

# How to Use Panopto

*Your Panopto account is linked to your Moodle account.*

*Note that all videos must be captioned. A DocSoft (a captioning service) guide will address that in detail.*

## Syncing Panopto to your course

1. Log in to Moodle.
2. Click desired course
3. Click “Course Dashboard”
4. Select “Edit blocks”
5. Scroll down to “Add a block”
6. Find Panopto and add it
7. Select “turn editing off”
8. Go back to course dashboard
9. Click provision course.
10. After it is provisioned, click “back to course”

## Downloading Panopto Recorder on your Computer

1. Go to your Panopto block.
2. You will see Download Recorder
3. Select Win/ Mac
4. Once it has downloaded, login with your Moodle account.

## Basic Recording in Panopto

1. Log in to the Panopto recorder using your Moodle account
2. Choose or create a folder to create the recording in (you can also do this step after, though it is important to know where your file is).
3. Choose a Primary Input
  - a. this is what you would like to record...i.e. video from a webcam.
  - b. Also choosing 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**
4. Now, you can choose what you want shown on your screen
  - a. Powerpoint, your face, or even what you see on your monitor via screen capture.
5. You can add another video source if needed and applicable.
6. Note that pausing the recording will pause your work. It will still show that it's recoding, 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](http://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.

## 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 the 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](http://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.

## How to Move and Copy Videos

If you are teaching the same class during the same semester, or semester to semester, there is an option to move or copy your videos into that desired folder.

1. While in Panopto's hosted site, select a video.
2. Click move/ copy, located underneath the folder name.
3. Find the folder you wish to move/copy into.
4. Select move/copy when you are done.

## 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, click create learning activity.
2. Scroll down to resources and select Page.
3. Click Add.
4. Name the Page and add a description if you'd like.
5. Under page content, 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.

## 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.