

Sharing your Assignment within Blackboard

These instructions require you to have created an Assignment Folder within Panopto.

Once your Panopto Assignment Folder is made, it's time to put it to use! If you wish to leverage Blackboard and its Grade Centre to support the process, consider these steps:

1. [Create an Assignment](#) in Blackboard.
2. In the Assignment Information field, provide instructions for your students. You may use our **Sample Instructions Template** found on the next page.

ASSIGNMENT INFORMATION

✱ Name and Color

Instructions
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Hi students! For this assignment, I would like you to submit a 2 minute video presentation of your sales pitch. **[Insert other assignment details here]**

Panopto Video Submission Instructions:
 Your video assignment will be submitted in Panopto. To submit your assignment within Panopto:

1. Click on **Panopto Videos** in the Course Sidebar (located on the left). It is found under the **Course Materials** Section.
2. Navigate to the assignment folder which is labeled: **[INSERT FOLDER NAME]**, and proceed to upload your video.
3. After you have finished uploading your video to Panopto, you'll need to **come back** to this assignment page and click **Submit**.

For more detailed instructions on using Panopto to upload your video assignment, see [Using Panopto to Upload Student Work](#).

Note: If your instructor has not asked you to submit any additional files (such as a Word document), a warning may pop up asking you to confirm submitting your assignment with no files attached. Click "OK" to submit. Your video would have been submitted through Panopto.

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Sample Instructions Template

Copy the entire section below and paste it into the assignment's "Instructions" section within Blackboard. When prompted, click "Keep Formatting":

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[Insert details about your specific assignment details here]

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Assignment Folder Features

Videos uploaded to the assignment folder cannot be shared outside of the folder (ie: links in a Blackboard discussion post) so if you would like students to see each other's work then check the relevant folder setting.

- Students can use Panopto's [discussion tool](#) to comment on another student's video in the [embedded player](#).
- To support accessibility, students can [add captions](#) to their own submitted video using the video's Edit option.