Faculty Instructions: Setting up an Assignment Folder in Bb for Student Recording

Step 1: Login to the Bb course where students will record & upload videos.

Step 2: Click Tools in your main Bb menu, then click the Panopto Focus Content button.

Step 3: Click the Configure button to provision a Chipcast folder for your course.

Step 4: Click Add Course to Panopto and click ‘OK’ in the following screen.
Step 5: This screen shows you what you could share with your class, as well as the new folder you just created.

Click Submit to proceed

This page displays your Chipcast Folder Name, & shows that we have No recordings in the folder.

NOTE: This folder gives faculty ‘CREATOR’ rights and students, ‘VIEWER’ rights. This means you can create videos, but not your students.

Step 6: To Create an Assignment Folder for student recording, Click

In the next screen, click

Create Assignment Folder

Click the X to close the window.

Step 7: Your ‘Assignment Folder’ link will now be displayed above the ‘No matching sessions’ text. Click the folder button to view student submissions. It will be empty until your students upload content.

NOTE: Students submit/upload video files by clicking Create and then choosing ‘Record a new session’

NOTE: When students login, they see only videos they’ve submitted. When Instructors login, they see all videos.
Annotating a Recording

Students and instructors can annotate recordings by opening a video and clicking the **Discussion** menu item. Discussion entries are synchronized to what you're watching as you type. Type & hit Enter to add a note.

Things to Remember:

1.) **Discussion entries also become chapter markers** so the viewers can go right to the time during the recording where the discussion is relevant.

Viewing Annotations within a Recording

Open the video from your Bb course by loading the **Tools** page & clicking **Discussion** to view and enter comments.
Sharing a Recording with users outside CMU

Step 1: Login to Bb and Open the video you want to share.

Step 2: Once the video opens, click the Share Icon at the top of the page.

Step 4: Enter email address you’d like to share with and click ‘Send and save changes’

NOTE: if you would like to send a link to a group of people instead of entering multiple addresses, click the down arrow and select: ‘Anyone with the link’

Then anyone who has the link can view it, but it’s not searchable or accessible without it.