Panopto Faculty Guide (Updated 1/19/23)

This guide begins with how to use the Moodle-Panopto integration. If you will not be using Panopto within Moodle, you can skip down to page 4.

If you would like additional assistance or would like to discuss/brainstorm how you might use Panopto in your course, please contact Academic Technology either by emailing one of our team directly or by putting in a helpdesk ticket.

Moodle-Panopto Integration

The first thing you need to do is add Panopto as a block in your course. In the lower-left corner of your course (at the bottom of the menu), click on "Add a Block." Panopto will be in the list that displays. Simply click on Panopto and then move on to the steps below. Here are detailed instructions for adding the Panopto block should you need them.

We have a video available here that shows everything in this section about the Moodle-Panopto Integration.

You can also, if you prefer, view the recorded training Panopto did for Dickinson here.

Add Panopto as an activity/resource in your Moodle course.

Turn editing on within your Moodle course. Then in the section/topic of your choice, click "Add an activity or resource." (Tip: If you are going to be using Panopto consistently throughout the course, it probably makes the most sense to add it to the top of the course.)

When the menu of activities and resources displays, click on "Panopto Videos." You will also see Panopto Quiz and Panopto Student Submission. Those will be described later in this tutorial. On the next screen, all you need to do is fill in the Activity name and change the Grade type to None. Examples of names are "Panopto Videos" or "Course Videos." After you've named the tool and changed Grade type to None, click "Save and display."

(this section continued on next page)

Adding that activity created a folder within Panopto with the title of your course. The next section details how to set up assignments for your students to take video quizzes or make their own videos for assignments. If you do not intend on doing either of those things, you can skip down to page 4 to see how to add videos to your course.

Add a Video Quiz to Moodle

Note: You must first create a video and add quiz questions to it. How to do that will be addressed later in this tutorial.

To add a video quiz to Moodle, click on "Add an activity or resource" on whatever topic needs the quiz. In the menu of activities, select "Panopto Quiz."

On the following screen, you will give your activity a name. In my example I'm using "Panopto Quiz" but yours would likely be something like "Pythagorean Theorem Video Quiz."

You then need to click "Select content." This will open your Panopto course folder and you can select which video students will watch. Make sure you select a video in which you've built a quiz.

If you want Panopto and Moodle to record the quiz scores of your students, you need to leave all three boxes checked in the Privacy section.

In the Grade section, you'll set it up just like you would for any other assignment. When you are finished, click one of the two save options.

## Add a student-created video submission assignment to Moodle

Note: the course folder that was created earlier is for you as the professor to use. That folder is set up to allow you to use as a "creator" and your students to use as "viewers." Your students have 2 options for folders to use when submitting a Panopto assignment. You should direct them as to which you would like them to use.

Option 1 is for you to set up a Panopto Submission in Moodle which creates a submission folder within your Panopto course folder. This is the more simple option and makes for a more seamless experience in the Moodle submission and grading process. Your students will submit their videos using the Moodle-Panopto integration. Note: Videos saved to the course submission folder cannot be shared outside of the course. If your video project is meant to be viewed by external viewers, do not use this option. If you are using this option, you will follow the instructions below to add a Video Submission activity to Moodle.

Option 2 is for your students to use their "My Folder" to hold the video. Every user is granted a "My Folder" within Panopto. To access this folder, your students should access Panopto through the Dickinson Gateway and then click "My Folder" in the top-left of Panopto. If you are using this option, you'll create an assignment as you normally would with the "online text" submission option. Your students will need to use the appropriate Share permission for their video and then simply put the link to their video in the submission text box.

Adding a Panopto Submission Assignment (Option 1 above)

Click on the "Add an activity or resource button" in the appropriate section within your Moodle course. Click on the option for "Panopto Student Submission." You can see on my screenshot that it cuts off the word submission, but that is the right one.
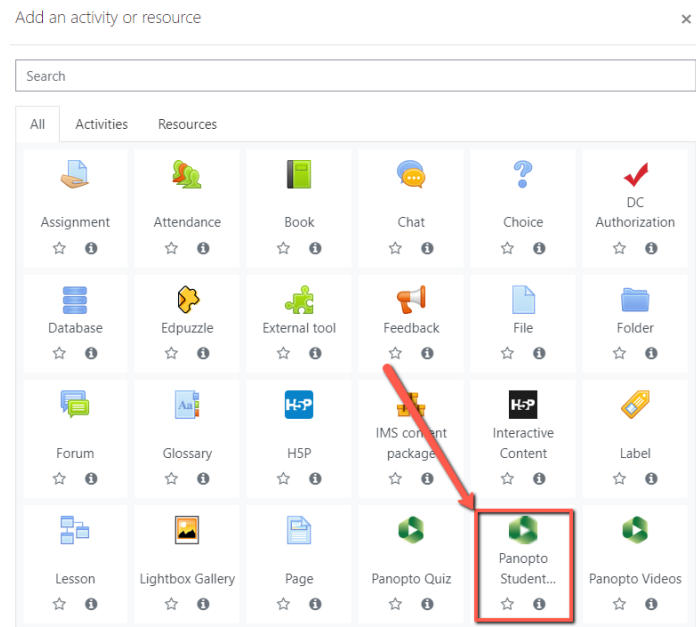
On the next screen you'll name your assignment and then choose all the same options you do for any other assignment, such as due date, maximum grade, etc. When finished, click one of the save options.

Your students will use the activity you just created to upload or record their video submission. When they've done that, you will go into the activity and click "Grade."

Adding a Video to Panopto

Whether you access Panopto through Moodle or through the Dickinson Gateway, adding videos will happen the same way. Just note that if you did not use the Moodle integration, you will not automatically have course folders that align to your Moodle courses. You automatically get a My Folder to use for yourself. If you require other folders you'll need someone in Academic Technology to create them.

The next three sections show the 3 ways new videos can be added to Panopto. The two methods provided by Panopto (Panopto Recorder and Panopto Capture) are great for most educational use-cases such as lecture-capture, demonstration videos, etc. However, the editing options within Panopto are very basic. So if your project is something more like a documentary film or other use-case that requires the editing capabilities of something like iMovie, we suggest you create your video using that other software and then simply upload the finished product into Panopto.

We have a video available here that shows everything in this section about the three ways to add videos.

You can also, if you prefer, view the recorded training Panopto did for Dickinson here.

Uploading a video you made elsewhere

If you have a video you recorded on a different application or on your phone, then you can easily upload that video to Panopto. First navigate to the appropriate folder. Next click the Create button and select "Upload Media." You can either drag your file into the grey box or you can click on the grey box to open your file explorer to find the correct file. After selecting your file, a green bar will go across the screen and you will get a green checkbox with an "Upload Complete" message when it is finished.

Recording using the Panopto Recorder Application

Navigate to the folder in which you wish for the video to be stored. From that folder, click on the Create button. Next click on Panopto for Windows or Panopto for Mac. If you have already installed the software, or if Dickinson IT did it for you, then you can select "Launch Panopto." If you do not already have the software installed, you'll need to download the installer, open it, and then follow the prompts to install the software. If you are uncomfortable doing that yourself, please submit a helpdesk ticket.

Once you have the recorder application open, you'll need to do the following:

- Ensure you have the correct folder selected
  - If it is not correct, click on the name of the folder to open the full list of available folders to select.
- Name your video
- Select your video source. If you do not want video, you may select None)
  - If you have more than one video source, like a webcam and a camcorder, pointed at 2 different scenes you can make one the primary and add the other as a secondary source.
- Select your audio source. None is not an option for Audio. Please take note that your computer may have more than one microphone option. You may need to test the various microphones to see which one you prefer.
- Choose your Quality.

- Choose if you want to record Computer Audio. This would be what you'd check if you were going to share your screen while watching another video like a Youtube video. This box will tell Panopto to record the audio from the video you are watching.
- Select your Secondary Sources (This will look a little different between Mac and Windows. We'll include screenshots of both below.). There is no limit to how many secondary sources you can record at the same time.
  - Windows
    - Capture Powerpoint: This will prompt you to open a powerpoint and it will record your slides as you go through them.
    - Capture Main (or second, third, etc.) screen: This will record the selected screen. If you have multiple screens and don't know which one is main, second, third, etc. you can use the "Enable screen capture preview" button to show you which screen each one is.
    - Add Another Video Source: This is for if you have another camera connected to your computer. For example, if you were recording a mock trial you could have the main camera pointed at the witness stand, another camera pointed at the jury, another at the judge, etc. Then when your students watch the video they can toggle between the various sources.
  - Mac
    - Record Powerpoint and Record Keynote: This will prompt you to open a presentation in the selected application and it will record your slides as you go through them.
    - Recording screens and other video sources: With the Windows recorder it listed each optional secondary source that Panopto could find. With the Mac recorder there's a Secondary 1 tab and Secondary 2 tab. You need to click on each of those tabs and then use the Source dropdown menu to select a screen, video camera, or None depending on your preference.
    - We regularly see Mac users forgetting to change these to None and then being upset when it recorded their screen since the screen is selected by default. If you do not wish to record your screen, please change these dropdowns to None.

Once you've made all of your selections, you can press the red record button. If you're sharing a powerpoint, the recorder will automatically minimize and bring up your slides. If you are sharing your screen, you'll want to minimize the recorder after pressing record so that you can show your audience whatever you intend to share. When finished, click on the recorder from where it minimized to and then click Stop.

After clicking Stop you'll be offered a choice between being done or recording again. If you select "Record again" then the video you just made is gone and can not be recovered in any way. If you select Done, then the next screen will show the progress of your video uploading to Panopto. Please keep the application open until the bar goes the whole way across and upload is complete. At that point, you can close the recorder and find your video in your web browser at the Panopto site.

(screenshots of the recorder apps are on the next page due to a page break)
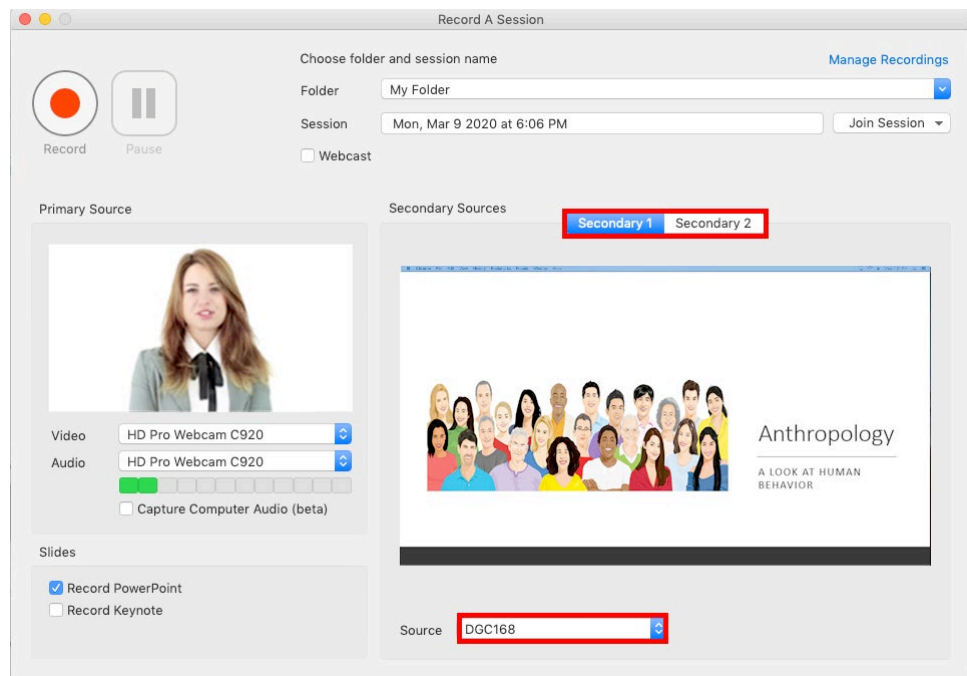
Mac Recorder   Windows Recorder
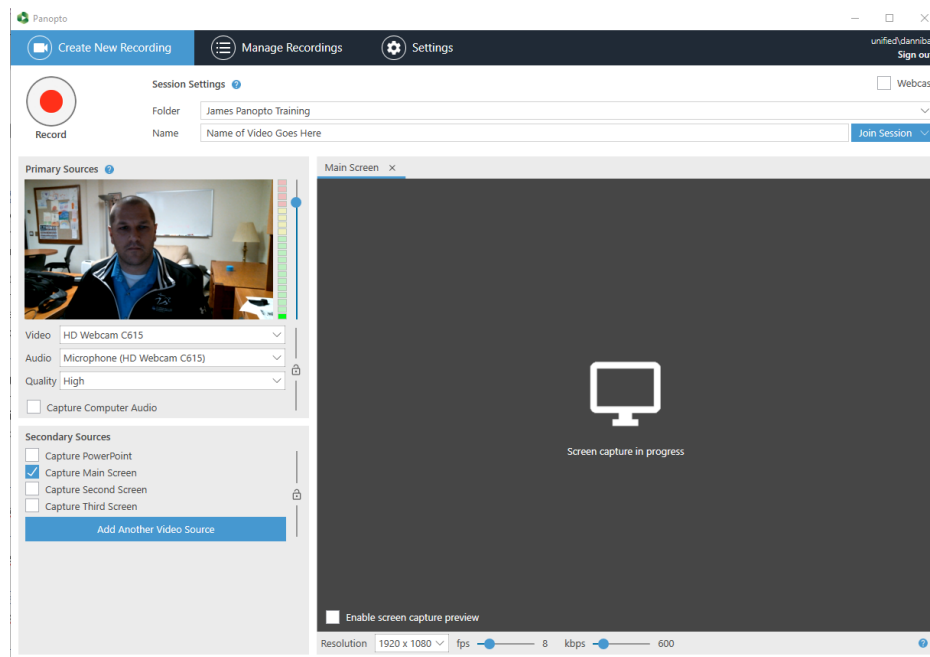
Recording using Panopto Capture

Navigate to the folder in which you wish for the video to be stored. From that folder, click on the Create button. Then select Panopto Capture. This is an in-browser recorder. The default for Panopto Capture is to have your webcam and microphone selected. Read below for instructions to switch your sources.

- Video: If you'd like to switch to a different camera or add a second camera to record both, click on "Video" at the top. It will show you the available cameras. Hover your mouse over each preview to see the available options.
- Audio: This is the same as video but instead you'll click "Audio" at the top.
- Screens and Apps: Click on the "Screens and Apps" button at the top. It will display the various things you're able to share. This menu will look different depending on which browser you use. Once you select a source, click share. If you'd like to add another source, click on "Screens and Apps" again and select another source. You'll then see that it adds the extra source without removing the one you selected first.
- Options: Select the gear wheel button to show the options screen.
  - Recording options: These are just the video quality options. We highly suggest you keep the 5 second countdown.
  - Stream output: We suggest you use "Capture streams separately." This will make any future editing easier.

- o Picture in Picture vs. Tile is a personal choice for you to make. This is only relevant if you have more than one source (example: webcam + powerpoint)
- o Background: You can use virtual backgrounds like you can on Zoom and Teams
- o Smart Camera: Depending on the capabilities of your webcam, Panopto Capture can track the movements of the person/people in the video.

Once you've made your selections, click the red record button. The 5 second countdown will commence and then you can begin recording your video. When finished, return to this browser tab and click the Stop button.

On the next screen you'll need to name your video and ensure it is going to the correct folder. If you'd like, you can also enter people to share the video with. If you're using the Moodle integration, there's no need to worry about sharing. The integration already provides your students with access.

Sharing a Video with Students or Other Viewers

There are a few ways to share videos. Which option you choose will often be determined by how you want your viewers to gain access. For example, if you've made a video that's giving 1 student or a group of students feedback on an assignment, it probably makes sense to use the option where we add specific users. If your video is something meant for the whole class, it makes more sense to post the link to Moodle or use the Panopto button in the Moodle text editor. Finally, if the video is meant for broad viewership on your scholarly website, it probably makes more sense to embed it directly on the website.

Regardless of how you share videos, you need to make sure you have the right permissions set up on the video. When you enter the Share menu of a video you can click "change" under "Who can access this video." Here are the options presented:

- Restricted: Only people you specify can access the video. This will only work if you use the "Add Specific Users" option detailed below.
- Your Organization (unlisted): This means anyone who has a Dickinson account AND has a link to the video can view it.
- Your Organization: This means anyone with a Dickinson account can go to our Panopto site and search for your video.
- Public (unlisted): This means anyone in the world who has the link to the video can view it.
- Public: This means anyone in the world can find your video using a link provided or even through a Google search.

Share a Link

Navigate to the video in your Panopto folder. Hover your mouse over the video and click Share. Click on the "Copy Link" button and then paste the link into your document, webpage, Moodle course, email, etc. that needs to have the link.

Add Specific Users

Navigate to the video in your Panopto folder. Hover your mouse over the video and click Share. Next type the name of the person you want to share the video with. Wait for Panopto to come up with the name. Click on the person's name as it comes up. You then have the ability to compose a message and email them the invitation to the video. (screenshots on following page)
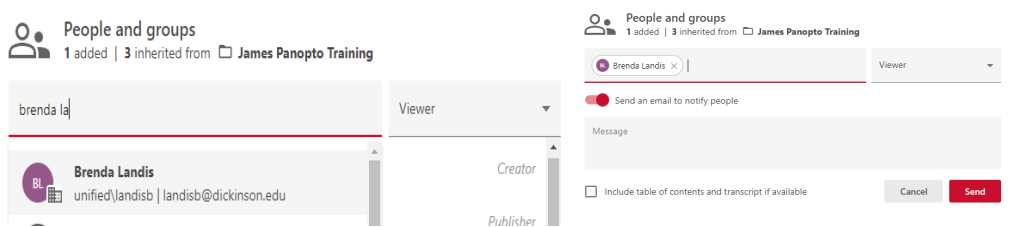
Embed videos

Navigate to the video in your Panopto folder. Hover your mouse over the video and click Share. Click on Embed at the bottom. There are options you need to decide on regarding the dimensions of the video, if it should show the title, etc. When you've finished with the options click "Copy Embed Code." You then need to paste that HTML code into the HTML editor of your destination. That could be a website, blog, Moodle page, etc.

Panopto Button in Moodle Text Editor

When you're typing in Moodle on a page, assignment, discussion board, etc., you have a green Panopto button in the text editor. If you click on that button it'll bring up the videos for your course. You can select a video and it automatically is added to your text box.


Editing a video

The Panopto video editor cannot do full-service editing like you could do in iMovie or other software. It can do basic things like cutting portions, adding a quiz, and adding/editing closed captions. To open the editor, find the video in your folder. Hover your mouse over the video and click "Edit."

Cutting Portions Out

Simply click and drag over any portions of the video timeline that you wish to cut. You'll see a grey bar appear over the portions that were cut out. You can adjust the beginning and end of that grey bar if it is not where you want it to be. Click Apply when finished.

Adding a Quiz

Go to the point in the video where you want the quiz to be. The video will pause where you insert the quiz. It is fine to put the quiz anywhere in the video or even the very end. Click on the Plus sign next to the scissors button and then click "Add a quiz."
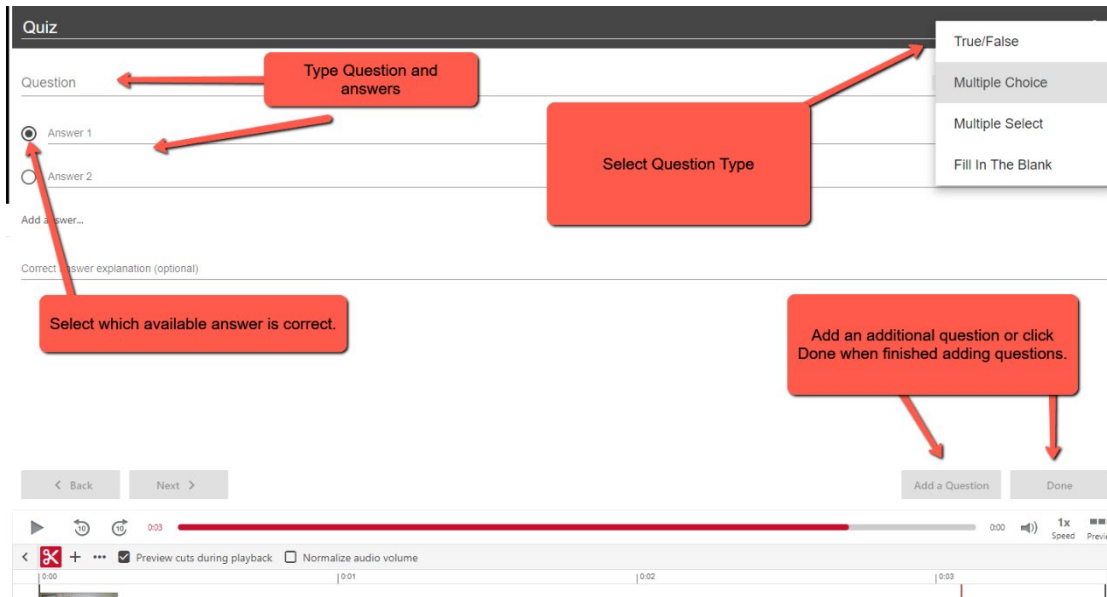
Select the menu in the top right to pick your desired question type. Then type the question where the "Question" text appears. Type in your answers (if applicable) and select which answer(s) are to be marked as correct. Finally, click Add a question or Done.

When you are finished adding questions, Panopto will have you select some options like if viewers should be allowed to retake the quiz or if you want it to display the grade right away.

After creating the quiz and applying it to the video, you can then follow the instructions in the "Add a Video Quiz to Moodle" section above.

Closed Captions

Your video will automatically be given computer-generated captions. These are serviceable but are not 100% accurate. Within the editor you can click on Captions and then edit the captions as they appear. You can also import captions that were done in another program like Notepad. **If you have a need for 100% accurate professionally done captions, please submit a helpdesk ticket.**

Video Statistics

Once your students have viewed your video(s), you can hover your mouse over the video and click Stats. This will show you data regarding overall views of your video as well as data for individual students. So if you require students to view a video you'll be able to know if they did or not. Note: Panopto will only track individual names if the user is signed into their Dickinson account. If when you shared the video you selected either of the public options, you risk not tracking individual student views.

Other Features and Settings

There are other features and settings that would make this document never-ending. For example, you can set a date range of availability for your videos.