22 AM'. At the bottom, there are two buttons: 'Add Panopto submission' (highlighted with a yellow box) and 'Submit'. Below these buttons is a 'Jump to...' dropdown menu. Navigation links 'Assignment 1' and 'Assignment 2' are at the bottom.

3. From here, you can either select '**Upload**' to upload a pre-recorded video (e.g., a Zoom recording) or record your video directly in Panopto.

a. Upload a pre-recorded video

You can either drag and drop your video or audio file, or click on the box to select the file from your folder. Once your recording is fully uploaded, it will show as '**Processing**'. After the processing is complete, you can select '**Insert**'.



Then, you have the option to preview the video. If you're satisfied with it, click '**Submit**' to submit your file. If you've accidentally uploaded the wrong file, click '**Replace**' to re-upload.

A screenshot of a web-based assignment submission page. The title is 'Panopto assignment submission folder'. It shows a video file named 'Testing'. Below the video, there is a link 'Show video preview' and a thumbnail image of the video. At the bottom, there are two buttons: 'Replace' and 'Submit'. The 'Replace' button is in a light green color. The 'Submit' button is in a darker green color. At the bottom left, there is a link 'Assignment 1'. At the bottom right, there is a search bar with the placeholder 'Jump to...'. On the left side of the page, there is a sidebar with 'Useful links' and 'Assessment' sections.

b. Record a video

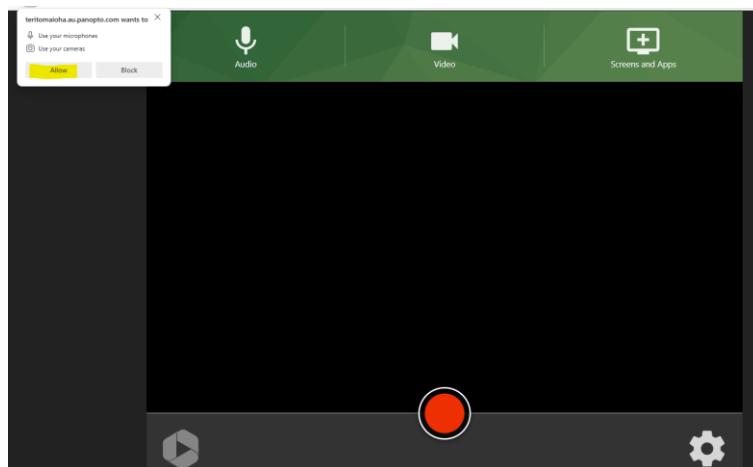
Select Record and give your recording a name (e.g., your name and student number).

A screenshot of the Panopto submission interface. The 'Record' button is highlighted with a green background. Below the 'Record' button is a text input field labeled 'Name your recording' containing the text 'Test student (student number: S00000)'. At the bottom, there are two options for recording: 'Capture (Browser)' and 'Panopto for Windows (App)'. Each option has a small icon and a description below it. The 'Capture (Browser)' icon shows a window with a red dot in the top right corner. The 'Panopto for Windows (App)' icon shows a window with a red camera icon in the center.

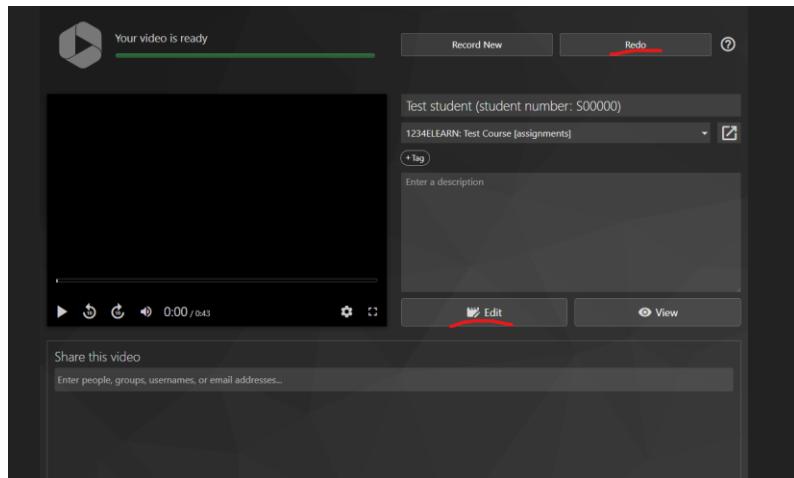
You can select Record in Capture if you prefer not to download an app.

Please make sure to click Allow to enable your microphone and camera. You also have the option to share your screen or apps by clicking the laptop icon at the top right corner of the screen.

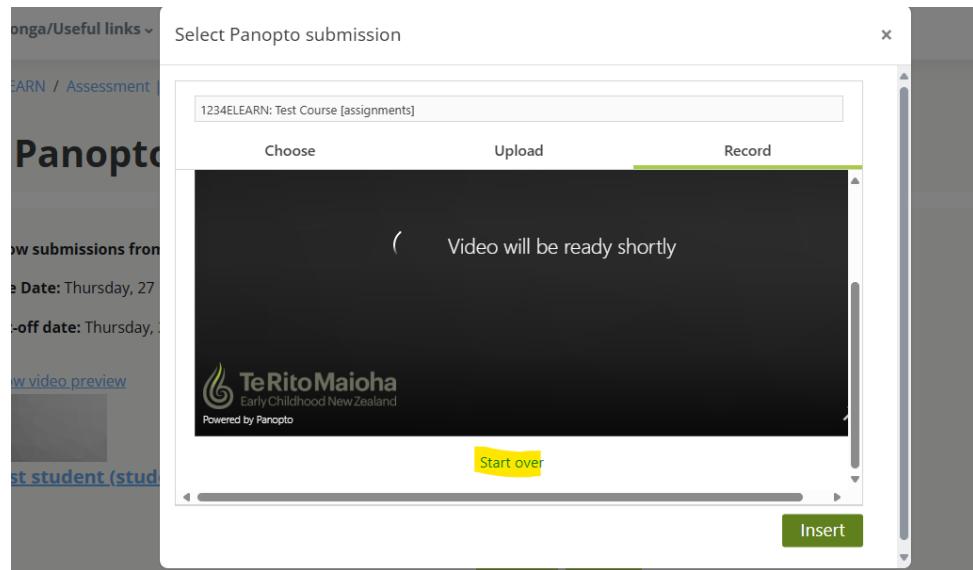
Click the red button to start the recording.



After stopping the recording, you can review it. You can also select the buttons on the right to **Redo** or **Edit** your recording.



If you're happy with your recording, close the tab. Your recording should now appear in your Panopto submission box. Here, you can review it again and select **Start Over** under the recording or select the **Insert** button at the bottom right.



Once you're ready to submit, click the **Submit** button at the bottom of the page.

A screenshot of a 'Panopto assignment submission folder' page. The title is 'Panopto assignment submission folder'. Below the title, it says 'Allow submissions from: Thursday, 20 February 2025, 10:22 AM', 'Due Date: Thursday, 27 February 2025, 10:22 AM', and 'Cut-off date: Thursday, 27 February 2025, 10:22 AM'. There is a link 'Show video preview' and a placeholder image for a video preview. Below this is a link 'Test student (student number: S00000)'. At the bottom right are two buttons: 'Replace' and 'Submit'.