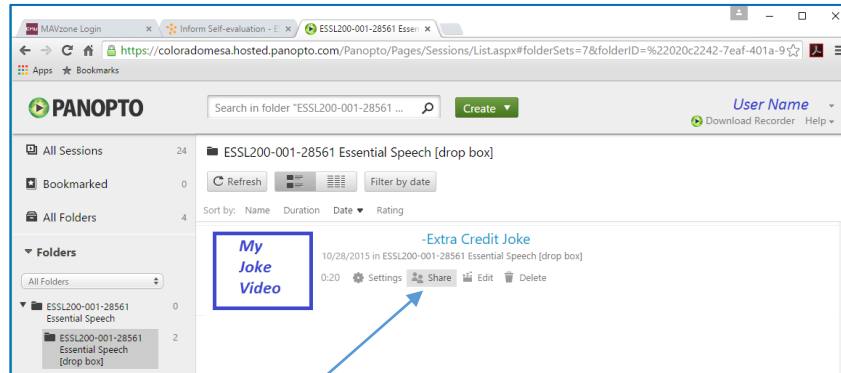


How To: Speech Students Submitting Video for Grading

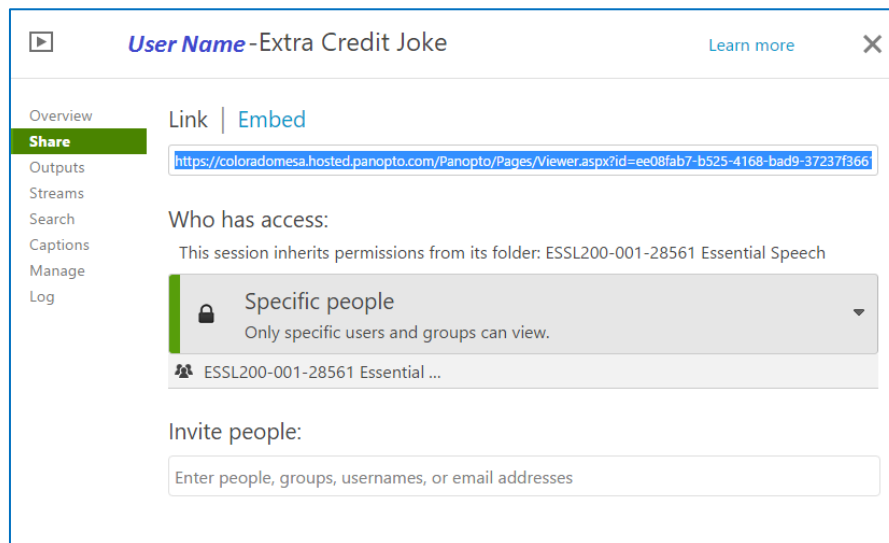
Speech Students Submitting Video for Grade

Scenario: A student is required to submit a speech assignment in a D2L dropbox that includes the Panopto Video recording and the manuscript/outline combined into a single Word document.

1. Logged in to **coloradomesa.hosted.panopto.com**, or accessing it through the D2L Course Map, the student should locate the video they want to have a professor grade.



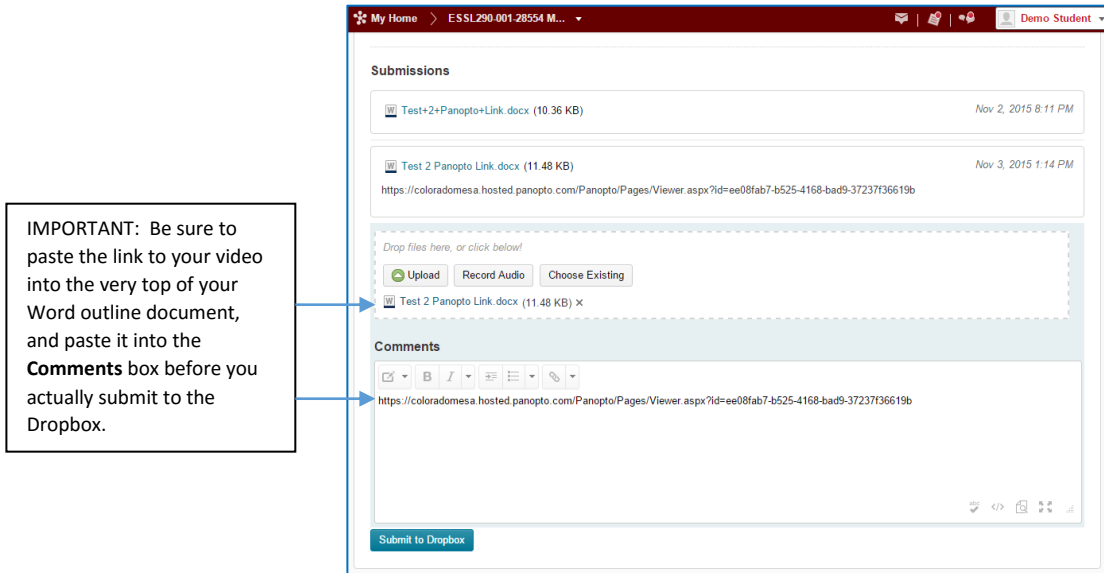
2. For the given video, click the **Share** icon. In the next screen, simply click in the Link text box to highlight the link. **Copy** the contents. Then close the dialog.



3. Open your D2L course, and locate and open the Word document containing the outline or manuscript for your speech. The outline/manuscript will depend on the specific assignment given by your professors.

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4. Paste the link from step 2 in TWO places (this gives your professors a backup in case one fails).
 - **Word document** – paste the video link at the top of your document (outline/manuscript will appear below the link), and resave your document so it now includes both the video link and the written speech content
 - **D2L** – go to the D2L Dropbox for the class where you are submitting and paste the video link into the Comments box.



5. Upload the document, with the video link and speech content, into the correct D2L Dropbox. Click **Submit to Dropbox** to upload the document for grading.