

How to Use Panopto

Your Panopto account is linked to your Moodle account.

Downloading Panopto Recorder on your Computer

1. Go to your Panopto block in the Course Dashboard section of your course.
2. You will see a Download Recorder link.
3. Select Win/ Mac
4. Once it has downloaded, login with your UNO credentials.

Recording in Panopto

Setup

1. Log in to the Panopto recorder using your Moodle account.
2. Choose or create a folder on your hard drive to save the recording in (you can also do this step later, though it is important to know where your file has been saved at the time).
3. Choose a Primary Input
 - a. Select what device you would like to use to record video, i.e. video from a webcam. Leave as None if you just want to record your desktop.
 - b. Choose your audio source, such as internal audio from the computer itself, or external audio through a microphone or headset, or your webcam's microphone.
 - c. If you will be playing something on your computer that has audio, such as a video clip from YouTube, check the box next to "Capture Computer Audio."
4. In the Secondary Sources section, choose what you want shown on your screen; for example, "Capture Main Screen," or "Capture PowerPoint."
5. You can add another video source if needed; for example, a tablet attached to your computer that you'll use to show and/or annotate text, or a second camera positioned nearby.

Recording

6. Note that pausing the recording will pause your work. It will still show that it's recording, but none of that will show up in your final recording. If you didn't mean to pause, you can get the missed recording back by going into the editor in the unodl.hosted.panopto.com site.
7. Stopping the recording will end the video and you can either delete the recording and record again, or upload to the folder you recorded in.
8. Once you have stopped recording, you will be taken to the status page.

How to Manage Recordings

After you've recorded a video, you will be taken to the Manage Recordings tab of the Panopto Recorder. This is where you can see the videos you've done and can view, edit, and delete them. You can also resume recording.

If you click Edit, for example, it will take you to UNO's hosted website for Panopto where you can edit the video.

How to Get to UNO's hosted Panopto Site Manually

To look at your videos on UNO's hosted Panopto site, you would go to unodl.hosted.panopto.com.

1. Once you have entered the website, you will click sign in.
2. Next, you will sign in using your Moodle account.
3. On the left, you will see a section that reads Browse. If you click that a drop down menu will appear that contains the folders for the courses you are enrolled in.
4. If you click a video, a new tab will open so you can watch the video
5. If you hover over a video, you will see options that allow you to change the settings, share, edit, and delete. (Note: these settings are also available in the Manage Recordings settings of the Panopto Recorder)

How to Upload Videos

1. Once you are in UNO's hosted website for Panopto you can upload videos by clicking Create, located at the top of the screen.
2. Next, click Upload media.
3. Now you can drag and drop files or browse on your computer.

Note: You can upload any compatible media file, including ones you have created using other software. Some common compatible file types include mpeg4, mp4, mp3, wav, wmv. See a complete list here: <https://support.panopto.com/s/article/Supported-File-Types>.

How to Move and Copy Videos

If you are teaching the same class during the same semester, or semester to semester, you will need to move your videos from the past semester's folder in Panopto to the current semester's folder in Panopto. Access to the videos in each Panopto folder is synchronized to the enrollment for the course matching each folder in Moodle. So students enrolled in 19SUM-MATH1001-001, for example, cannot see videos in the Panopto folder 18SUM-MATH1001-001.

1. In Panopto, open the folder where you have saved the videos you recorded for a past semester.
2. Select one video using the checkbox next to its name; that will reveal a checkbox at the top of the video list. Check that box, and all the videos should now be selected.
3. Click Move, an option you will now see located underneath the folder name.
4. In the search box that appears, type the name of the folder to which you wish to move the videos.
5. Select Move.

How to Link Videos from Panopto to Course Via Page Resource

Linking a video via page resource allows students to see the video in a desired topic from your course without having to go to the block.

1. While in the desired topic in your Moodle course, click Create learning activity.
2. From the Resources list, select Page.
3. Click Add.
4. Name the Page and add a description if you'd like.
5. In the Page Content field, click the first button/ icon to show more icons.
6. Now select the green icon, for Panopto.
7. Select the video from the desired folder.
8. Click insert.
9. Now save and return to course.

10. If you go to the Page and select read more you will see that the video is now linked to your course.

Note: you can add a video in any Moodle activity or resource that has a text field, using the tool menu.

Link Videos Manually if the Panopto Insert Icon Fails

1. If the green icon fails to link to your video, go to the Panopto site, select the video, and click the Share button.
2. On the page that opens, click the word Embed at the top.
3. Copy the Embed code that appears.
4. In Moodle, create a Page activity.
5. In the Content field of the Page activity, click the first icon to expand the editing tools.
6. Click the HTML icon on the toolbar, < >, near the end of the tools.
7. Paste your copied embed code into that page, then click the icon again to close it.
8. Save.