

Jean-Baptiste R. G. SOUPPEZ

Senior Lecturer in Yacht Design and Composite Engineering | Solent University
Visiting Professor and Research Supervisor | University of Liege (EMship+)
UK Principal Expert in Small Craft Structures | British Standards Institution

Warsash School of Maritime Science and Engineering
RM 333 | East Park Terrace | Southampton | SO14 0YN
T: 023 8201 6515 | E: jean-baptiste.soupez@solent.ac.uk



solent.ac.uk

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MICRO-LECTURE CAPTURE WITH EMBEDDED QUIZZES: A PRACTICAL GUIDE IN PANOPTO

1. Introduction

This short document outlines the concept of micro-lecture captures with embedded quizzes, and provides a practical step-by-step guide on how to create them in Panopto. This starts with the recording of the micro-lecture, how the quizzes can then be added, how it can be shared, and finally the means of monitoring the quizzes responses and viewing patterns. Further background to the micro-lecture captures with embedded quizzes can be found in the inherent presentation made at the 2018 *AdvanceHE* conference, available [HERE](#).

2. General Structure

Each micro-lecture capture spans between 3 and 5 minutes, with roughly a quiz per minute to keep the viewer actively engaged. The content of the micro-lectures is intended to be a transition between the previous and the forthcoming lecture. As such, the content primarily focussed on the essential concepts tackled in the previous session, generally opening to the next topic in the last minute and final quiz of the micro-lecture.

Viewing patterns along the academic year show that the primary use of the micro-lectures for students is for examination and coursework preparation, this should therefore be kept in mind when creating the micro-lectures, ensuring that the key information and concepts are clearly presented.

In addition, monitoring the response to the quizzes has proven very useful to prepare the next session. Indeed, it allows to identify areas of limited understanding, highlighted with a lower success rate in the quiz. Consequently, any particular topic affected can be reviewed at the start of the next classroom-based lecture, or be the subject of a more detailed additional micro-lecture.

Whether an answer to the quiz must be provided in order to watch the rest of the video or not is an option, and can therefore be activated or deactivated. It is however advised to adopt this, thus ensuring maximum engagement from the viewers, as well as all the benefits from the quizzes feedback.

3. Creating the Micro-Lecture Capture

Step 1

Create a short Powerpoint presentation (or equivalent) with approximately 5 core slides (1 per minute), each with a clear topic or concept, at the end of which a question can be asked.

Step 2

Open the Panopto software, and select 'Sign in with Solent Online Learning' (this may differ for users from other institutions).

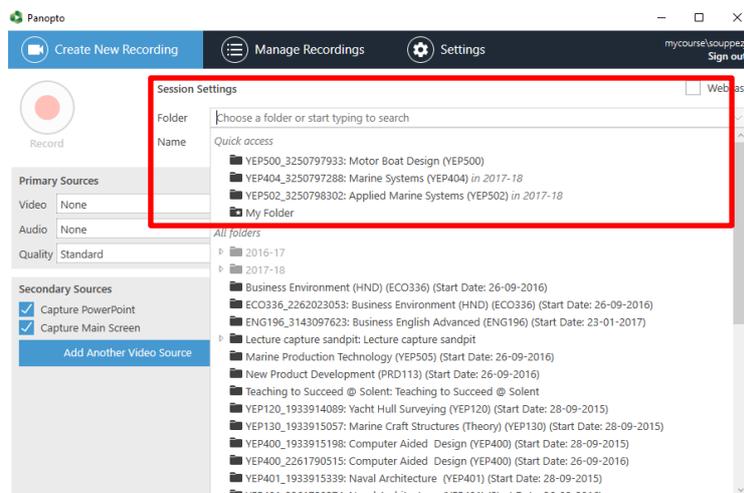


Step 3

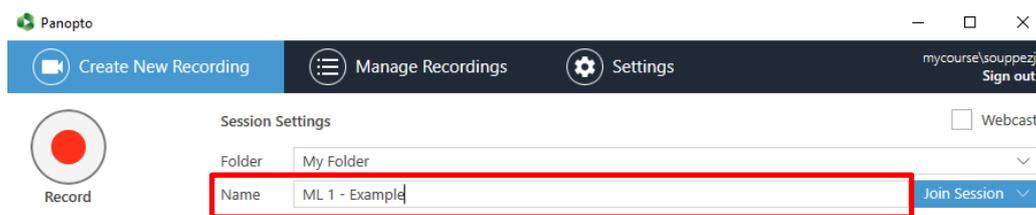
Then insert your username and password, and select 'Log in'.

Step 4

In the 'Folder' drop down menu under the 'Session Settings', select the folder where you want to save the recording. It is recommended it is saved on your private folder ('My folder') first, and then moved to the relevant folder once edited.

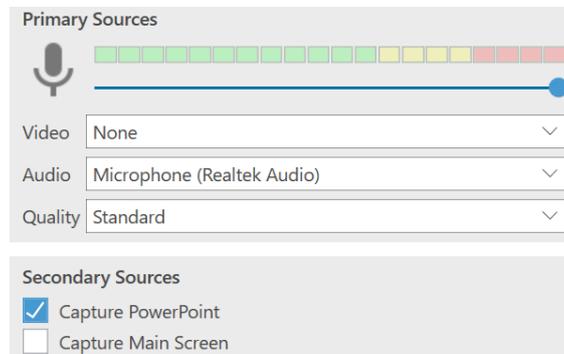
**Step 5**

Name the Micro-Lecture in the 'Name' box. A numbering system such as ML1, ML2, etc or similar would be advised, and followed by the title of the Micro-Lecture

**Step 6**

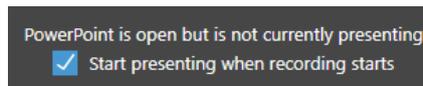
You can then setup the following Primary and Secondary Sources:

- **Video:** select the webcam/camera you wish to film during the recording. The micro-lectures typically only show the Powerpoint presentation, and thus no video source is required.
- **Audio:** select the microphone that will record the micro-lecture.
- **Quality:** the default 'Standard' setting has so far proven to be a good compromise between the quality and file size (and thus processing time).
- **Capture PowerPoint:** this is the preferred option if you only want to record your presentation.
- **Capture Main Screen:** this would be relevant if recording something else than a Powerpoint presentation, such as making a drawing on the board, going through the PDF of the assessment brief, or guiding the student to a particular resource online.



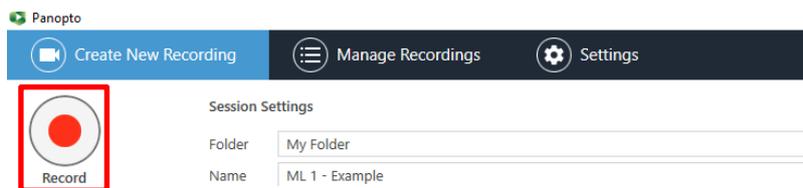
Step 7

Useful tip: if the Powerpoint presentation is open, you may want to tick the 'Start presenting when recording starts' box, meaning the Powerpoint will automatically start when you start recording (thus saving you having to record yourself going onto the Powerpoint presentation and opening it).



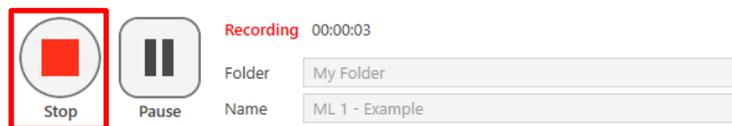
Step 8

Press 'Record' and start the micro-lecture. Note that it will prove very useful in the editing to leave a couple of silent seconds between slides to more easily insert the quizzes.



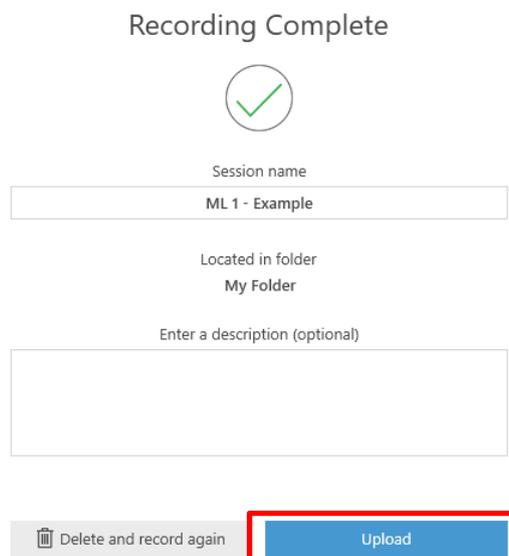
Step 9

Upon completion of the recording, press 'Stop'.



Step 10

The recording can now be uploaded by selecting 'upload'.

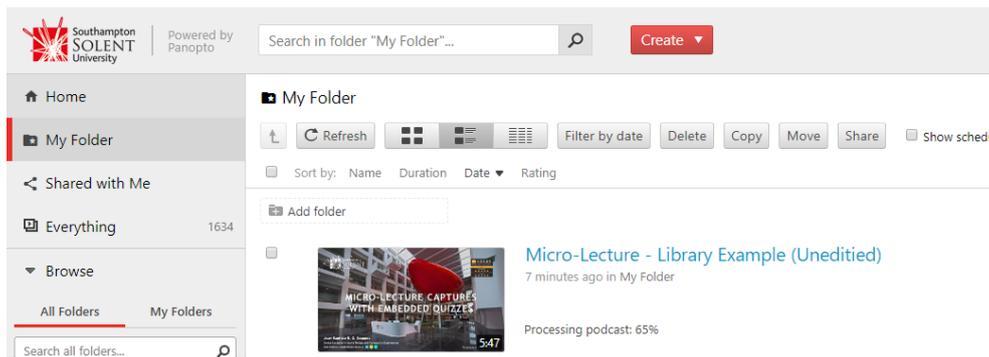


At this stage, the micro-lecture has been recorded, and will be uploaded onto the system; note that this will take a little bit of time. The next phase consists in going back and editing the recording to add the embedded quizzes.

4. Adding the Embedded Quizzes

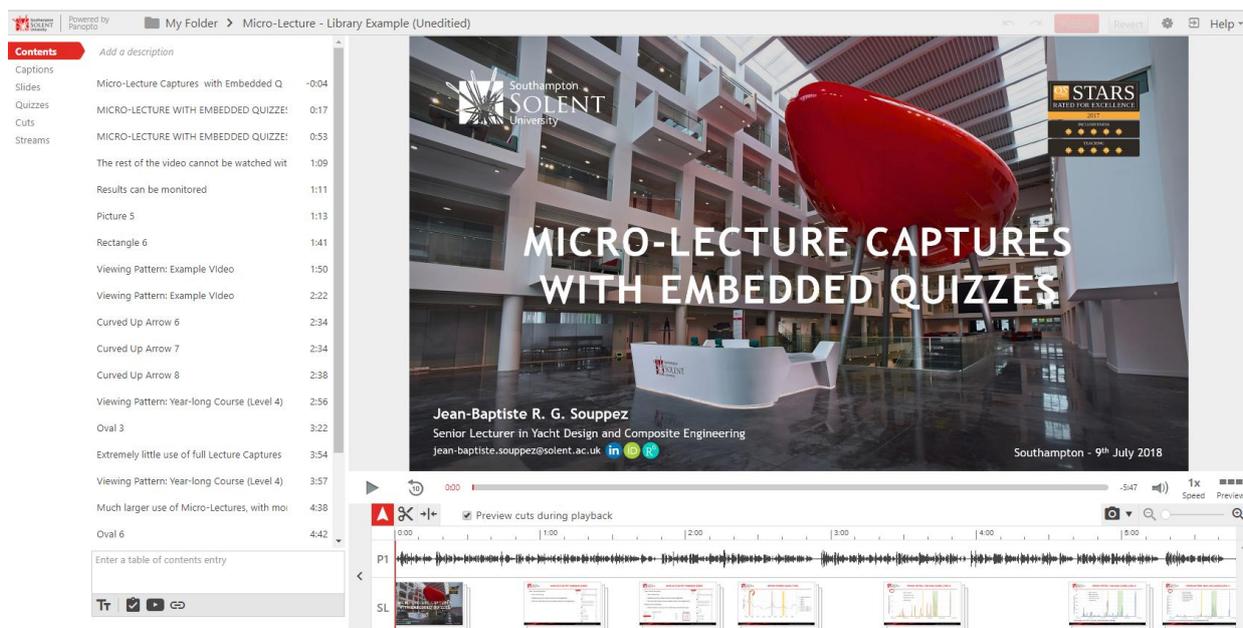
Step 1

Once recorded, you will need to go and find the micro-lecture capture in the folder in which you recorded it.



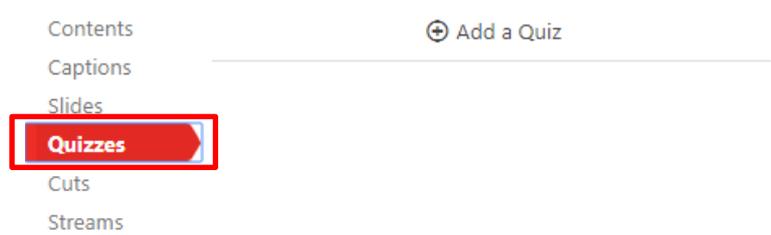
Step 2

Select 'Edit' in order to access the Panopto editor window, shown below.



Step 3

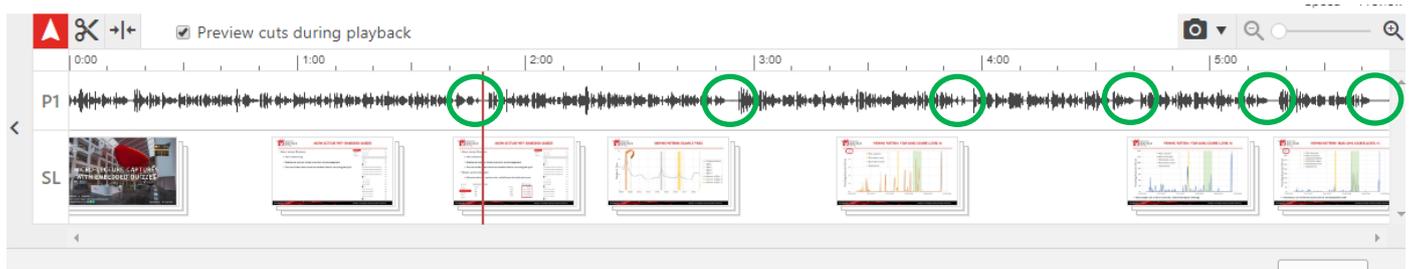
In the top left corner, select 'Quizzes'.



Step 4

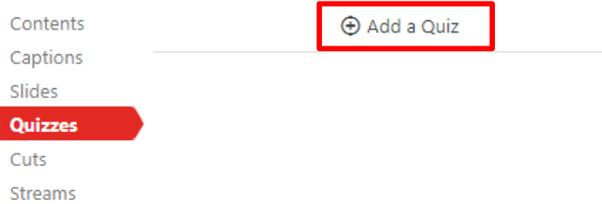
You then need to select where along the video you want the quizzes added, by clicking in the bottom timeline bar; the quiz will be inserted where the red line is.

The green circles show pauses in the sound band, which goes back to the previous tip of leaving a couple of seconds blank where you want to insert the quiz, making it much easier to identify at this stage



Step 5

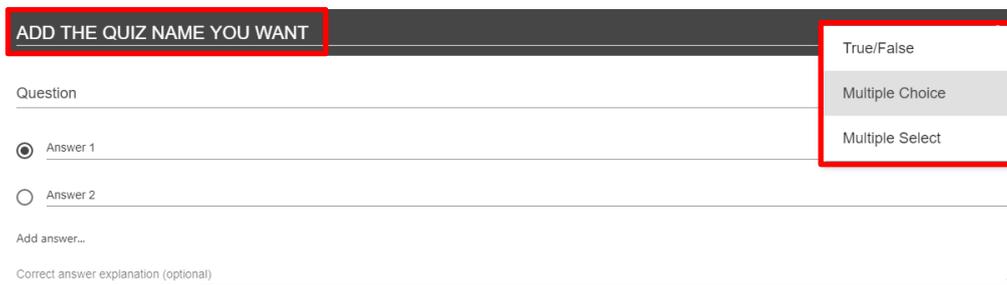
Select 'Add a Quiz'



Step 6

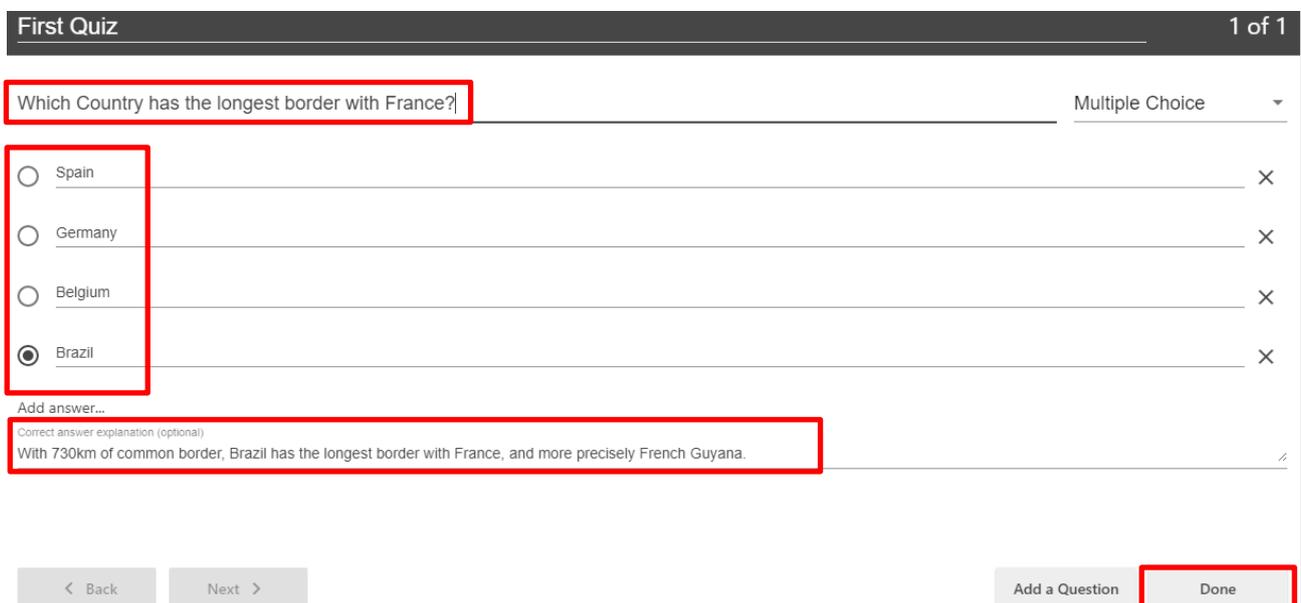
You can then give your quiz a name at the top, and choose the type of quiz you wish to add:

- **True or False:** for a statement followed with those two options.
- **Multiple choice:** question followed by several possible answers, where only once can be selected.
- **Multiple select:** to allow several answers to be selected.



Step 7

Once you have chosen the type of quiz, you can insert your question and the various possibilities, as well as the answered to be displayed after the quiz has been answered (optional, but strongly recommended). Make sure the right answer is ticked.



Once happy with the quiz and answer, click *'Done'*.

Note that, by clicking *'Add a Question'* another quiz can be added in the same location in the video.

Step 8

The quiz options are now displayed, and can be altered:

- **Quiz Position:** to decide where in the recording the quiz will be. Having selected this earlier, the value should be correct.
- **Allow viewer to retake the quiz:** enables the viewer to answer the quiz more than once.
- **Show grade after taking the quiz:** shows the grade achieved on the quiz (right answers over total number of questions).
- **Allow review of correct answers and explanations:** this will display the solution to the question provided in the previous window.
- **Block advancing in the video until answering the quiz:** this prevent viewers to watch the rest of the video until they have provided an answer to the quiz.

You can then select *'Finish'* (or *'Back'* should you wish to edit the question).

The process (Steps 4 to 8) can then be repeated to add other quizzes in other locations in the micro-lecture.

Step 9

Once fully edited, the micro-lecture with embedded quizzes can be published, by selecting the *'Publish'* Button in the top right corner.

At this stage, a Micro-Lecture Capture with Embedded-Quizzes has been created.

A video recording of this process is available [HERE](#).

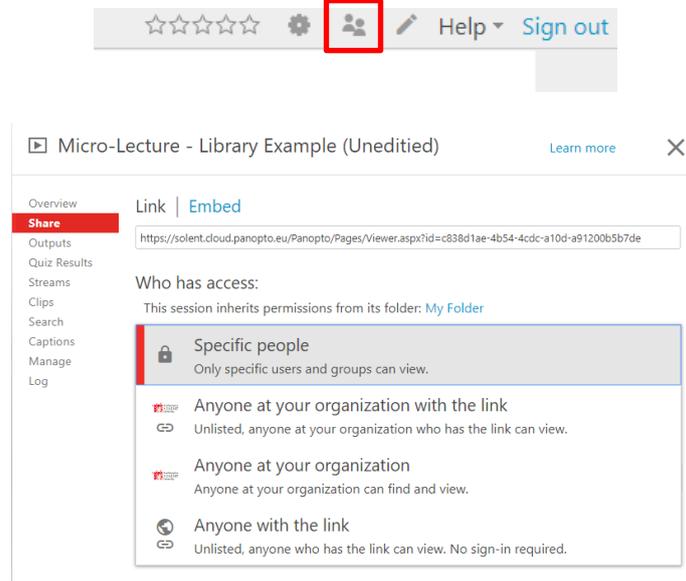
5. Sharing the Micro-Lecture Captures with Embedded Quizzes

The micro-lecture can then be shared in two ways.

1. Sharing the link:

After selecting the 'Share' icon in the top left corner, the link to the video is displayed, and 'who can access' can be chosen.

Note that, while non-Panopto users can still view the video, they cannot see the quizzes.

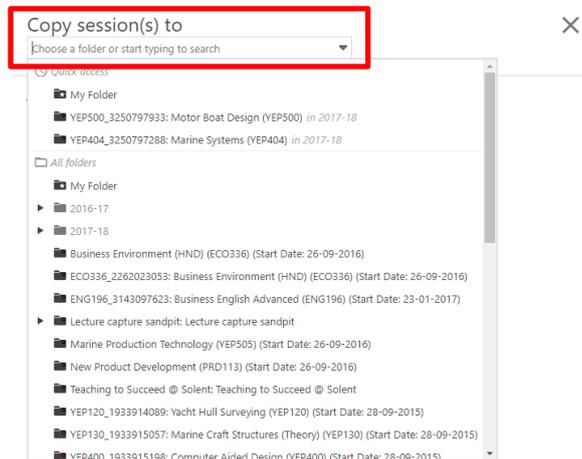


2. Move to relevant folder

The micro-lecture currently still sits in the private folder, it can therefore be shared with a cohort of students back copying or moving it to the intended folder.

In 'My folder' select 'Copy' (or 'Move').

The select the folder where you would like the micro-lecture uploaded from the drop down menu.



And finally confirm your decision.



The micro-lecture capture with embedded quizzes is now available to its audience, and the results can later be tracked.

6. Monitoring Responses and Viewing Patters

The response to quizzes can be found in the 'Settings' of the video, under the 'Quiz Results' tab.



Micro-Lecture - Library Example
an hour ago in My Folder

Settings Share Edit Stats Delete

Micro-Lecture - Library Example (Unedited) X

Overview	Quiz Results Summary	Download
Share	Section	Position
Outputs	First Quiz	01:49
Quiz Results	Second Quiz	02:53
Streams		1/1 (100%)
Clips		1/1 (100%)
Search		
Captions		
Manage		
Log		

Detailed Results By Section

Section: First Quiz

Question	Type	Results
1: Which Country has the longest border with France?	Multiple Choice	1/1 (100%)

User	Results
> Jean-Baptiste Soupez (mycourse\soupez)	1/1 (100%)

The overall results can be found and downloaded. Furthermore, detailed results for each question can also help identify the answers of each viewers, helpful to notice if additional individual support is required for a given student.

Finally, under the 'Stats' menu, the views over a period of time, as well as the views along the duration of the video can be found, and downloaded, thus enabling to monitor to use of the micro-lectures.



Micro-Lecture - Library Example
an hour ago in My Folder

Settings Share Edit Stats Delete

7. Conclusions

The present document provides a practical guide in order to create a micro-lecture, embedded quizzes, share it and monitor its use, both in terms of views and answers. This represent the best of my knowledge and experience; there are however countless opportunities and features that can be further exploited. For further help, advice, or to share your experience and alternative use, please contact JB Soupez: jean-baptiste.soupez@solent.ac.uk