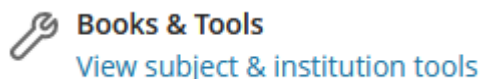


This guide will demonstrate how to set up a Video Assessment in LearnJCU using Panopto.

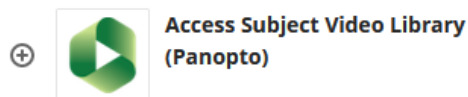
## Video Assessment Set up instructions

### Prepare Panopto to allow students to upload.

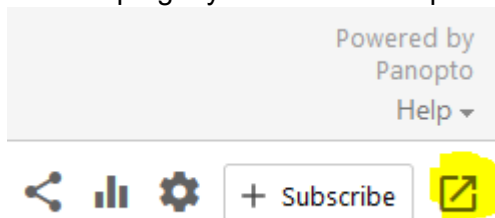
1. Go into your subject site.
2. Under the Details and Actions menu click on the Books and Tools link.



3. In the Books & Subject Tools panel select Access Subject Video Library (Panopto).



4. At the top right you will see an Open in Panopto icon.



(This will make going back to your subject site easier later).

6. In the top right of the new tab, click the cog icon.



7. Under Assignment Folder select Create Assignment folder blue link.

### Assignment Folder

#### Create Assignment Folder

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

This will automatically name the assignment folder. For easier management and to avoid confusion for students at the time of submitting only one video submission folder can be available at a time. The folder can be used for multiple assessments and discussion board videos. (See information further about closing the assignment folder and discussion boards).

- To edit the folder name, click on the blue assignment folder name link which will take you to the folder in Panopto. Students will see this title so clearly identifying the subject and purpose is advised (eg. 22-AB1000-Assignment2-Presentation)
- Click the cog icon at the top right while in that assignment folder.



- This will take you to your folder information within which you can select the blue edit link and change your Assignment folder name and description as required.

SL Ultra Sandpit [assignments]
✕

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**Overview**

Share

Settings

Search

Order

Manage

**Folder Information**

Name	SL Ultra Sandpit [assignments] <a href="#">Edit</a>
Parent folder	SL Ultra Sandpit <a href="#">Edit</a>
<b>Description</b>	
	<a href="#">Edit</a>

This has now created and named your Panopto assignment folder as required ready for students to be able to access and record or upload their videos.

### Deploying Video Assessment Instructions for students

- Back in your subject site, go to your Assessment folder and create your assignment folder as you usually would.
- In the content area of your assignment click the + symbol and select Add Text.

SL Ultra Sandpit

Assessment One - Presentation Video

Content and Settings

Students can add text, images and files here.

**Assignment Settings** ⚙️

**Due date**  
3/02/2022 12:00 am (AEST)

**Grade category**  
Assignment

**Marking**  
Points | 100 maximum points

**Attempts allowed**  
1 attempt

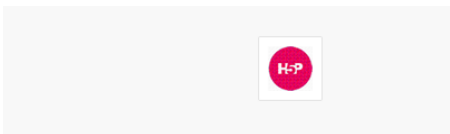
**Originality Report**  
[Enable SafeAssign](#)

- In the text box header click the + icon at far right and select LTI Item.

## Assignment Content

The screenshot shows the top toolbar of the assignment editor with various formatting options like bold, italic, underline, and text color. Below the toolbar is a text input field with the placeholder "Type text". To the right of the text field is a dropdown menu with options: Math, Image, Media, LTI item (highlighted in yellow), Cloud Storage, and YouTube video. A "Save" button is located to the right of the dropdown. Below the toolbar, there is a checkbox labeled "Allow students to add content at end of assessment" which is checked. Under the heading "Submission", there is a text box containing the text "Students can add text, images and files here."

14. From the Content market select H5P



### Content Package (H5P)

Create rich, interactive content in Ultra

15. Under All Content you should see the Video Assessment Instructions folder. If it does not appear, use the search content area to search for Video Assessment Instructions.

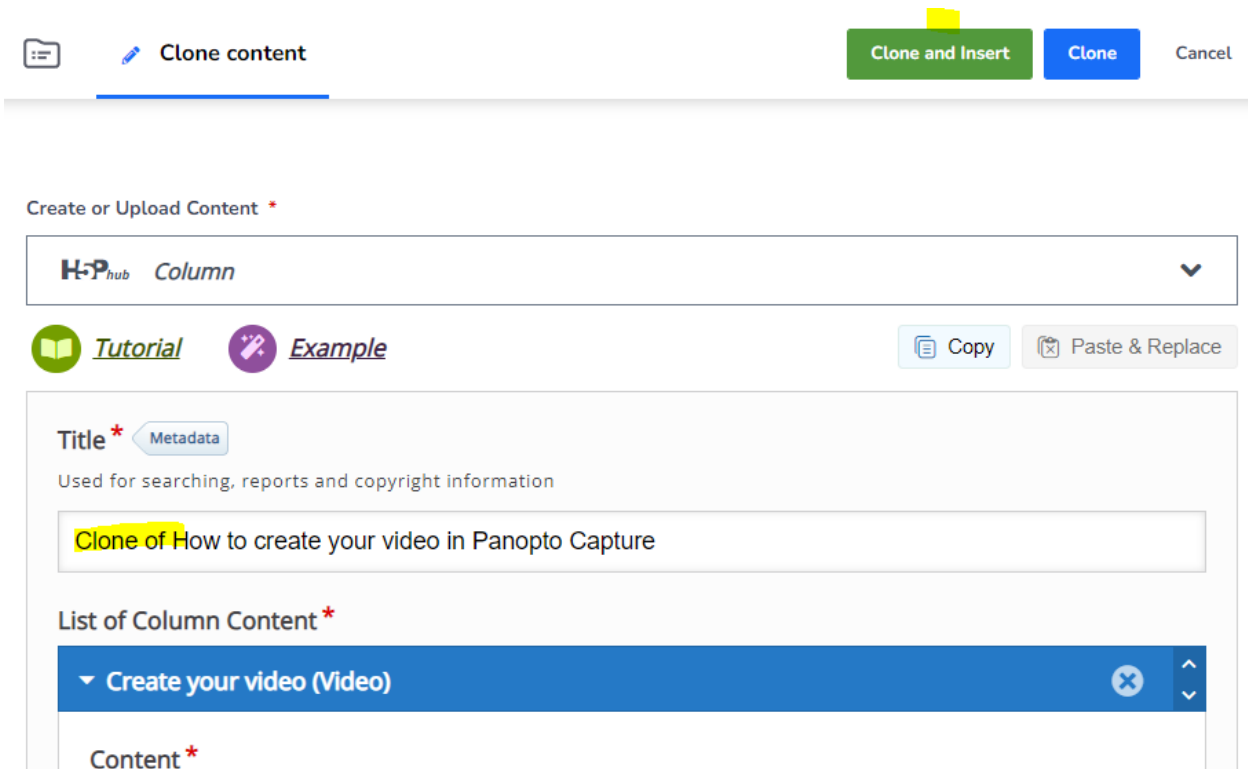
The screenshot shows the content management interface for James Cook University Australia. It features a sidebar with navigation options: Manage Content, My Content, Shared with me, All Content (highlighted in yellow), and Trash. The main area has a search bar with the text "Search content" (highlighted in yellow) and a search icon. Below the search bar, there are buttons for "Add Content", "New Folder", and "New Organization Folder". The search results are displayed under the heading "All Content" and include a table with columns for checkboxes, titles, and descriptions. One result is highlighted in yellow: "Video Assessment Instructions" with the description "Content is shared with the entire organization".

16. Click on the Video Assessment Instructions heading to expand the folder. To show the resources contained within.

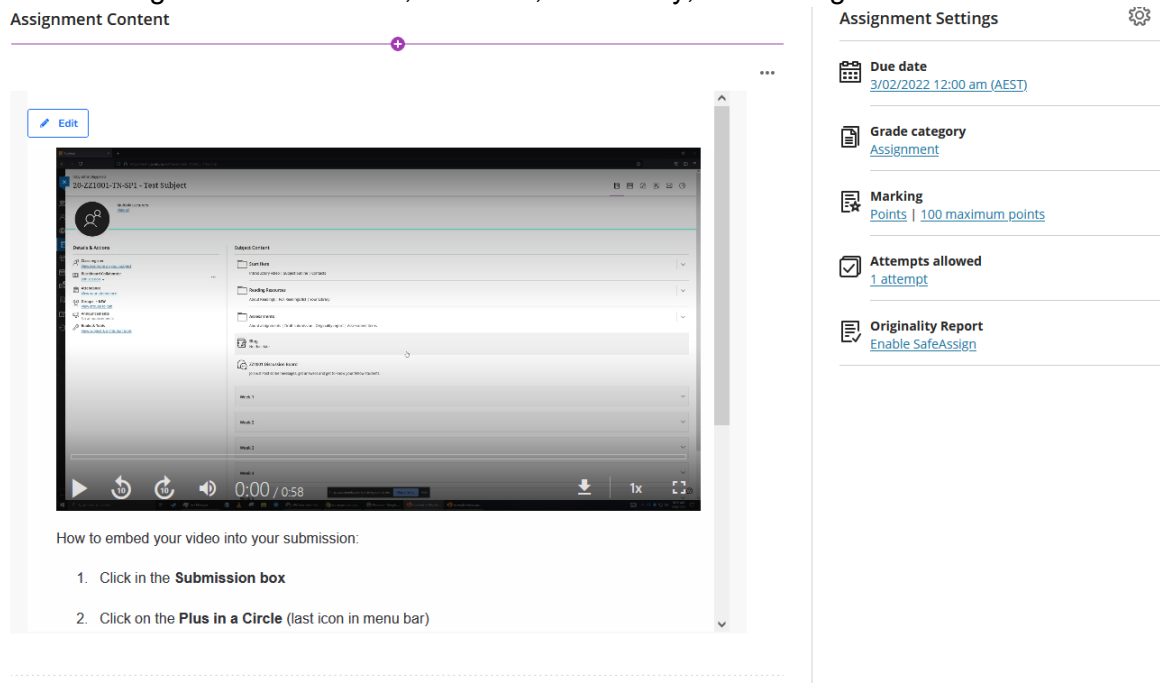
17. For the resource for placement in your assignment area, click the three dots and then click 'Clone'

<input type="checkbox"/>	Title	Last Modified	Published	
<input type="checkbox"/>	<a href="#">How to create your video in Panopto Capture</a> Column	21 Dec 2021	🔒	⋮
<input type="checkbox"/>	<a href="#">How to submit your video</a> Column	09 Dec 2021	🔒	⋮

A dropdown menu is open over the first row, showing a "Clone" option highlighted in yellow.



19. This will insert the resource into the assignment content area. Press Save then continue to add further assignment instructions, due date, availability, and settings.



20. Click the + icon and select content market from the drop down

Assessments  
Visible to students

Assignment One - Presentation  
Visible to students

Assessment One - Presentation Video  
Due date: 3/02/2022 12:00 am  
Visible to students

Create

Copy Content

Upload

Content Market

Cloud Storage

Content Collection

21. Follow the same steps (14 and 15) to locate the Video Assessment Instructions in H5P except this time select How to create your video in Panopto Capture and Clone then insert it.

22. The video link will now appear in your required Assessment/Assignment Folder.

### Subject Content

Assessments  
Visible to students

Assignment One - Presentation  
Visible to students

How to create your video in Panopto Capture  
Visible to students  
Column

Assessment One - Presentation Video  
Due date: 3/02/2022 12:00 am  
Visible to students

### Closing assignment folder

Closing an assignment folder prevents viewers from accessing and adding further content to the assignment folder.

Closing the assignment folder is a hard close. It cannot be re-opened.

The assignment folder and its content will remain accessible to you as a creator.

Another assignment folder can be created in Panopto for future submissions.

### Discussion boards and student videos

You can also provide the option for students to record or upload videos to discussion boards in the same way. If there is already a submission folder created in the Panopto subject library for students to submit to, the option is available for students. If a folder has not been created in Panopto for students to submit to, the same process set out above applies except instead of selecting Assignment in Step 11, you would select create a Discussion board.

Videos created or added to Panopto by students do not add to subject site quota.

### Further information

- [Creating Video Assessment](#) (Workshop Video)
- [Video Assessment](#) (Web site)