



Institute  
for Education

# How to find video assignments in Panopto and leave feedback

*Step by step guide for lecturers*

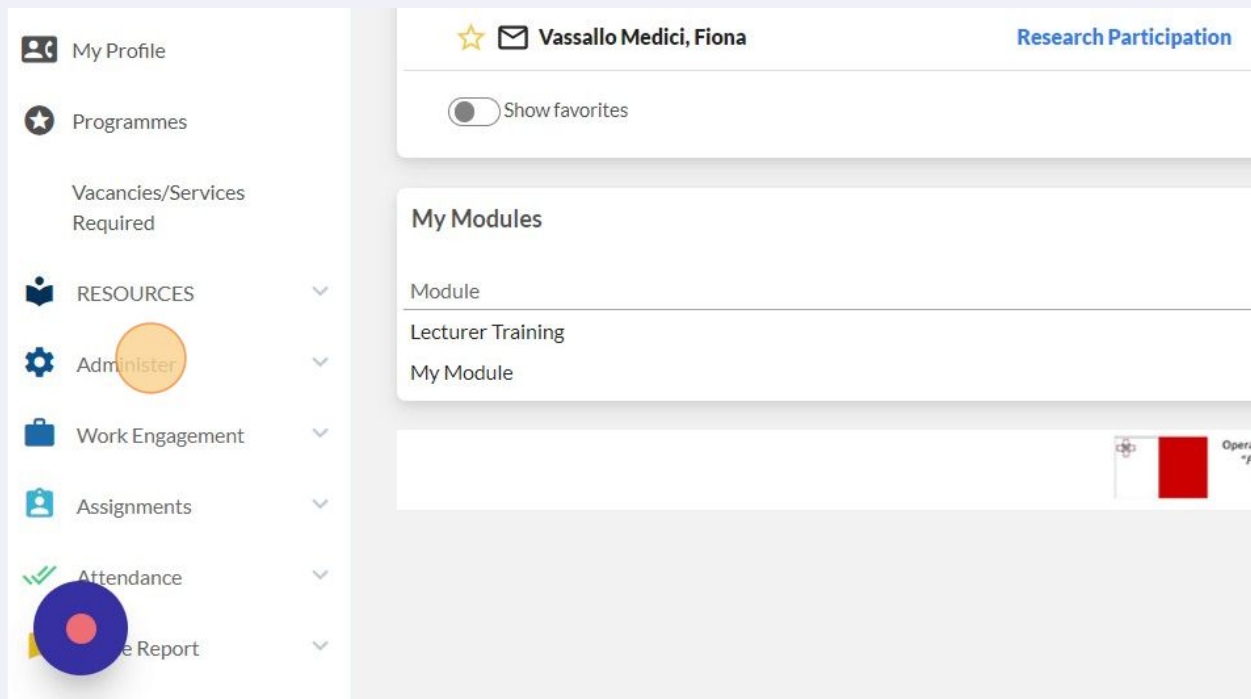


GOVERNMENT OF MALTA  
MINISTRY FOR EDUCATION,  
SPORT, YOUTH, RESEARCH  
AND INNOVATION

# How to find video assignments in Panopto and leave feedback

1 Navigate to <https://ife.portal.gov.mt/content/common/dashboard.php>

2 Click "Administer"



The screenshot displays the user interface of the IFE portal. On the left, a vertical navigation menu lists various options: 'My Profile', 'Programmes', 'Vacancies/Services Required', 'RESOURCES', 'Administer' (highlighted with an orange circle), 'Work Engagement', 'Assignments', 'Attendance', and 'e Report'. The 'Administer' item is the target for step 2. The main content area shows the user's name 'Vassallo Medici, Fiona' with a star icon and a 'Research Participation' link. Below this is a 'Show favorites' toggle switch. The 'My Modules' section lists 'Module', 'Lecturer Training', and 'My Module'. At the bottom right, there is a red button labeled 'Open'.

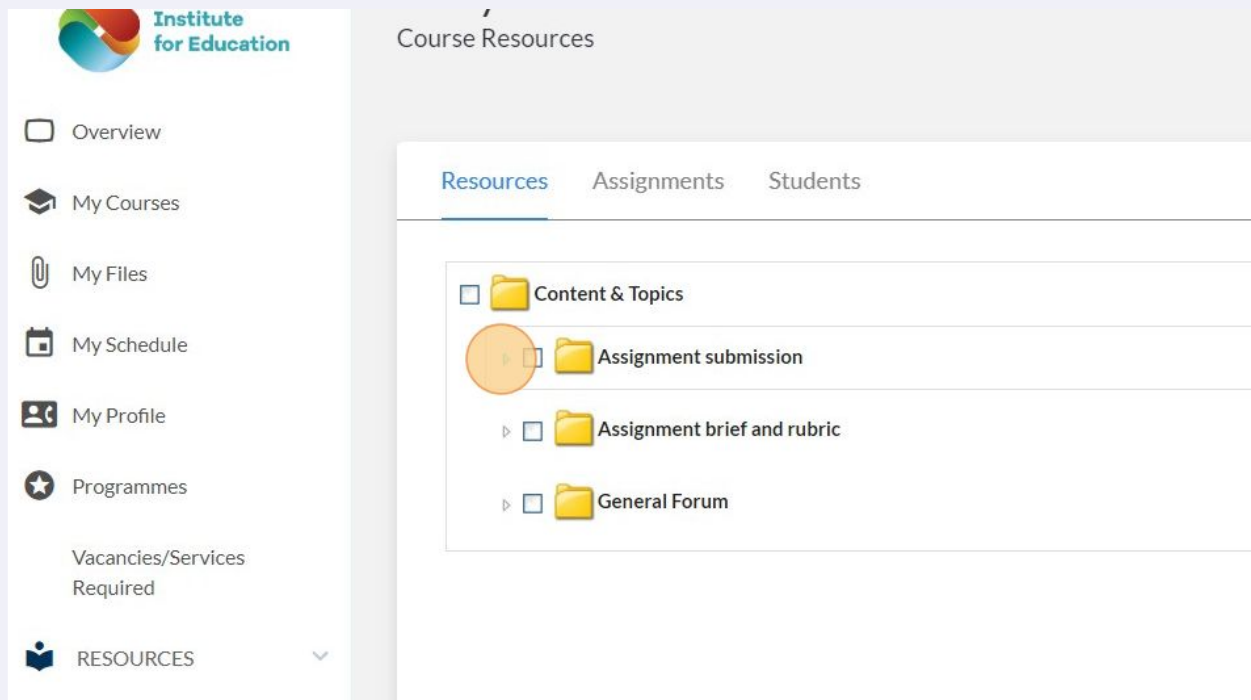
### 3 Click "Module Resources"

The screenshot shows a user dashboard for 'Vassallo Medici, Fiona' with 'Research Participation' status. The left sidebar contains navigation items: My Profile, Programmes, Vacancies/Services Required, RESOURCES (highlighted with an orange circle), Administer, Announcements (New), Module Resources (highlighted with an orange circle), Work Engagement, and Assignments. The main content area has a 'My Modules' section with a search bar and a list containing 'Lecturer Training' and 'My Module'.

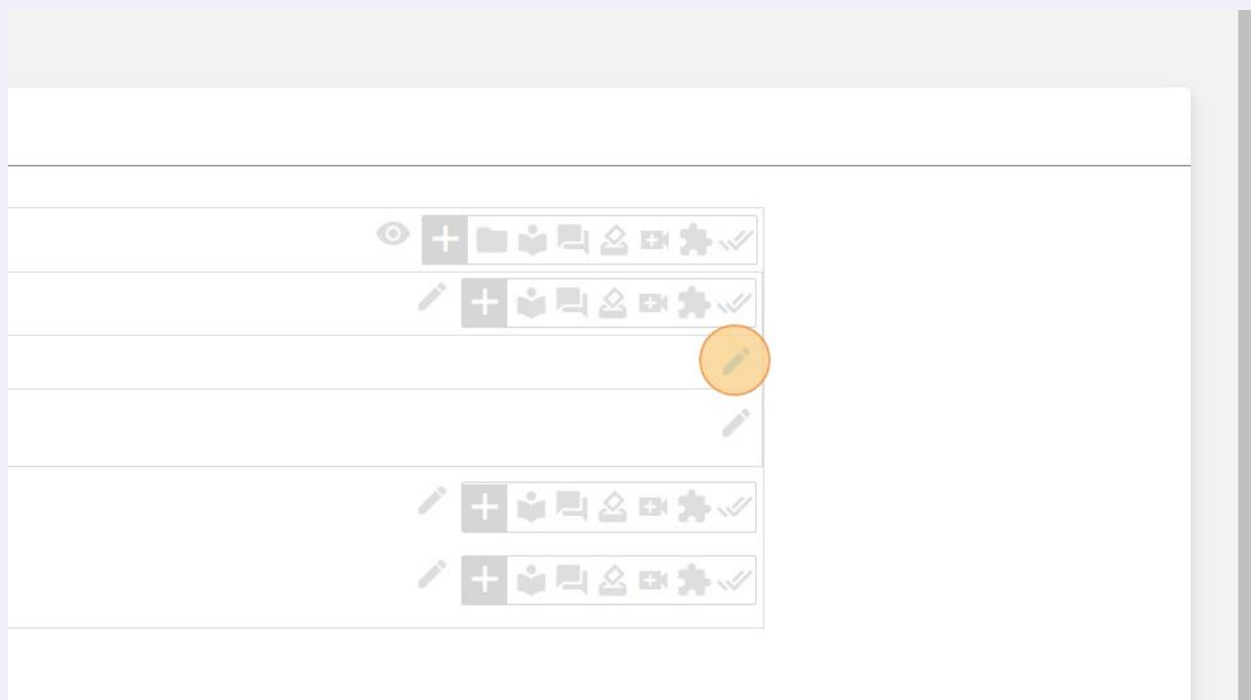
### 4 Click on your module, e.g. "My Module"

The screenshot shows the 'My Courses' page for the 'Institute for Education'. The left sidebar lists navigation options: Overview, My Courses (highlighted with an orange circle), My Files, My Schedule, My Profile, Programmes, and Vacancies/Services Required. The main content area displays a list of courses with checkboxes: 'Module', 'Lecturer Training', and 'My Module' (highlighted with an orange circle).

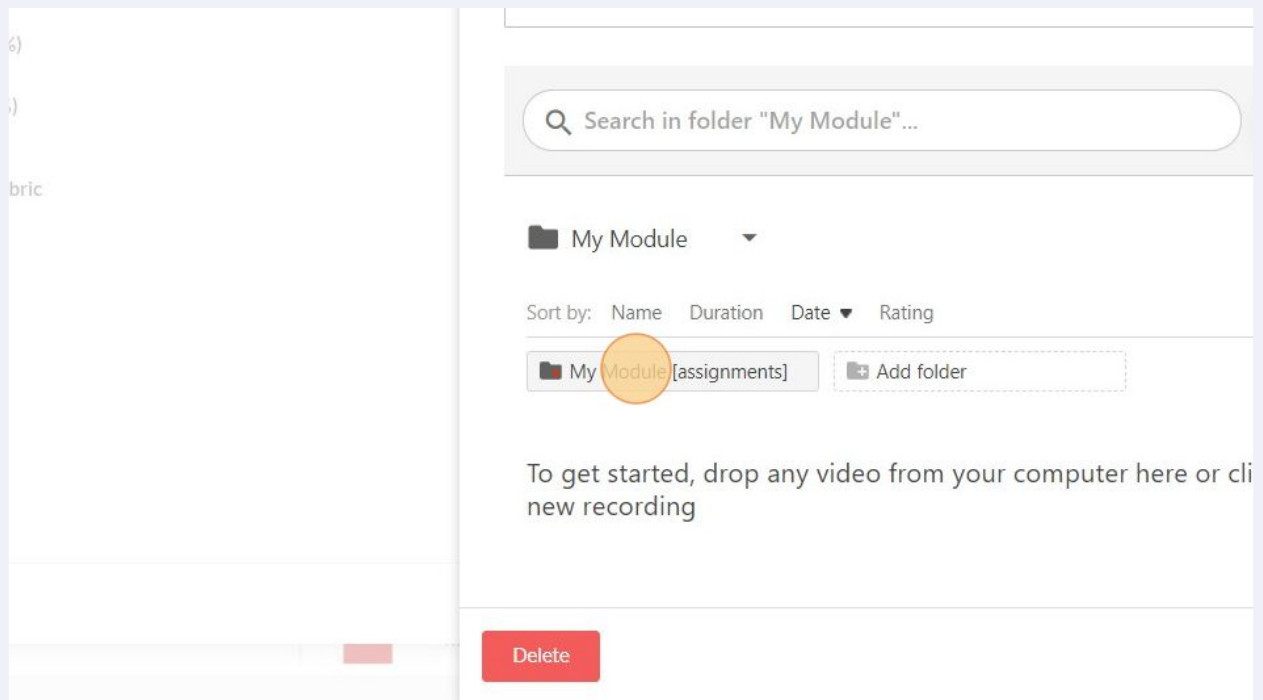
5 Click here.



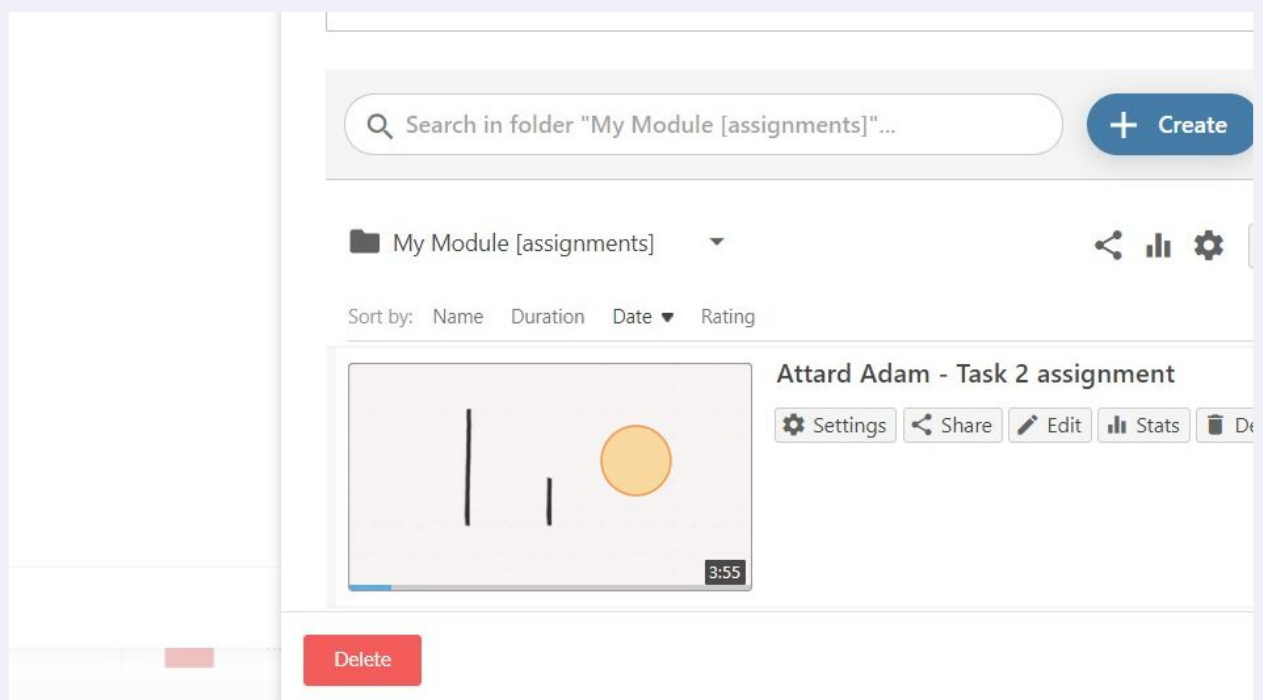
6 Click on the pencil or "edit" icon. If you cannot see this icon you need to zoom out your browser window. To do this in Google Chrome you need to click on the three vertical dots in the top right hand corner of your browser window and then zoom out to 80%. Icon should now be visible.



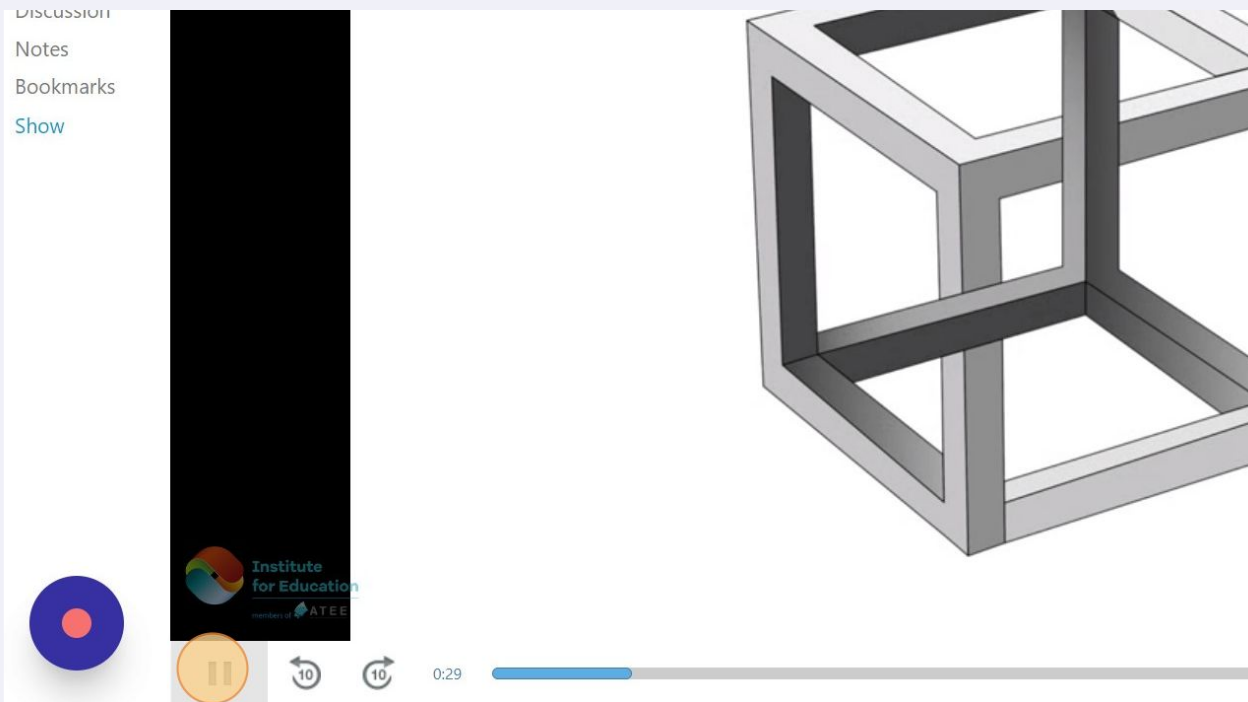
7 Click on the Assignment folder, i.e. the one with a red dot inside it.



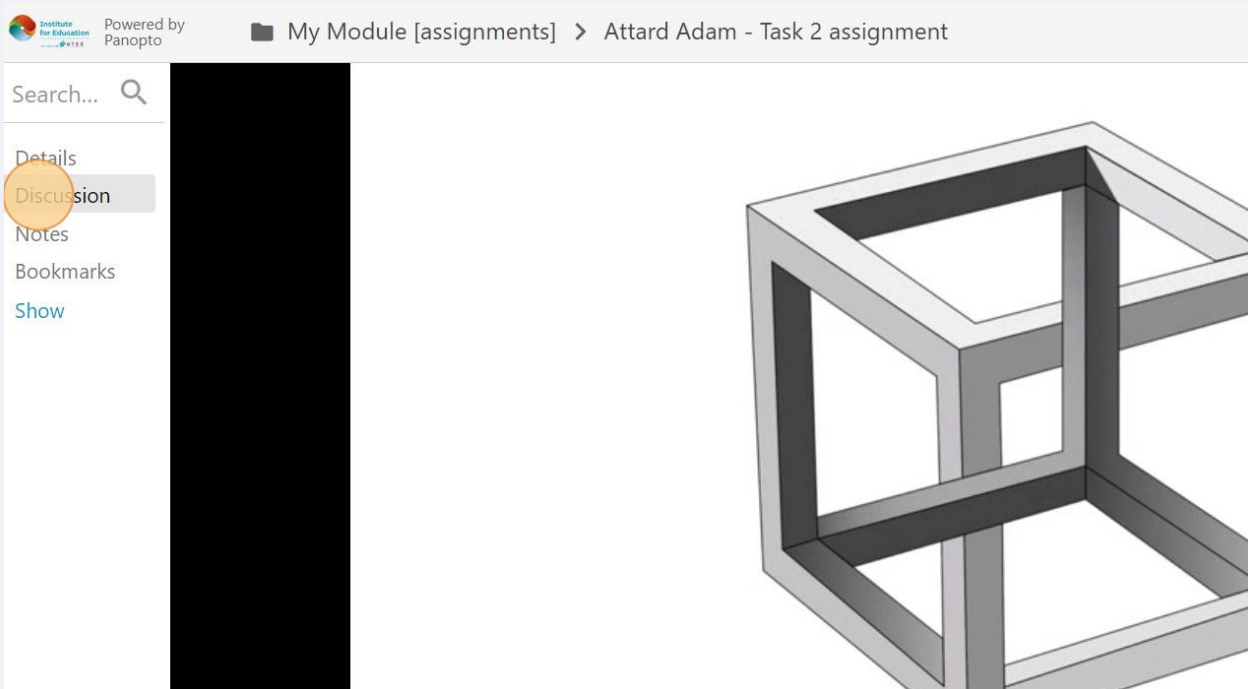
8 Click on the course participant's video that you wish to assess.



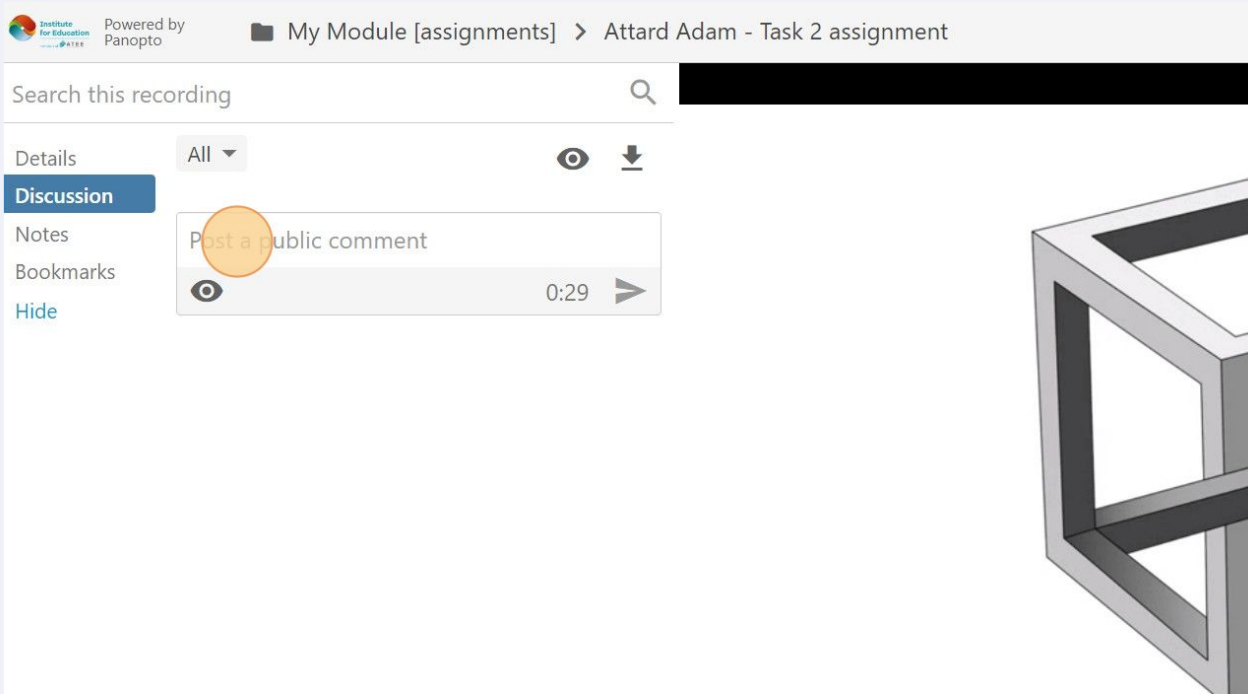
9 The assignment video will open in a new Panopto tab.



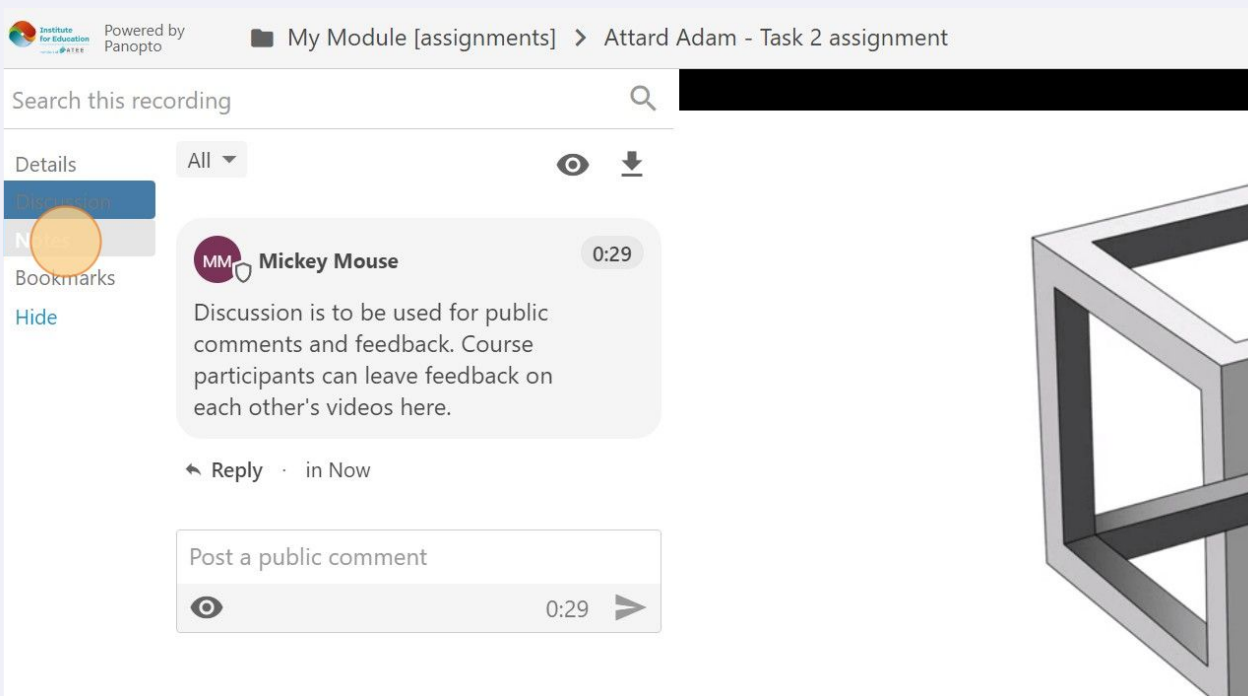
10 Click "Discussion" - here you can leave public comments which can be viewed by other participants. This is also used by course participants to leave comments and feedback on each other's video assignments if this is required by the lecturer.



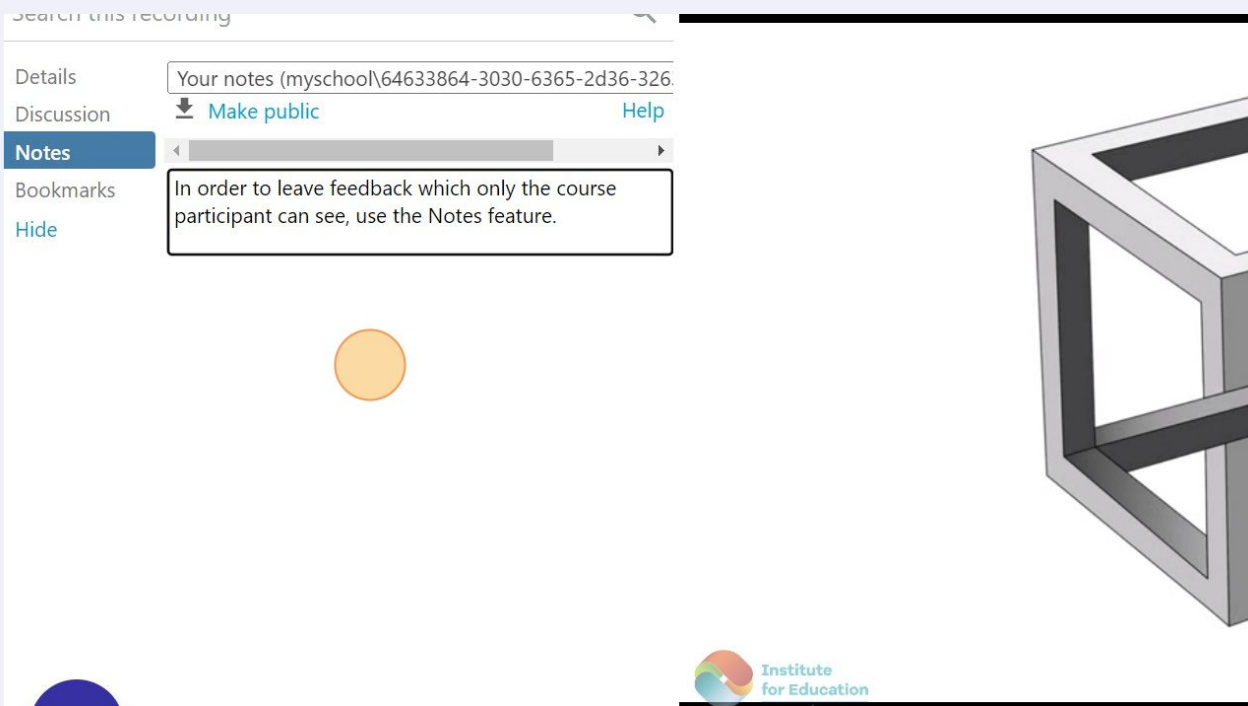
11 Click the "Post a public comment" field and type public comment in this text box.



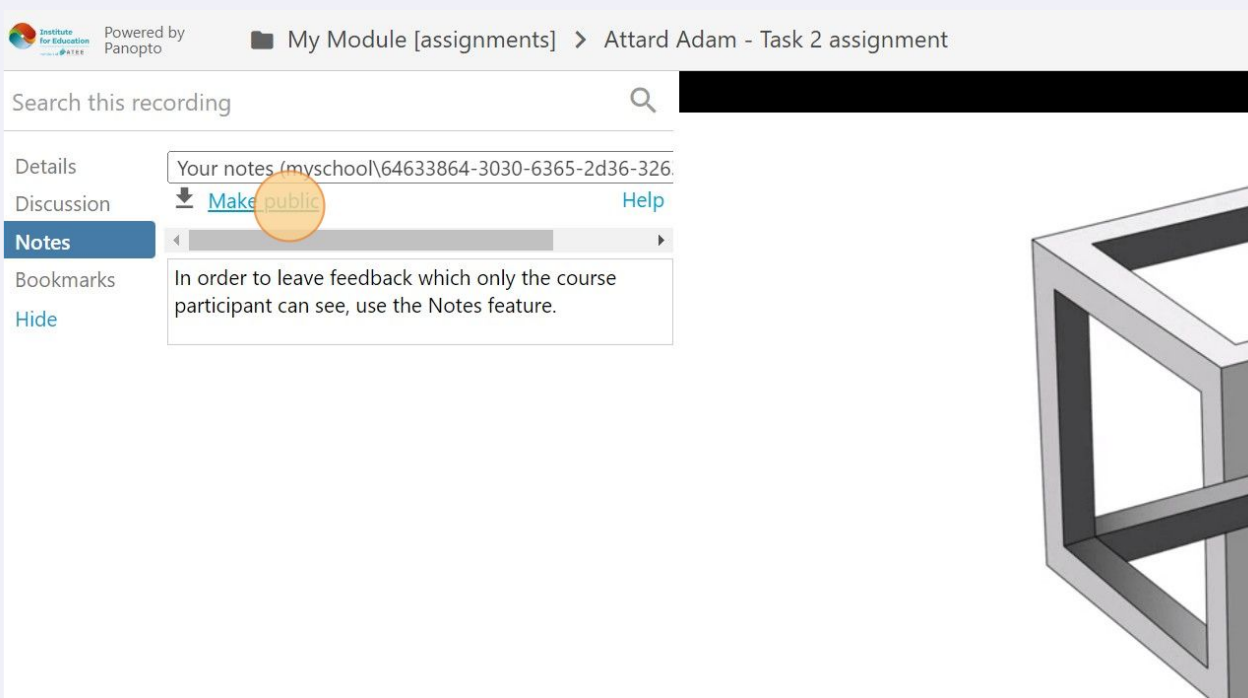
12 If you wish to leave personalised feedback for the course participant then you need to click "Notes".



13 Click here and enter the comment in the text box.



14 Click "Make public"







Tip! It is recommended that when the overall assignment includes also a task that is uploaded to Turnitin, personalised feedback on a Panopto video assignment is left as clearly labelled feedback in the Feedback summary panel of Panopto.