

PANOPTO - A STEP BY STEP GUIDE:

BY ASHLEY SMITH: INSTRUCTIONAL TECHNOLOGIST & TIM WHEAT: DIRECTOR OF ENDPOINT & CLIENT SERVICES

Instructors: Students must select the Panopto link on the left hand navigation of your course in order to easily view videos within that course. This is how Panopto links the roster and updates permissions automatically. This simple step will resolve most viewing issues. Conversely you could also set your videos to “Anyone at the organization with the link” within the sharing settings and your students should be able to view. *Instructions below within the heading “How can my video be viewable outside my course.”*

Click the highlighted video links for video instructions.

Adding Panopto to a Learn course:

1. Navigate to your course site
2. Click Settings
3. Select Navigation
4. Drag Panopto from the bottom tier of the list to the top in order to make the tool viewable.

Downloading Panopto via Canvas : [Video](#)

1. From the Panopto section that you added.
2. Click Create
3. Click Download Installer for your Operating System (Windows or Mac)
4. Panopto will begin to download

Connecting to a BECC lecture capture classroom for laptop recording:

1. Connect the retractable USB cable located in the instructor station to your laptop. Note that you may need a USB-C to USB adapter if you have a newer MacBook Pro.
2. On the touch panel, select “Video Call” and notice the various video sources you can choose from. You can change the video source on the fly as you are recording.
3. When you are selecting devices in Panopto, use your web-cam as the primary video source and use the “add another video source” button to select “AV-Bridge” or “AV-Bridge Mini” as a 2nd source. Be sure that your 2nd source resolution settings are set to 1280x720 30P on windows (found beneath screen capture preview) or on a Mac, use the “Ultramotion” setting. If you do not want to use your webcam, you can just select “AV-Bridge” or “AV-Bridge Mini” as your primary video source. (Leave the Quality field set to Standard)

4. For your audio source, select “AV-Bridge” or “AV-Bridge Mini” which will use the room’s microphone system.
5. Hit the “Record” button when you are ready to start and “Stop” when you are finished. When you are finished with recordings, be sure to shutdown the room’s av system.

Creating a video using Panopto Video via Learn: [Video](#)

1. Navigate to the Panopto tool in Learn
2. Click Create
3. Click Launch Panopto
4. Make sure all of your resources (powerpoint, presentation, notes, script, etc.) are ready.
 - a. Make sure your audio and video sources are correct. Check sound and lighting.
 - b. Make sure your secondary source(s) are correct.
 - c. Have a second screen if possible.
5. Click Record and **go!**
6. Click **Stop** when you are finished.

Sharing videos in Learn : [Video](#)

1. Navigate to the Panopto tool in you Learn/Sakai course site
2. Search within the folder labeled with your course name OR change the folder and search for the name of the video.
3. Click the Share button on the video you have chosen for your course.
4. Use the link or embed code to share the video in a different section of your course.

How can I show only my presentation?

1. Go to <https://bulectures.hosted.panopto.com/>
2. Click the My Folder section, to the video that needs to be edited.
3. Hover over the video to show options.
4. Click Share to open the sharing settings.
5. From the Share settings on your video, click Outputs on the left side of your screen.
6. Under the Video Podcast section, for Type, select Secondary Video only.
7. Click Apply.

How can my video be viewable outside of my course? Why would I want to do this?

1. Go to <https://bulectures.hosted.panopto.com/>
2. Click the My Folder section and navigate to the folder/video that needs to be edited.
3. Hover over the video to show options.
4. Click “Share” to open the sharing settings.
5. From the Share settings on your video, click Share on the left side of your screen.

6. Under the Who has access section, choose “Anyone at your organization with the link”, “Anyone at your organization”, “Anyone with the link” or “Public on the web”.
7. Click Save changes.

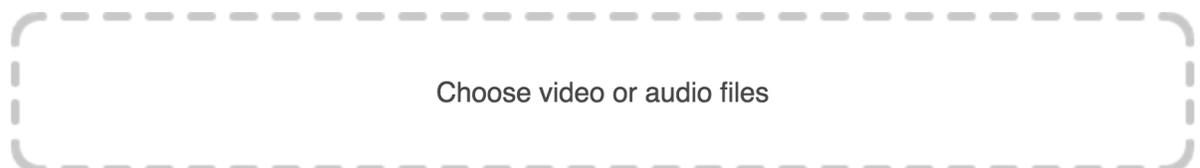
There are multiple reasons for this, the largest one being that you might want to share the same videos across different sections of a course. Rather than duplicating the videos over and over within Panopto you can either share the links with your students or embed the videos on a Page in Learn or on a Lessons page within Sakai. If you wish to share with students or faculty within Bradley you can use the “Anyone at your organization with the link” or “Anyone at your organization” settings. The first is not searchable. The second is. You can also select “Anyone with the link” or “Public on the web”. The first would make it viewable to anyone in the world with the link while the second would make it searchable for all.

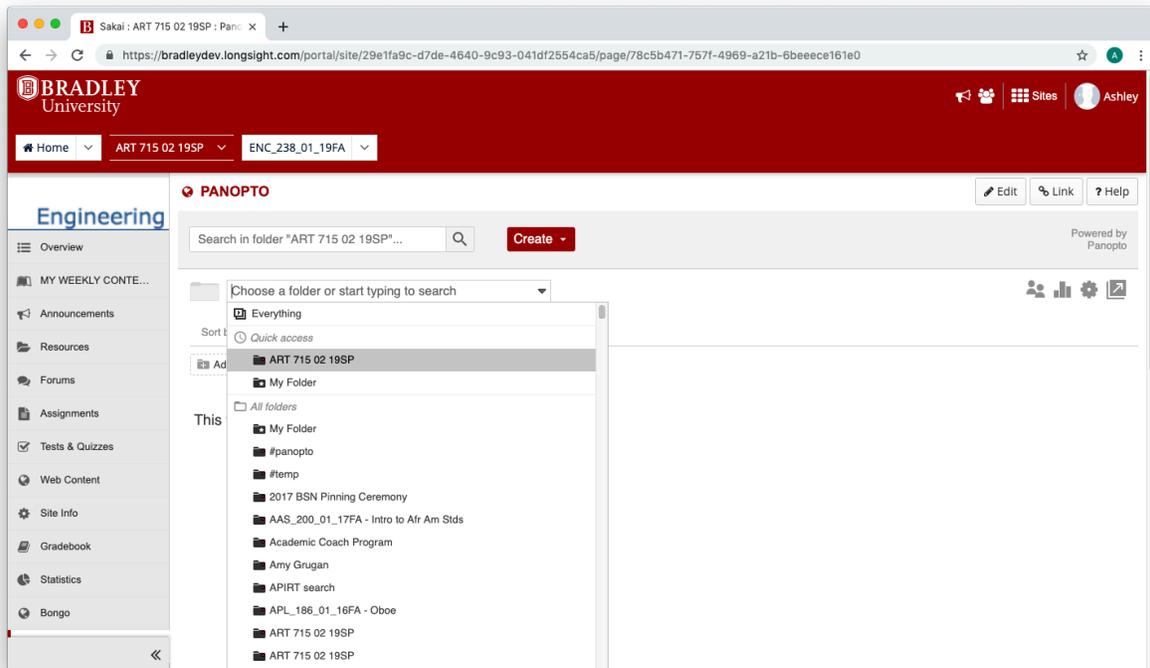
How to add a quiz

1. Open your chosen session in the Panopto editor.
2. Using the Pointer tool, navigate in the Timeline to where you want to put a quiz (See Figure 1).
3. In the left Navigation menu, click on Quizzes then select Add a Quiz (Fig. 2). A quiz window will appear in your secondary stream window where you can fill in the details for your quiz. Within the form, you can select the drop-down menu in the top right corner to show different types of quiz questions. The quiz options include True/False, Multiple Choice, Multiple Select, and Fill In the Blank. The default is multiple choice.
4. To remove an answer you can click on the X next to any of the Answers.
5. If you need to navigate to a different question in your quiz, you can use the Back and Next buttons at the bottom of the form (Fig. 9). Figure 9 1.12. Once you have added all of your questions, click the Done button at the bottom of the form (Fig.10).

How to upload video to Panopto:

1. From the Panopto tool in your Learn/Sakai course site or <https://bulectures.hosted.panopto.com>, click Create.
2. From the drop down menu, click Upload media.
3. Click the Choose video or audio files section to open your documents and select your file(s). Alternate option: Drag your files to the Choose video or audio files section.





Visit the [Learning Design and Technology Training Video Repository](https://bit.ly/LDTTechTrainingVideos) for more videos on Panopto and our other supported tools. **<https://bit.ly/LDTTechTrainingVideos>**

Visit the [Learning Design and Technology Help Docs Repository](https://bit.ly/LDTHelpDocs) for more step by step guides to using Panopto and our other supported tools. **<https://bit.ly/LDTHelpDocs>**

Visit [Panopto's support portal](#) for another extensive resource on using Panopto.