

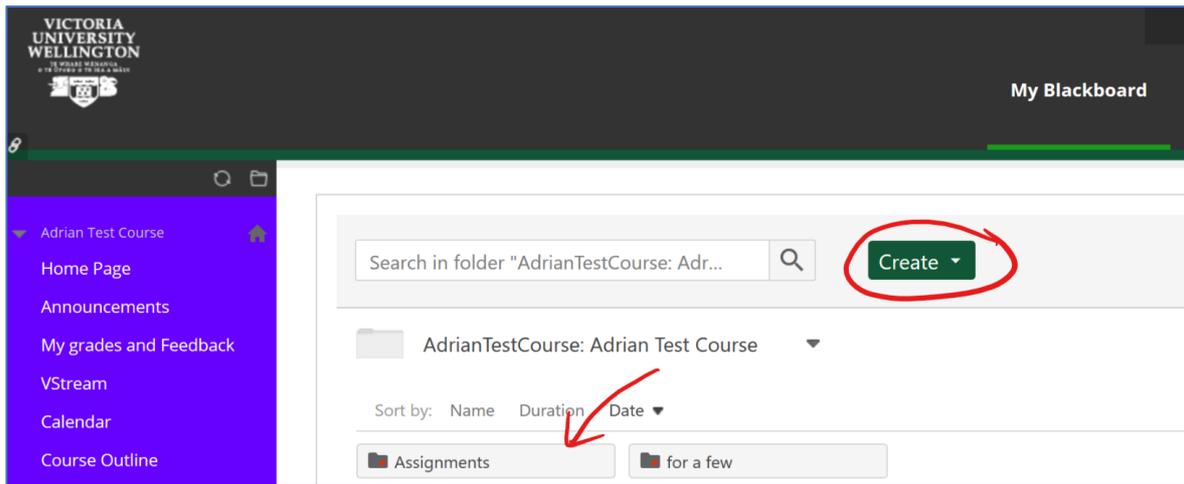
Video Assignment Instructions

How to create and upload video assignments in VStream

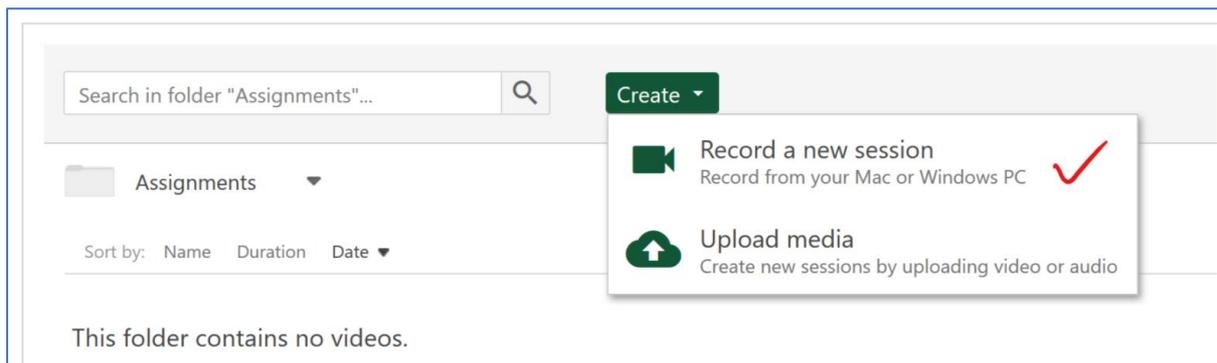
Option 1: Recording directly in VStream

If your instructor has asked you to submit a video assignment in VStream they will have created a special folder called an Assignment Folder where you can upload your videos. VStream uses software called Panopto which you can download to your own device. Panopto allows you to record your voice, web camera and your screen. You can give a PowerPoint presentation and upload your finished video to the Assignment Folder for your instructors to assess.

Step 1: In your course go to the VStream Videos folder. This is usually accessed via a link on the left-hand menu but it there may be a different location in your course. When you are in the VStream folder click on the Assignment Folder.



Step 2: When you are in the Assignment Folder click Create at the top of the screen and then Record a new session.



Step 3: You will be given the option to Download Panopto if you don't already have it (there are Windows and Mac versions). If Panopto is already installed, click Open Panopto

↓ Record a new session ✕

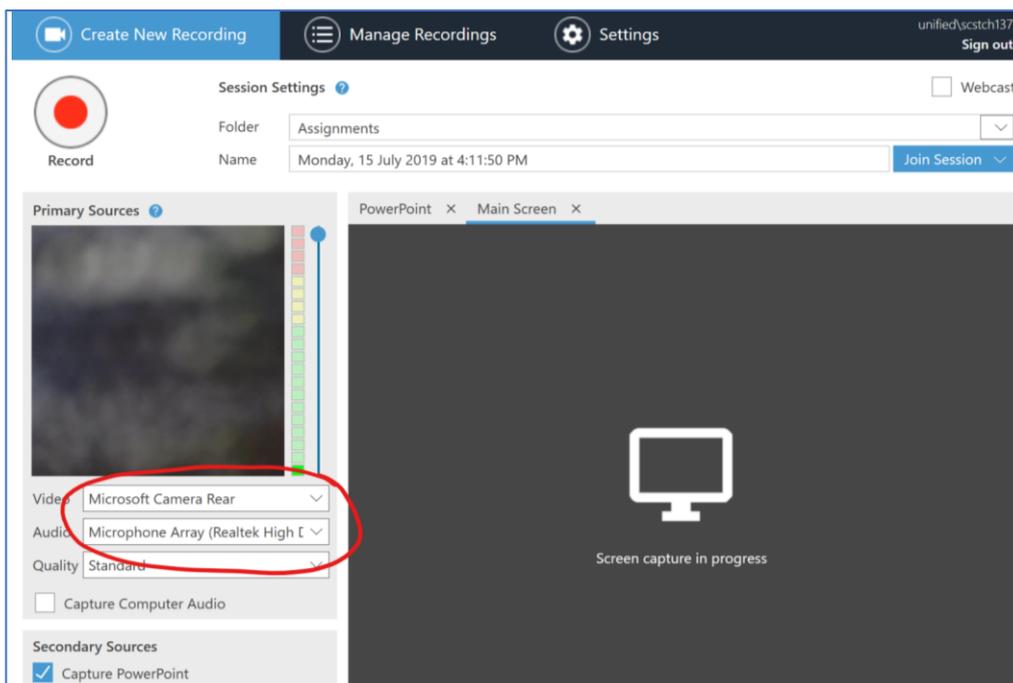
Open Panopto
If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

[Open Panopto](#)

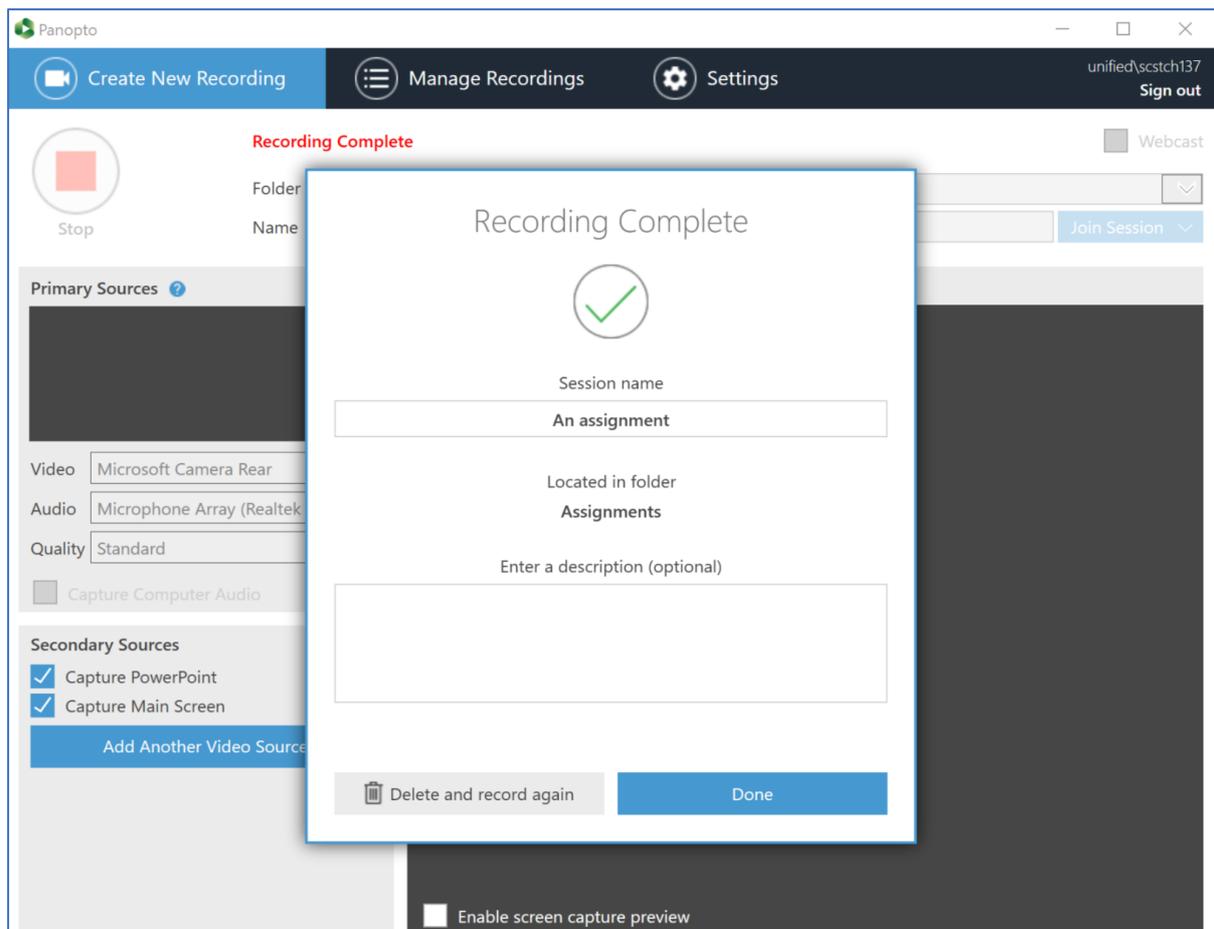
Download Panopto
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

[Download Panopto](#)
For Windows 10/8.1/8/7 64-bit
[Click here for other download options](#)

Step 4: If you are recording a PowerPoint presentation make sure you have it open and ready to go. Make sure your microphone is selected and if you want to record yourself on a web camera make sure that is selected too. Click Record, start your PowerPoint if you are using one and begin your presentation.



When you have finished your recording click Stop. You will be able to give your video a name in the Name box, be sure to make this something that identifies you as it will make it easier for your instructors, then click Done. Your recording will be uploaded to the VStream assignment folder, be sure to keep the Panopto application open while it is uploading, once it is done you can close the window.

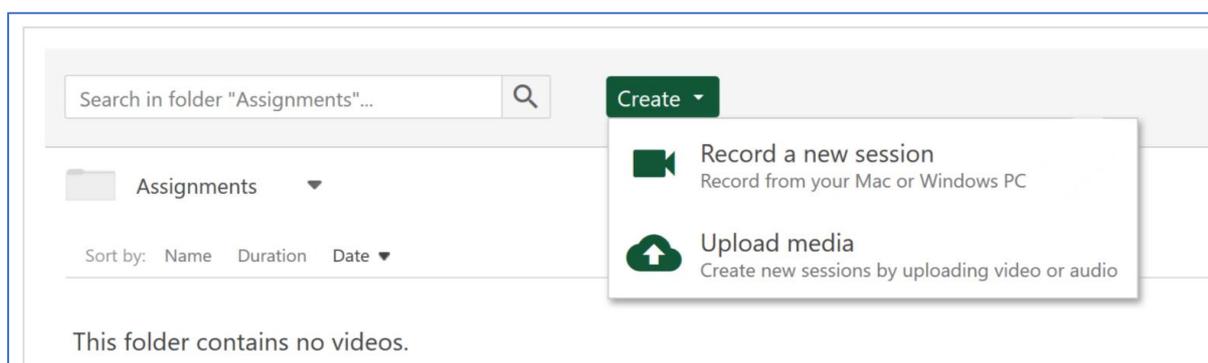


Step 5: Once your recording has been processed it will be available for you to view and edit in the course video assignment folder. It is quite common to want to cut the beginning and end of recordings to remove sections when you are starting and stopping your presentation. If you would like to edit your video, instructions can be found here

<https://support.panopto.com/s/article/Edit-a-Video>

Option 2

You can upload a video directly into VStream if you have created it using a tool other than Panopto. To do this follow steps 1 and 2 in the instructions above but instead of choosing Record a new session when you click the Create button, select Upload media.



You can then select any valid video file on your own device and upload it to the Assignments folder. Make sure the file name is something that identifies you as it will make it easier for your instructors. Most standard video file types are supported including .mp4 and .mov. Once you have selected your video wait until it uploads and then close the upload window.

Note: You can upload multiple submissions to this folder, but please clearly indicate in the filename which is the final submission for the instructor to view or delete all draft submissions. By default, the folder is set up so that only the instructor and you be able to see your submissions. Instructors may choose to remove this restriction and allow students to see each other's submissions.

Submitting a link to your video in Blackboard

As VStream is not directly linked to Blackboard your instructor may want you to submit a link to your video as a Blackboard assignment. This will allow them to make sure they are marking your work, not that of another student, and it will help them assign a grade.

If your instructor has set up an assignment in Blackboard there will be a second step to the submission process where you submit a link to your video. If your instructor wants you to do this they will provide instructions via Blackboard.