GoCat Pre-Recorded Audio or Video Presentations in Assessment

Academic guidance

A video version of this resource is available on the HEFi website.

Introduction

- Pre-recorded audio or video presentations are an effective way for you to assess your students online. Students can choose from a variety of formats depending on the technology with which they are most familiar, e.g. recording on their phone or tablet, recording a presentation in PowerPoint, or by using Zoom.
- As a lecturer you can facilitate this method of assessment by enabling the Assignment Folder feature in Panopto.
- A useful overview of the options available and the issues associated with this form of assessment from an inclusive educator perspective are outlined on the Remote Teaching Resource.

Process overview

- Tutors will create assignment folders within the Panopto module folder.
- Creating assignment folders within Panopto allows videos to be stored without the file size limits associated with Canvas.
- Assignment Folders enable students to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.
- Canvas Assignments will need to be created for Cover sheets and feedback in Speedgrader.
- Students will upload videos to Panopto and upload Cover sheets, along with a link to their recording to the Canvas assignment.

Course setup

- Your course menu should have been set up to display the Panopto link.
- You will need to have access to the module Panopto folder and creator level access.

Setting up Panopto Assignment Folders

- Navigate to the Panopto folder that you wish to create the Assignment Folder in and click on the Settings Icon for the folder

- On the Overview tab, click **'Create Assignment Folder'** and the folder will be created.

- Once created, a new link will be added titled "*Folder Name*" [assignments].
- A new subfolder will also be added in the original Panopto folder.

- Students will now be able to add content and record directly into the Assignment Folder.

Closing the Assignment Folder

- Once the assignment has been completed, the folder can be closed. This prevents students accessing the folder or recording anything additional, but teachers can still access the folder. This may be useful during marking etc.
- To close the Assignment Folder, click on the Settings Icon in the original parent folder and underneath the link to the Assignment Folder, click **Close**.

Setting up the Canvas Assignment for cover sheets, grades and feedback

- Alongside the Panopto assignment folder, you will need a Canvas assignment to be created in order for students to upload cover sheets (if required) along with links to their video, and for academics to add grades and feedback.
- Guidance on setting these assignments up can be found in the 'Take-home exam guidance' document or on the HEFi Gateway.
- In some colleges/schools this process may be looked after by the school administration team.

Additional resources

Your students will be most comfortable using whichever video recording software they are familiar with, or choose to learn to use. If they ask for advice some of the possible solutions they may select are:

Microsoft PowerPoint

Extensive support materials are available on LinkedIn Learning that students can access via my.bham.ac.uk. The Digital Services for Students link will direct them to LinkedIn Learning.

LinkedIn Learning course for Recording Slideshow View

The Library also provide online training in PowerPoint

Recording with a phone or tablet

Again, extensive guidance is available through LinkedIn Learning:

- Creating Online Video with the iPhone or iPad
- Creating Online Video with Android Phones

Recording using Zoom

Extensive support is available to students through LinkedIn Learning:

- Learning Zoom Record and review meetings

Other alternatives

Other platforms for creating presentations are covered in the Library's resources on Canvas. Many of these solutions rely on the user recording what is happening on their screen. Guidance is available through LinkedIn Learning accessible from The Digital Services for Students link via my.bham.ac.uk.

Mac Screen Record

PC Screen Record

Video editing

The Library also provide general guidance on video editing.