Assignment folder and Lecture Recording

Assignment folders allow students to record with the Panopto recorder into a special Assignment folder. Students can then see their own recording, while the tutors can see all of them.

This helps tutors manage assignments as all the recordings are in the module, while providing security as students cannot see other's work.

After submission, tutor's must make a copy of the submissions to prevent students from altering them after the submission deadline. See point 4 on how to do this.

There is a **peer review** feature which tutors can enable which allows students to view all recordings in the assignment folder. Tutors need to enable this manually.

This guide explains how to set up an Assignment folder, allow peer review, how students record to the Assignment folder, and how to view recordings in the folder. It also covers how to add multiple Assignment folders to a module's Panopto folder.
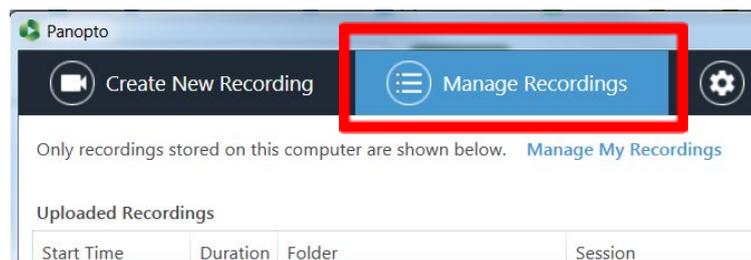
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1 Create an Assignment folder

Follow these steps to create an Assignment folder in your module's Lecture Recording area. Students will be able to record to the Assignment folder, but not see each other's work.
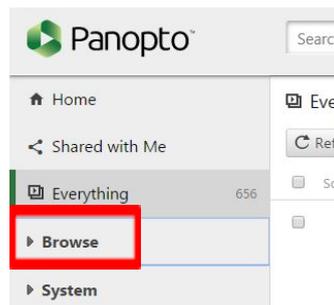
To allow peer review, see part 2 below.

    A. Load the Panopto recorder and login.
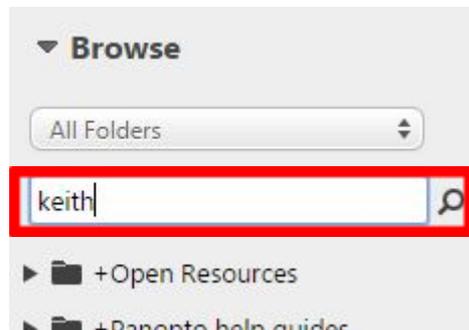
    B. Click on **Manage Recordings**.

    C. Click on **Manage My Recordings**. This will open up a web browser.
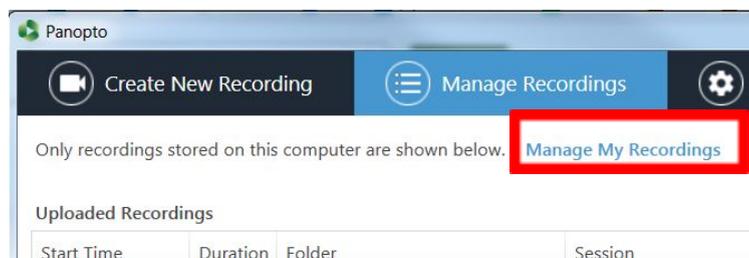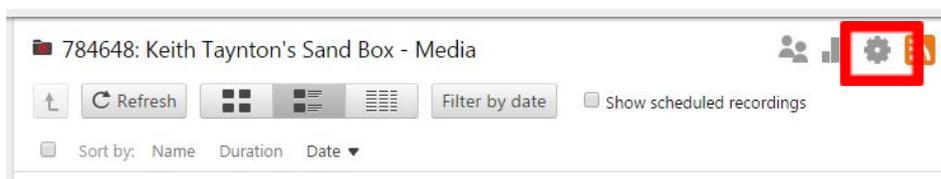

    D. Click on **Browse**.

E. Search for or scroll to find the folder you want to add the Assignment folder to

F. Click on the folder to select it

G. Click on the **cog icon** to enter the folder's settings (you must be a "creator" in the folder to see this. If you can't see it, please see the module owner (e.g. module tutor, or call ITS on 1234)

H. Click **Create Assignment Folder**. This will create a new folder that students can record to when they load the Panopto recorder.

Assignment Folder

Create Assignment Folder

An assignment folder is a subfolder that
parent folder, but gives the users some a

I. **WARNING! DELETE WILL DELETE ALL RECORDINGS
YOU WILL NOT BE ABLE TO GET THEM BACK!!!
THIS MEANS ALL STUDENT WORK WILL BE DELETED**
DO NOT PRESS THE DELETE BUTTON!!!

Assignment Folder

784648: Keith Taynton's Sand Box - Media [assignments]
Delete

The Assignment folder has been created and is ready for students to record into. The default access setting is:

- Students can record into the folder, and see their own recording
- Tutors can view all the recordings

## 2 Allow peer review - changing the folder's settings
This assumes you have created an Assignment folder.

Peer review allows students to see all the videos in the Assignment folder. Do not enable this unless you want students to see each other's work!

A. Navigate to the folder where you created the Assignment folder:
   a. https://derby.cloud.panopto.eu
   b. Login with Course Resources
   c. Click Browse on the left navigation menu
   d. Search or scroll for your folder

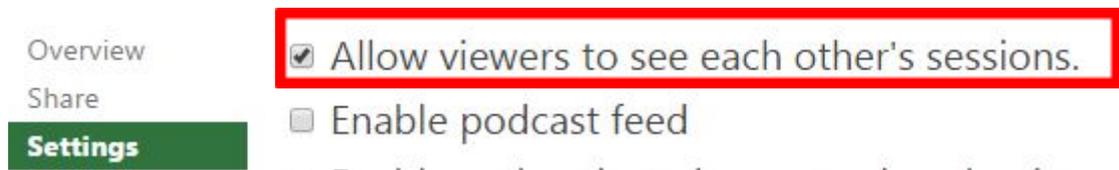B. Click on the Assignment folder to enter into it (hover over the folder to get the name – it will say [assignments])

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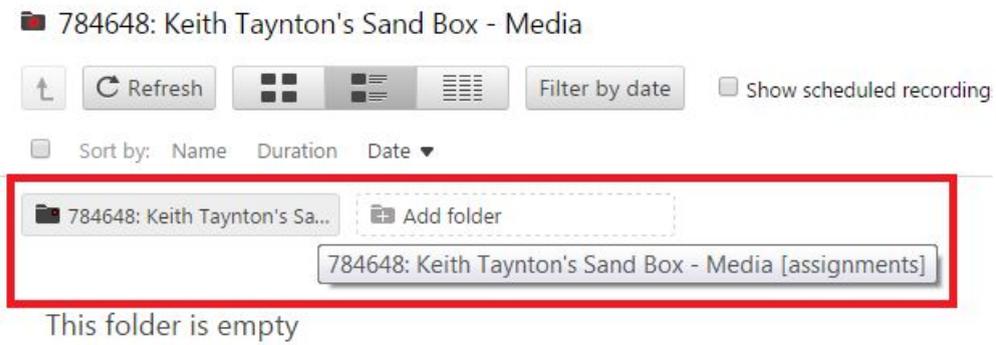
C. Click on the cog in the top right to access the folder's settings.
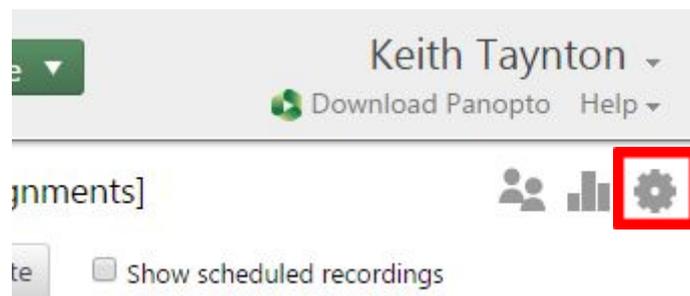
D. Click on Settings in the left menu.

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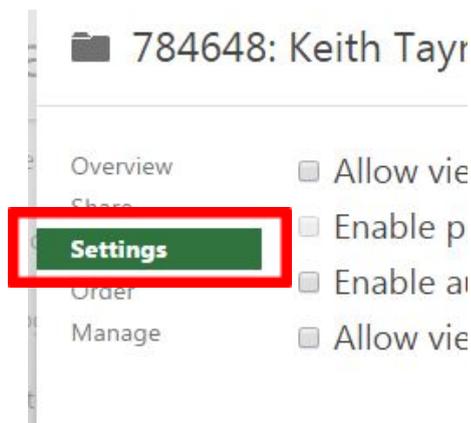
E. Tick the **Allow viewers to see each other's sessions** box.

F. The option is saved when you close the window by clicking the X in the top right.

G. Students can now see all recordings in the Assignment folder.
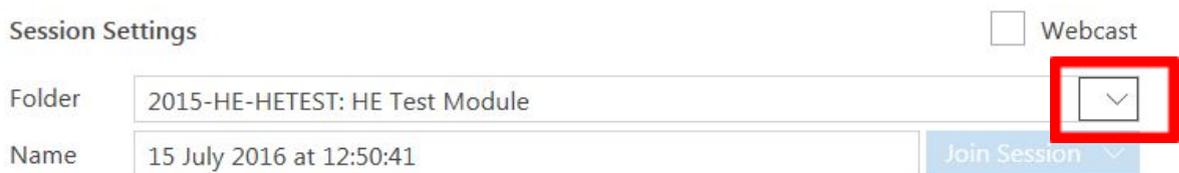
3 How students' record to the Assignment folder

For information. This is how students will see the Assignment folder in the Panopto desktop recorder app.

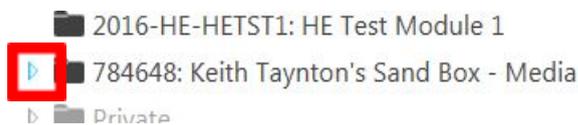A. Students load Panopto recorder.

B. Click on Create New Recording tab
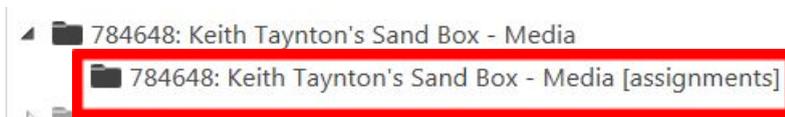

C. Click on the down arrow to list folders.

D. Select the Assignment folder using the dropdown. (Typically, students will only see one or two folders in this view)

Alternatively, to view subfolders, click the right arrow to open, then click on the assignments folder:

Assignment subfolder appears

E. Click the Assignment folder, and the folder's name will change.

F. Students should name the recording appropriately. The tutor might want to set a format for this (e.g. Student number, assignment title).

G. Click Record to start recording, then Stop to finish.

H. Click Upload to save, or Delete to try again.

I. Students must wait for the recording to be uploaded. If they shut down before it

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has uploaded, it will not be available.

4 Locking videos in the Assignment folder in Course Resources from deletion or editing after submission

Once students have recorded into Assignment folder, they still own it so can edit and delete their submission. Prevent this by copying the submissions into a private folder
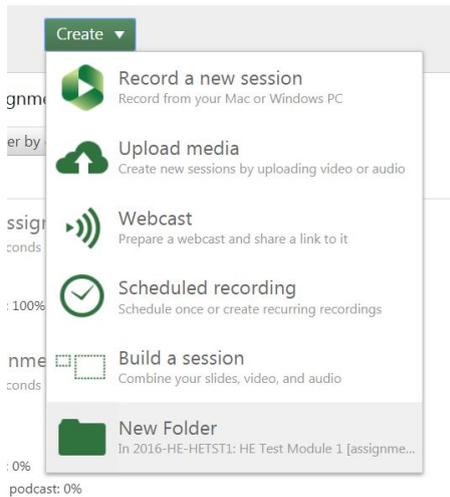
1. At the deadline login to https://revision.derby.ac.uk
2. Search for the module on the right side Browse > [Module name or code]
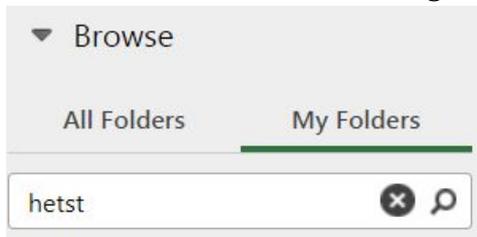
3. The results appear below. Find the **module folder** (hover over the folder to see the full name). Do not choose the Assignment folder.
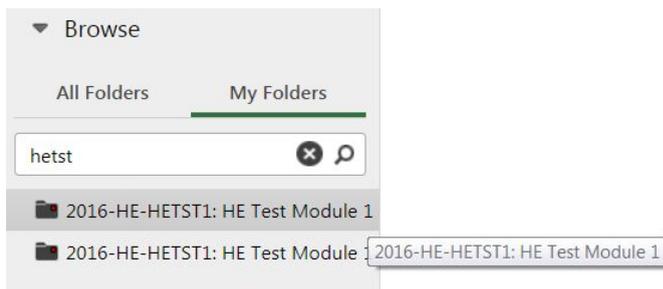
4. Click the module folder to enter it.
5. Create the private folder. Click Create > New folder

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6. Name it Submissions
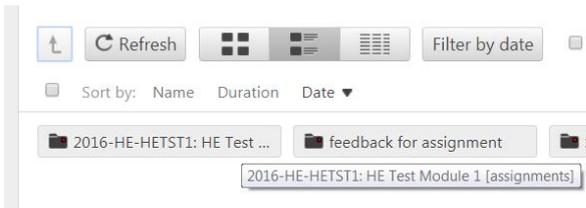

7. Untick "Inherit permissions from parent folder"

8. Click Create Folder
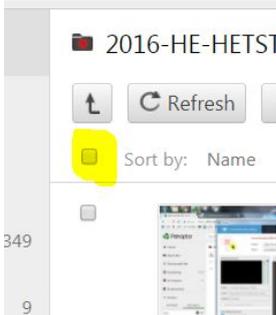9. Close the confirmation box by clicking on the X
10. You are now inside the private folder. Navigate up a level by clicking the up arrow
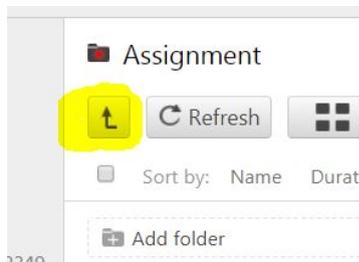
11. Click into the Assignments folder (hover to see the full title).

12. All the submissions should be visible. Bulk select by clicking the top tick box.

13. All videos should now be selected.
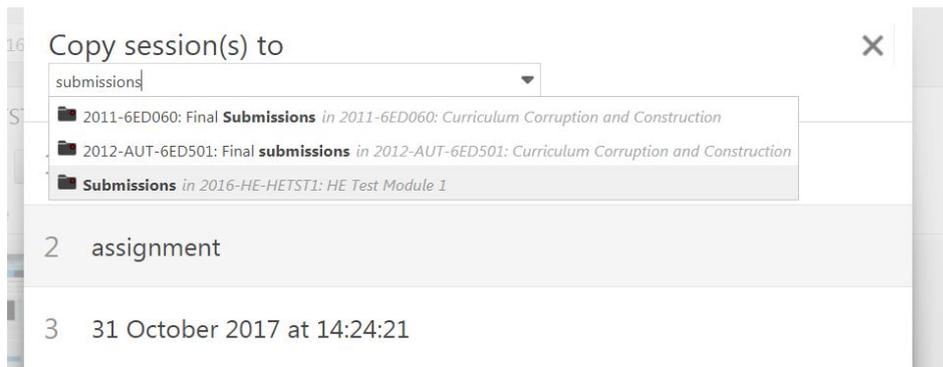

14. Click Copy on the top toolbar

15. Search for the submissions folder in the module folder.

16. Select it by clicking on it from the results dropdown.

Copy session(s) to
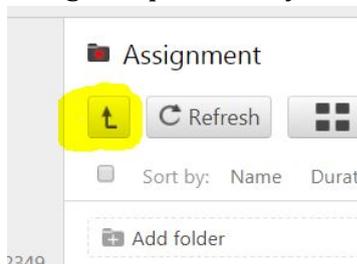
submissions

- 📁 2011-6ED060: Final **Submissions** *in 2011-6ED060: Curriculum Corruption and Construction*
- 📁 2012-AUT-6ED501: Final **submissions** *in 2012-AUT-6ED501: Curriculum Corruption and Construction*
- 📁 **Submissions** *in 2016-HE-HETST1: HE Test Module 1*

2 assignment

3 31 October 2017 at 14:24:21

17. Check you have the right folder and click Copy.

Copy session(s) to Submissions
Only you can see items in this folder

Copy

18. Green ticks indicate the copy was successful. Click the X to close.
19. Navigate up a level by clicking the up arrow

📁 Assignment

↱   C Refresh   ▤▤

☐ Sort by: Name Durat

📁 Add folder

20. Click into Submissions folder. All the videos should be available in this folder, and are not now accessible by students to edit or delete.
21. To share these videos with other tutors you need to invite them using the share function. Please see the helpsheet on how to share for this, or contact tel@derby.ac.uk

5 Creating multiple Assignment folders

Assignment folders are special folders that students can record into. By default, you can only create a single Assignment folder in your main Panopto module folder.

However, you can create multiple normal subfolders in your main Panopto module folder, and each normal subfolder can have an Assignment folder.

Therefore you can create multiple Assignment folders, but you'll need to create normal subfolders first.

How to create subfolders with Assignment folders:

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1. Login to [Course Resources](#) and navigate to your module.
2. Click on Lecture Recording link in the side menu.
3. Click on Create, then New Folder.
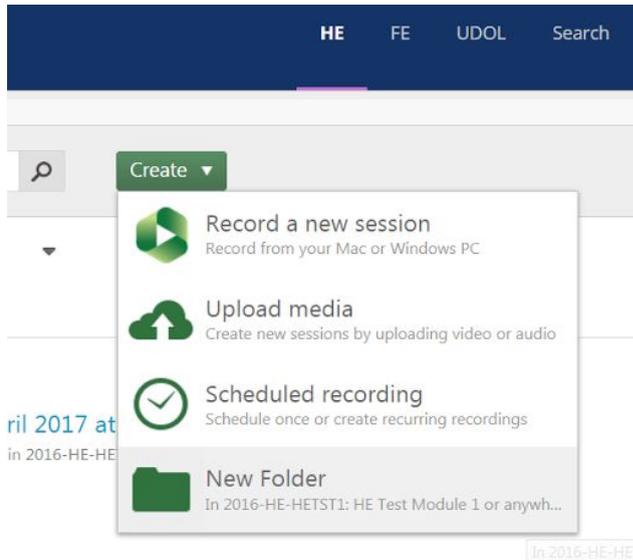
4. Enter a name (e.g. Assignment 2), and optionally a description.

5. DO NOT CHANGE ANY OTHER SETTINGS!
6. Click Create Folder.
7. You will see a screen similar to this:

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8. DO NOT CHANGE ANY SETTINGS!
9. Click Overview on the left menu.
10. Click Create Assignment Folder.

11. The folder has been created, and all students can now record to it.
    WARNING!! If you click Delete, then all videos inside the Assignment folders will be deleted. You cannot recover or undelete the videos.
    DO NOT CLICK DELETE!!!

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