

Panopto Student 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 2.

If you would like additional assistance or would like to discuss/brainstorm how you'd like to use video for your learning or personal endeavors, please contact Academic Technology either by emailing one of our team directly or by putting in a helpdesk ticket.

Moodle-Panopto Integration

Moodle and Panopto are of course two different academic technology tools. However, we can connect them to each other. If your professor added Panopto to a Moodle course, the two tools will be able to work together.

Viewing Videos Your Professor Posted

If you see a link in your course that says "Panopto Videos," "Course Videos," etc. then your professor has added Panopto to the course. If they tell you to watch a certain video then there are two ways to watch it.

- If they posted a link to it somewhere in Moodle, you could just click on the link.
- If they did not post a link to it, you'd need to click on that "Panopto Videos" or "Course Videos" link, find the correct video, and watch it.

Taking a Video Quiz

If your professor added a quiz to a Panopto video, then the video will pause at the point in the video where the professor wants you to take the quiz. You'll simply answer the questions, click submit, and then finish the video. If the quiz is at the end of the video then you can just go back to Moodle after you submit the quiz.

Submitting a Panopto Video as an Assignment Submission

If your professor assigned a video project or assignment, they will likely want you to submit the video to them using Panopto. There are two ways this could happen:

- The professor added a video assignment on Moodle using Panopto
 - If this is the case, then you will click on the assignment. Then you will click "Add Panopto submission." That will open a window asking you to either choose a video you've already made, upload a new video file, or record using the Panopto Recorder. After you've made our video (see directions below), and selected it in this menu, you simply click "Insert" and then "Submit."
 - [Directions with screenshots are available here.](#)
- The professor did not integrate the course with Panopto.
 - If this is the case, then you'll need to use your "My Folder." This is a folder in Panopto that is yours. You'll need to upload or record a video into the folder and then change the Share permissions based on the requirements of the assignment. For example, if only your professor or

classmates need to view the video, you could change the permission to “Anyone at your organization with the link.” Then you’ll copy the link and paste it into the submission box in Moodle.

- See directions below for how to add videos using upload, or the Panopto Recorder.

Adding a Video to Panopto

Whether you access Panopto through Moodle or through the Dickinson Gateway, adding videos will happen the same way. It’s very important that you keep an eye on what folder you’re recording or uploading to. If your video is for a course, you’ll want to save it to the assignments folder of that course. Often, you’ll access that through Moodle so it’ll happen automatically. You also automatically get a My Folder to use for yourself. Videos in your My Folder are private to you unless you change the share setting for each video.

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 easy to use. 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.](#)

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.

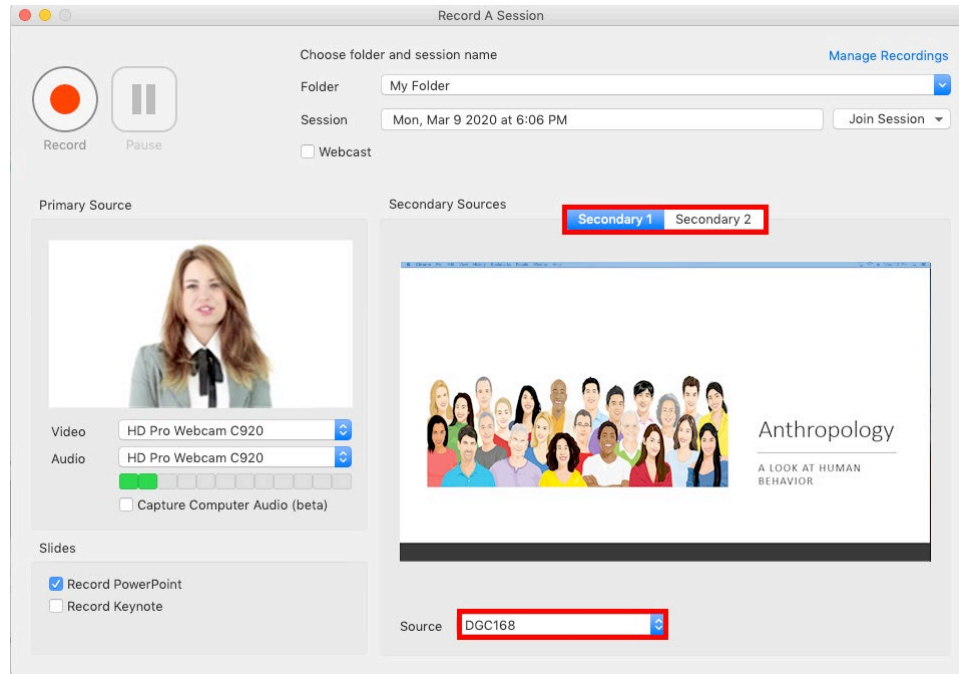
- Select your audio source. None is not an option for Audio. Please take note that your computer may have more than one microphone option. You may need to test the various microphones to see which one you prefer.
- Choose your Quality.
- Choose if you want to record Computer Audio. This would be what 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.

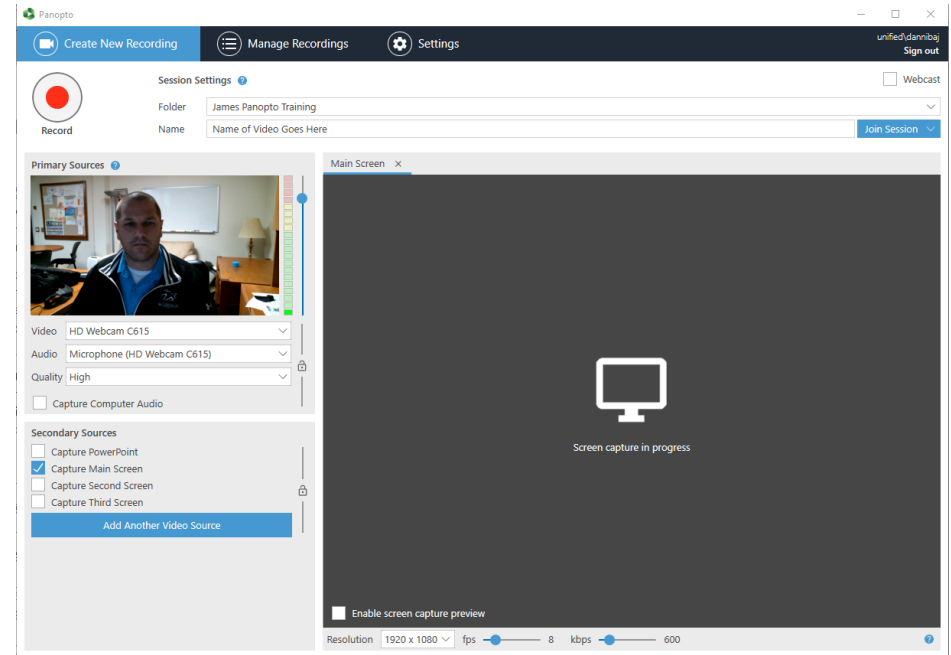
After clicking Stop you'll be offered a choice between being done or recording again. If you select "Record again" then the video you just made is gone and can not be recovered in any way. If you select Done, then the next screen will show the progress of your video uploading to Panopto. Please keep 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.

- 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)
- Background: You can use virtual backgrounds like you can on Zoom and Teams
- 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.

Sharing a Video with Professors 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.

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.



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.

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.**

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.