Submitting a video presentation via Re:View (Panopto) Assignment Folder and Moodle – Guidance notes for students

Below, we have provided three different ways in which you could produce a video assessment. Your unit convenor may provide instructions that you submit using one particular method or may leave you to choose the method that you find easiest for you.

a) Creating your video recording (Using PowerPoint)

To record a narration over the PowerPoint slides, go to *Slide Show* and click on *Record Slide Show*. We would recommend, ideally, that you use a headset and microphone (to avoid picking up background noise during your recording). Do a short test recording to check that your volume and settings are satisfactory.
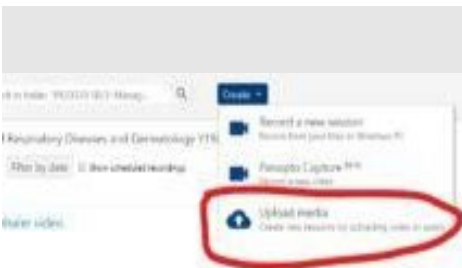
- The simplest way of recording a presentation is to create a narrated/voiced over PowerPoint
- Please also read the detailed 6 Step Guide on Making a Video in PowerPoint
- To create the video you need to then export your presentation as an .MP4 video file

Naming your Presentation

Please label your presentation as stipulated by your Department

Uploading your Presentation

1.   Log into Re:View, go to the Assignment URL you have been give, click on the blue 'Create' button in the toolbar at the top of the screen, and select 'Upload media'.

2.   You will then see the option to upload the recording from your computer. This could take some time depending on your internet connection. Ensure you upload your file as an .MP4.

Uploading and linking to a Moodle submission point

- Link to your video submission by copying the URL from the video in Re:View and pasting it into the online text box in a Moodle submission point.
- You may also be asked to upload accompanying documents such as your PowerPoint presentation using the file upload option in a Moodle submission point. Please upload the 'raw' presentation final without any attached video or audio (not an annotated or narrated presentation) as this is not likely to be accepted by Moodle due to file size limits.

b) Creating your Presentation (Using Re:View/Panopto)

- Create your video using the Re:View Desktop Recorder (available for PC and Mac and mobile devices). We would recommend, ideally, that you use a headset and microphone (to avoid picking up background noise during your recording). Do a short test recording to check that your volume and settings are satisfactory.
- Save your recording as a MP4 file

Naming your Presentation

Please label your presentation as requested by your Department

> If you record your presentation using the Re:View Desktop Recorder, you can save it directly into the Assignment Folder (remember to change the folder from 'My Folder' to the Assignment folder URL.

c) Creating your Presentation (Using Your Own Software/Mobile Phone/Tablet)

- Create your video using your own software. You need to record your presentation in landscape rather than portrait mode and we recommend, ideally, that you use a headset and microphone (to avoid picking up background noise during your recording). Do a short test recording to check that your volume and settings are satisfactory.
- Ensure your software can save your recording as a MP4 file

Naming your Presentation

Please label your presentation as requested by your Department.

Uploading your Presentation

1. Log into Re:View, go to the Assignment folder URL, click on the blue 'Create' button in the toolbar at the top of the screen, and select 'Upload media'.

2. You will then see the option to upload the recording from your computer. This could take some time depending on your internet connection. Ensure you upload your file as an .MP4.

Uploading and linking to a Moodle submission point

- Link to your video submission by [copying the URL from the video in Re:View](#) and pasting it into the online text box in a Moodle submission point.
- Upload accompanying documents such as a PowerPoint presentation using the [file upload option in a Moodle submission point.](#) Please upload the 'raw' presentation final without video or audio (not an annotated or narrated presentation) as this is not likely to be accepted by Moodle due to file size limits.