



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Saving Recordings in Panopto

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Assessment Recordings

Please record your presentations using Panopto. If you can't record the presentations, please contact the IT helpdesk and gain support to fix the issue and record.

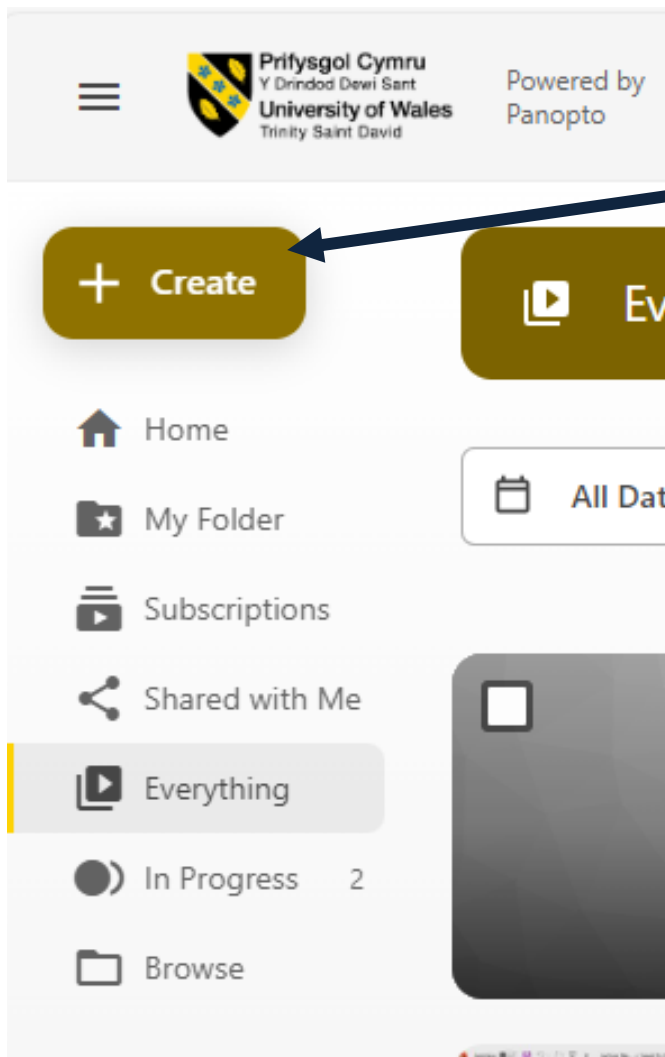
No presentations should be conducted without recordings.

Please note each individual/group presentation should be **captured separately**.

Please **name** the presentations in the format [STUDENTIDNUMBER, INITIALS]

Example - 1234567 AB

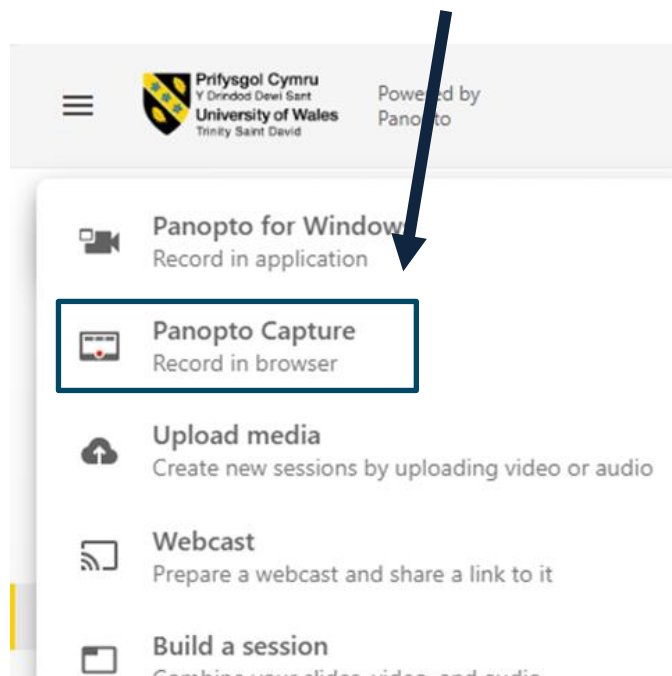
Please include all student numbers & initials if it is a group assessment



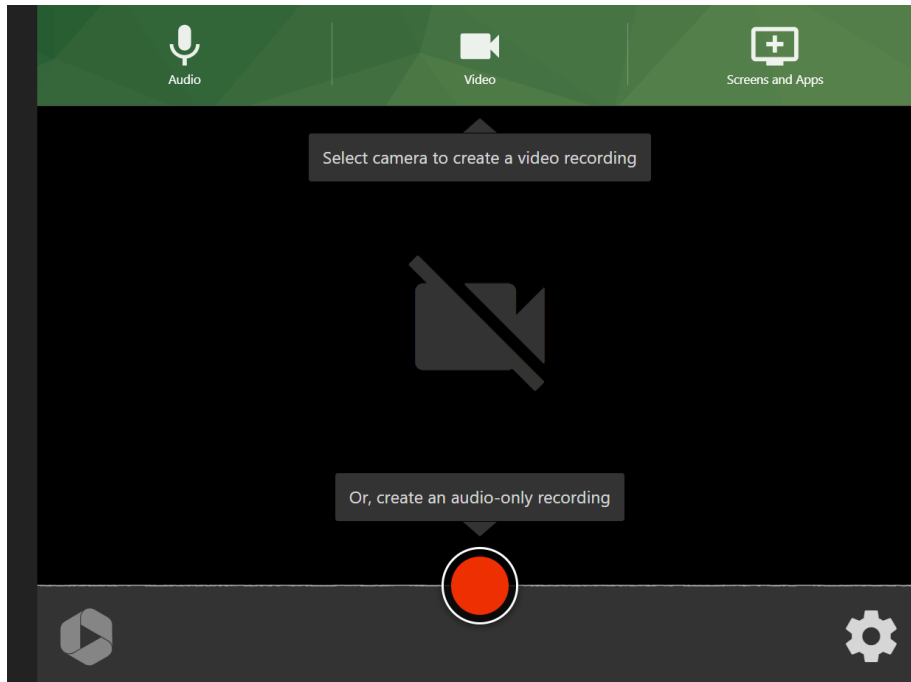
<https://uwtsd.hosted.panopto.com/>

Click create and then select

Panopto Capture – Record in Browser

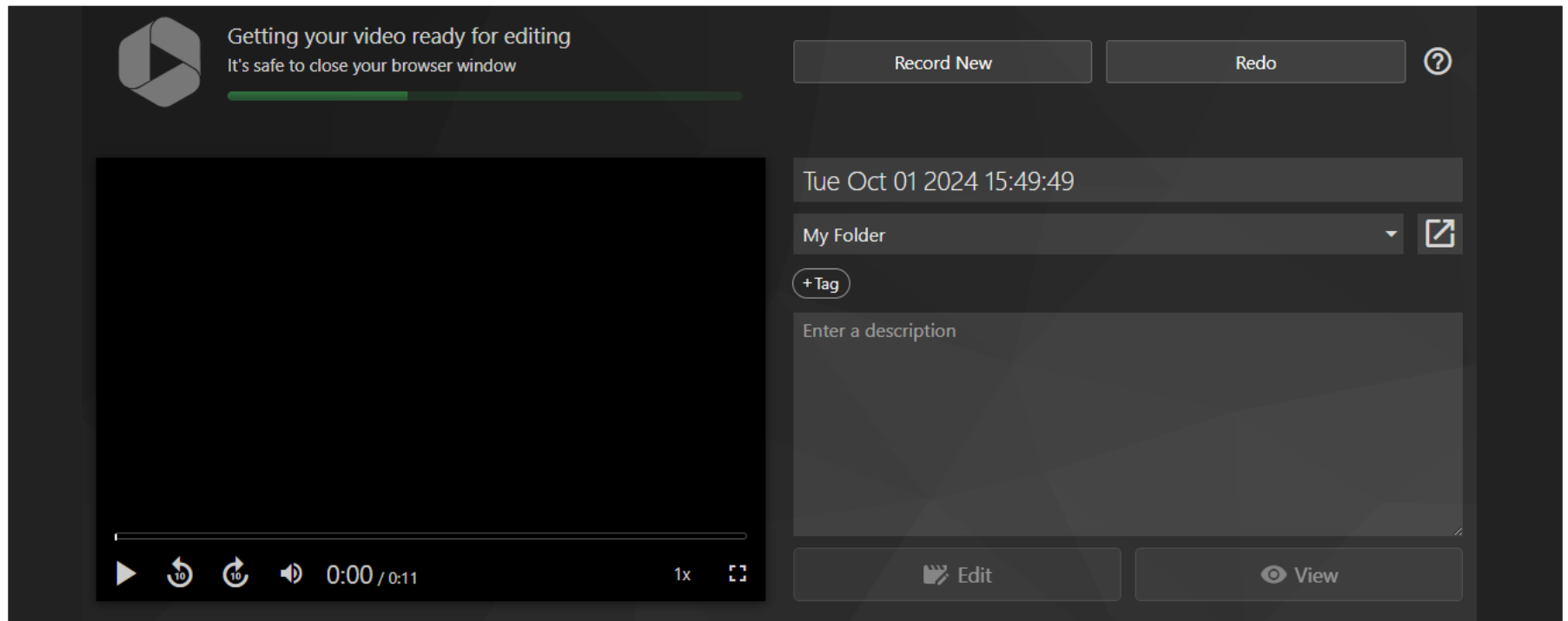


Recording Options



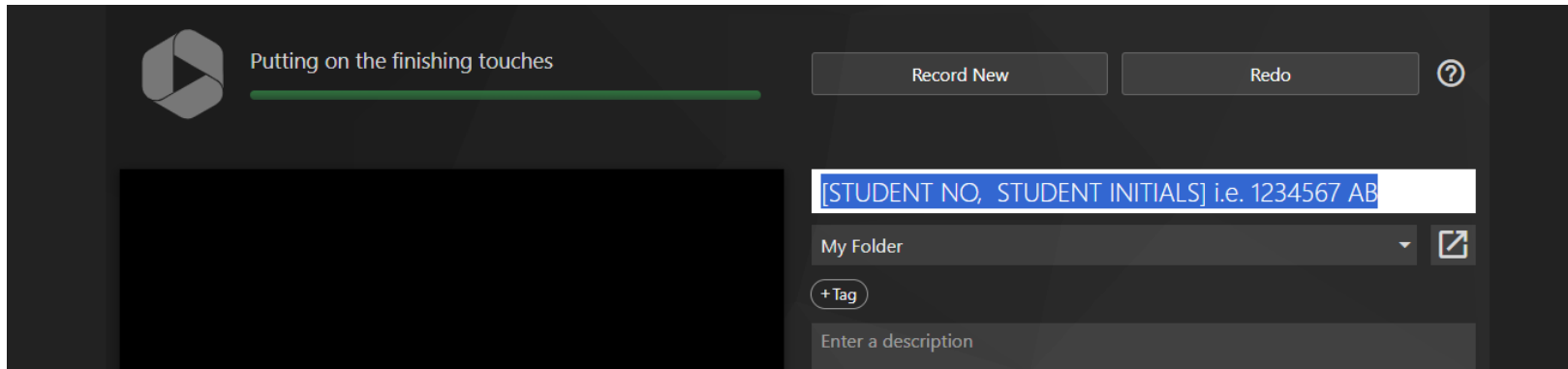
Select the appropriate Recording settings for your assessment:

- Audio
- Video
- Screen Recording



When you stop the first recording the following screen appears.

Use this screen to edit the file name and folder.

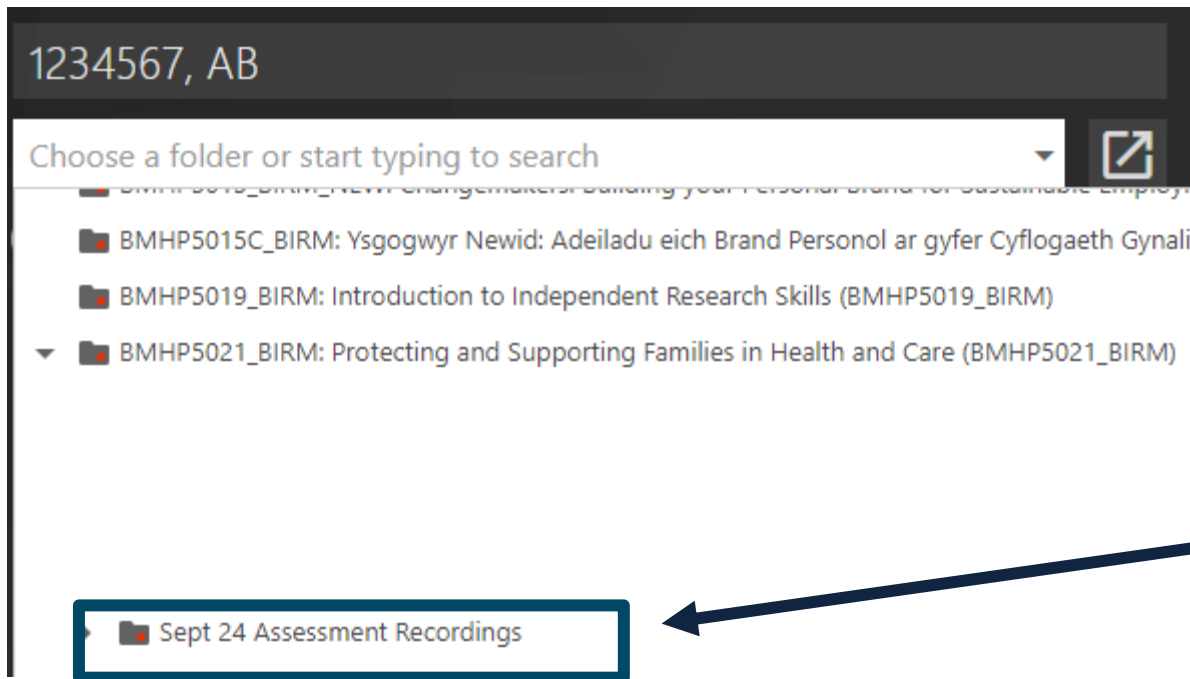


Please name the presentations in the format: **[STUDENT ID NUMBER, FULL NAME]**

Example - 1234567 Jakub Ceglarz

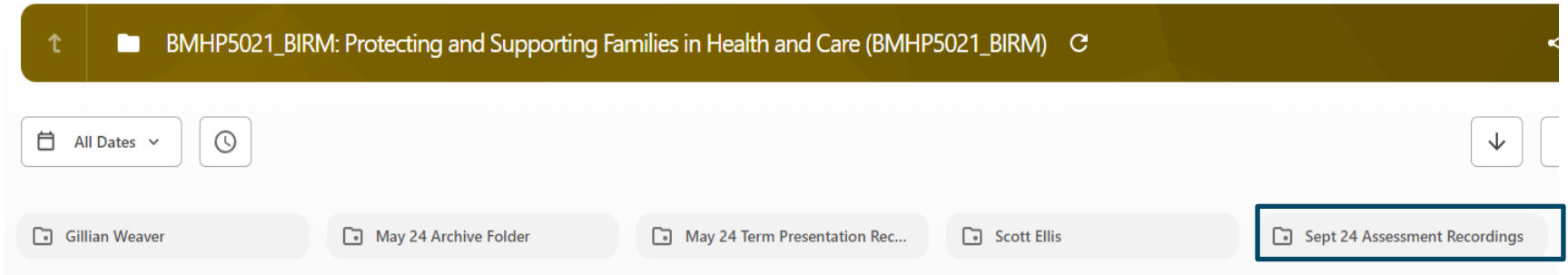
Search for your module in the file explorer:

Sept 24 Assessment Recordings and the group

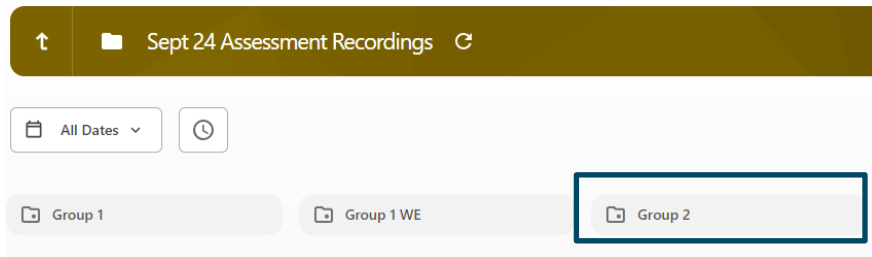


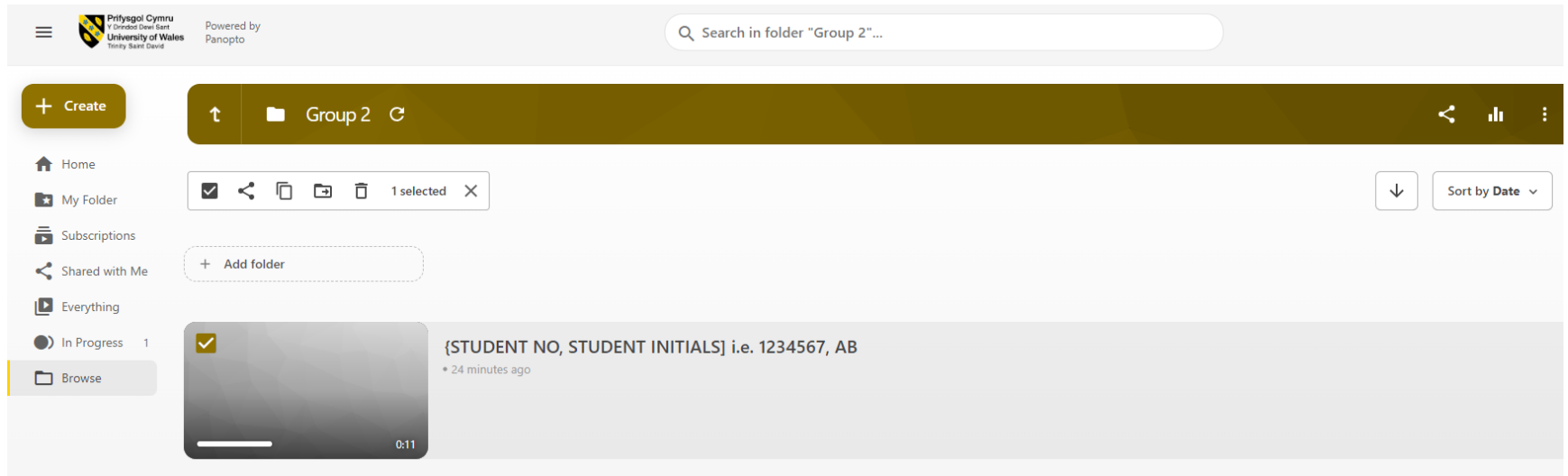
Any subsequent recordings will go to this folder

To access the recordings, go the course page



Navigate to the correct folder and group





Each student's presentation will now appear in this folder. These are accessible to the Assessment Team & Moderators.