

uiuLearn TUTORIAL

INTEGRATIONS> HOW TO USE PANOPTO (INSTRUCTOR)

This tutorial covers how to utilize Panopto for your courses. This includes putting Panopto videos in your course, recording your own lectures and opening up access for students to record.

CONTENTS:

[Set up a Panopto launch link in your course](#)

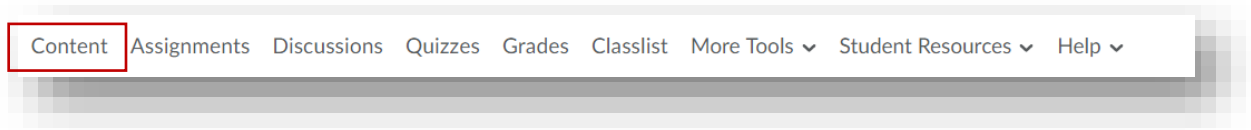
[How to Record a video using the Panopto Recorder software](#)

[How to embed a Panopto video in your course content](#)

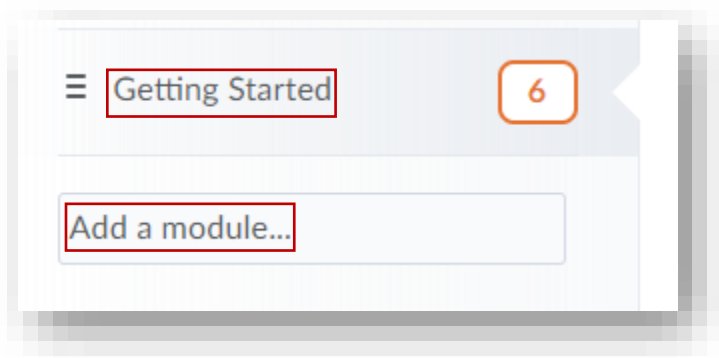
[How to set up a folder for students to record videos](#)

FIRST, SET UP A PANOPTO LAUNCH LINK IN YOUR COURSE. THIS WILL GIVE YOU A PLACE TO QUICKLY LAUNCH INTO YOUR PANOPTO CLASS FOLDER TO RECORD ITEMS. THIS PANOPTO LAUNCH LINK CAN ALSO BE USED IF YOU ARE INTERESTED IN STUDENTS RECORDING.

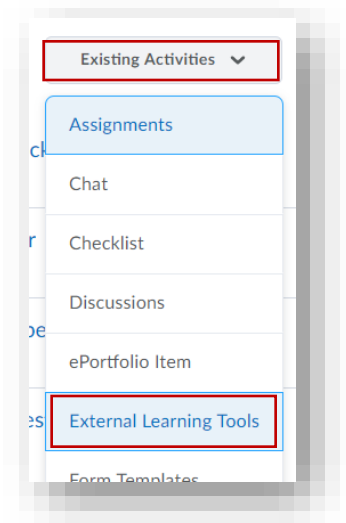
STEP 1> Log in to your course in uiuLearn and click on 'Content'



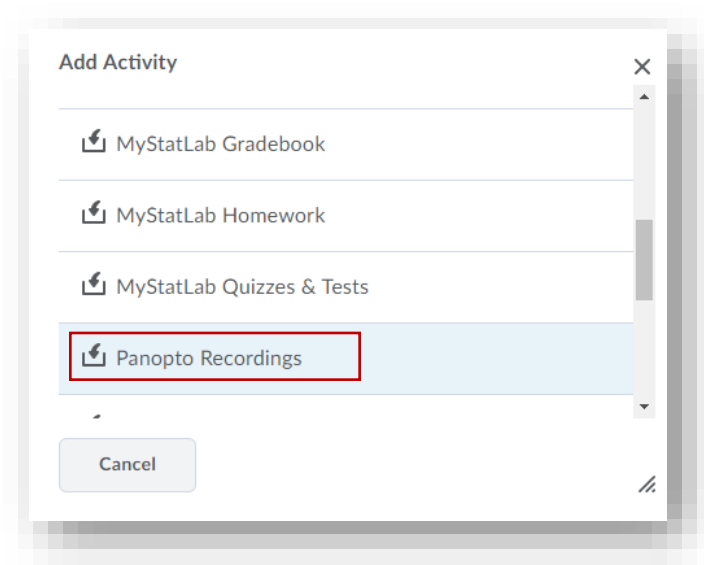
STEP 2> Go into the 'Getting Started' module (or whichever module you want to store it in). If you do not have a module yet, go ahead and create one.



STEP 3> Click on the 'Existing Activities' link and choose 'External Learning Tools'



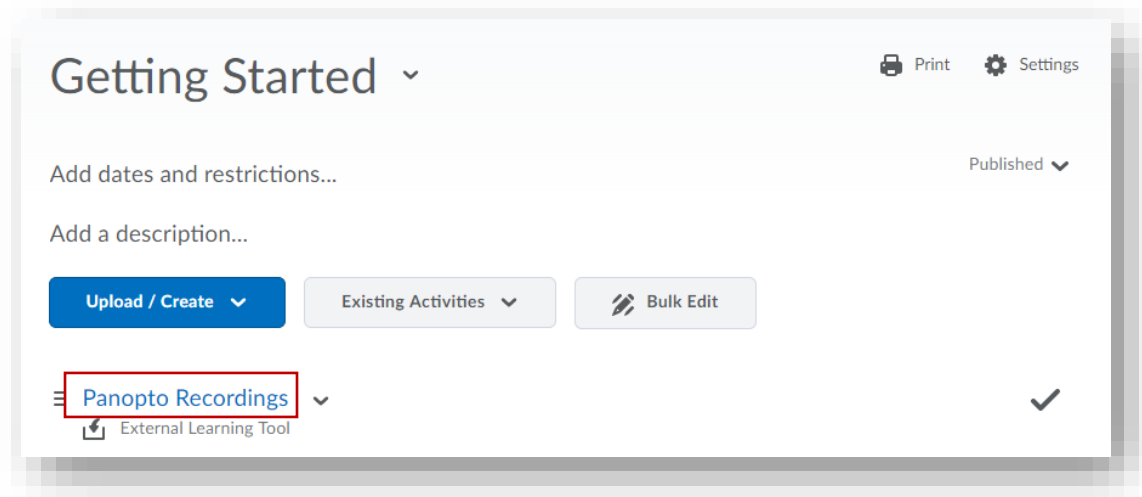
STEP 4> Select 'Panopto Recordings' from the list.



STEP 5> If you want your students to record video, make sure this link is available for them in a module of your choice. **Without it, students cannot record.** If you do not want your students to record anything, you can place it in 'Draft' mode and you do not need to publish it for students to see.

NEXT, THIS SECTION WILL SHOW YOU HOW TO RECORD USING THE PANOPTO LAUNCH LINK TO DOWNLOAD OR RUN THE PANOPTO RECORDER SOFTWARE ON YOUR COMPUTER.

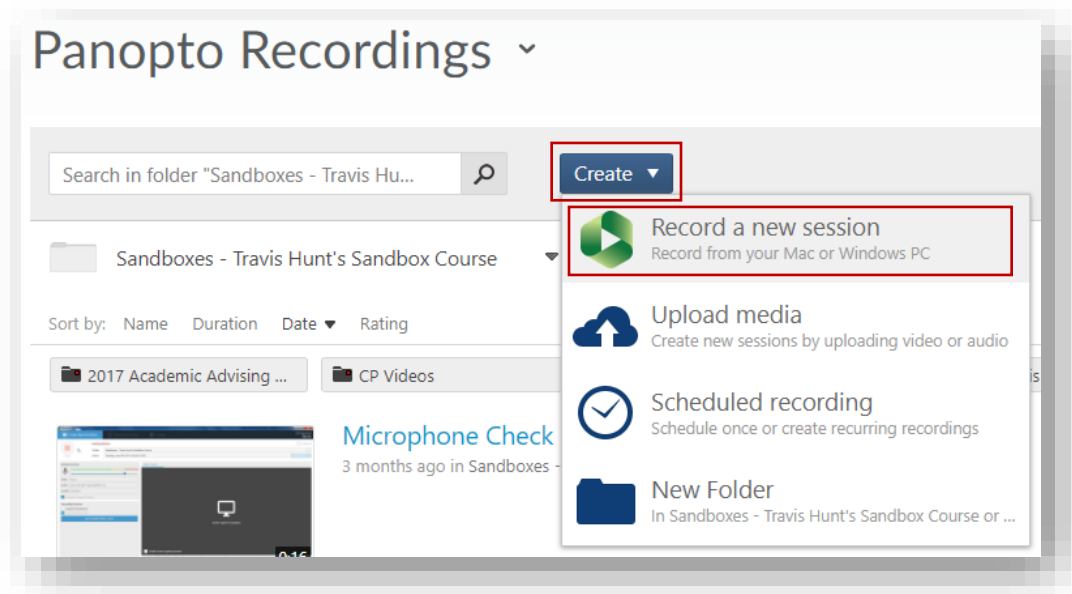
STEP 1> Go into the Panopto launch link you created earlier in this tutorial.



STEP 2> This will launch you into the Panopto interface. By default, it will take you to your class recording folder.

From here, you can browse your other class folders if you have recorded something previously and browse all of your created content.

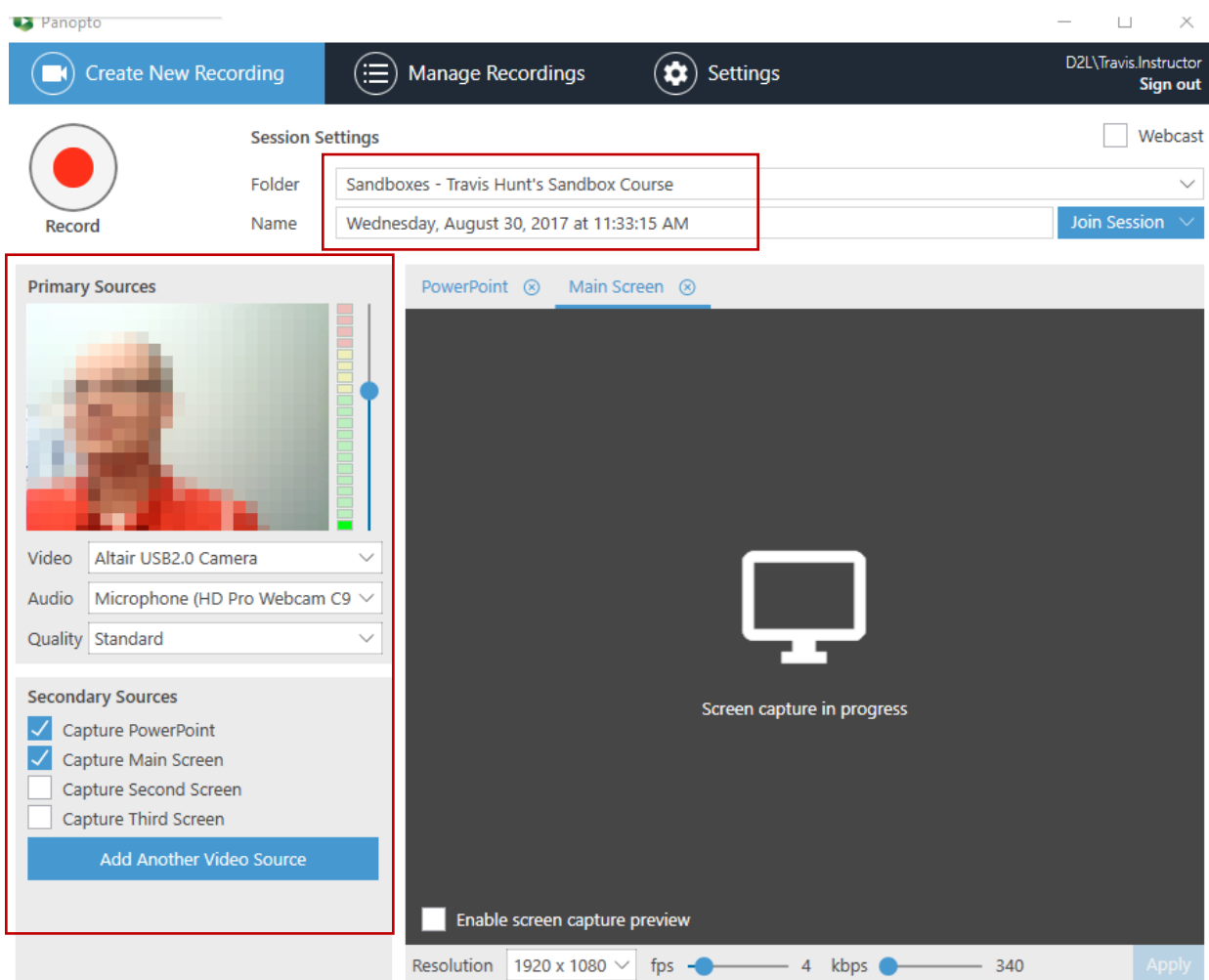
STEP 3> To record a new video, click the 'Create' button



STEP 4> Then, choose 'Record a new session'

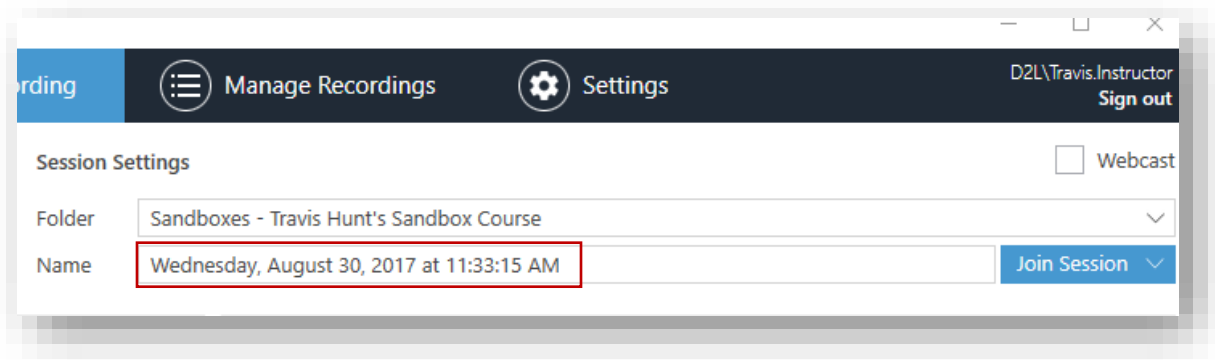
STEP 5> This will open up a window to launch the Panopto recording software. If you do not have the Panopto Recorder software, please click the download button. You must download and install the Panopto Recorder software to record videos. If you have a video already created from another source (such as a Zoom recording), you could choose 'Upload media' instead and upload your video without downloading the Panopto Recorder.

STEP 6> After you have opened/installed the Panopto Recorder software, it is time to set your settings. You can capture your screen if you have something to show on your computer, or you can just record whatever is on your webcam. You do not necessarily need a webcam for Panopto – but you definitely need a microphone. Use the various dropdown menus to select your inputs and other settings.



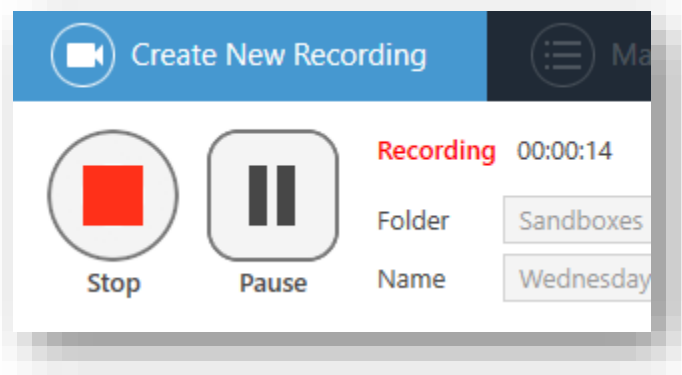
STEP 7> Make sure you are saving to the correct folder.

STEP 8> Give your session a name.



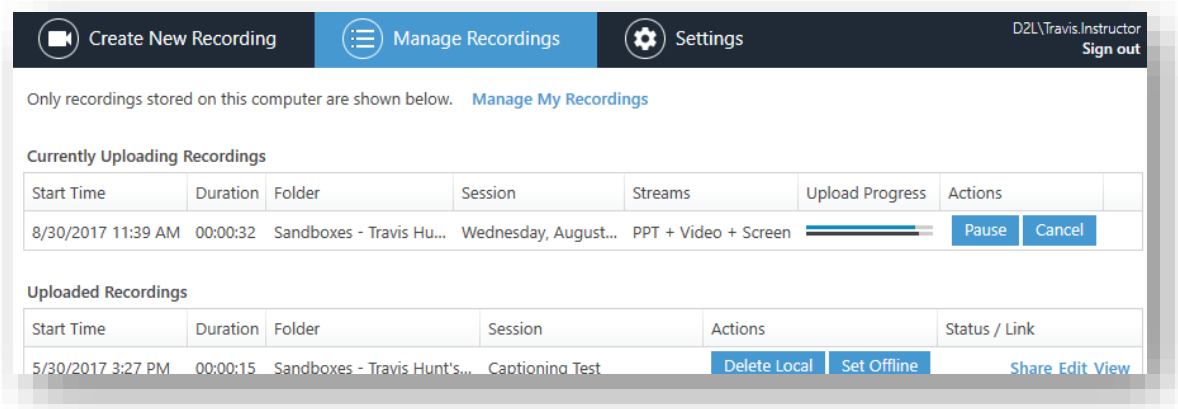
STEP 9> Click the 'Record' button and begin your lecture/presentation/speech.

STEP 10> When you are done, click the 'Stop' button.

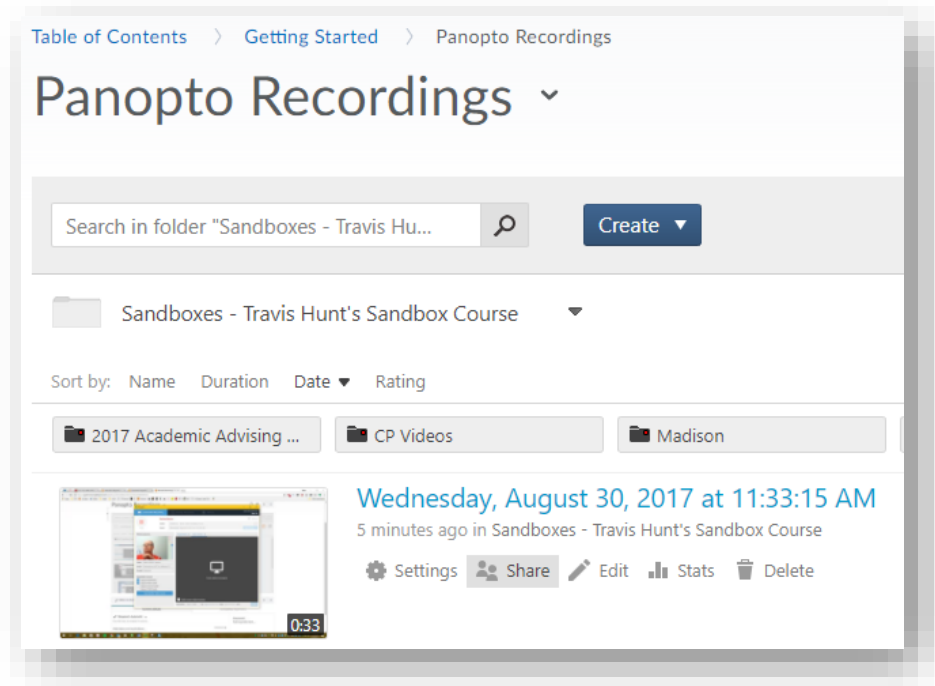


STEP 11> Give your session a name if you have not already, and click the 'Upload' button. If you made a mistake and want to re-record, click 'Delete and record again'

STEP 12> This will begin the upload process. Wait for your session to upload. Once the upload is done, it will begin to process. You can close out of Panopto at that stage.

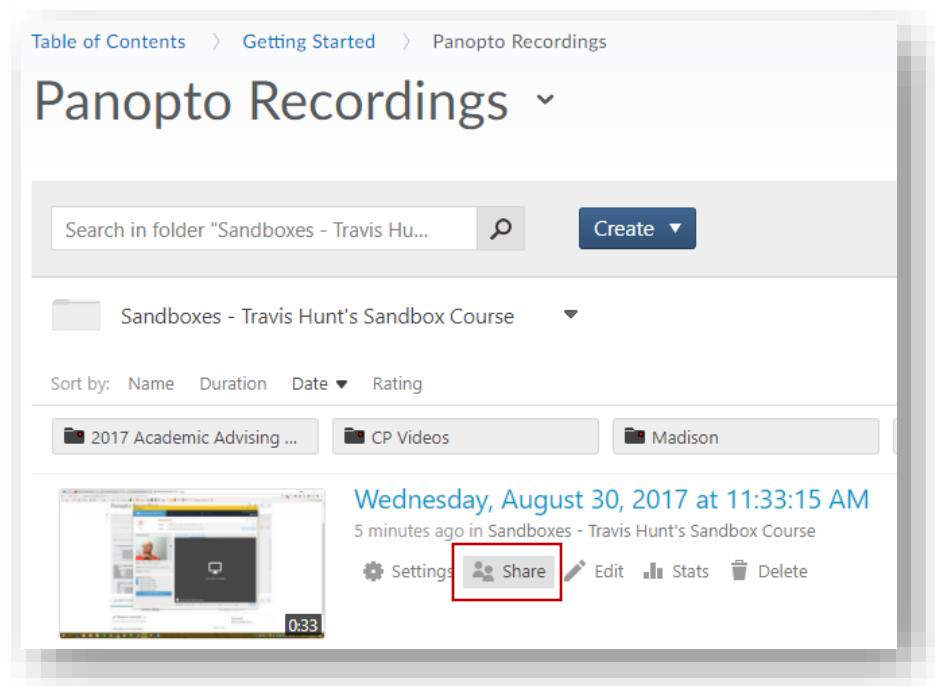


STEP 13> Go back to uiuLearn and to the 'Panopto Recordings' link that you created earlier. You will see the video appear on this page.

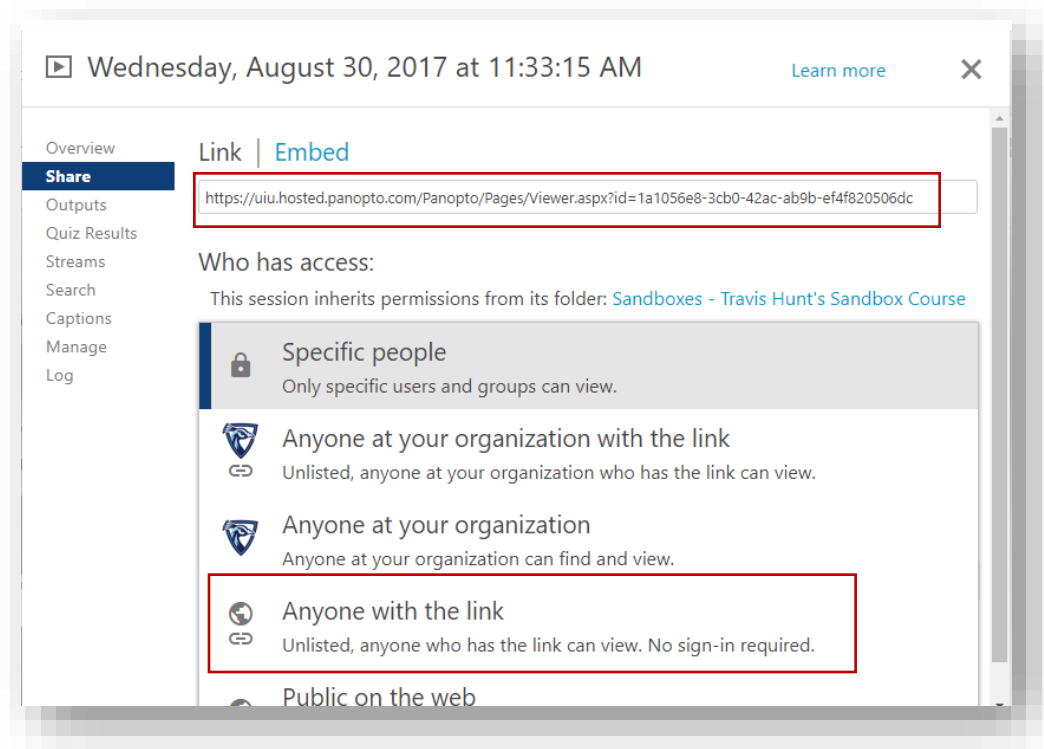


STEP 14> By default, your video is shared with anyone that is enrolled in your course. If you want to use the video in a future course, you will want to open up those permissions a bit. Let's do that now.

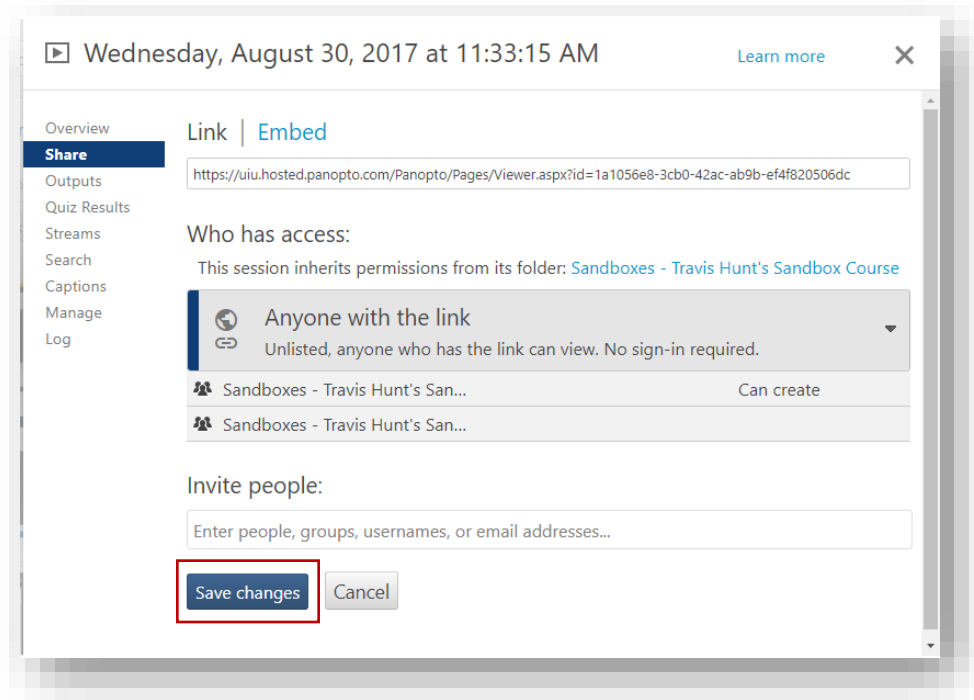
STEP 15> Click on the 'Share' icon next to your video. This icon appears when you put your mouse over the video.



STEP 16> Change the dropdown menu for 'Who has access:' to allow access to "Anyone with the link". This means you can share the link on this page in the 'Link' box with anyone in the whole world and they can watch it. It is not a public video like videos on YouTube – it can only be viewed if someone has that link. You will want to choose this setting if you want to use the video you created in more than one course, or if you would like to share it with people that do not attend or work for Upper Iowa University.



STEP 17> Click the 'Save changes' button.

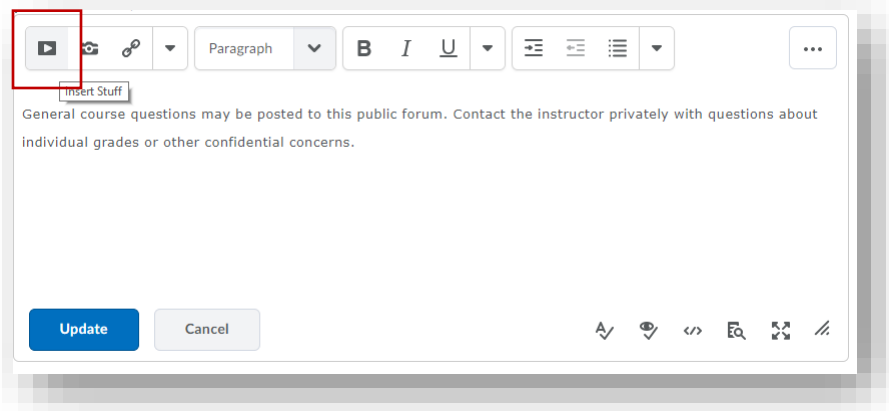


STEP 18> You now have a video and a link to your video that you can share with anyone!

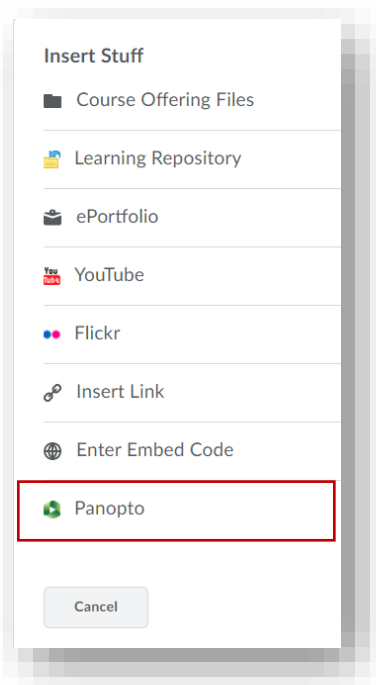
HOW TO EMBED A PANOPTO VIDEO INTO YOUR COURSE CONTENT.

STEP 1> Now, let's put a video in your course. We can do this using the 'Insert Stuff' tool so your video is embedded right in uiuLearn with ease.

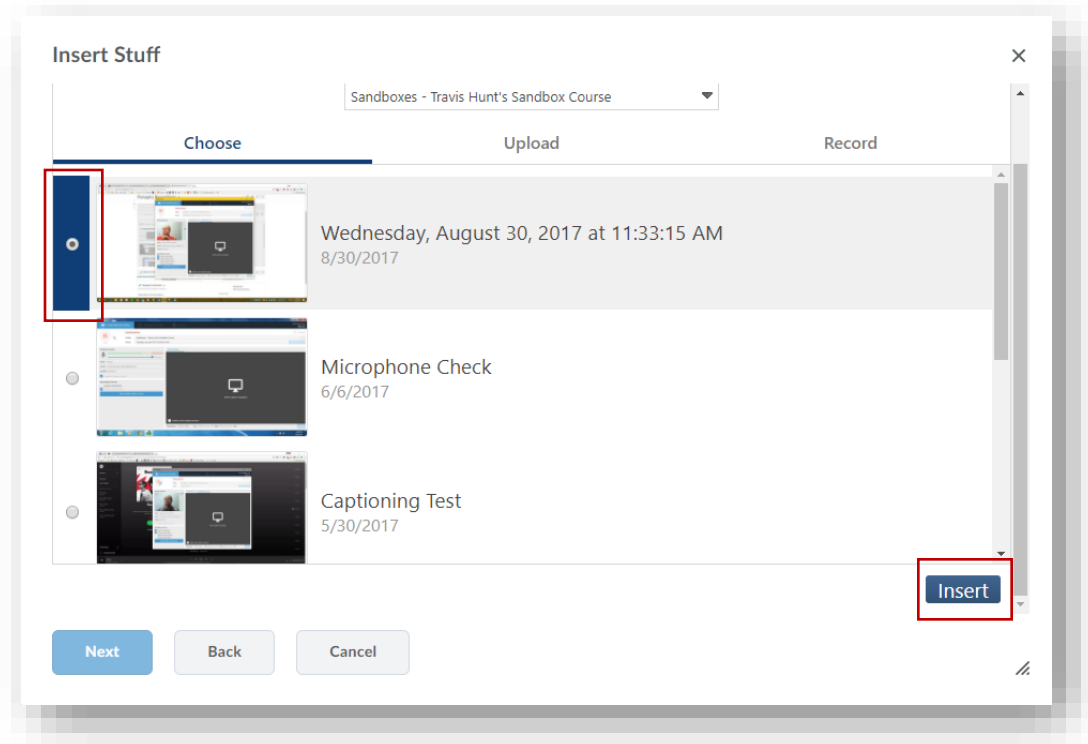
STEP 2> When editing any course content in the HTML editor, select the 'Insert Stuff' button.



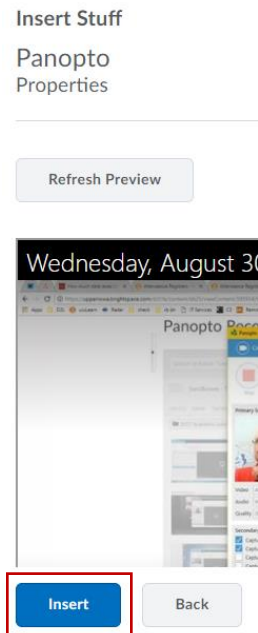
STEP 3> Scroll down and choose 'Panopto'



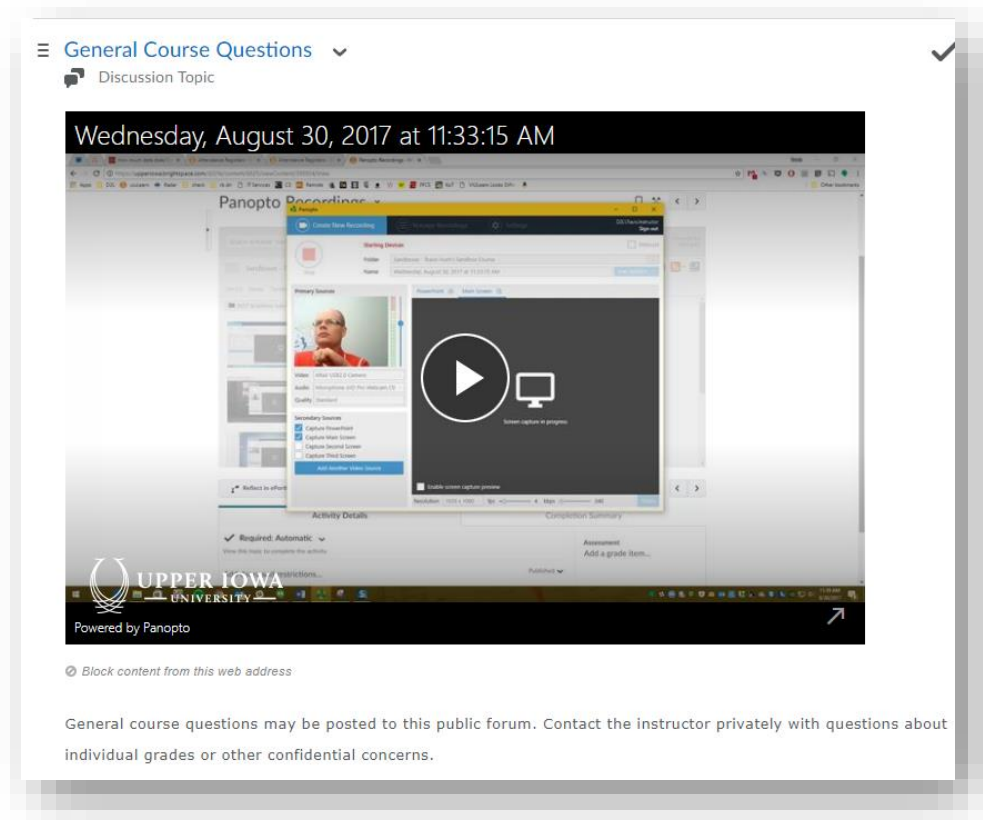
STEP 4> Select your video from the list. Scroll down and click the 'Insert' button.



STEP 5> Click the 'Insert' button. If this is your first time using Panopto, you may need to click an 'Allow' button as well.



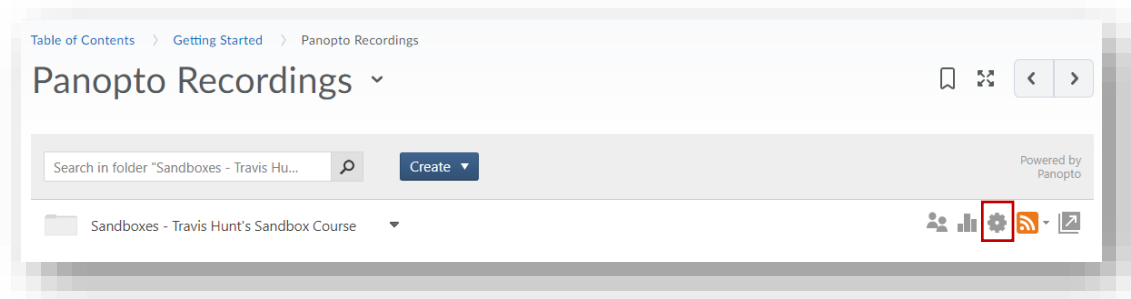
STEP 6> Click 'Update' in the HTML editor and your video will appear embedded on the page.



IF YOU WANT YOUR STUDENTS TO SUBMIT RECORDINGS OF PRESENTATIONS/SPEECHES/ETC, FOLLOW THESE STEPS.

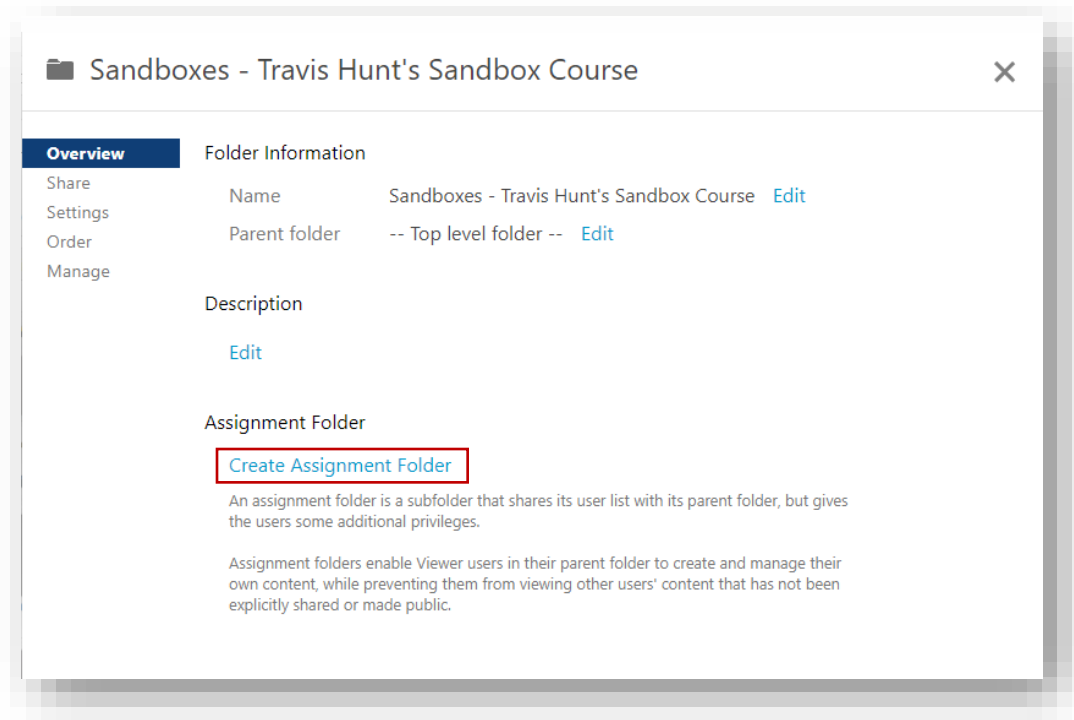
STEP 1> Next, let's say you want to allow your students to record a speech or presentation. To arrange this, you have a few steps to complete as an instructor. First, go into the 'Panopto Recordings' link you created in your course (instructions are found earlier in this document)

STEP 2> Click on the gear/cog icon for your class folder.



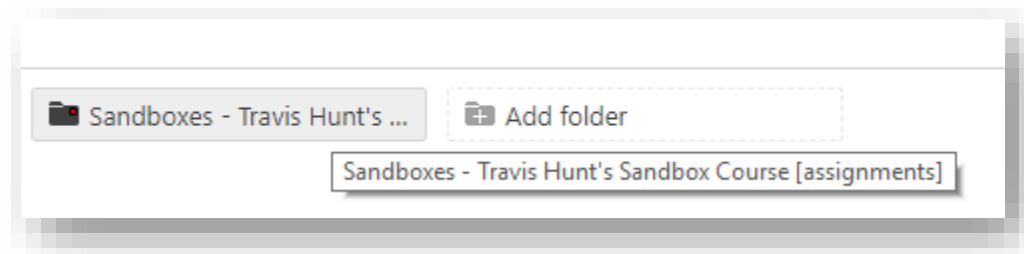
STEP 3> By default, for your class' security and protection, students cannot record to your class folder. You will need to create an Assignment folder in Panopto.

STEP 4> Click the 'Create Assignment Folder' link.



STEP 5> After a few seconds, it will create a folder for your students to record in. The students will automatically have access to record to this brand new folder you just created.

STEP 6> The Assignment folder your students can record in gets created inside of your class folder. You will see it in your view list



STEP 7> Inform your students they need to record in the folder that says [assignments] at the end, because it will not let them record in the parent class folder. Only you as an instructor can record in the parent class folder by default. After that, you are all set!

STEP 8> Students have their own set of instructions for recording, please browse the 'Help' menu in uiuLearn to look up the latest student instructions that can be posted in your class. It works the same way as the instructions earlier in this document for recording using the Panopto Recorder software.

 IN NEED OF MORE UIULEARN TUTORIALS? FIND THEM HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).