

To Download the Software:

1. Log into Moodle.
2. Then go to <https://unodl.hosted.panopto.com> and find the Log In menu, and select Log in with Moodle.
3. That should open the Panopto site for you, and you'll see the Moodle courses in which you are enrolled.
4. Click the course for which you have an assignment in Panopto to submit.
5. You'll see a list of the videos in the course, if there are any uploaded, and at the top left, above those videos, there will be a small folder, with the name of the course and "Assignments" in the title. That's where your assignment submissions will be saved.
6. At the top, next to your user name, click to download the Panopto software.
7. Install that software on your computer, and use the instructions below for recording.
8. If you don't want to use Panopto's recorder to create your submission, use your phone or whatever you have that allows you to create video that you can save as an .mp4 file.
9. Then, use the URL in step 2 above to log into Panopto and find the correct course folder. Click on the small icon of a folder at the top left to open the Assignments folder, and then click the Create menu and select Upload Media. You can upload video only to this Assignment folder.

Recording:

1. Open the Panopto desktop recording app, and log in with your UNO account and password.
1. Save your video to the right folder, using the Folder menu at the top. The only course you'll see there is the course with an Assignment folder in it. Click to open that, and then click the Assignment folder itself.
2. Change the video Name in the box below that. The default name is the date and time – you can change that to be more specific.
3. Choose a Primary Input
 - a. Video: this is if you would like to record video from a webcam or other input device.
 - b. Audio: where you would like to record the audio from...such as from the computer itself or if you have installed a microphone. ***you must at least have audio in the recording**
 - c. Quality: Choose Standard, High or Ultra, depending on your computer's capability for video.
4. Now, you can choose what you want shown on your screen
 - a. Capture PowerPoint will record a narrated PPT and divide it into chapters, using your slide headings.
 - b. Capture Main Screen will record whatever you have on your screen (including the Panopto recorder window, so once you start recording, minimize the app using the – icon at the top right of the app's window.
5. You can add another video source if needed and applicable (such as a tablet device).
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 you're the folder you recorded in.
8. Once finished with the recording, and you've hit stopped, you will be taken to the status page.

Sharing and Streaming:

Once you have a video uploaded to the Assignments folder, you can share it with your classmates in Moodle:

1. Go to the Panopto site and open the Assignments folder.
2. Hover the mouse below your video's title and options will appear.
3. Click Share. Copy the link at the top of the page.
4. Also on the Share page, under Who has access, select Anyone at your organization with the link. This will allow other people in your class to see your video.

Link with a URL

5. Open the Moodle forum in your course, if your professor has set one up.
 - a. Click on the forum and create a post or reply to one.
 - b. At the bottom right of the page, click Use Advanced Editor.
 - c. When the text box with an editing bar opens up, click the first icon on the bar, and that will open all the tools for your text box.
 - d. In the second row of tools, click the icon that looks like a film strip.
 - e. Paste your URL there, in the URL field. Save.
6. Also on the Share page, under Who has access, select Anyone at your organization with the link. This will allow other people in your class to see your video.

Embed to play in Moodle

7. In the Panopto Share page, click Embed at the top of the page and copy that code.
8. Open the Moodle forum in your course, if your professor has set one up.
 - a. Click on the forum and create a post or reply to one.
 - b. At the bottom right of the page, click Use Advanced Editor.
 - c. When the text box with an editing bar opens up, click the first icon on the bar, and that will open all the tools for your text box.
 - d. On the bottom row of tools, click the icon that looks like this: <> to open an HTML editor.
 - e. Paste your Embed code in that box.
 - f. Click the <> icon again to close it.
 - g. Save.