

INSTRUCTIONS FOR RECORDING AND SUBMITTING A PRESENTATION/ORAL IN CANVAS

Please carefully read the guidelines below. You are advised to familiarise yourself with the instructions well in advance of the submission deadline.

For queries about how to submit your assessment – contact mah-cao@sussex.ac.uk.

INSTRUCTIONS

- Your recording must be recorded / uploaded in the Canvas module site, in the *Panopto assignment folder* titled '**RESIT ORAL/PRESENTATION**'.

To find the *Panopto assignment folder* on the Canvas site, go to **Page 3** of this guidance - [Locating the Panopto assignment folder](#)

- You can record your presentation using the Panopto recorder app, referring to the instructions on **Page 4** – [Recording a presentation with the Panopto recorder app](#)

Alternatively, you can upload a pre-recorded file using the instructions on **Page 8** – [Recording a Presentation with your own software and uploading to Panopto](#)

Submitting a Panopto assignment

This guide will take you through the process for recording and submitting a Panopto assignment. It includes instructions for Windows computers, Mac computers and mobile devices. Please use the contents list below to find the section/s relevant to you.

Remember it can take some time to upload a video submission particularly if you have a slower internet connection, so please leave a good amount of time to submit your assignment before the deadline.

This guide will cover:

Submitting a Panopto assignment	2
Requirements	2
Locating the Panopto assignment folder	3
Recording a presentation with the Panopto recorder app	4
Downloading and installing the Panopto recorder app	4
Recording with Panopto for Windows	5
Recording with Panopto for Mac.....	6
Recording a presentation with your own software and uploading to Panopto.....	8
Uploading a recording to Panopto from a Mac, PC or mobile browser.....	8
Downloading and installing the mobile app.	9
Uploading a video on the iOS mobile app.	11
Uploading a video on the Android mobile app.	13
Viewing your submission and making changes.....	14
How to Submit a Video Assignment in Canvas	16
Support.....	18

Requirements

You will need:

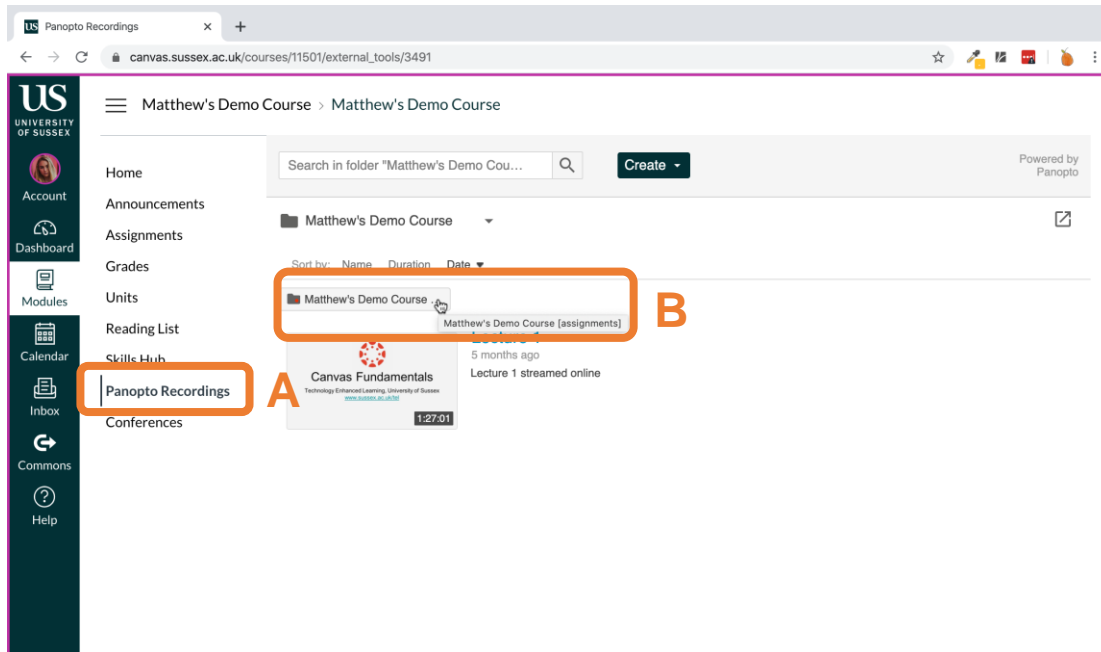
- A PC, laptop or mobile device with a camera.*
- A microphone. Most mobile devices and laptops come with built in microphone.
- Speakers or headphones to listen back to your recording.
- A quiet space to work.
- An internet connection for downloading Panopto's recording app and uploading your recording.

* **Note:** The Panopto app for mobile devices is not well-suited for recording PowerPoint or similar screen presentations, but will capture audio and video well.

Locating the Panopto assignment folder

You tutor will have created a Panopto assignment folder in your Canvas module site.

1. Navigate to the Canvas module site.
2. Click the link to **Panopto Recordings** from the module menu (A).
3. If you have a Panopto assignment you should see an assignment folder. The assignment folder has the title **'RESIT ORAL/PRESENTATION'** (B). Make sure that you click on this folder before starting to upload/record your presentation.



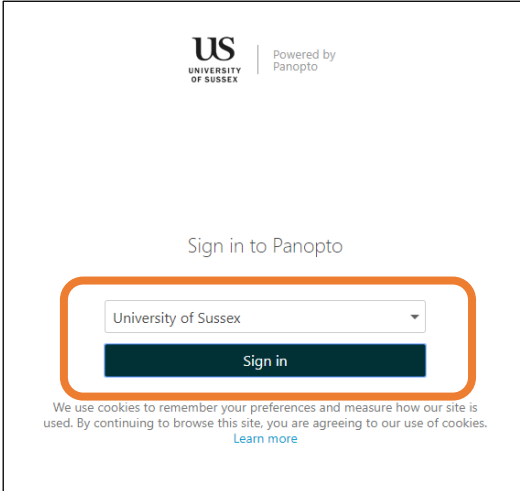
Videos uploaded to an assignment folder are visible to you and your course tutors only.

Once the due date for your assignment has passed your tutor will close the assignment folder and you will no-longer be able to access or submit your assignment.

Recording a presentation with the Panopto recorder app

Downloading and installing the Panopto recorder app

1. In your web browser, go to <https://sussex.cloud.panopto.eu/>
2. Check that University of Sussex is selected and click **Sign in**.



US
UNIVERSITY
OF SUSSEX

Powered by
Panopto

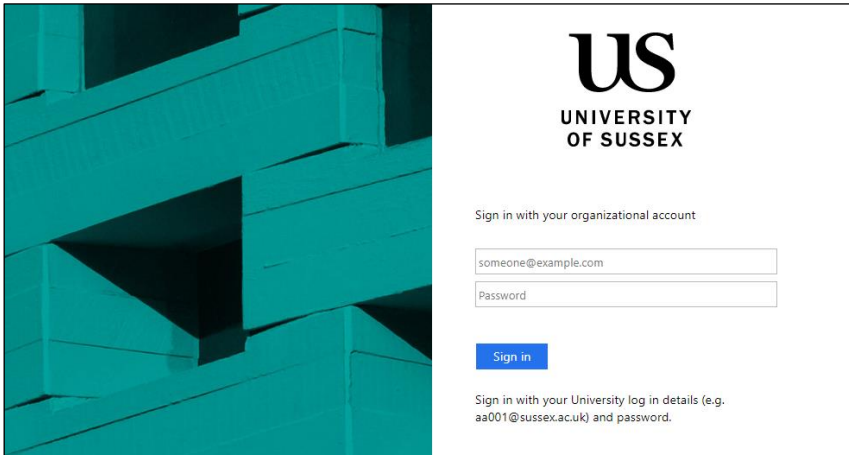
Sign in to Panopto

University of Sussex

Sign in

We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies.
[Learn more](#)

3. Sign in with your University log in details (e.g. aa001@sussex.ac.uk) and password.



US
UNIVERSITY
OF SUSSEX

Sign in with your organizational account

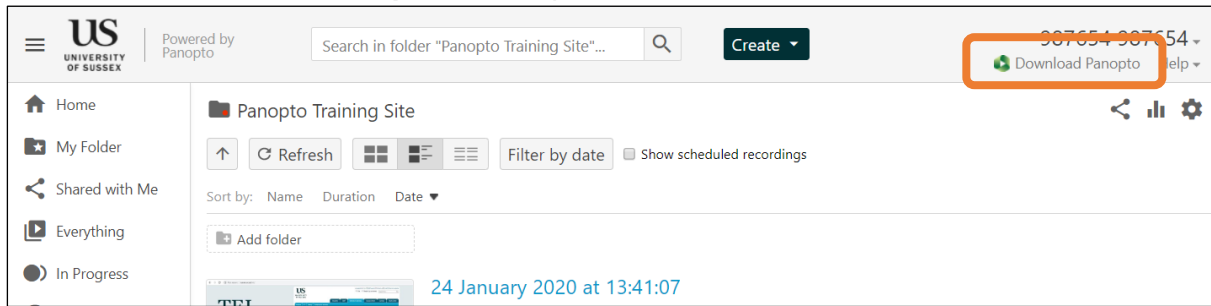
someone@example.com

Password

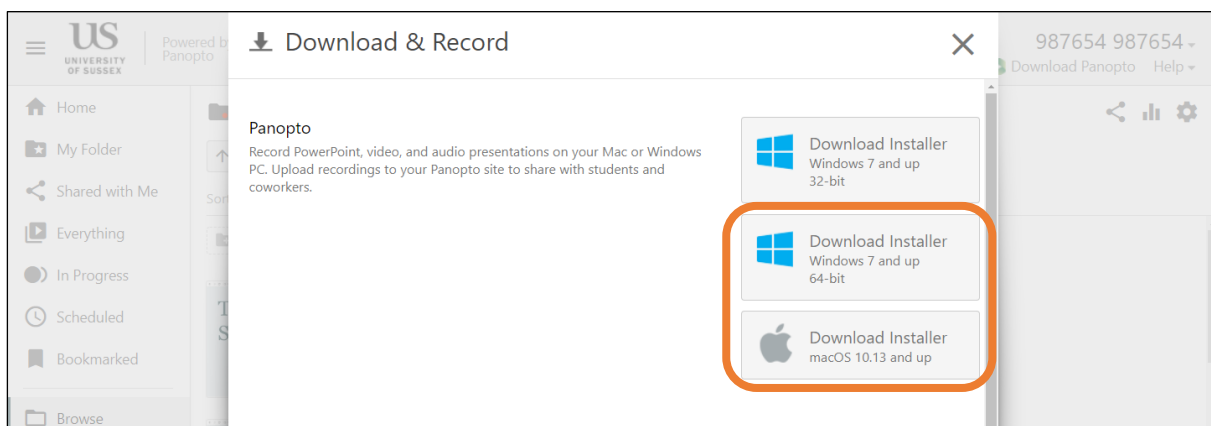
Sign in

Sign in with your University log in details (e.g. aa001@sussex.ac.uk) and password.

4. Click **Download Panopto** at the top of the screen.



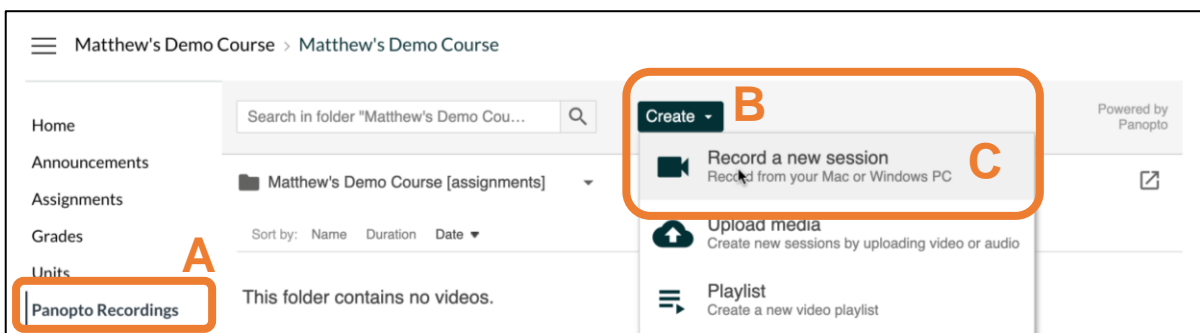
5. Select either the Windows 64-bit or Mac OS version depending on what device you are using.



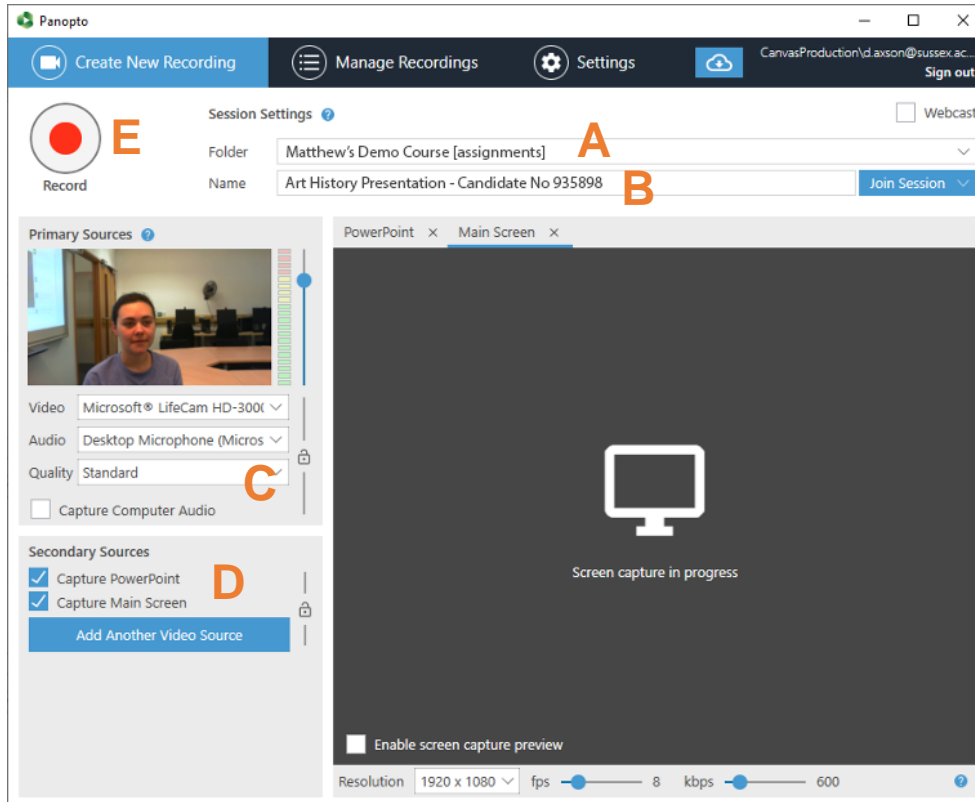
6. When the file has downloaded, open it and follow the prompts to install the program.

Recording with Panopto for Windows

1. Go to your Canvas Module site.
2. Click the **Panopto Recordings (A)** menu item,
3. Click on the assignment folder titled **'RESIT ORAL/PRESENTATION'**. This step is important. You **must** submit your presentation to this folder for the marker/s to see it.
4. From the **Create (B)** dropdown choose **Record a new session (C)**.
(You will be prompted to open/launch Panopto.)



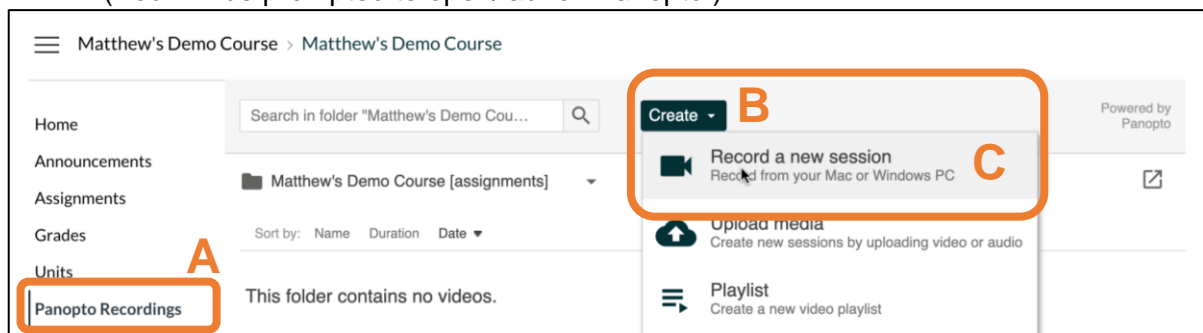
The Panopto Recorder for Windows

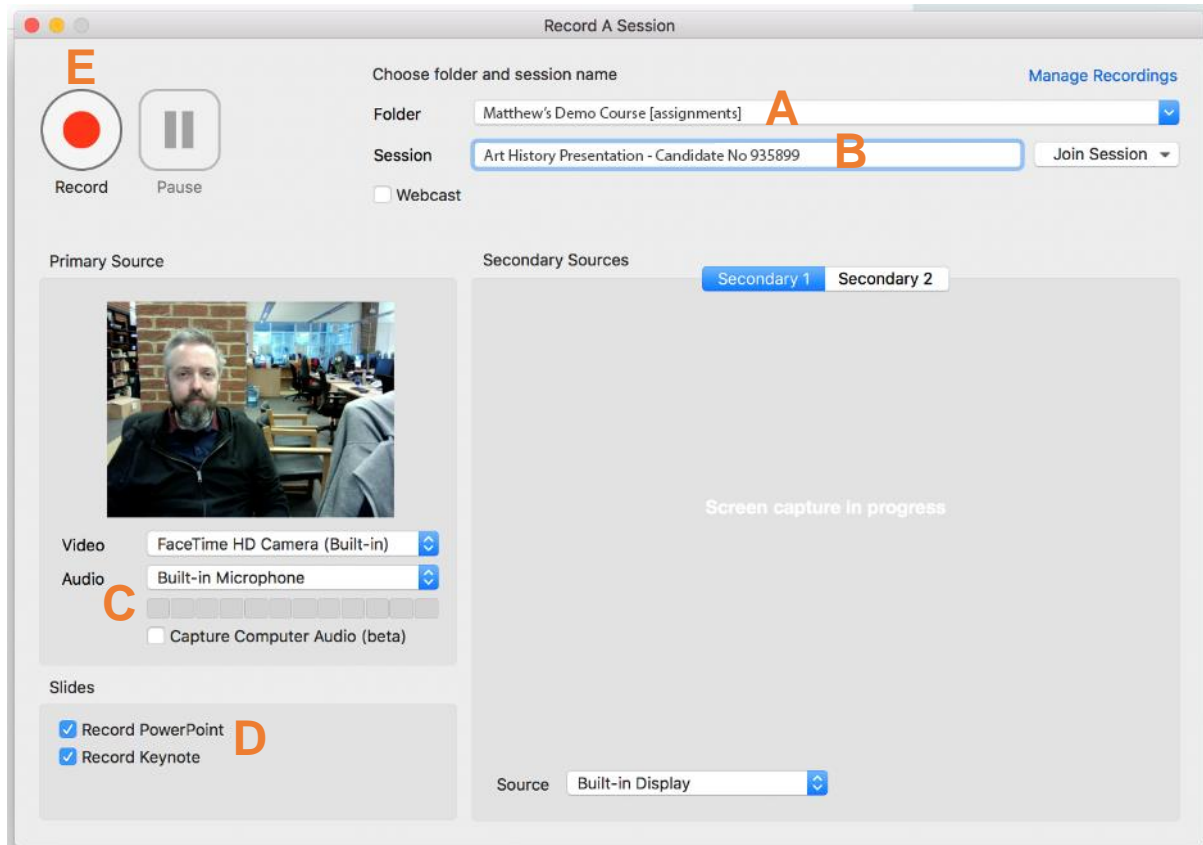


1. The folder **(A)** will automatically be set to your module assignment folder.
2. Enter a meaningful title **including your candidate number (B)**.
3. Check your video and audio **(C)**, you will see the sound meter move up and down as confirmation that audio is detected. Make sure your video is being captured
4. Ensure PowerPoint is selected **(D)** if using PowerPoint.
5. Click to **Record (E)**, your recording will now start.
6. If using a PowerPoint presentation, open this now, start the presentation and work through the slides as you normally would.
7. When finished, return to the Panopto recorder app and click **Stop**.
8. Click **Done** in the pop-up window. Once uploaded and processed your recording will then be available to you and your tutors.

Recording with Panopto for Mac

1. Go to your Canvas Module site.
2. Click the **Panopto Recordings (A)** menu item,
3. From the **Create (B)** dropdown choose **Record a new session (C)**.
(You will be prompted to open/launch Panopto.)



The Panopto Recorder for Mac

1. The folder **(A)** will automatically be set to your module assignment folder.
2. Enter a meaningful title **including your candidate number (B)**.
3. Check your video and audio **(C)**, you will see the sound meter move up and down as confirmation that audio is detected. Change the video to none if you do not want to capture video.
4. Ensure Record PowerPoint is selected **(D)** if using PowerPoint.
5. Click to **Record (E)**.
6. If using a PowerPoint presentation, open this now, start the presentation and work through the slides as you normally would.
7. When finished, return to the Panopto recorder app and click **Stop**.
8. Click **Upload** in the pop-up window. Once your recording has been uploaded and processed it will then be available to you and your tutors.

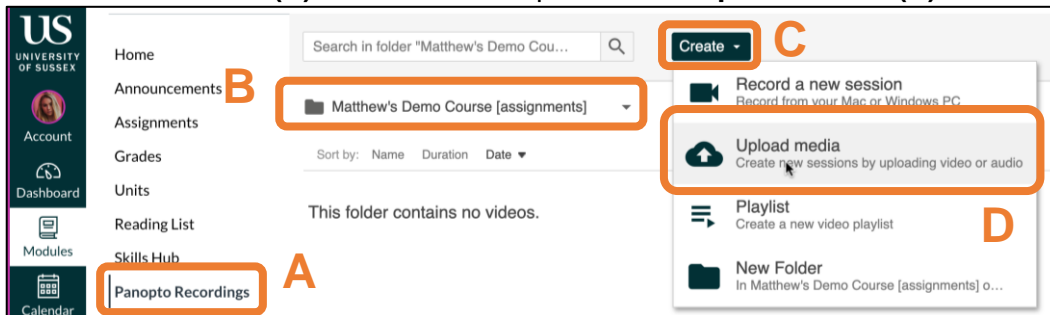
Recording a presentation with your own software and uploading to Panopto

If you are familiar with alternative software and would rather use that, you can, provided it allows you to capture all the elements required for the assignment. Panopto will allow you to upload either video or audio files. If you are unsure of what is required for your assignment, please check with your tutors.

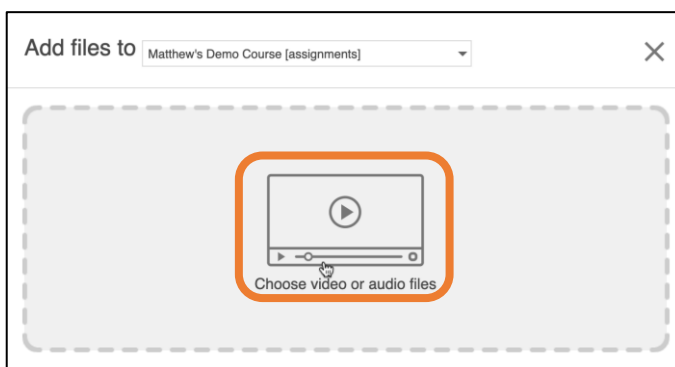
The Panopto recorder app will automatically upload your recording to Panopto however, if you are using your own software you will need to upload your recording to Panopto.

Uploading a recording to Panopto from a Mac, PC or mobile browser

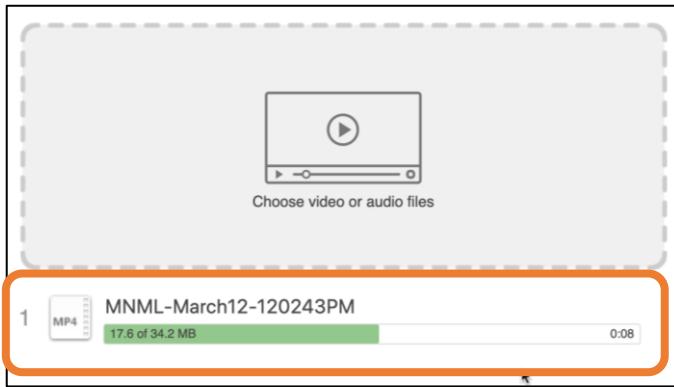
1. Navigate to the relevant module in Canvas.
2. Click on the **Panopto Recordings** menu item (A).
3. Click to open the assignment folder titled **'RESIT ORAL/PRESENTATION'** (B). This step is important. You **must** submit your presentation to this folder for the marker/s to see it.
4. Click **Create** (C) and from the dropdown click **Upload media** (D).



5. Click **Choose video or audio files**.



6. Find the relevant mp4 video (or mp3 for audio) file select it and click **open**.



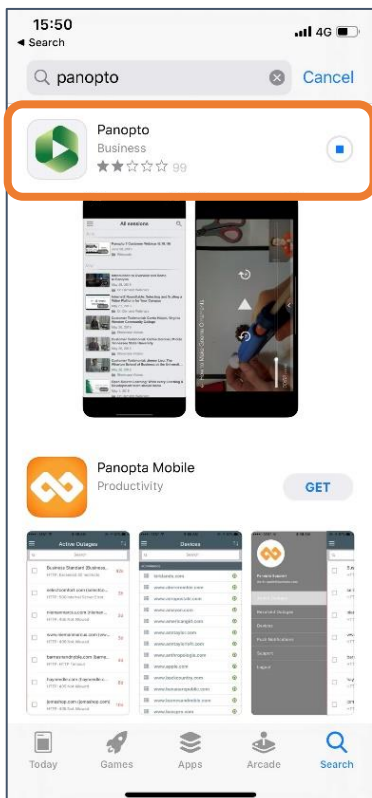
You should see the recording is now uploading.

Once uploaded and finished processing you should be able to return to the assignments folder and play back the recording. See [Reviewing your submission and making changes](#).

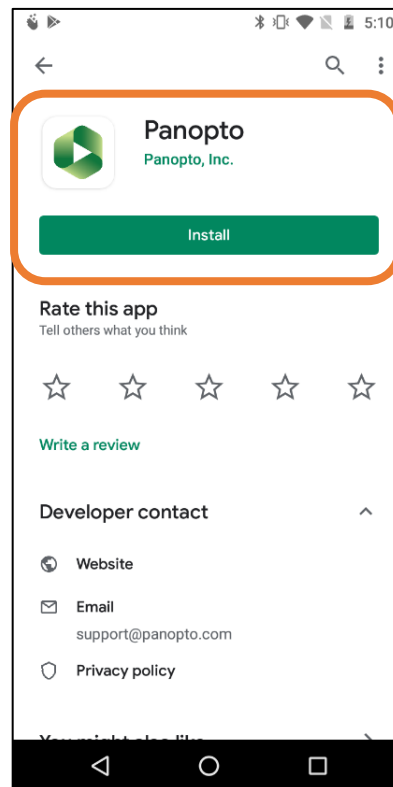
Downloading and installing the mobile app.

1. Download the Panopto app from the **App store for iOS** or the **Play Store for Android**.

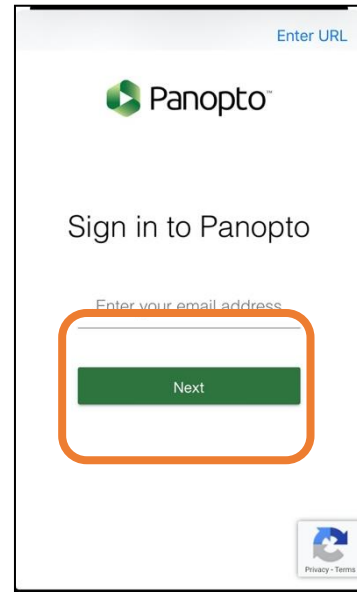
iOS



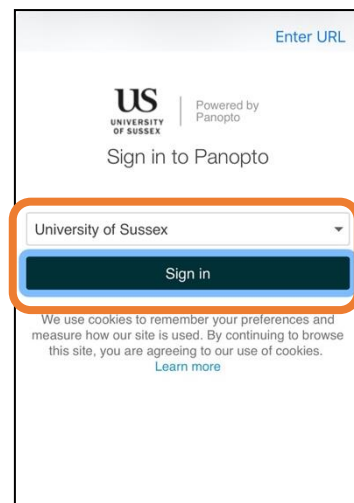
Android



- Open the app, enter your **university email address** (your IT username @sussex.ac.uk i.e. ab123@sussex.ac.uk, this is to find our instance of Panopto without you having to type the web address in full), then click **Next**.

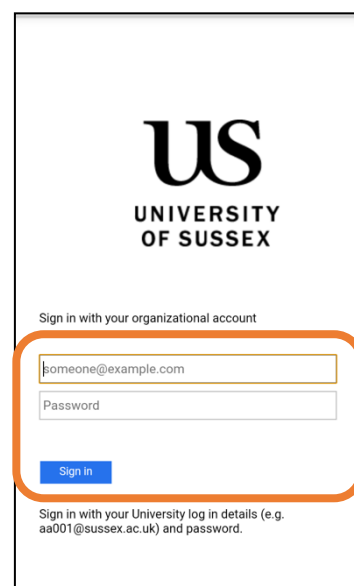


- Click **Sign in**.



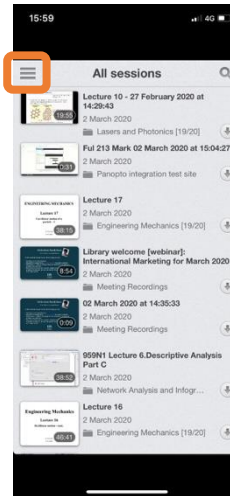
- Enter your **ITS username and password** (the same you use for logging in to Canvas i.e. aa001@sussex.ac.uk).

You are now signed in to Panopto.

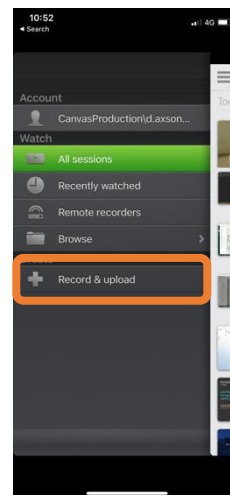


Uploading a video on the iOS mobile app.

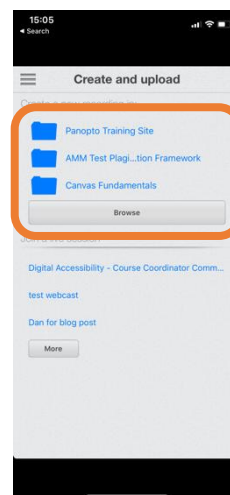
1. Click on the **menu icon** (three horizontal lines).



2. Click **Record & upload**.

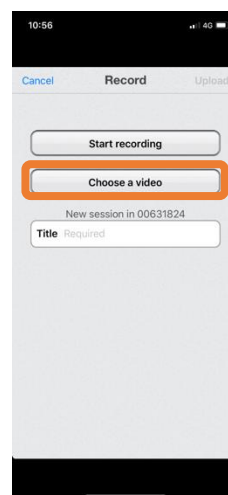


3. Choose the **[assignments]** folder corresponding to the module you would like to add the recording to.

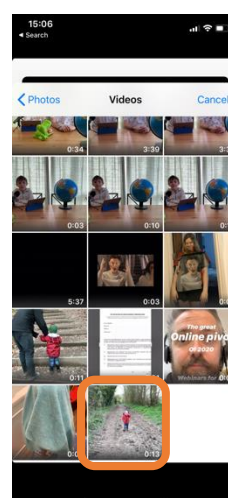


TECHNOLOGY ENHANCED LEARNING

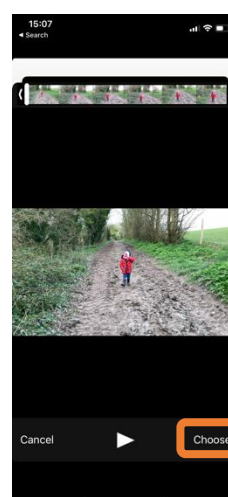
4. Click **Choose a video** to upload one from your device.



5. Select the video you want to upload.

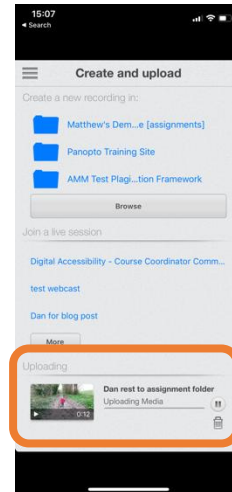


6. Click **Choose** and give your recording a name.



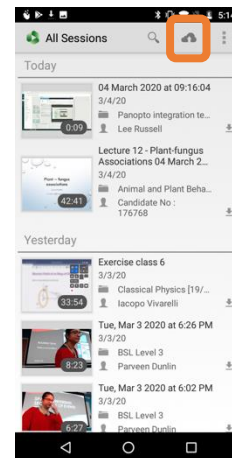
TECHNOLOGY ENHANCED LEARNING

7. Your video will now upload and process. Your video will be ready to view when processed.

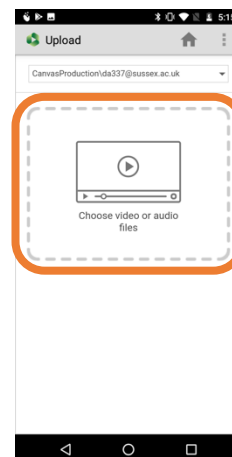


Uploading a video on the Android mobile app.

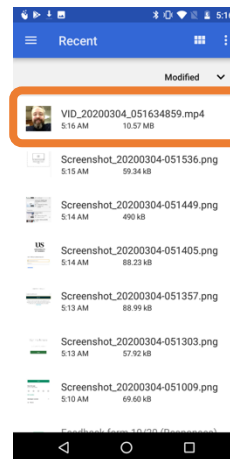
1. Click the **upload icon**.



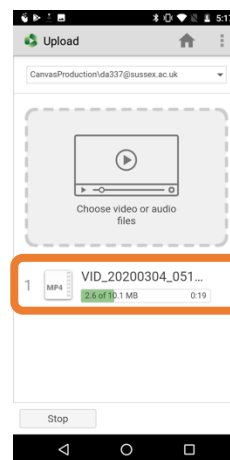
2. Click in the area within the dotted line.



3. Choose a video to upload.



4. Your video will now upload and process, you can click the home icon, your video will continue uploading. Your video will be ready to view when processed.



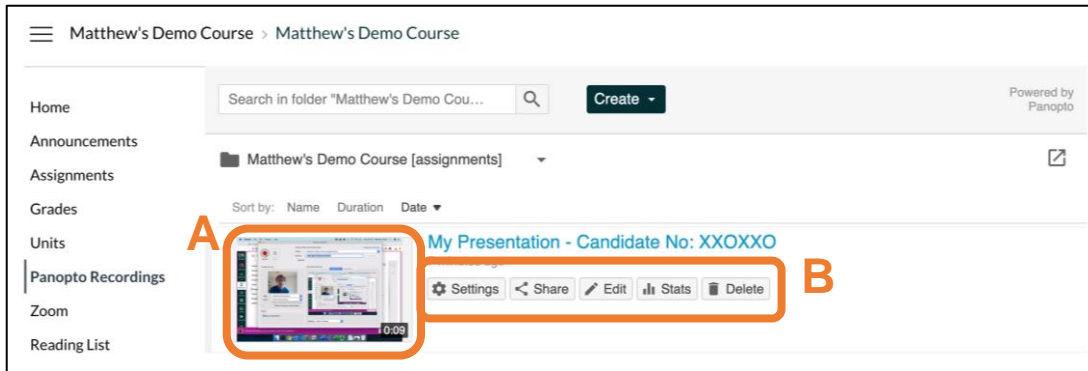
Viewing your submission and making changes

Once you have uploaded your recording this should be visible to you and your tutor/s only. You will not be able to see your peers submissions and they will not be able to access yours. You can review the submission by returning to the Panopto [assignments] folder. See Locating the Panopto assignments folder.

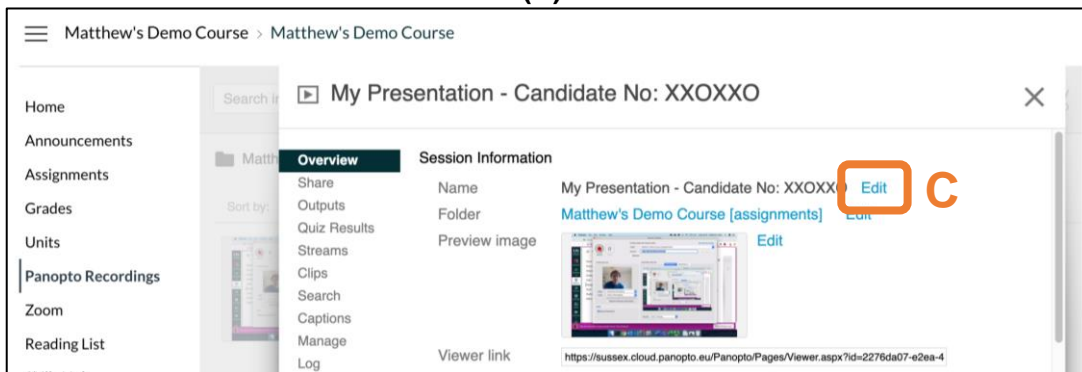
From the Panopto [assignments] folder:

1. Click the recording to open and view it **(A)**.
2. You can make minor edits via the edit button **(B)**.
3. Click **Delete** to delete the recording. You can delete and re-record or re-upload at any point up until the deadline.

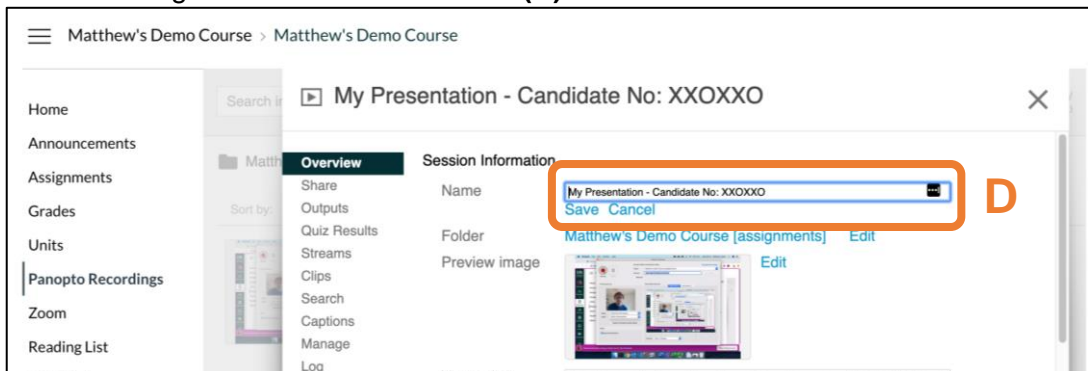
TECHNOLOGY ENHANCED LEARNING



- Remember you must include your Candidate number in the title of your recording. To change the name of your recording, click **Settings (B)**.
- Click the **Edit link next to Name (C)**.



- Change the title then click **Save (D)**.



TECHNOLOGY ENHANCED LEARNING

- This will open a window where you can navigate to the folder where you recorded your Panopto video. Navigate to the folder in which your video was recorded, which will be either your personal folder or the course assignment folder, depending on how your instructor has this set up (Fig. 3a). Locate and select your video (Fig. 3b). Then select **Insert** in the bottom right (Fig. 3c).

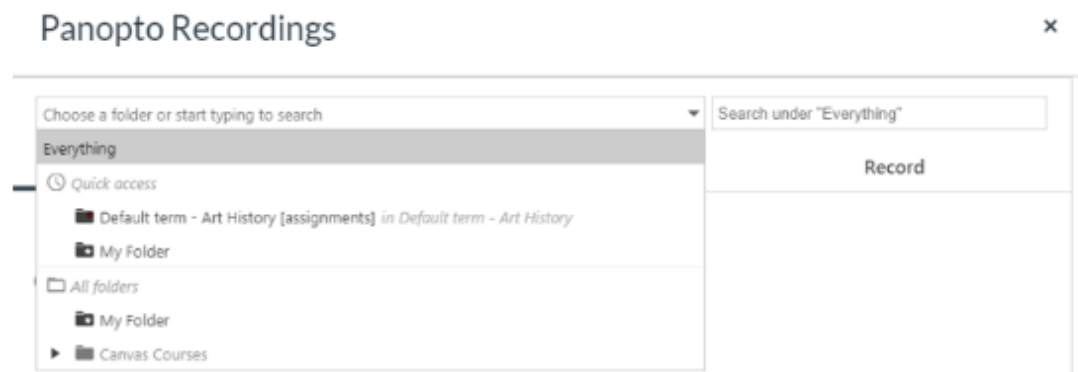


Figure 3a

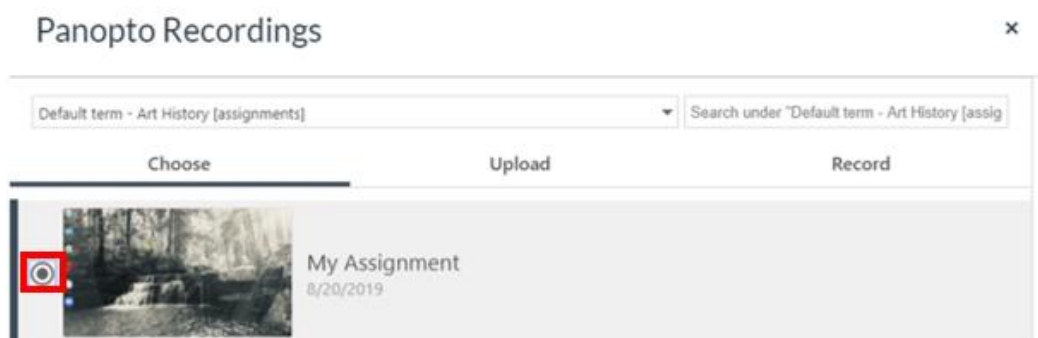


Figure 3b

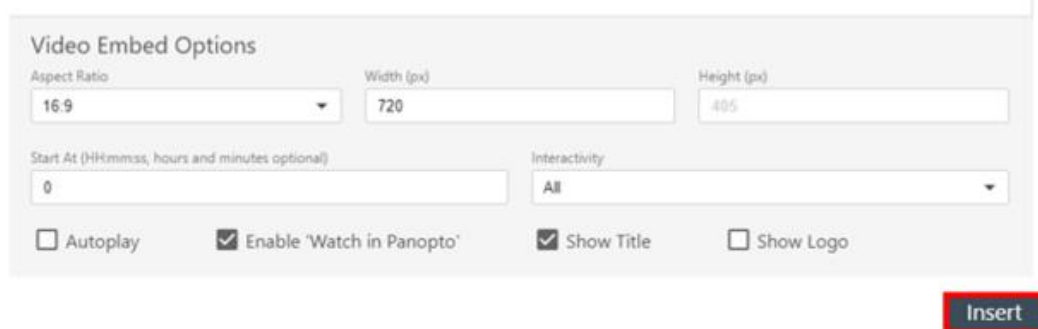


Figure 3c

- To submit your video click the red Submit assignment button. Once the assignment has been submitted, you will receive a message at the top of the screen saying that it has been successfully submitted. Your teacher will now be able to watch your Panopto recording.

Support

If you are uncertain about the requirements for your assignment please contact your module tutor.

If you experience any technical problems please contact itservicedesk@sussex.ac.uk.