

How To: Submitting a Speech Video

Submitting a Panopto Speech Video for Grading in D2L

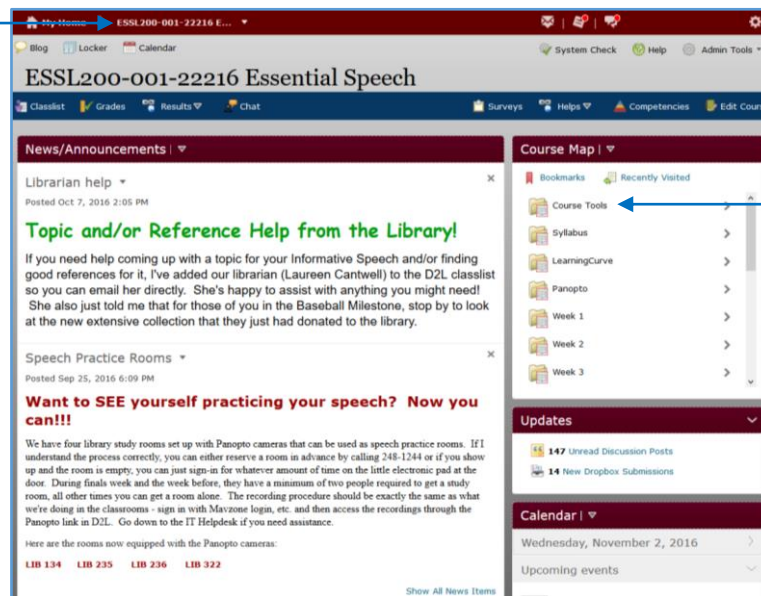
The following steps detail how you can submit a video for grading to a professor via D2L, if required by the professor, or to give access to another professor. This process actually provides a link to your Panopto video from within D2L, but does not attach or upload the video into D2L. For this explanation we will assume the desired video is in the Panopto class assignments folder. Keep in mind that this is something you will be instructed to do by your professor for the given class.

Accessing your Video via D2L

Videos recorded by students using their own Panopto login will always be located in the assignments folder for the given class.

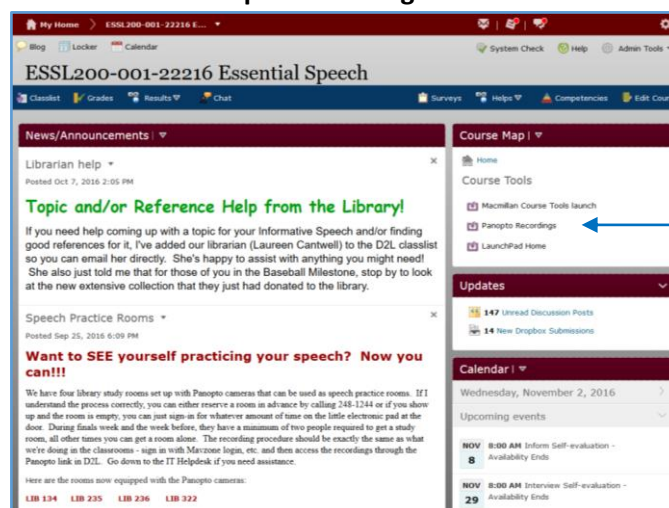
1. Log into D2L.
2. Access the class for which you recorded your video.

From the **Select a course...** drop-down, choose the class where you recorded your video.



From the **Course Map**, choose the module where the Panopto Recordings external learning tool is linked.

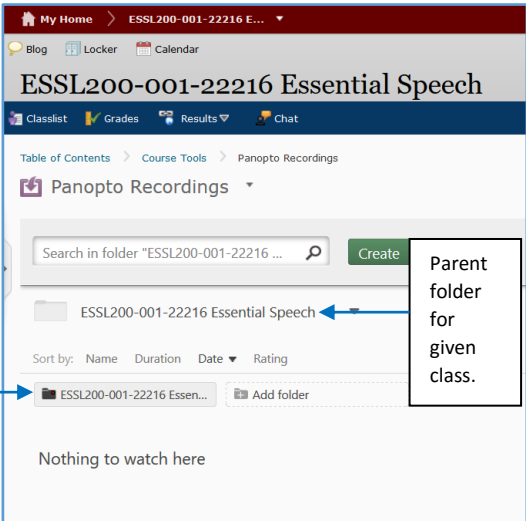
3. From the **Course Map**, access the module where Panopto Recordings external learning tools is linked. Then choose the **Panopto Recordings** link.



Click **Panopto Recordings**.

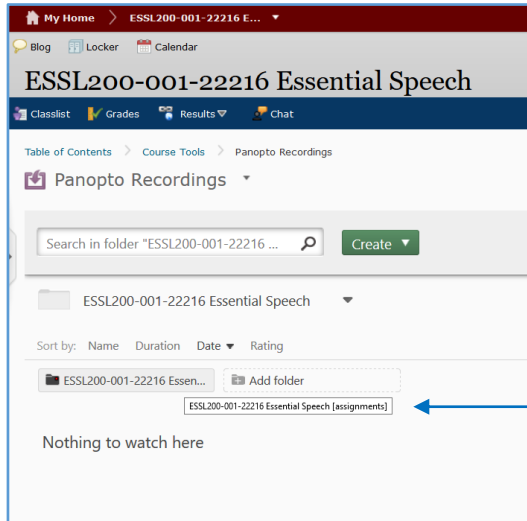
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- You will now be brought to the class folder that holds the Panopto video recordings for this class. All student videos recorded with the student's Panopto login, will be stored in the assignments folder for the given class, not the parent folder for the class. In the first screenshot below notice how the content of the parent folder is the assignments folder. Simply hover over this folder and the pop-up will show its full name. Click this folder to view its contents.



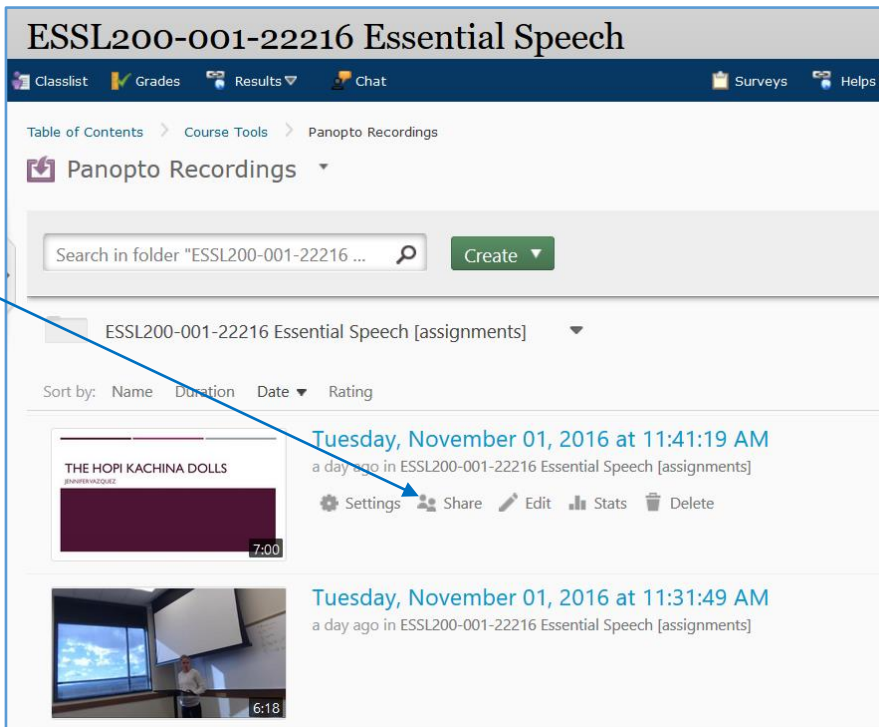
This is the assignments folder contained in the respective class parent folder.

Parent folder for given class.



Hover over the assignments folder name and its full name will pop up confirming this is the correct folder. Click folder name to view contents.

- Now you will see video content that you have recorded in the assignments folder. For the given video, click the **Share** icon.



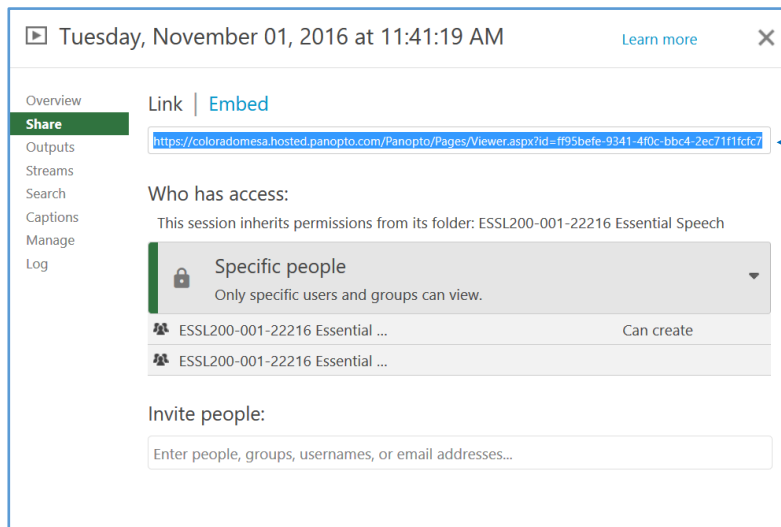
For the video you want to submit for grading, click the **Share** icon.

Tuesday, November 01, 2016 at 11:41:19 AM
a day ago in ESSL200-001-22216 Essential Speech [assignments]

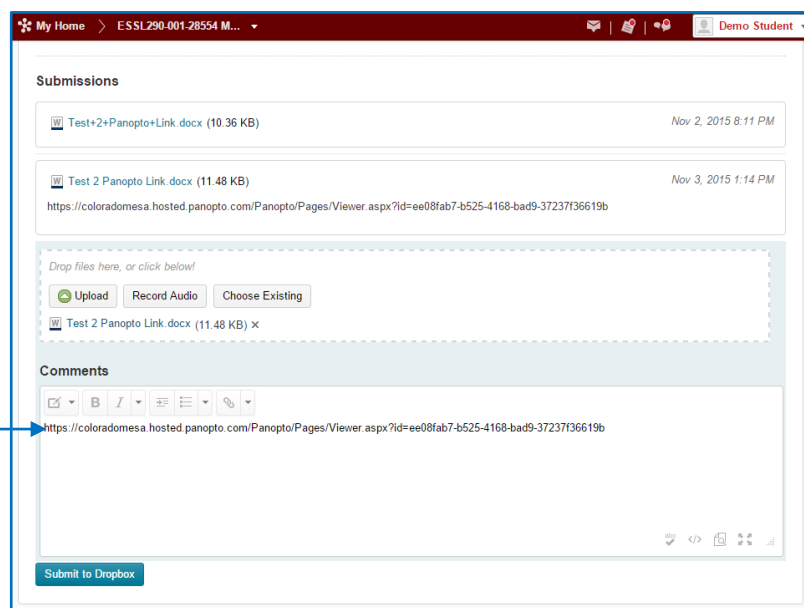
Tuesday, November 01, 2016 at 11:31:49 AM
a day ago in ESSL200-001-22216 Essential Speech [assignments]

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6. In the dialog box that appears, simply click in the Link text box to highlight the link. **Copy** the contents. Then close the dialog box.



7. Paste this link into a Word document as described by your professor. In D2L, upload the document to the **D2L Dropbox** and also include the link as a comment as the screenshot below illustrates.

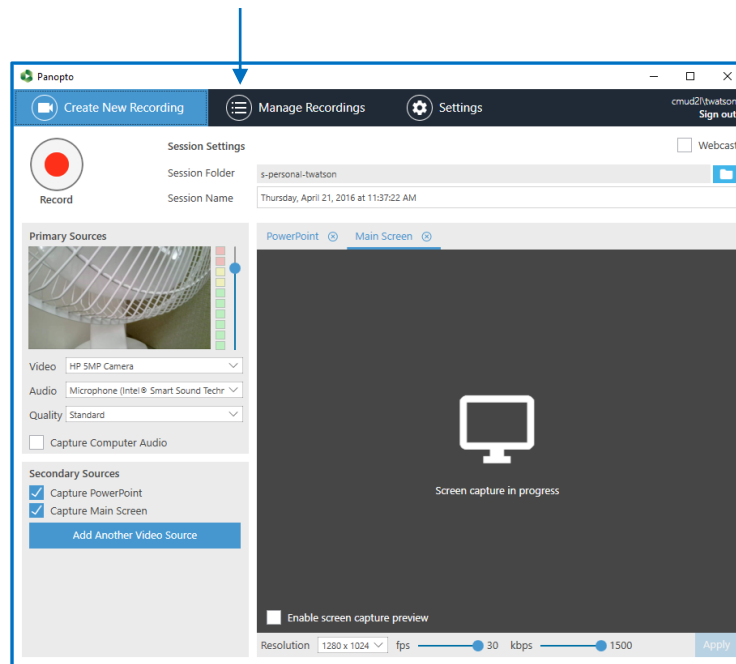


8. Click **Submit to Dropbox** to upload this document into the D2L Dropbox.

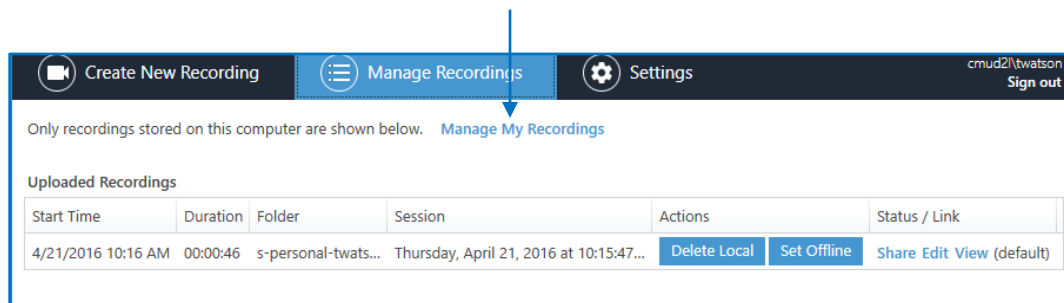
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Accessing Your Video from Panopto

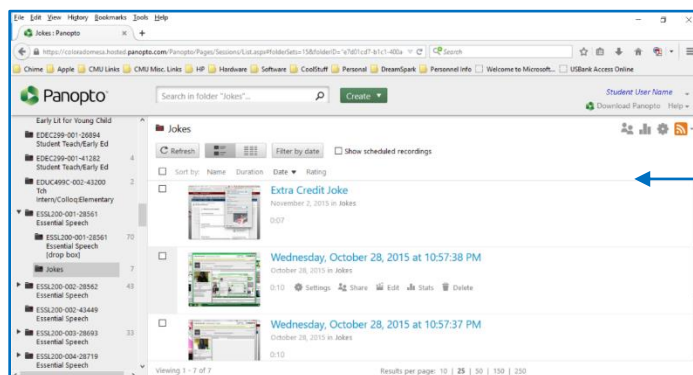
1. It is also possible to access your video from within the Panopto recorder. Launch the Panopto recorder and login. The following window will appear. Click the **Manage Recordings** tab.



2. Click the *Manage My Recordings* link. This will launch a web browser and go to the site <https://coloradomesa.hosted.panopto.com>.



3. Locate the class folder and open to view the assignments folder for the given class. Locate the desired video and follow steps 5 – 8 (on the previous pages) to submit the desired video for grading.



For a more direct approach, you can simply use your web browser and go to coloradomesa.hosted.panopto.com. Then just login and end up at the same place as the screenshot here shows. Locate the desired video, then perform steps 5, 6, and 7 on the previous pages.