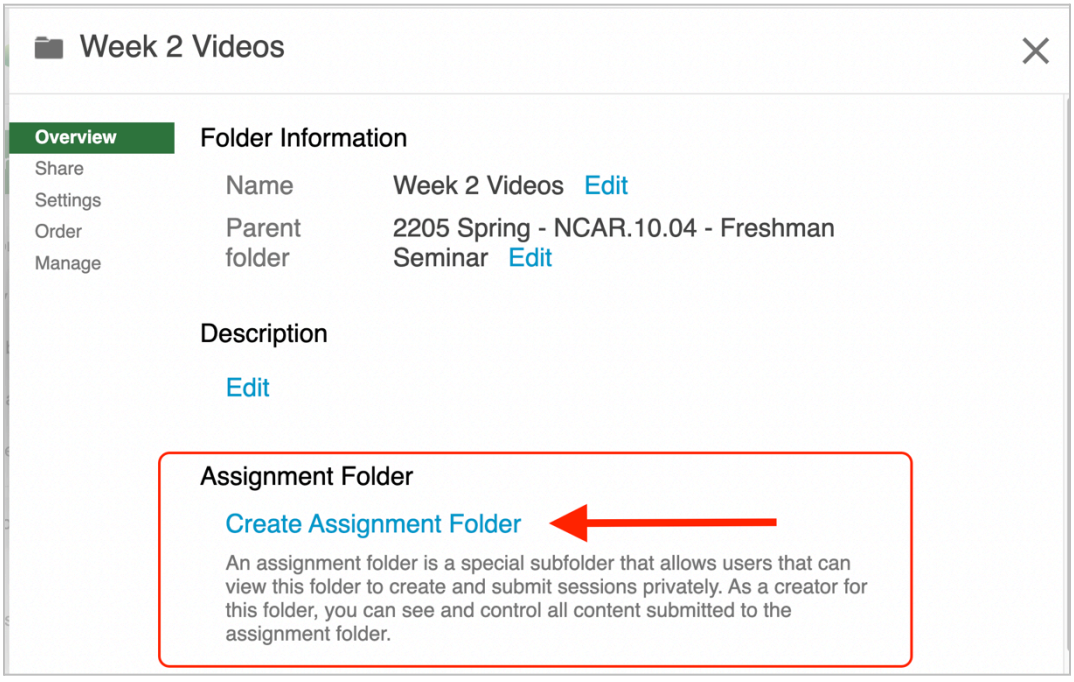
Doing More in Panopto

Creating Video Assignments in Panopto.

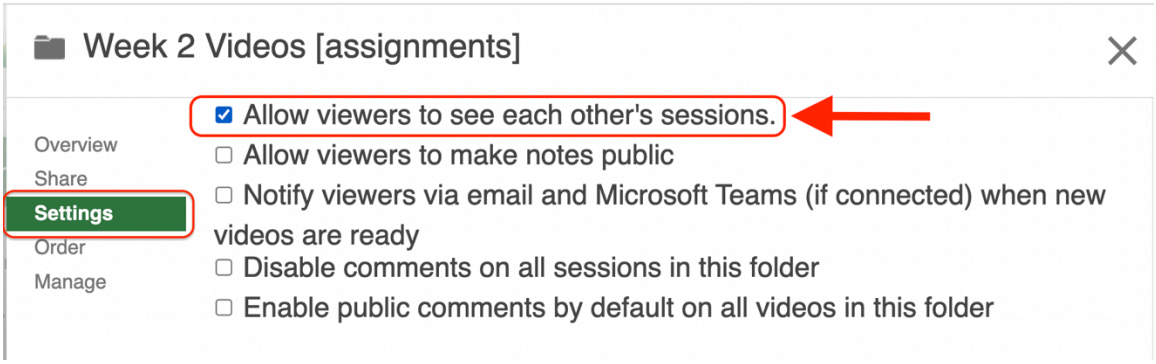
Panopto lets you create a private subfolder called "an assignment folder" where students can record videos and submit them. In this assignment folder, you can control whether your students can view/comment on the videos submitted by other students.

Setting up the Panopto assignment folder

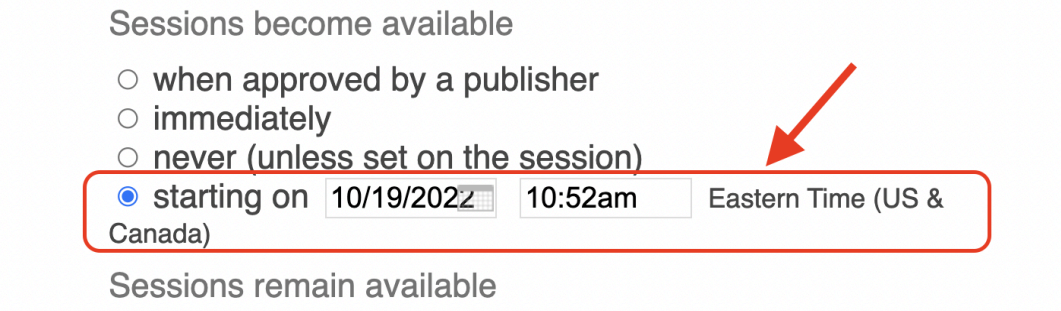
1. In your course in MyCourses, select **Panopto** in the navigation bar. You may need to activate your course folder in Panopto before beginning this process.
2. In the course folder that appears, create a new subfolder with the same name you will use for the Assignment in MyCourses, e.g., Final Presentation.
3. Open the new subfolder you created in Step **3** and select **Settings** on the upper right corner of the screen.
4. On the **Overview** tab, select **Create Assignment Folder** under Assignment Folder. The assignment folder will store all student videos and automatically share them to you.



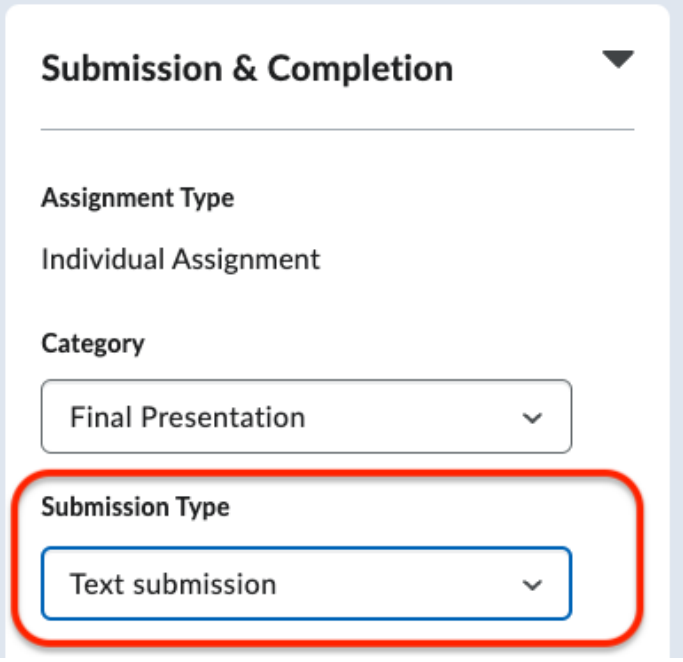
5. Close the window. The assignment folder should now appear within the subfolder you created. The name of the assignment folder is the name of your subfolder followed by [e.g., Final Presentation assignment]. Your students will be able to record and submit their recordings to this folder.
6. Open the assignment folder that you created in Step **4** to configure settings for that folder.
    a. Select **Settings** on the upper right corner.
    b. By default, videos submitted to this folder are only visible to you. You can allow students to view each other's videos through Panopto if you require them to do so for your assignment. Below are the steps to follow:
        i. Navigate to the **Settings** tab
        ii. Select the checkbox next to **Allow viewers to see each other's sessions**. Then uncheck **Allow viewers to make notes public.**



    c. If you wish to delay allowing students to view each other's videos until a later date (e.g., after the due date), follow these steps:
        i. On the **Settings tab**, scroll down to Availability
        ii. Under the **Sessions become available** option, select **starting on** and set on a certain date and time.



7. Return to your course in MyCourses and create the assignment in MyCourses for students to submit videos.
    a. Select the **Assignment** tab.
    b. If you already have an assignment in MyCourses, skip **7c – 7d** and check that the submission type is set correctly.
    c. Create a new assignment as usual and use the name of the Panopto assignment folder you created in Step **2**.
    d. Fill out the instructions as you usually do for your other assignments. In the text area, please indicate which assignment folder will be used for this assignment, since students may have more than one Panopto assignment folder.
    e. Make sure to use the "**Text Submission**" submission type so students have access to Panopto via the **Insert Stuff** within MyCourses.



    f. Save the Assignment.
    g. Students can now record inside Panopto or upload their recordings here in MyCourses.
8. The Panopto assignment folder can also be used to store videos in MyCourses discussion forums. In addition to video posts, students can make video/text replies with Insert Stuff. There is also a discussion feature for in-video text

comments in Panopto. Check out the advanced workshop to learn using Panopto in Discussions.

NTID Online has resources to assist students with submitting videos to Panopto and editing ASR captioning. You can reach out to NTID Online for Panopto resources for students.

Creating Video-Based Discussions in Panopto.

Panopto uses the assignment tool for video-based discussions. By creating a discussion topic in myCourses and setting up an assignment subfolder in Panopto, students can record and submit videos as a discussion post. Classmates are then able to view and comment by text or video on each other's videos in myCourses Discussions.

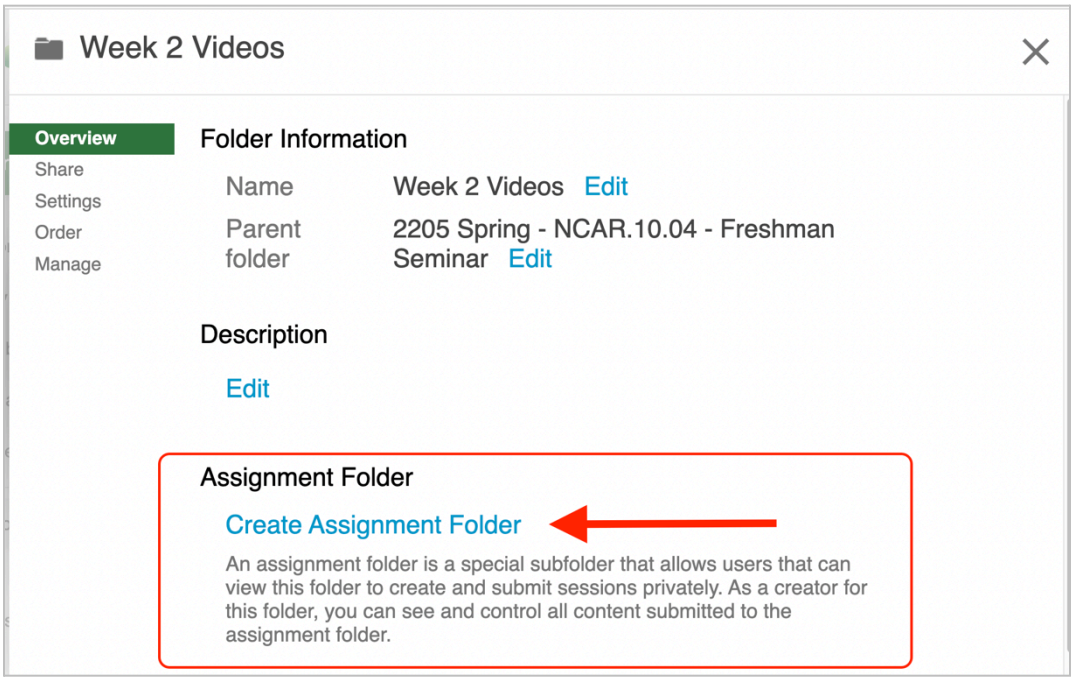
Setting up a video-based discussion in myCourses

1. Access your course in myCourses and create the discussion.
2. Give the discussion a name that is unique to that course and discussion topic. You will use this **same** name in the Assignment folder you set up in Panopto.
3. Add your instructions and requirements in the topic description.
    a. Let students know to use the **Insert Stuff** tool Panopto **Find the correct folder by using the drop-down arrow**, then Choose, Upload or Record. Share Completing Video-based Discussions for directions on how to create and submit.
    b. Indicate the name of the **Panopto Assignment folder** used for this discussion (be specific, as students may have more than one Panopto assignment folder).
    c. For accessibility reasons, direct students to add and edit captions immediately using Panopto's Automatic Speech Recognition, or manually type in captions in Panopto videos.
    d. Indicate whether students will be expected to comment on other students' videos using text or video replies.
    e. Sample Discussion Directions

4. Save the Discussion.

Setting up the Panopto Assignment folder as a discussion

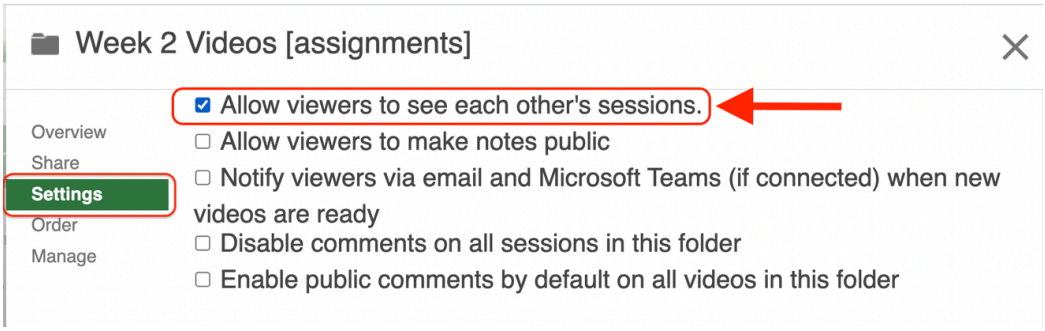
1. In your course in myCourses, select **Panopto** in the navigation bar. You may need to activate your course folder in Panopto before beginning this process.
2. Select the Parent course folder and create a new subfolder. Name it **Discussions**.
3. Open the Discussions subfolder you just created and select **Settings** on the upper right corner of the screen.
4. In the **Overview** item, select **Create Assignment Folder** under Assignment Folder. The assignment folder will store all student videos and share them with you and classmates. It also gives students permission to use the Panopto Capture Recorder.



5. Select the “X” in the right corner to close the window. The Assignment Folder should now appear within the Discussions folder you created.
6. Originally, the name of the assignment folder will be the name of your subfolder followed by “assignment”. **Edit the name of the Assignment Folder in Settings**. Change the name of this Assignment Folder to the **same** as the

Discussion Topic you created in your course. This will help students add discussion videos to the right location in Panopto.

7. While still in **Settings**
    a. By default, videos submitted to this folder are only visible to you. You will need to **allow students to view each other's videos**:
        i. Select **Settings** in the menu.
        ii. Select the checkbox next to **Allow viewers to see each other's sessions**.
        iii. Then uncheck **Allow viewers to make notes public.**



8. Students can now record inside the Discussion Topic in myCourses. Their videos will be viewable in the Discussion in myCourses for classmates to comment on. Viewers may use text or video for comments. Or, you and the other students can use the Panopto discussions feature (text comments ONLY) in the video player itself to leave time-stamped comments on the videos. Panopto discussions are public to all viewers so use this feature for comments you want the entire class to read. Video posts are also saved in the Panopto Assignment folder.
9. Instructors are able to view and grade the discussion the same way as text discussions. Since students embed their videos right in the threads and replies in the myCourses Discussion tool, you use the built-in myCourses Discussion tool to view video responses, and the built-in Discussion to grade on rubrics and write text feedback.

Creating a Quiz Inside a Panopto Video

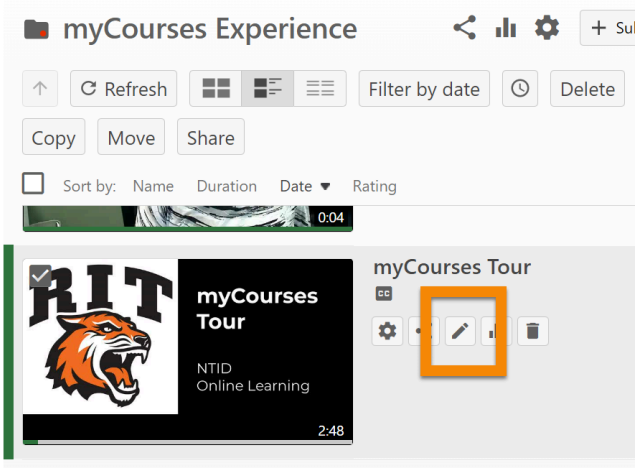
Panopto lets you add quiz questions to any video stored in Panopto. This is a useful tool for formative assessment. Students are able to check their knowledge, and apply what they have learned.Quiz questions can be simple or complex using multiple choice, T/F, and fill in the blank formats.

Entering grades from Panopto Quizzes in D2L is a manual process. Consider if this tool is the best option for graded assessment.

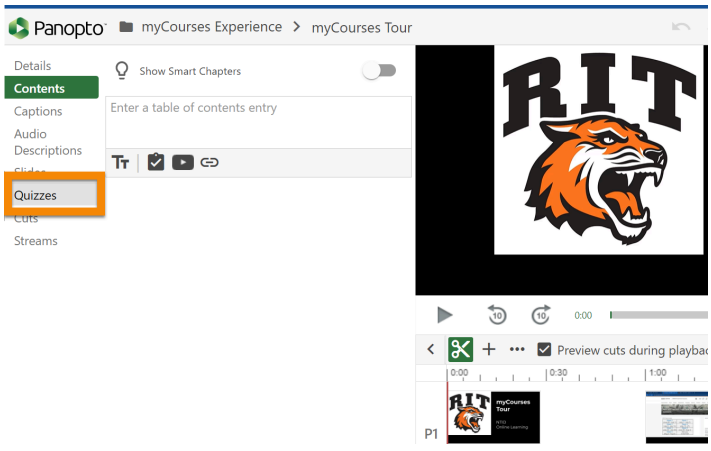
In this document, you will learn how to add a quiz(s), edit questions and view results.

Create a Quiz

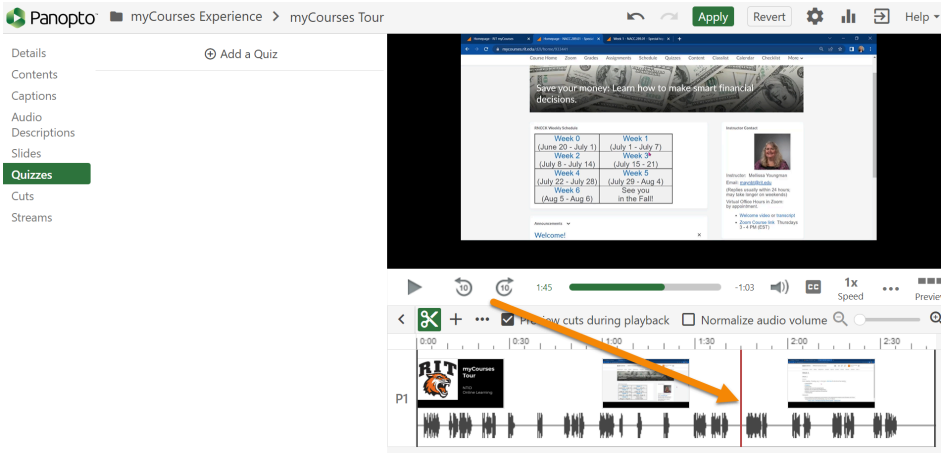
1. Navigate to the desired video in your Panopto Library.
2. Hover over the video and select the **Edit** icon. This opens the Panopto editor in a new tab.



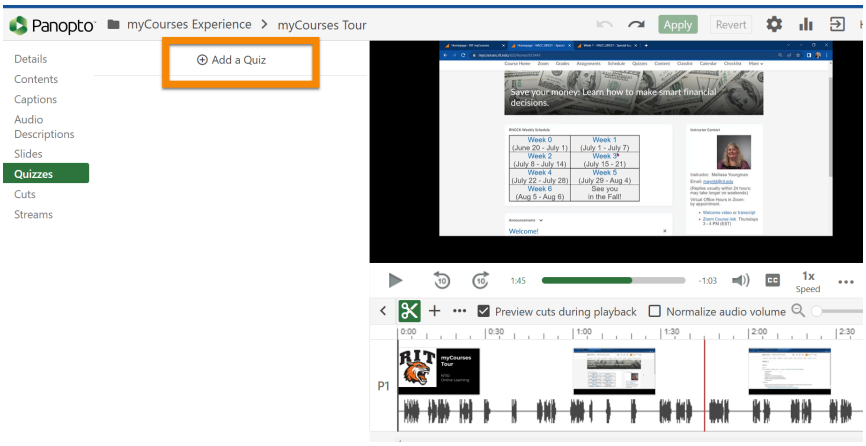
3. Select **Quizzes** in the editor menu.



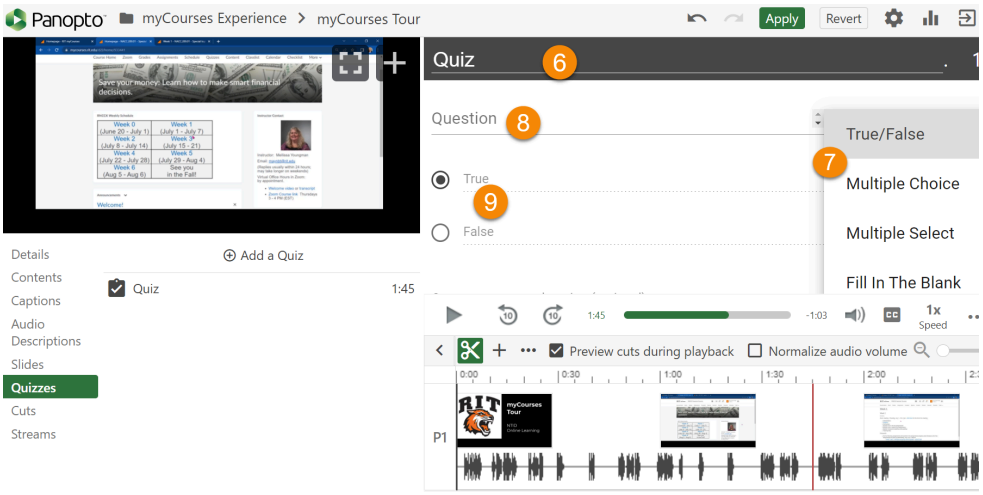
4. Locate the **desired quiz location** in the video using one of two methods:
    a. Play the video until you find the correct spot and click pause.
    b. Find the correct spot on the timeline using the red line location indicator. The red line on the timeline shows your paused location.



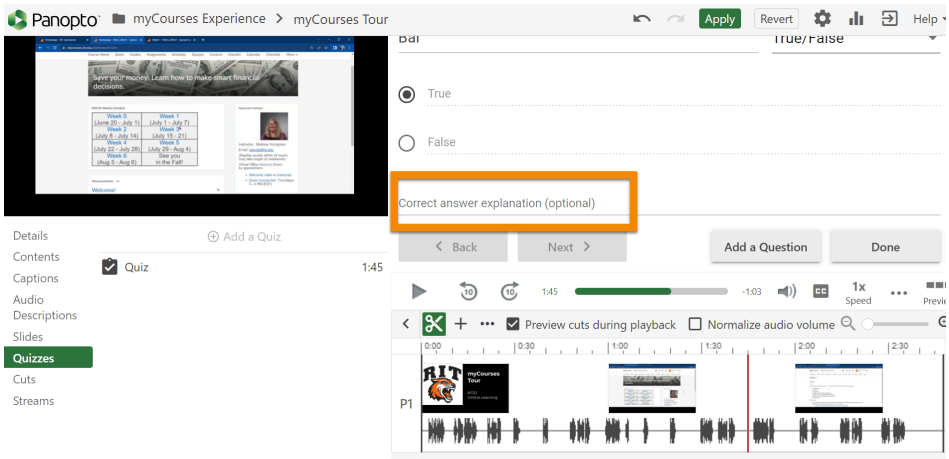
5. Select **Add a Quiz**.



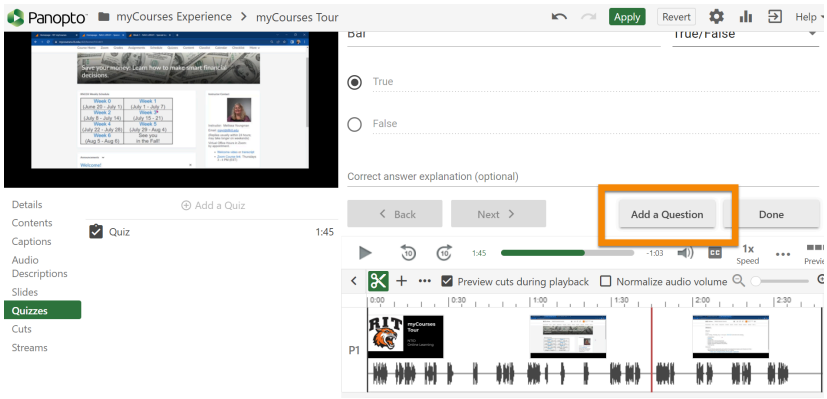
6. Name the quiz.
7. In the upper right corner, choose from True/False, Multiple Choice, Multiple Select, Fill in the Blank.
8. Add the first question and possible answers.
9. Select the correct answer.



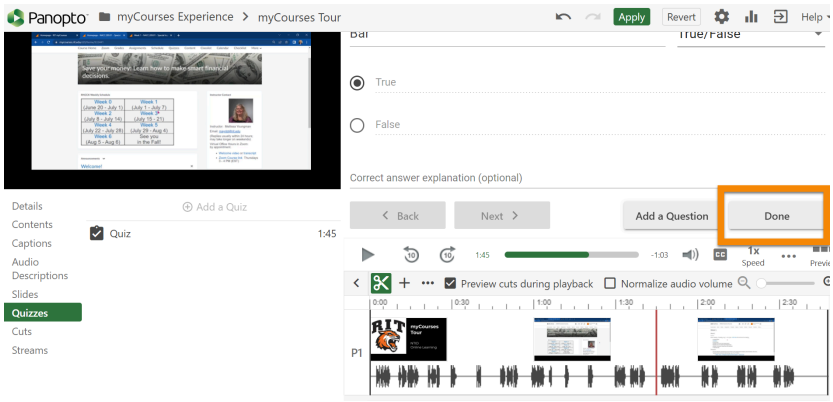
10. At this point, you may need to scroll down in your quiz question block to see the Correct answer explanation, Add a Question or the Done buttons.
11. Optional: Add an explanation about the correct answer.



12. Select **Add a Question** to add another question in this location. You will have the option to add another quiz in a different location after you finish your set up in the next two steps.

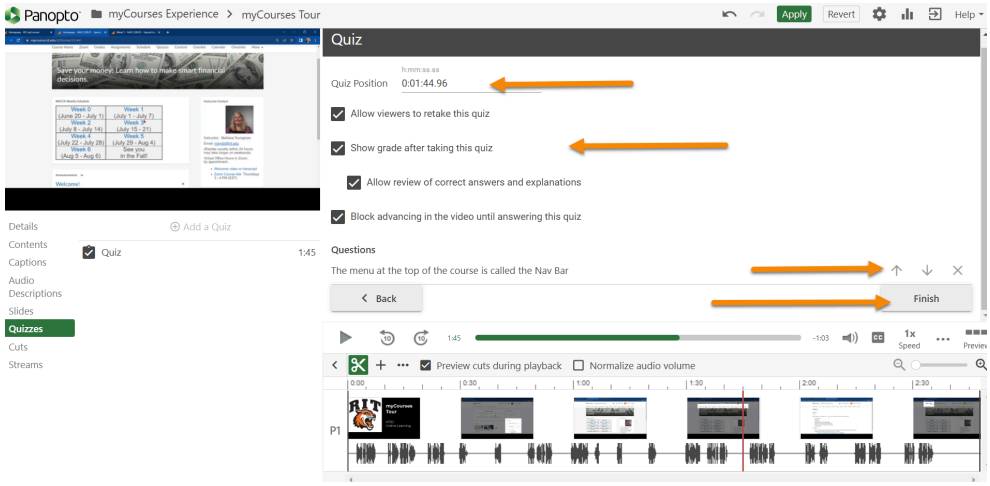


13. When you have finished adding questions select **Done**.



14. You will be directed to the options page to finish setting up the quiz. Note: Changes will not take effect in the video until **Apply** is selected. (See below)

Choose Quiz Options



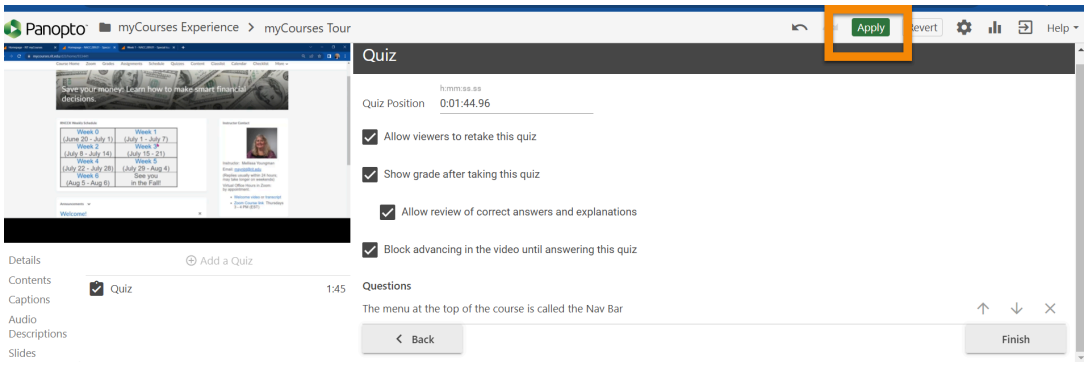
- Change or keep quiz position in video.
- Allow viewers one attempt or retake.
- Allow/disallow viewers to see grades right after they submit the quiz and correct answer explanations.
- Block advancing in video until the quiz is completed or allow viewers to skip.
- Delete questions by clicking the “X”.
- Reorganize the questions by using the up/down arrows.

1. **Select Finish**
2. To add another quiz in a different location of the video, repeat step 5. *Quizzes will not be available in the video until you select Apply. (see below)*

Finishing the Quiz

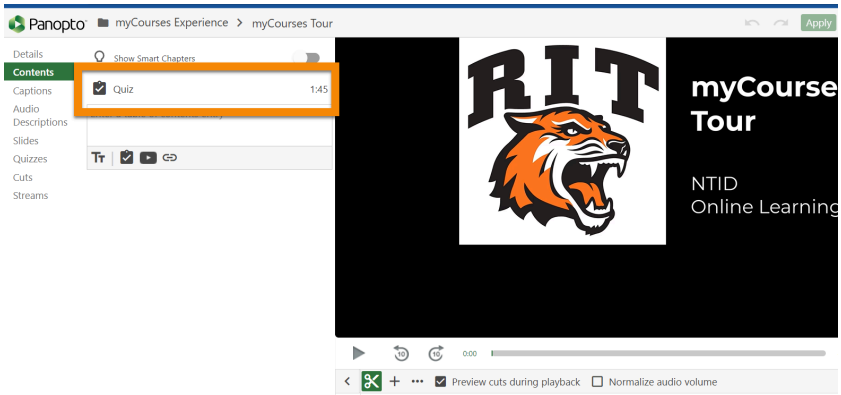
Once all quizzes are ready, select **Apply**.

The video will reprocess and the quizzing will be available to viewers.



Editing a Quiz

1. Access the Panopto editor again and select the **Quiz**.

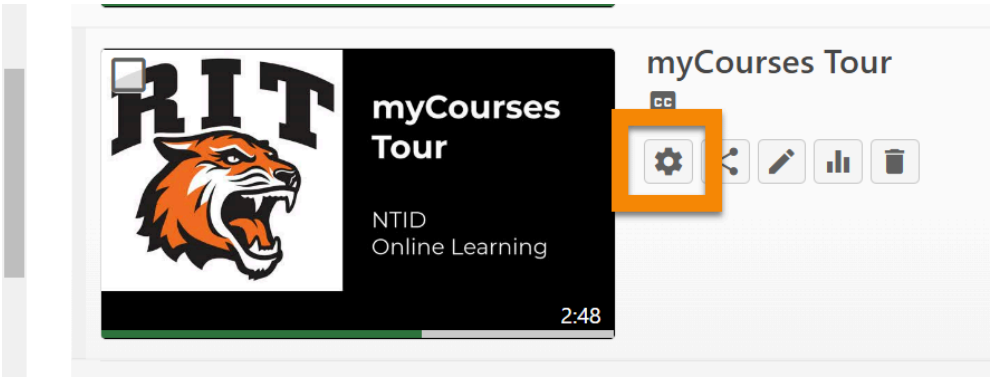


Note: You may see a warning message if students have already completed the quiz. Consider this before continuing to edit.

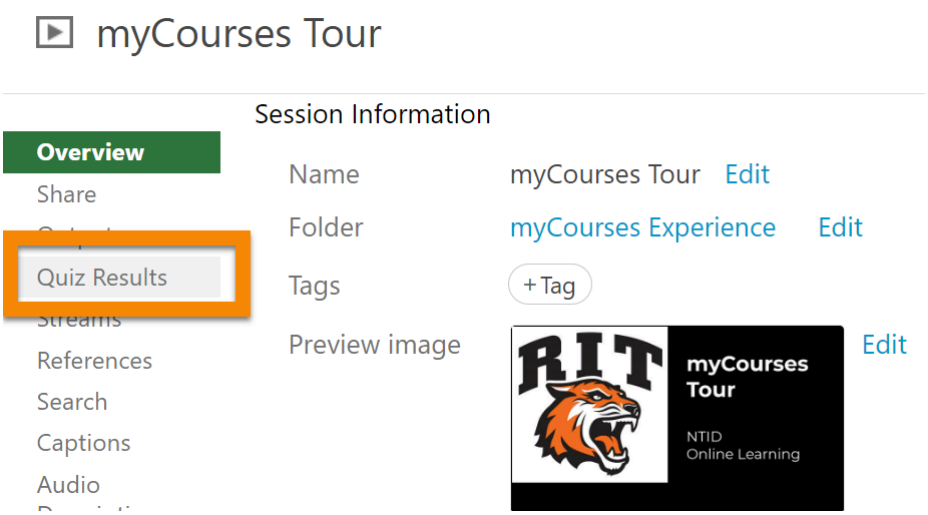
2. Reorder questions by using the up/down arrows.
3. Edit questions and answers by selecting the text to change. Use the Next> button in the bottom left hand corner to move to the next question in the quiz.
4. Delete questions if needed.
5. Select **Done** and **Apply.**

Viewing Quiz Results

1. Navigate to the desired video in Panopto.
2. Hover over the video and select the **Settings** icon.



3. Select **Quiz Results** in the left menu.



4. View:
    a. Overall results
    b. Score for each user
    c. How users are doing overall on each question
    d. Multiple quizzes in a video can be viewed by using the drop-down arrow by Section.
    e. Which questions the user answered correctly/incorrectly.

Sharing Videos with Other Instructors in Panopto

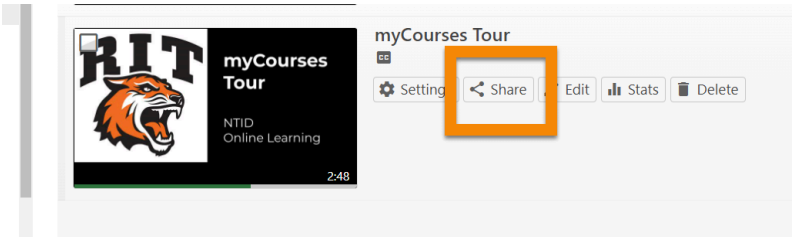
Panopto lets you share videos stored in Panopto with other RIT instructors. There are options for sharing videos for viewing or for sharing with creator permissions. The method you choose for sharing will depend upon your goal:

1. Share for viewing so other Instructors can show your video in their class.
2. Share for viewing so other Instructors can assign students to watch your video in their class.
3. Share with creator permissions if you want someone to edit or collaborate on your video.
4. Make a copy of your video and share with creator permissions if you want to allow another instructor to edit, embed and share your video for their class.

Share Video Access for Viewing only

This function allows RIT students, faculty and staff to view your video in Panopto.

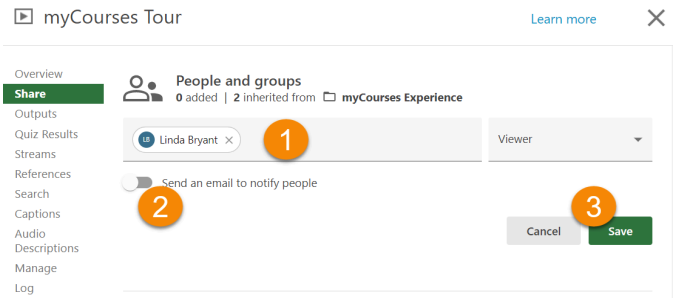
1. Navigate to the selected video in Panopto
2. Hover over the video and select the share icon.



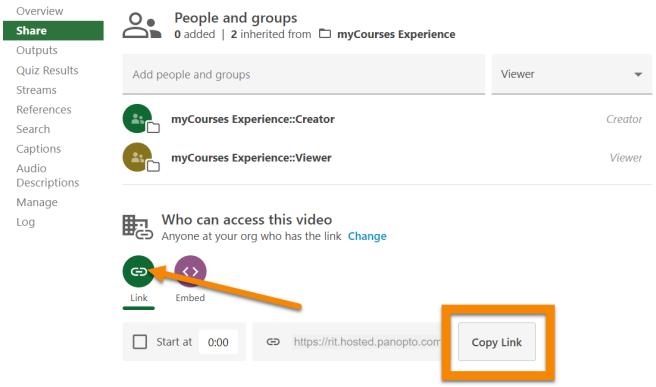
This will bring up the sharing options below:

Option 1: Share to another Instructor's Panopto

1. Under People and Groups type the name of the person you want to share with and select.
2. Toggle the viewer notification option on or off. Click Send if you wish the viewer to be notified.
3. Click Save.
4. The other instructor will now see your video in their Panopto.



Option 2: Copy Link and paste elsewhere (email, document, course). Check “Who can access this video” and change, if needed.



Sharing Video Access with Creator Permissions

Creator permissions allow others to edit, share and embed your video. If you would like another instructor to have **Creator** permissions, you will need to create and share a subfolder. **Only subfolders** can be shared with other instructors. You may place as many videos in the subfolder as you like.

“My Folder” cannot be shared. However, a subfolder **inside** My Folder can be shared with creator permissions.

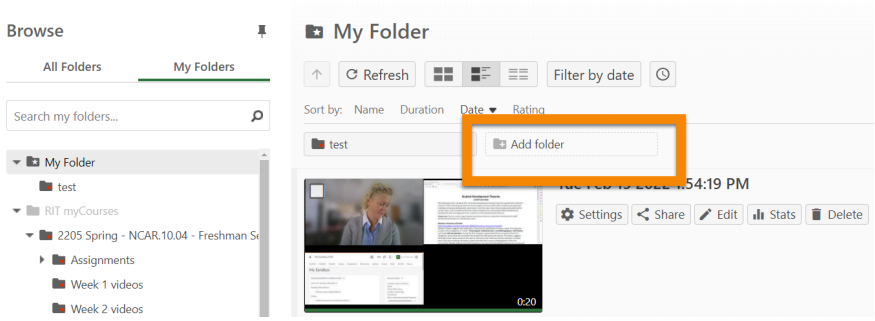
Note: Permissions are inherited from the parent folder.

The following steps explain how to share ownership of videos and folders.

Share ownership of videos

Create a folder

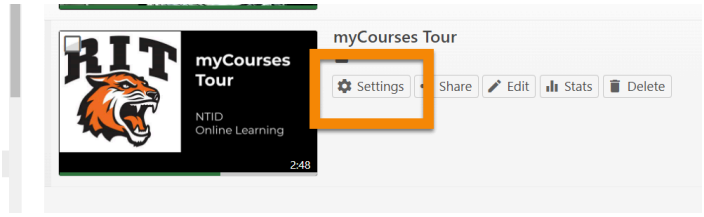
1. Open **My Folder** in Panopto.
2. Create a folder for the videos you will co-own with another instructor by selecting the **Add folder** button. Use this method even if it will only be one video.



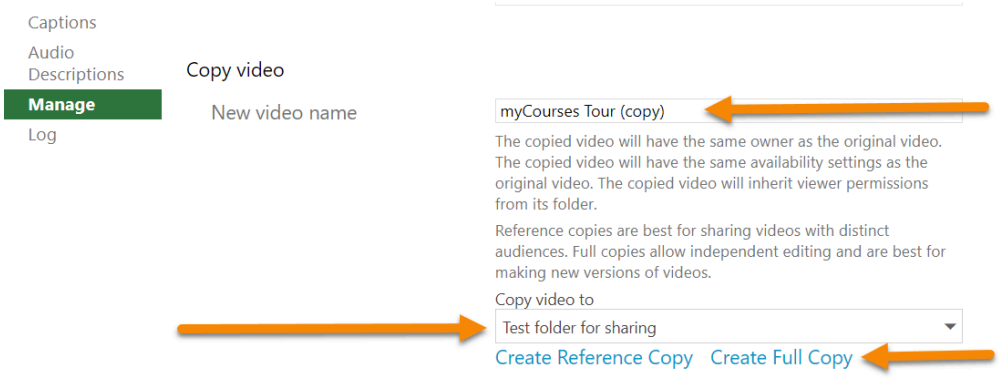
Copy your video - IMPORTANT

Why copy a video? To create a new video and unique link. By using a copy, instructors can edit their own shared video without it affecting your video or other shared instances.

3. Copy the video you would like to share by hovering over the video and selecting **Settings**.



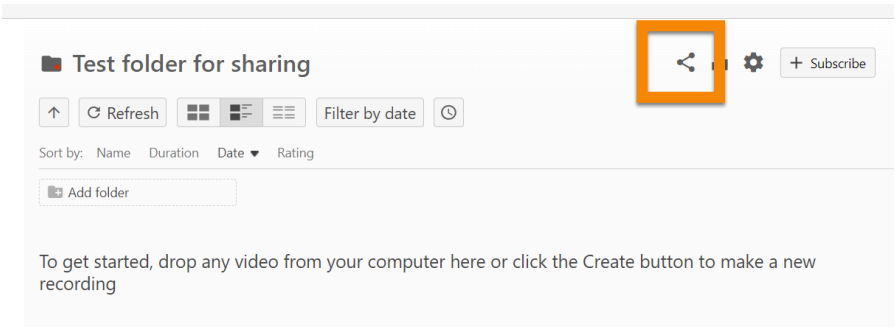
4. Select **Manage** in the menu.
5. Give your video a different name than original, choose the folder to copy to, and select Create Full Copy.



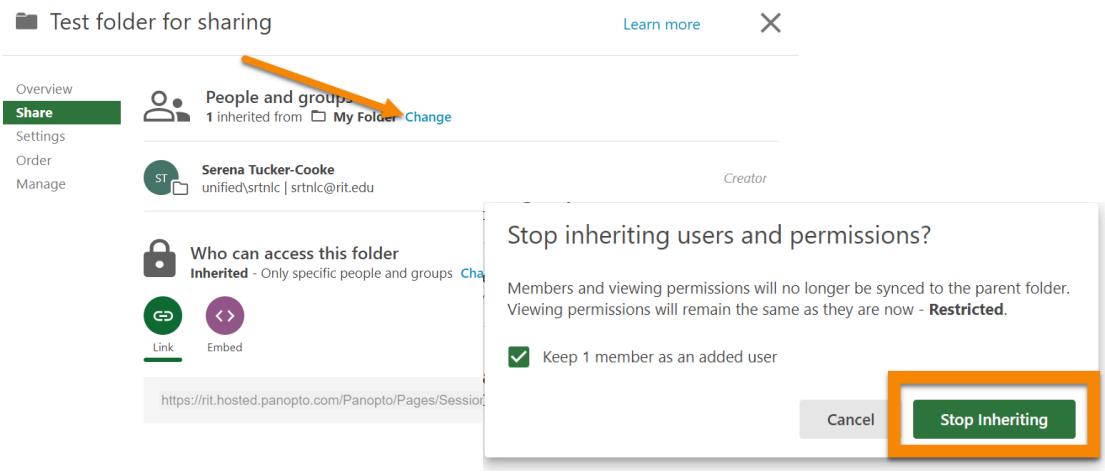
Note: If you choose to only **move** (and not copy) a video into the subfolder, this moves the **original** video into the selected folder. All future edits to this video **by anyone with creator permission** will apply to **all instances** of this share. (Great for collaboration but not for shared uses.)

Share ownership of your folder

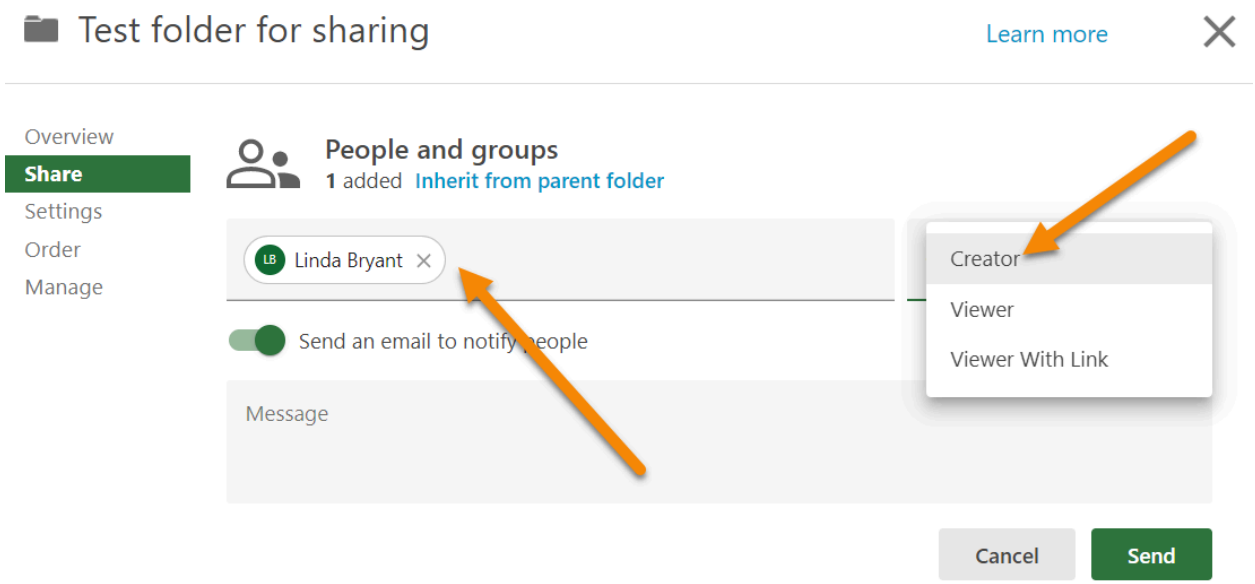
6. Open the folder you just created and select the Share icon.



7. Select **Change** in the People and Groups section, then **Stop Inheriting**.



8. Add the other instructor's name/account and use the drop-down menu on the right to change from Viewer to **Creator**.



9. Select **Send** or toggle off email notification and select **Save**.

10. The other instructor will be able to view and edit your shared videos in their "Shared with me" folder. Instructors can then move them to the correct course folder, share and embed those videos in their course.

Adding Video Feedback to Student Assignments in myCourses

You can provide students with video feedback using Panopto when grading their assignments.

1. To share your feedback videos with students individually, we recommend that you record and save them in a sub-folder within your My Folder in Panopto, not a course folder. The My Folder is just a private storage area for you. The feedback videos can either be saved in a subfolder for each course or in one folder but shared individually with the students.
    a. Open the Panopto web portal from your course's navigation bar in MyCourses.
    b. Select **My Folder** on the left-hand column of the Panopto web portal

c. Create a new sub-folder inside My Folder and name it “Student Feedback” (or similar). Watch this Create a subfolder in Panopto demo if you need help creating a sub-folder; the process is similar but in a Course folder.

d. Configure the settings for the Student Feedback sub-folder

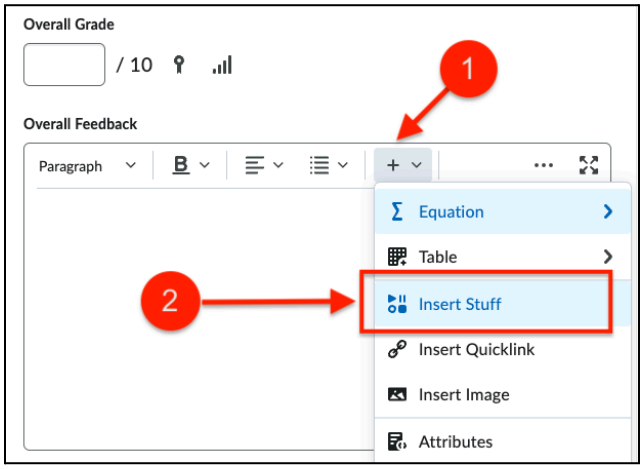
   i. Open the subfolder, and then click the **Settings** button in the top right

   ii. Select the **Settings** tab under Student Feedbacks window

   iii. Uncheck the **Allow viewers to make notes public** or **Enable public comments** checkboxes if applicable.

2. As you begin your grading process, you can embed the feedback video before or after the text.

   a. In the Overall Feedback editor, click the **Insert Stuff** icon. If the Insert Stuff icon is not visible, click on the **+** button to view more options.



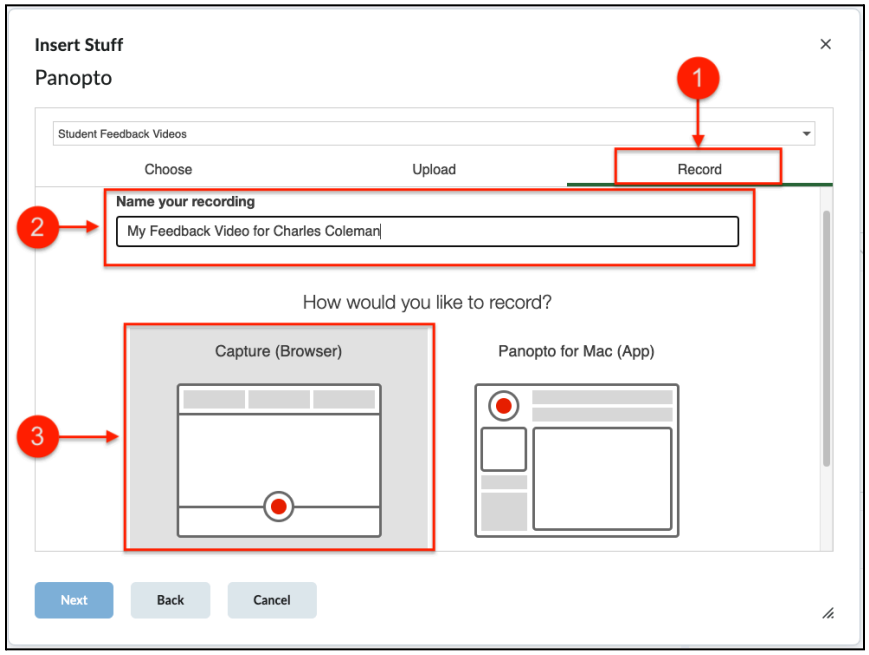
   b. Scroll down until you see the Panopto and then click **Panopto**.

   c. Navigate to the Student feedback subfolder by selecting the drop-down arrow to the right of the My Folder.



d. Select the **Record** tab. If you already have feedback video from your computer/phone, click **Upload**. Alternatively, if you already created a video in Panopto, click **Choose** and find the one you want to insert.

e. Name the video. To make it easier to organize in Panopto, we recommend naming the video with the student's name (For example, My Feedback for Charles).



f. Click **Capture (Browse)** to record your feedback to the student. While you give feedback, you can use the screen recording option to show the student's work.

g. When you are done recording, check if it's okay to close the Panopto Capture tab before returning to MyCourses.

h. Back on MyCourses, click **Insert**, then I**nsert** again at the bottom.

i. Your video will appear in the text editor of the feedback box. This will automatically allow the student that reads their grading feedback to watch your feedback video.

j. You can type additional text or provide points/annotations either above or below the video frame.

k. Select the **Publish** button when you are finished.

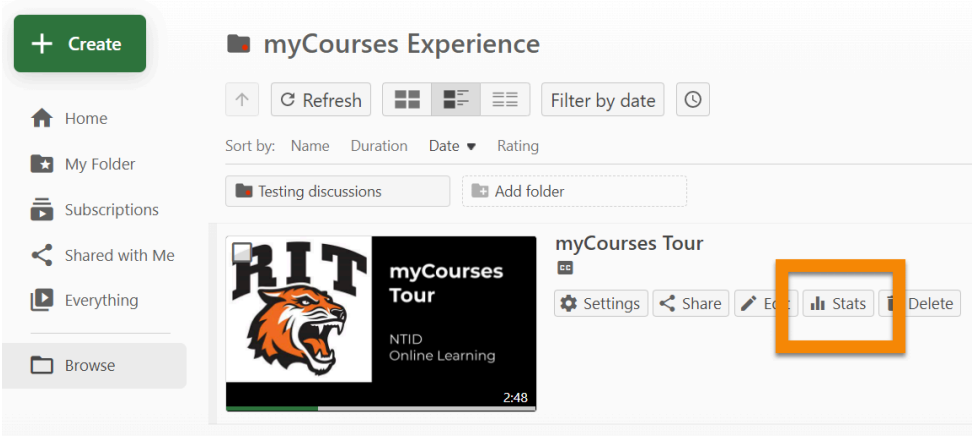
3. For feedback videos that require captioning, we recommend editing your ASR captions (if you use voices) or manually self-captioning the videos.

Viewing Statistics in a Panopto Video

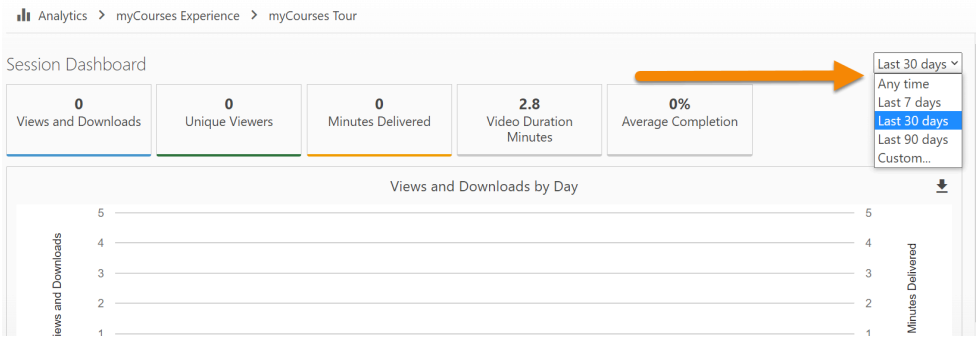
In this document, you will learn how to view video statistics in Panopto. Panopto collects viewer information on videos stored in Panopto. These analytics help instructors to understand who is playing a video, how long they are viewing and where viewers may stop watching. It is important to note that **Panopto statistics only track that a viewer has opened and played the video**. It is unable to tell if a student actually watched the video. To gauge participation and encourage learning, best practice is for the instructor to build in Panopto quizzes or other activities to ensure students are engaged.

View Video Statistics

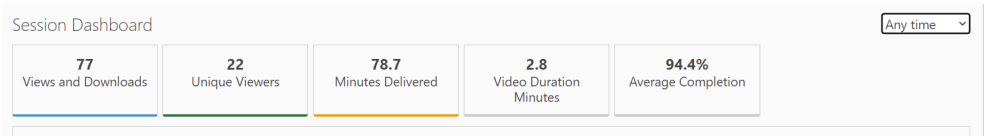
1. Navigate to the desired video in your Panopto Library.
2. Hover over the video and select the **Stats** icon. This opens Panopto Statistics.



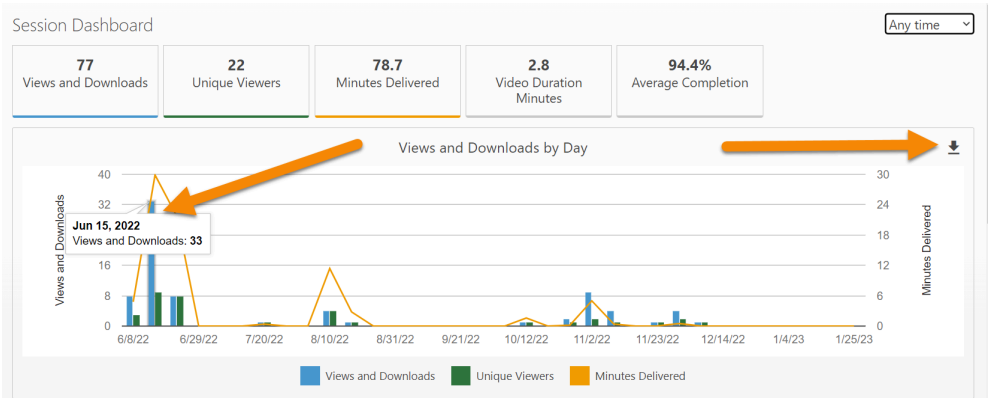
3. Select the **timeframe** drop down menu in the top right corner. The default is “Last 30 days”.



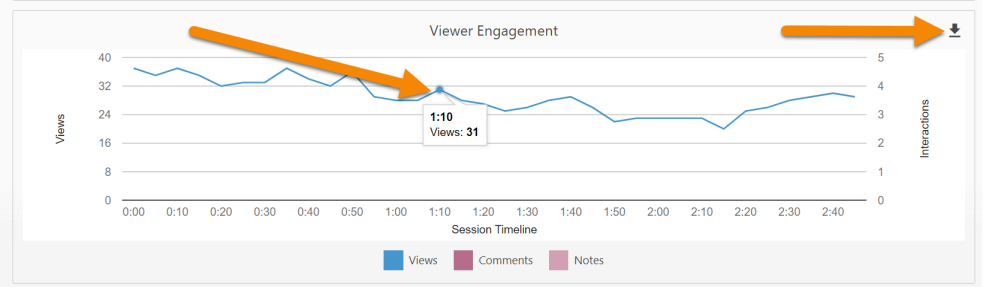
4. On the **Session Dashboard** you are able to view:
    a. Views and Downloads
    b. Unique Viewers
    c. Minutes Delivered
    d. Video Duration Minutes
    e. Average Completion



5. Scroll down for **Views and Downloads by Day**. Hover over the graph for data or download a report.



6. Continue down the page for **Viewer Engagement**. This graph shows number of views at timepoints in the video. Hover over the graph for data or download a report.



7. Continue down the page for **Top Viewers**. By selecting “See All”, you will see a list of all viewers, their views and downloads, minutes delivered and percent completed.



8. In addition to the download icon in each section, you also have the option to **Download Reports** at the bottom of the page.

