

Submitting a Video Assignment to Instructors in Blackboard Ultra

- This guide is for courses running **Blackboard Ultra View** only.
- Assignments must be submitted using either Chrome or Firefox. Should you wish to submit using another browser (or on mobile), you must [enable third party cookies in your browser](#).

Submitting a video assignment on your desktop computer (Mac/PC)

The following instructions apply to students submitting on a desktop experience. Your experience on a mobile device will differ.

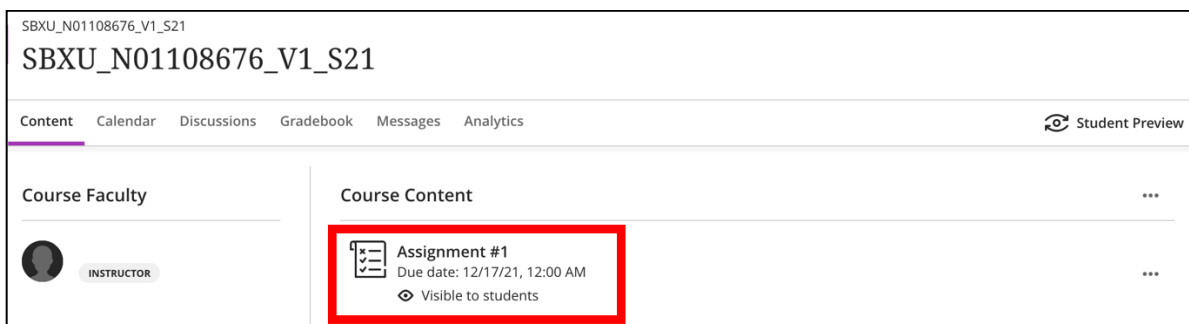
1. Log into Blackboard and locate your Blackboard Ultra course. Remember this as you may need to refer to it later.

NOTE: If your course has “Original Course View” beside its title, these instructions will not apply to you. If you need additional help finding out if your course is an Ultra course or Original course, see [How to Determine if your Blackboard Course is Original or Ultra view](#).



2. Select your assignment within **Course Content**.

If your course **does not** look like this screenshot, it means you are **not** in an Ultra course. In this case, stop here and follow the [video submission instructions for Blackboard Original courses](#).





3. On the right side of screen, select **“View assessment”** to open your assignment.

SBXU_N01108676_V1_S21


Assignment #1


Details & Information

 **Assessment due date**
12/17/21, 12:00 AM

 **Attempts**
1 attempt left

Grading

 Maximum points <small>Draft saved on 12/16/21, 11:43 AM</small>	10 points
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View assessment

4. At the bottom of assignment question, select **“Use the editor to format your answer”** to open the **Content Editor**.

Assignment Content

Question 1 10 Points

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](#).

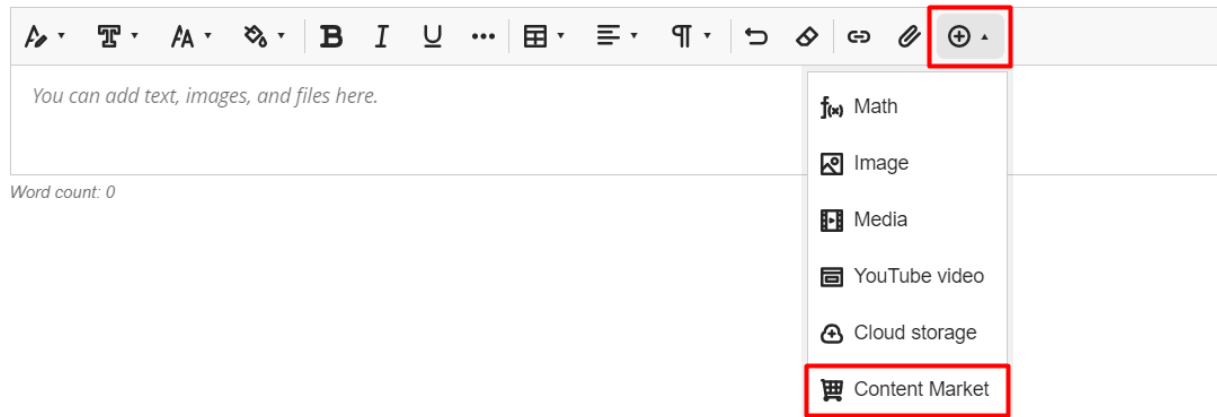
Please adhere to [Humber's Copyright Guidelines](#) when uploading your video.

Use the editor to format your answer

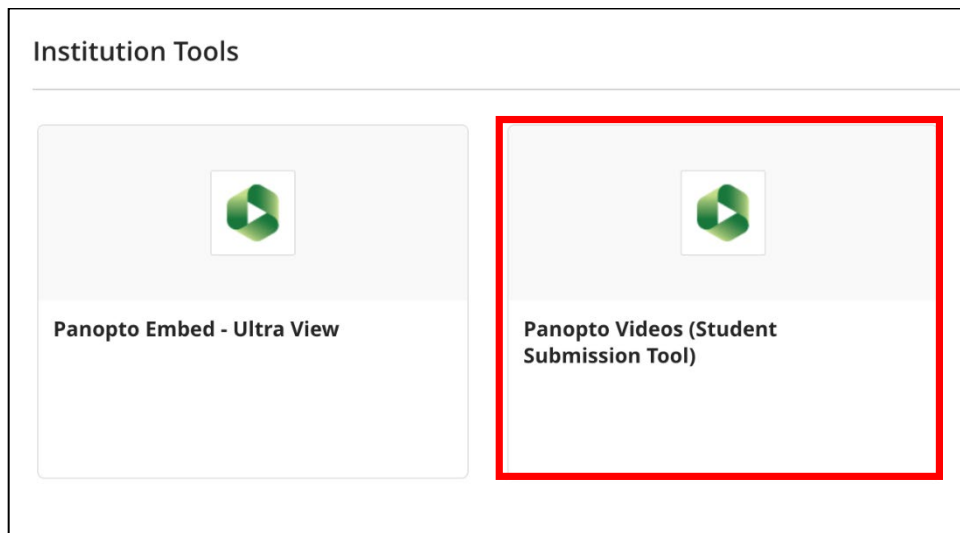
Humber Panopto

<https://panopto.humber.ca>

5. In the formatting bar, select the “+” button, and then “Content Market”.



6. In the Content Market list, select “Panopto Videos (Student Submission Tool)”.

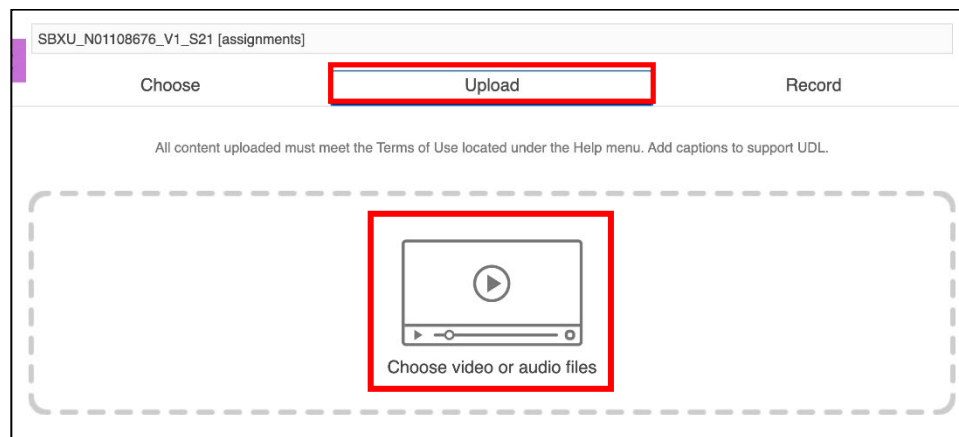


7. To submit a video, you have the option to either upload a pre-existing video or create a new one. Select an option to view the instructions:

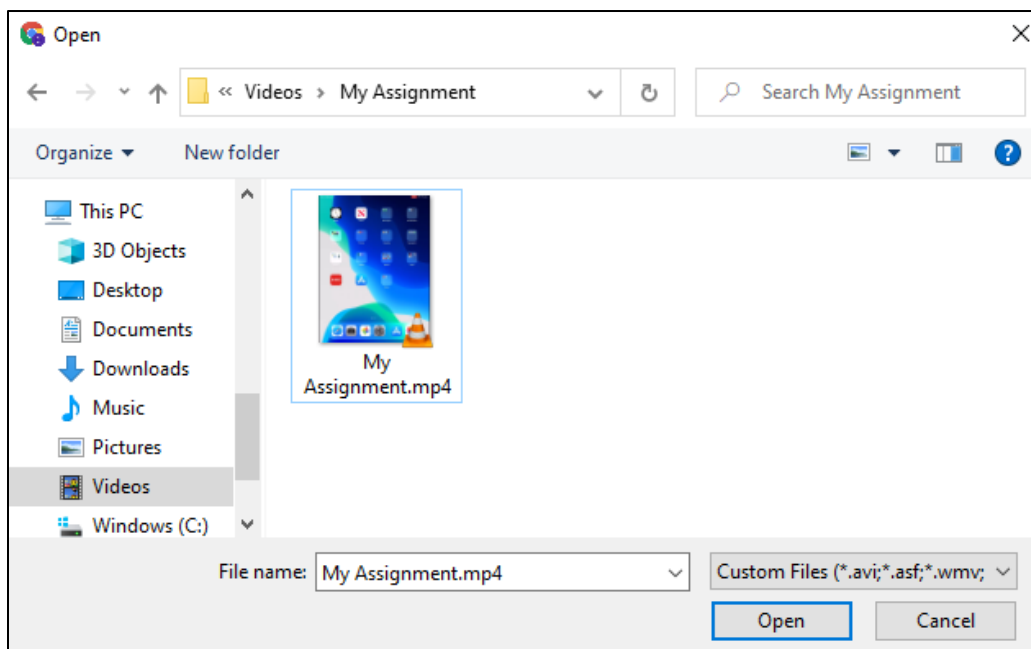
- a. [Upload a pre-existing video from your computer](#)
- b. [Record a video using Panopto Capture](#)

Upload a pre-existing video from your computer

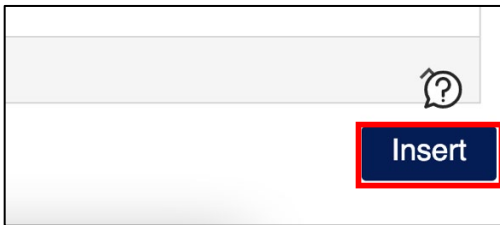
1. Near the top of the screen, select the **“Upload”** button and then **“Choose video or audio files”**.



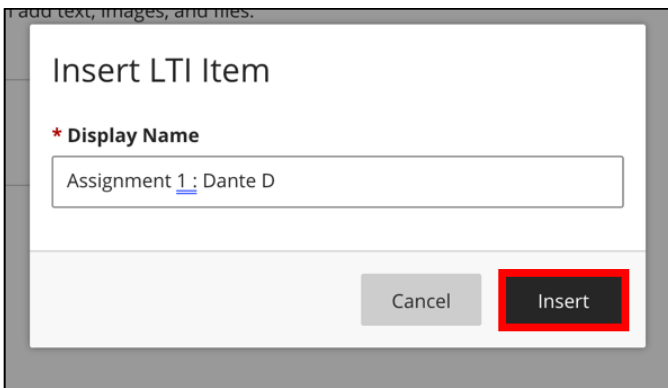
2. **Select a file** from your computer. This screenshot is from a PC– your upload window may look different.



3. Select **“Insert”** once your video has finished uploading, to return to the assignment.



4. In the **Insert LTI item** window, select **“Insert”** again to insert your video into the assignment.



5. If your instructor has provided you with any **additional instructions** to complete before submitting your assignment, go ahead and complete those tasks first.
6. Select **“Submit”** to submit your assignment.

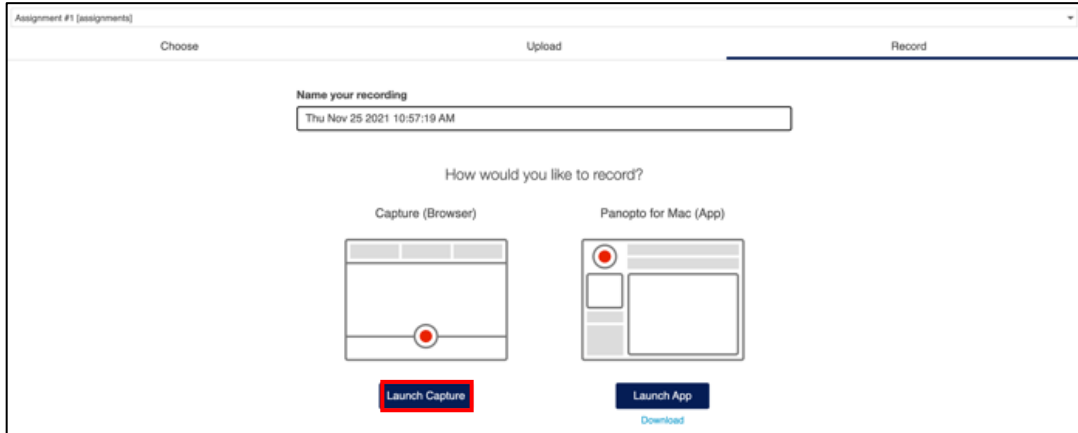


You have successfully submitted your video assignment and may close this guide.

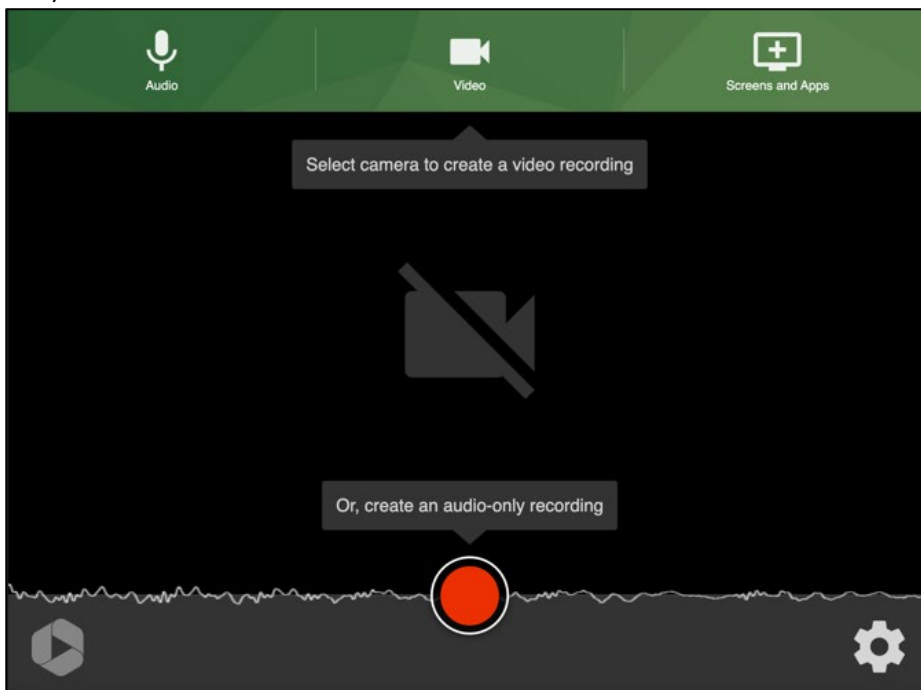
Record a video using Panopto Capture

This section will guide you through how to record a new video from using Panopto's Capture tool. Kindly note that if you intend to edit or trim your video after submitting it, your instructor will still have access to your complete recording.

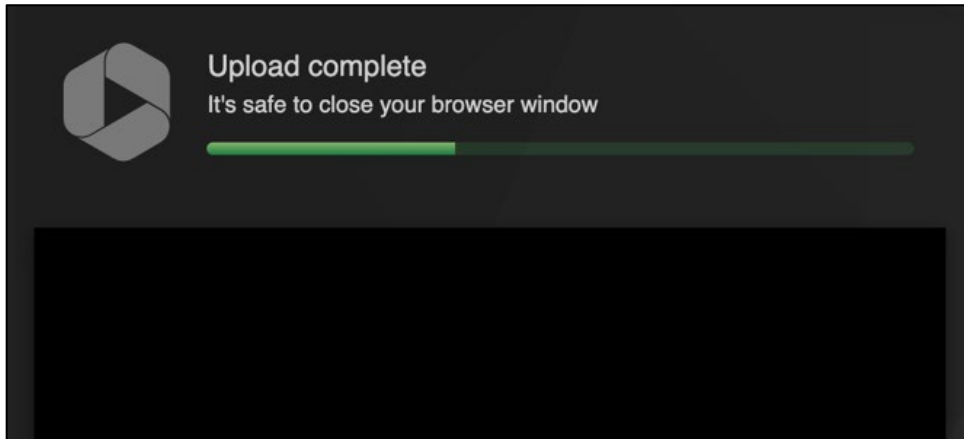
1. Near the top of the screen, select the **“Record”** button. Under the **“Name your recording”** section, **type a name** for your assignment. Then, select the **“Launch Capture”** button to launch Panopto Capture in a new tab.



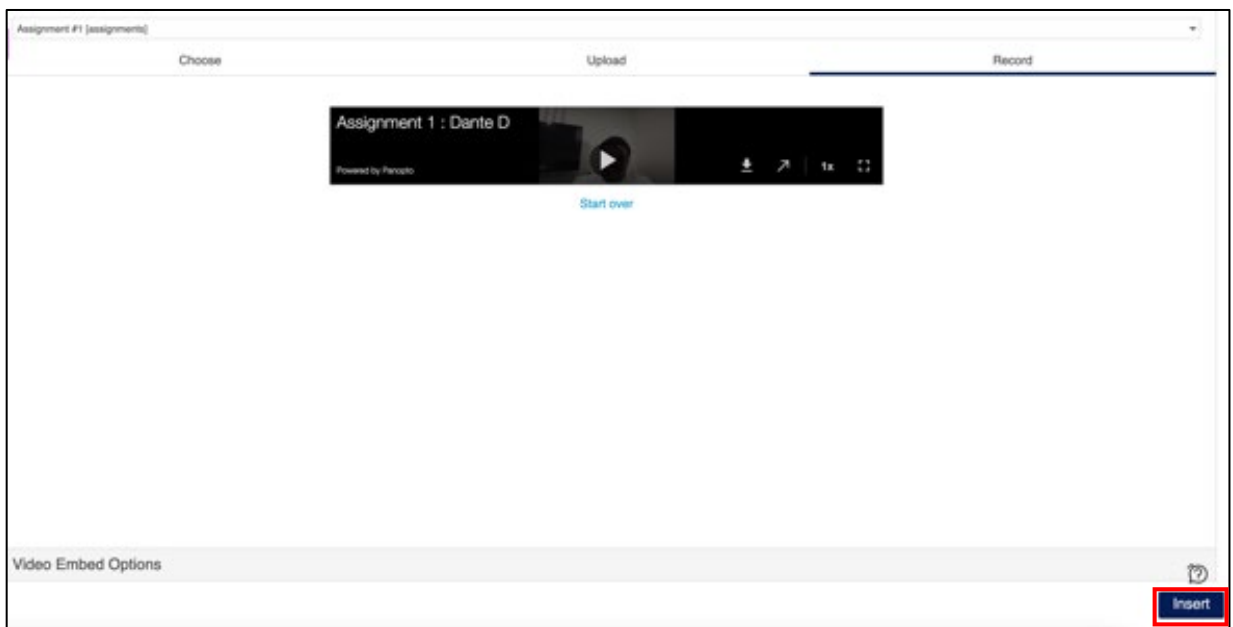
2. **Use Panopto Capture** to record your video. For more information on how to use Panopto Capture, please check out [this video resource](#). (start watching at 1:08 and stop watching at 2:30).



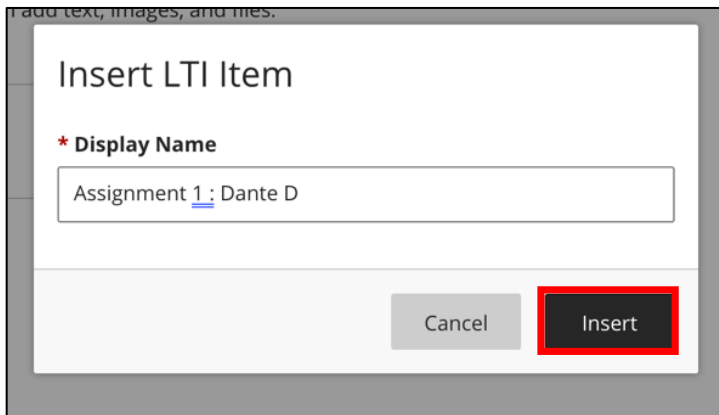
3. Once you have finished recording your video, in the top left of the screen you will see a loading bar. Once it says “It’s safe to close your browser window” you may return to the Blackboard tab within your browser.



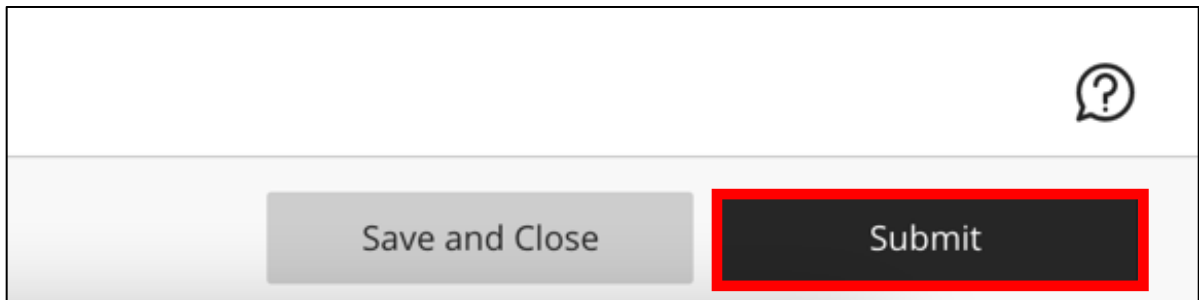
4. When you return to the Blackboard tab within your browser, you will see your video appear in the middle of the screen. Select the “Insert” button to return to the assignment.



5. In the **Insert LTI item** window, select **“Insert”** again to insert your video into the assignment.



6. If your instructor has provided you with any **additional instructions** to complete before submitting your assignment, go ahead and complete those tasks first.
7. Select **“Submit”** to submit your assignment.



You have successfully submitted your video assignment and may close this guide.