

Creating a Panopto Assignment within Blackboard Ultra

- This document is optimized for courses using the Panopto template in Blackboard.
- Read [Using Panopto in Blackboard Ultra](#) for information on how to locate the Panopto Portal within your course and how to download the Panopto template.

This resource shows faculty how to setup a Panopto Video assignment using Blackboard Ultra. If you do not have the Panopto template, a workaround is provided for [you at the bottom of the document](#).

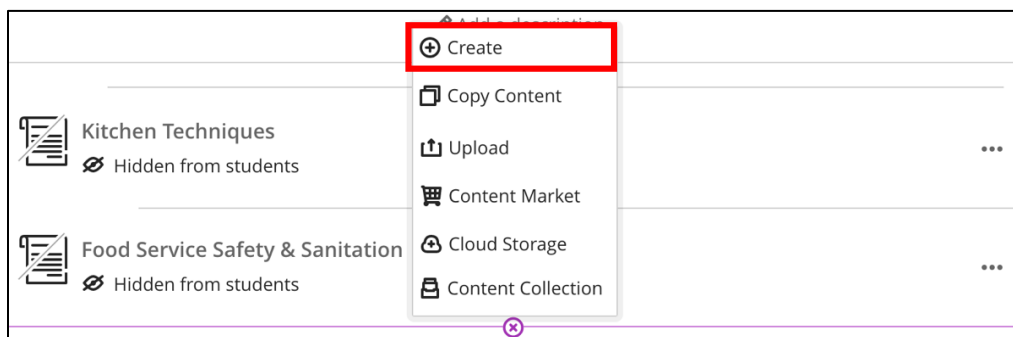
Before accepting any video assignments, your students must complete a [Release for Use of Student Work](#).

Video Assignment Instructions

1. In your Blackboard Course Content, select the “+” button in the area where you want the assignment to live. This will open a small drop-down menu.



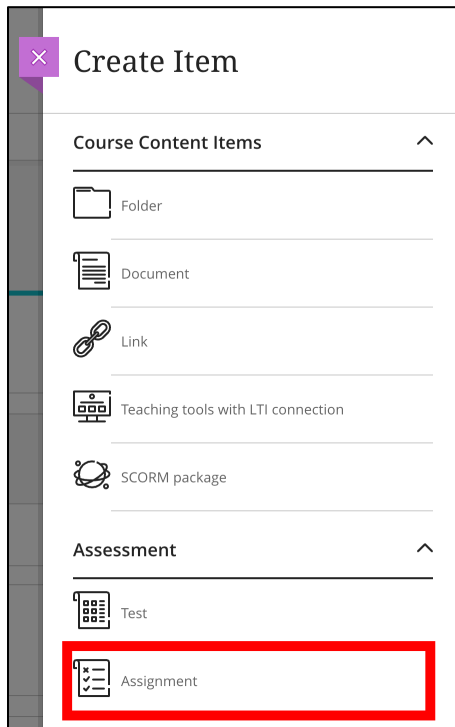
2. From the small drop-down menu, select “Create”. This will open the “Create Item” side bar.



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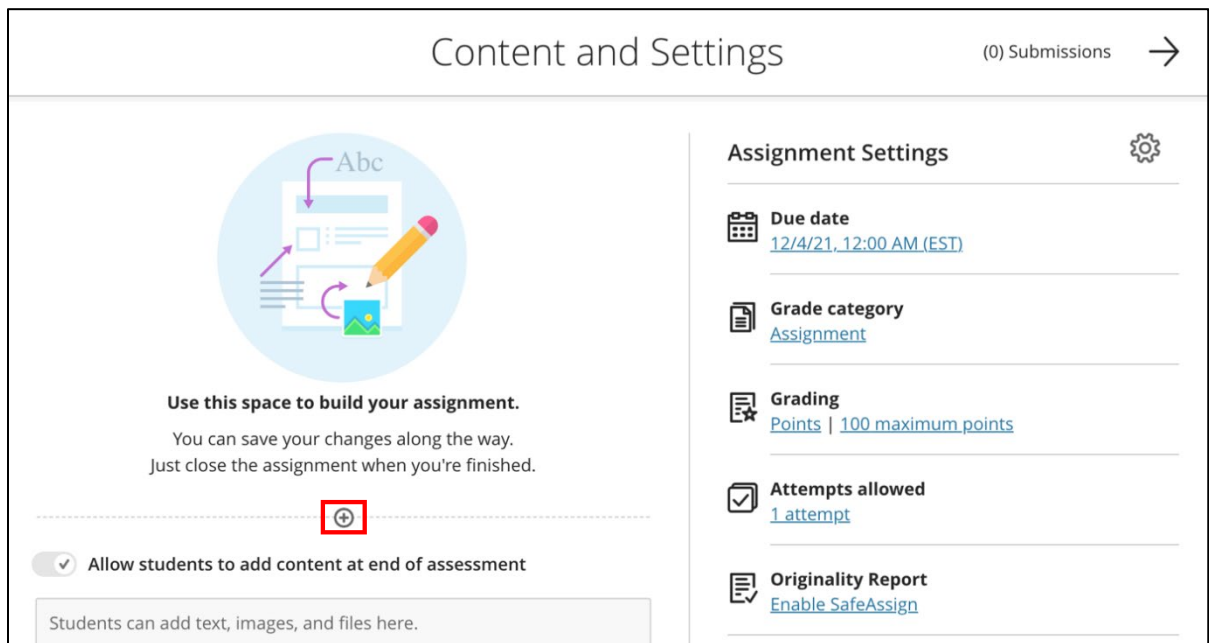
<https://panopto.humber.ca>

3. In the **“Create Item”** sidebar, select **“Assignment”**. This will open up the Content and Settings page.

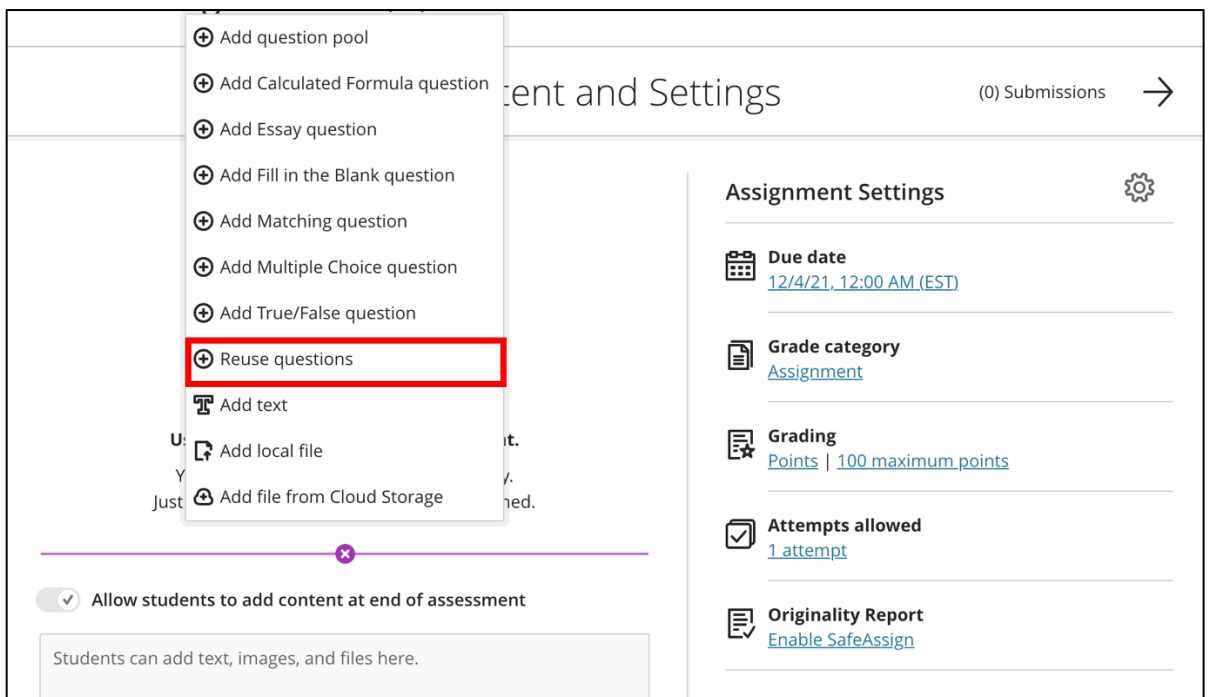


In the upcoming steps, we will be inserting pre-written Panopto instructions, and then configuring the rest of your assignment.

4. In the “**Content and Settings**” page, select the “+” button. This will open a drop down menu.



5. In the drop-down menu that appears, select “**Reuse questions.**”

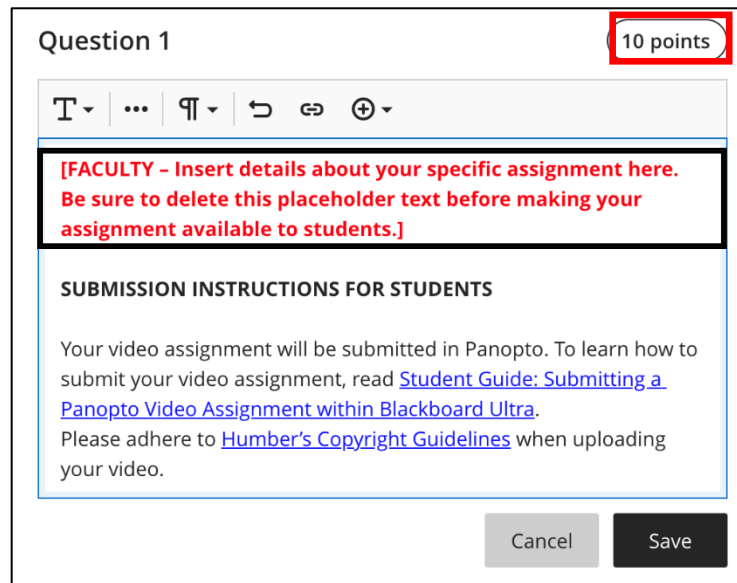


6. You are now in the “Reuse Questions” bank. In this list, you will find a list of every question you have used in your current course. Faculty who are using the Panopto template will also find our pre-written instructions within this list.
 - a. You may need to filter the list to locate the instructions. To do so, navigate to the **Filter Criteria** on the left side, and select **Panopto Video Assignment Instructions – Template** (within Question Banks).
 - b. Select the **Essay** question under “**Panopto Video Assignment Instructions - Template**”.
 - c. Select “**Copy Questions**” at the bottom of the page to insert the pre-written text into your assignment.

If you do not see the assignment instructions, it is because you are not using the Panopto template. Select “Cancel” to close the Reuse Question bank, and [follow our alternate instructions](#).

The screenshot shows the Panopto Reuse Questions interface. On the left, the 'Filter Criteria' panel is expanded, showing 'Question Banks' with 'Panopto Video Assignment Instructions - Template' selected. A red box highlights this selection, with a red 'b)' label next to it. The main area displays the selected question, 'Essay', under the 'Panopto Video Assignment Instructions - Template' category. A red box highlights the 'Copy Questions' button at the bottom right, with a red 'c)' label next to it. The bottom status bar indicates '1 question will be copied'.

7. Now we will **configure the assignment question** which contains the Panopto Assignment instructions.
 - a. The question will import have a default value of **10 points**. **Click on the circled text** that says “**10 points**” to set the point value of the question.
 - b. **Select any of the instruction text** to begin customizing the instructions. Replace the “**FACULTY – Insert details about...**” placeholder with information about your specific assignment.



Question 1 10 points

T | ... | ¶ | ↶ | ↷ | ⊕

**[FACULTY – Insert details about your specific assignment here.
Be sure to delete this placeholder text before making your
assignment available to students.]**

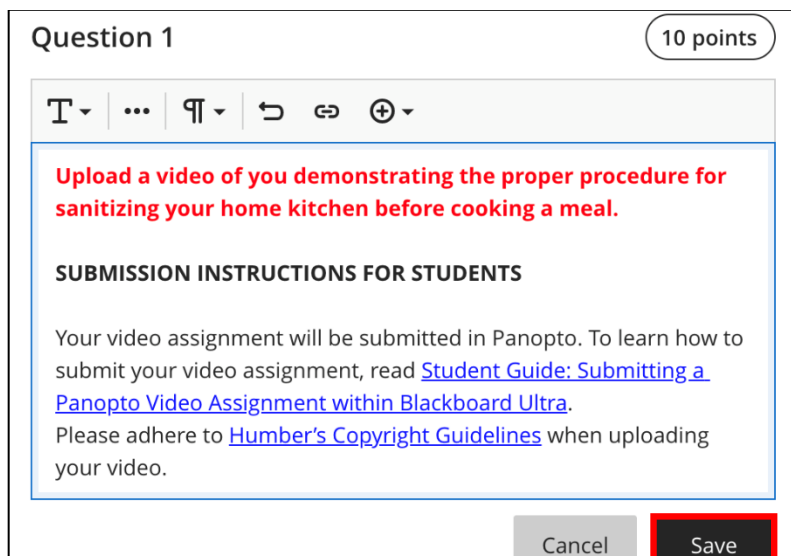
SUBMISSION INSTRUCTIONS FOR STUDENTS

Your video assignment will be submitted in Panopto. To learn how to submit your video assignment, read [Student Guide: Submitting a Panopto Video Assignment within Blackboard Ultra](#). Please adhere to [Humber's Copyright Guidelines](#) when uploading your video.

Cancel Save

PLACEHOLDER 1

8. Once you have finished filling in the details, click “**Save.**”



Question 1 10 points

T | ... | ¶ | ↶ | ↷ | ⊕

Upload a video of you demonstrating the proper procedure for sanitizing your home kitchen before cooking a meal.

SUBMISSION INSTRUCTIONS FOR STUDENTS

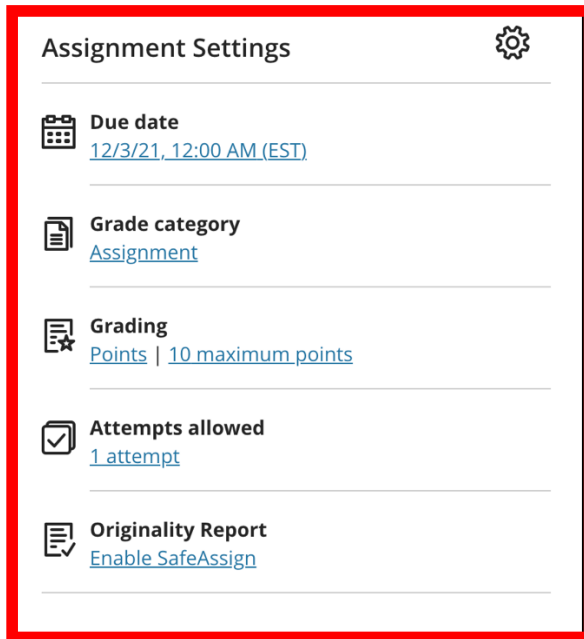
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Cancel Save


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<https://panopto.humber.ca>


9. On the right-hand side of the screen, **fill out** the due date, grade category and points assigned, etc. under the “**Assignment Settings**” header.





Assignment Settings 

 **Due date**
[12/3/21, 12:00 AM \(EST\)](#)

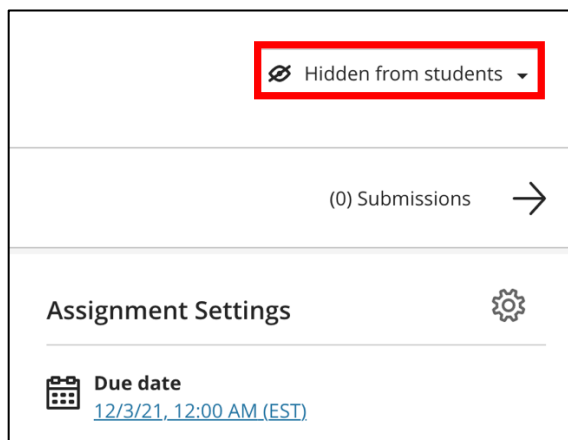
 **Grade category**
[Assignment](#)


 **Grading**
[Points](#) | [10 maximum points](#)

 **Attempts allowed**
[1 attempt](#)


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


10. You are now ready to make this assignment active. On the top right-hand side of the screen, click “**Hidden from students**” and change it to “**Visible to students**” when you are ready for the assignment to go live!



 Hidden from students ▼

(0) Submissions →

Assignment Settings 

 **Due date**
[12/3/21, 12:00 AM \(EST\)](#)

Congratulations, you have just created a video assignment using Panopto in Blackboard Ultra!

LEARN MORE: [Humber's Panopto Portal](#) (webpage)

Here you'll discover support resources, videos, and answers to frequently asked questions about Panopto.

Humber Panopto

<https://panopto.humber.ca>

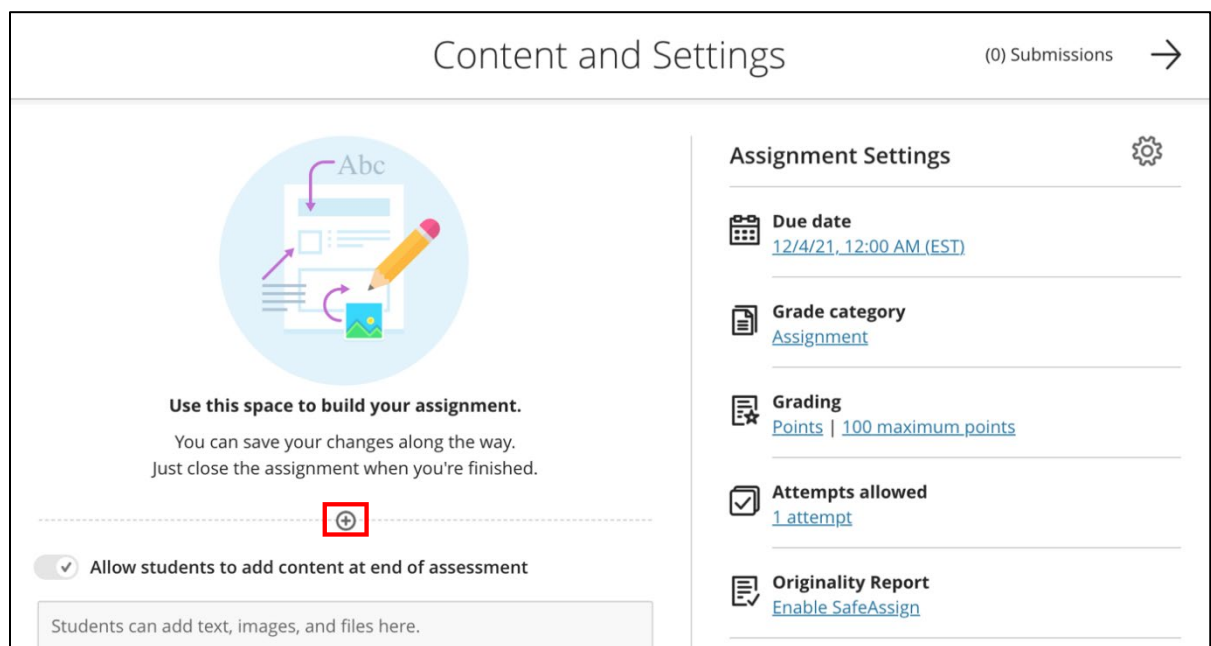
Panopto Video Submission – Alternative Method

This section only applies to faculty who are not using the Panopto template.

Faculty who are not using the Panopto template will need to manually copy and paste our pre-written instructions into your Assignment within Blackboard Ultra.

To insert the instructions:

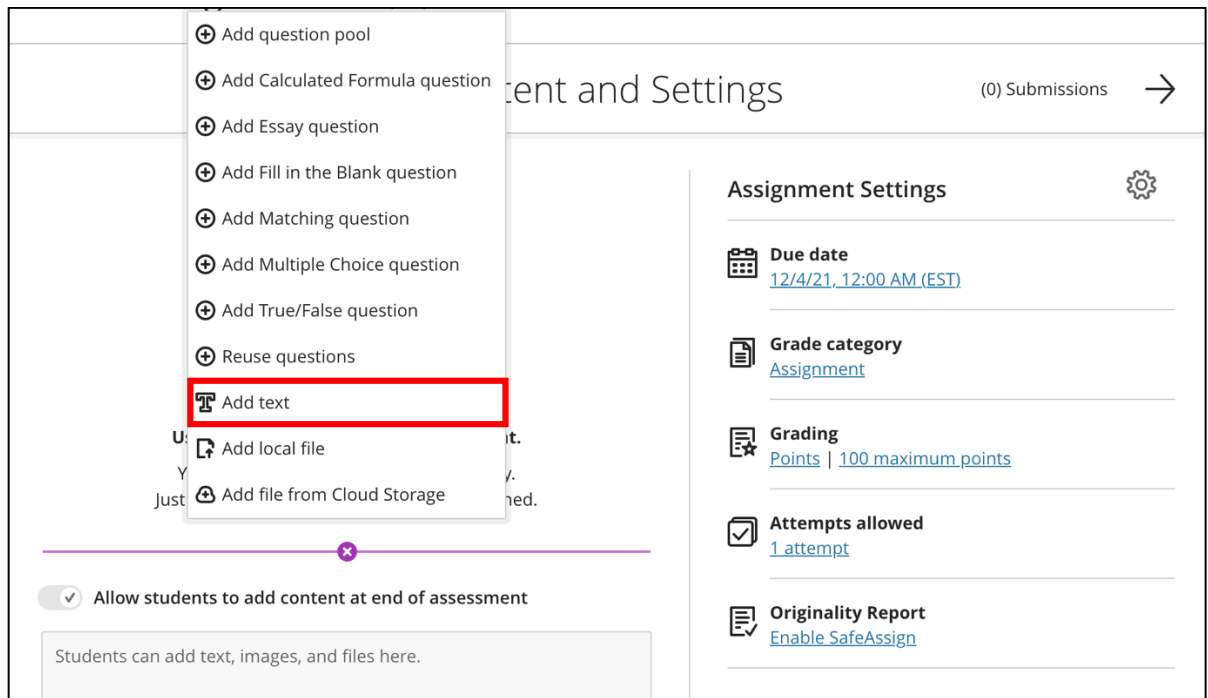
1. Follow **Steps 1 to 3 above** to create an assignment in Blackboard Ultra.
2. [Copy the pre-written instructions found at this link.](#)
3. In the “**Content and Settings**” page, select the “+” button. This will open a drop down menu.



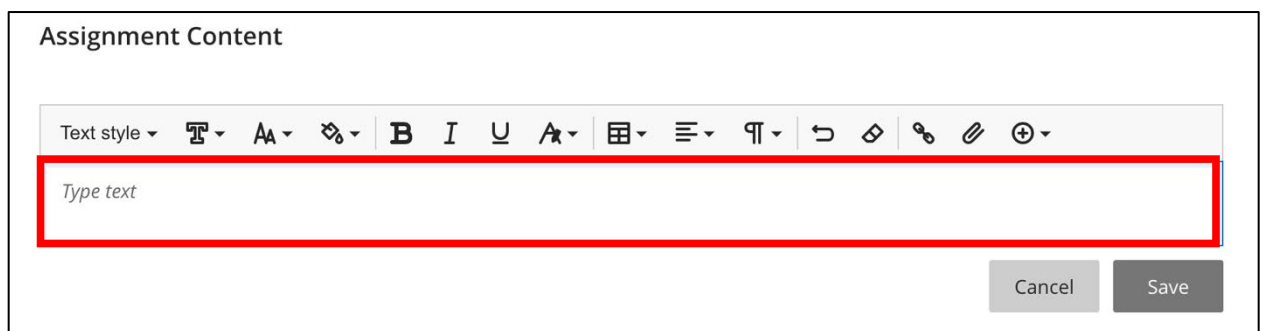
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<https://panopto.humber.ca>

4. In the drop-down menu that appears, select “Add Text”.

















5. In the Content Editor, paste the pre-written instructions into the text box.



6. Once you have finished filling in the details, click **“Save.”**

Assignment Content

Text style ▾     **B** *I* U          

Upload a video of you demonstrating the proper procedure for sanitizing your home kitchen before cooking a meal.

SUBMISSION INSTRUCTIONS FOR STUDENTS

Your video assignment will be submitted in Panopto. To submit your assignment, you will need to upload it into a specific folder within Panopto.

To learn how to submit your video assignment, read [Student Guide: Submitting a Panopto Video Assignment within Blackboard Ultra](#).


Please adhere to [Humber's Copyright Guidelines](#) when uploading your video.


Cancel


Save


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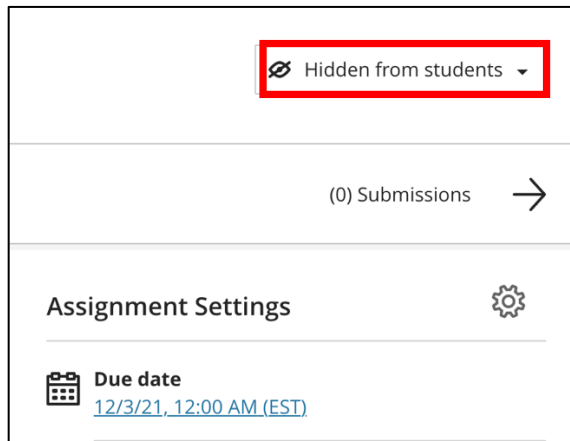
 **Grade category**
[Assignment](#)

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