

Panopto Setup in uiuLearn

Table of Contents

- Introduction 1
- Requirements..... 1
- What This Training Covers 2
- Set Up Panopto Recordings 2
- Creating and Organizing Folders 5
 - Overview Tab: Edit or Create Assignment Folder 7
 - Share Tab 8
 - Settings Tab..... 9
 - Manage Tab..... 10
- Folder Edits 10
- Opening Panopto 11
- Download Panopto..... 11
- More Panopto Training and Support..... 12

Introduction

Panopto enables Instructors to stream classroom sessions while at the same time recording the session for future access. Panopto is fully integrated with uiuLearn and provides seamless connection to enable streaming classrooms, video recording, computer screen sharing, URL/link sharing, personalized organization of video storage, uploading videos from your computer, and more.

Requirements

View detailed [Panopto system requirements](#)

- You must have Windows 7 or higher or MacOS 10.13 and up
- USB or integrated computer camera
- USB or integrated microphone
- Internet connection with a minimum bandwidth of 979 kbps for standard quality video and audio – higher speeds will be required for higher quality

NOTE: If you are unsure of your internet speed, do a speed test at one of the below sites.

<http://speakeasy.net/speedtest>

<http://speedtest.net/>

What This Training Covers

This tutorial covers uiiLearn aspects of Panopto setup. It shows instructors using uiiLearn how to:

- set up a uiiLearn course module
- create a Panopto External Learning Tool Link
- create, organize and edit a Panopto folder in uiiLearn
- open Panopto's web site
- download Panopto software
- access Panopto training tutorials

Set Up Panopto Recordings

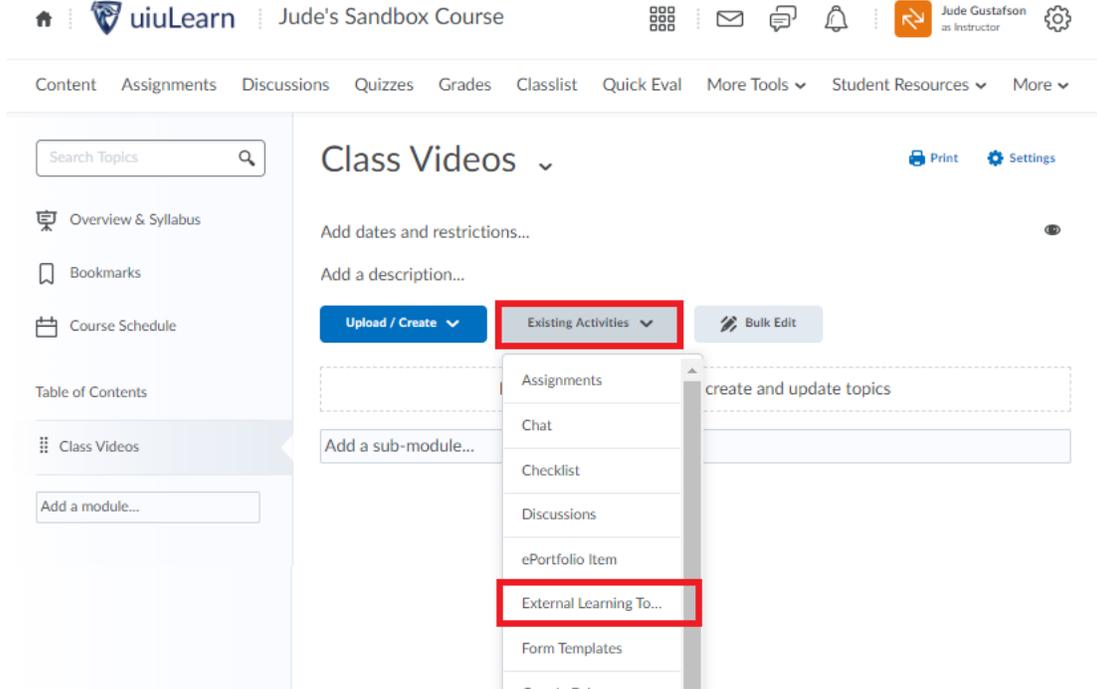
You can create a new module to house your Panopto link by itself or put the link in a "General Course Materials" module. Where you locate the folder in your course is up to you. This tutorial starts with a demonstration of module creation.

- Navigate to the Content page of the course shell and click on or create a module where Panopto Videos will reside. Click inside the Add a Module textbox and type the name of your new module.

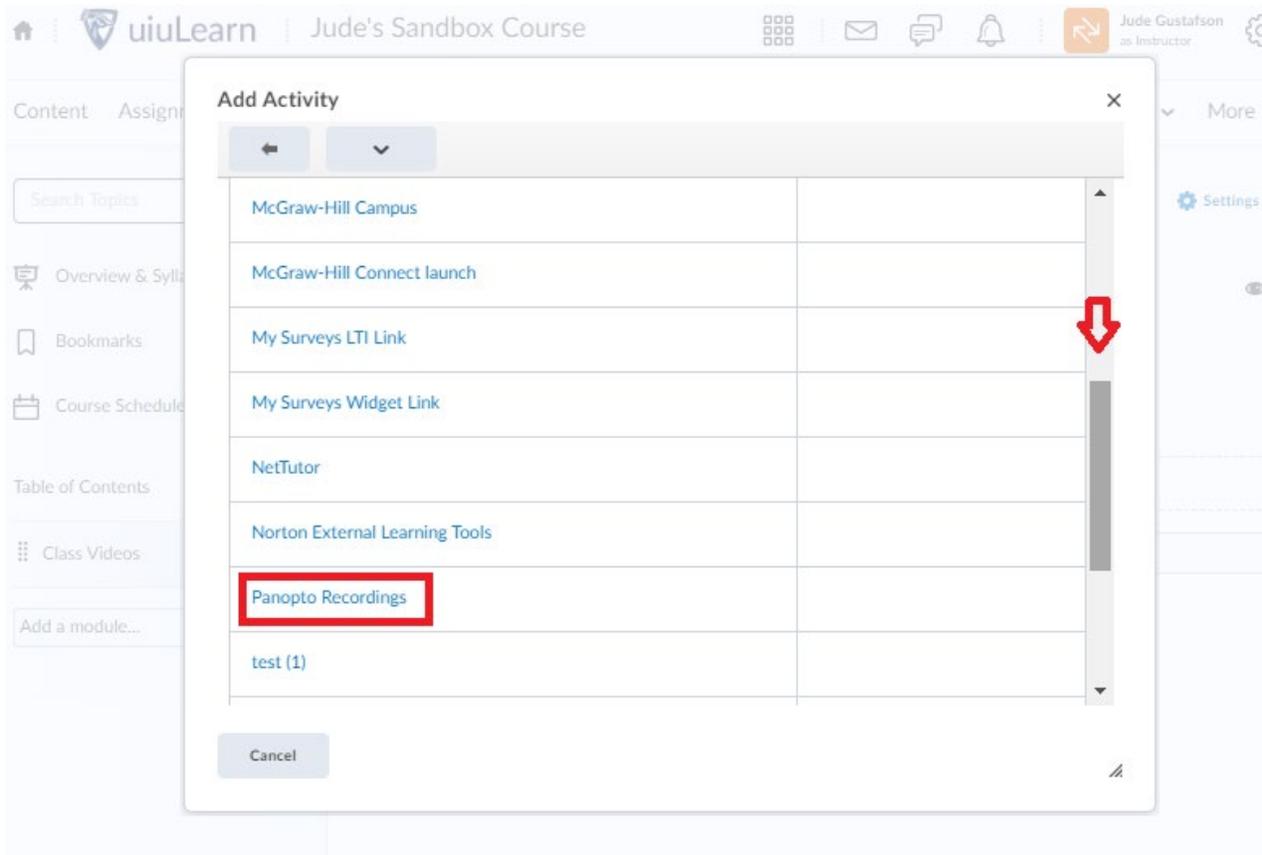
NOTE: The Add a Module textbox will always remain under the stack of modules that have been created, so you may need to scroll down to see it.

The screenshot shows the uiiLearn interface for 'Jude's Sandbox Course'. The 'Content' tab is selected in the top navigation bar. The main area displays the 'Table of Contents' section, which includes a search bar, a 'Welcome to your course' message, and buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'. Below these, there is a list of modules, with 'Class Videos' highlighted. A red arrow points to the 'Add a module...' button at the bottom of the module list.

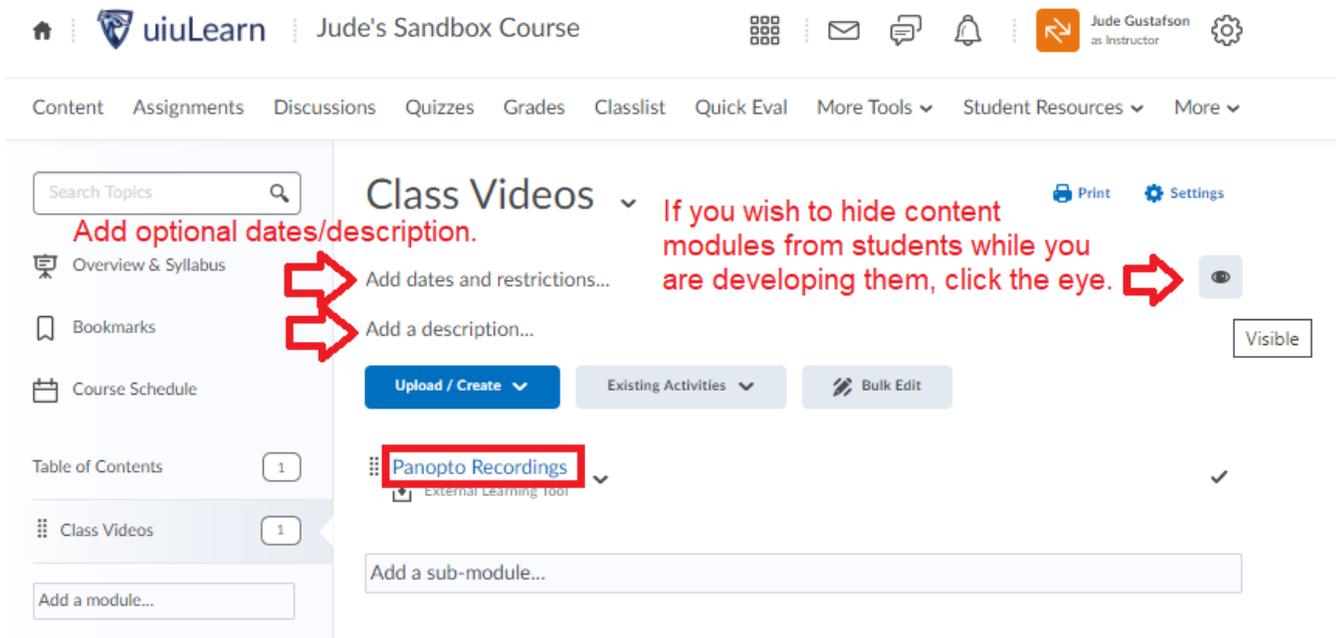
- Click the Existing Activities button and select External Learning Tools from the dropdown menu.



- In the popup window, scroll down and click on Panopto Recordings.



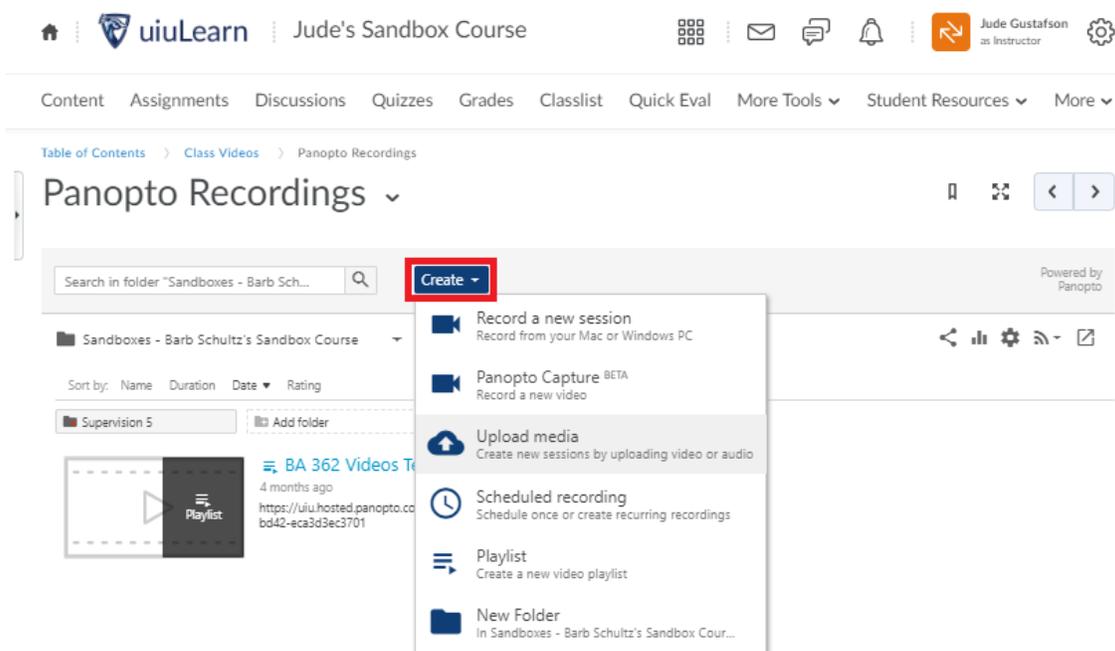
- Add optional module access dates and module description.
- Click the Panopto Recordings link.



Creating and Organizing Folders

Organization using **folders** will help you tremendously. Especially if you co-teach a class where other instructors will need to record and share their class videos with you or post your videos in their current or future courses, you will want to take the time to create folders with strong, descriptive titles and descriptions. Folder descriptors, just like the videos you will create, should identify when videos were made, the course they were made for, specific content topics, the person/people who created them, and other pertinent details so you will have a clear idea of what info they contain without having to click and view them.

- In the Panopto Recordings window, click the Create button. Take note of the various options. Click the New Folder button.



- Click the Parent Folder dropdown and select “At the top level” to create a separate new folder.
- Click the Add this folder to your “My Folders” list and click the Create Folder button.

The screenshot shows the Panopto interface for 'Jude's Sandbox Course'. At the top, there are navigation tabs: Content, Assignments, Discussions, Quizzes, Grades, Classlist, Quick Eval, More Tools, Student Resources, and More. The main content area is titled 'Panopto Recordings'. A red text overlay reads: 'Stay organized with folders and good descriptions that will help you identify video content later. Year, session, course title, instructor name are good to note.' Below this, a 'Create Folder' dialog box is open. The dialog has the following fields and options:

- Name:** 2019-2020 Session 4 Instructor Name (The folder's name must be unique within its parent folder.)
- Parent folder:** At the top level (Don't use a parent folder)
- Description:** Class videos created for the 2019-2020 academic year Session 4 by Jude Gustafson (Viewers can see the folder description when browsing folders and in the web-based viewer. Folder searches include this field when finding results.)
- Options:**
 - Inherit permissions from the parent folder (The permissions for this folder and all its sessions will be kept in sync with its parent folder.)
 - Add this folder to your "My Folders" list

The 'Create Folder' button is highlighted with a red box. Below the dialog, there is a 'Reflect in ePortfolio' button and a toggle switch for visibility. A red text overlay reads: 'To temporarily hide content from students, click the toggle to the left of the eye icon.' The 'Activity Details' section shows a 'Visible' toggle with a checkmark in a box and a red arrow pointing to the left of the eye icon.

Overview Tab: Edit or Create Assignment Folder

- If you decide at any time to change the aforementioned selections, click the Overview tab. You can also create Assignment Folders from this tab, if desired.

The screenshot displays the Panopto Recordings interface. At the top, there are navigation links: "Table of Contents", "Class Videos", and "Panopto Recordings". The main heading is "Panopto Recordings" with a dropdown arrow. Below this, a search bar is visible with the text "Search in folder '2019-2020 Session 4 Jude's Sandbox Training'". The folder name is also displayed in the top right of the main content area. On the left, there is a sidebar with a search bar, a "Sort by:" dropdown (set to "Name"), and an "Add folder" button. The main content area is divided into sections: "Overview" (selected), "Folder Information", "Description", and "Assignment Folder".

Folder Information

Name	2019-2020 Session 4 Jude's Sandbox Training	Edit
Parent folder	-- Top level folder --	Edit

Description

Folder created for training purposes in March 2020 by Jude Gustafson.
[Edit](#)

Assignment Folder

[Create Assignment Folder](#)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

At the bottom left, there is a "Reflect in ePortfolio" button. At the bottom right, there are navigation arrows.

Share Tab

Sharing folders will be critical step to making sure your students can view your videos, but also can allow other instructors to access your video folder and even record videos to the folder if need be. You can limit access or share broadly. The URL is the actual location of your folder where your videos will be located.

- With the Sharing tab selected, click the down arrow on the right side of the “Who has access” field. Determine how restricted or open you want to be with permissions and make your selection from the dropdown menu. These can be changed later if you decide the access is too restrictive.

The screenshot shows the Panopto interface for a folder named "2019-2020 Session 4 Instructor Name". The "Share" tab is selected and highlighted with a red box. The "Who has access:" dropdown menu is open, displaying the following options:

- Specific people**: Only specific users and groups can view or edit sessions in the folder.
- Anyone at your organization with the link**: Unlisted, anyone at your organization who has the link can access.
- Anyone at your organization**: Anyone at your organization can find and access.
- Anyone with the link**: Unlisted, anyone who has the link can access. No sign-in required.
- Public on the web**: Anyone on the Internet can find and access. No sign-in required.

The interface also shows a search bar, a "Learn more" link, and a "Reflect in ePortfolio" button at the bottom.

Settings Tab

- Click the settings tab. Click the down arrow and select download options, then scroll down to make availability selections.

Table of Contents > Class Videos > Panopto Recordings

Panopto Recordings

2019-2020 Session 4 Jude's Sandbox Training

Search in folder "2019-2020 Session 4 Jude's Sandbox Training"

2019-2020 Session 4 Jude's Sandbox Training

Sort by: Name Duration

Add folder

This folder contains

Overview

Share

Settings

Search

Order

Manage

Enable podcast feed

Allow viewers to make notes public

Email users when sessions are ready to view

Disable comments on all sessions in this folder

Downloads

Download enabled

Authenticated users with access

Use site default (Admins, videographers and creator only)

No one

Admins only

Admins, videographers and creator only

Authenticated users with access

Availability

All users with access

Folders can be made available for a single session may override the availability for its parent folder.

To prevent new sessions from being published to viewers before approval, set folder availability to "never". Sessions can then be made available by editing them or by setting availability for each individual session.

Sessions become available

when approved by a publisher

immediately

Reflect in ePortfolio

Activity Details

Completion Summary

Powered by Panopto

Scroll down to see availability settings.

Manage Tab

By default, folder contents will be kept indefinitely. You can always delete videos at anytime, so default settings are recommended.

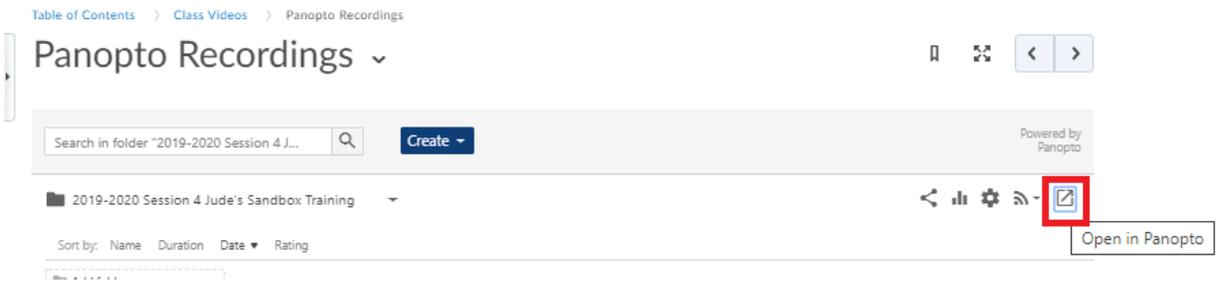
Folder Edits

Once you have created your video folder, edits can be done by clicking options to the right of the folder listing.

Add folders or edit folder info, settings, etc.

Opening Panopto

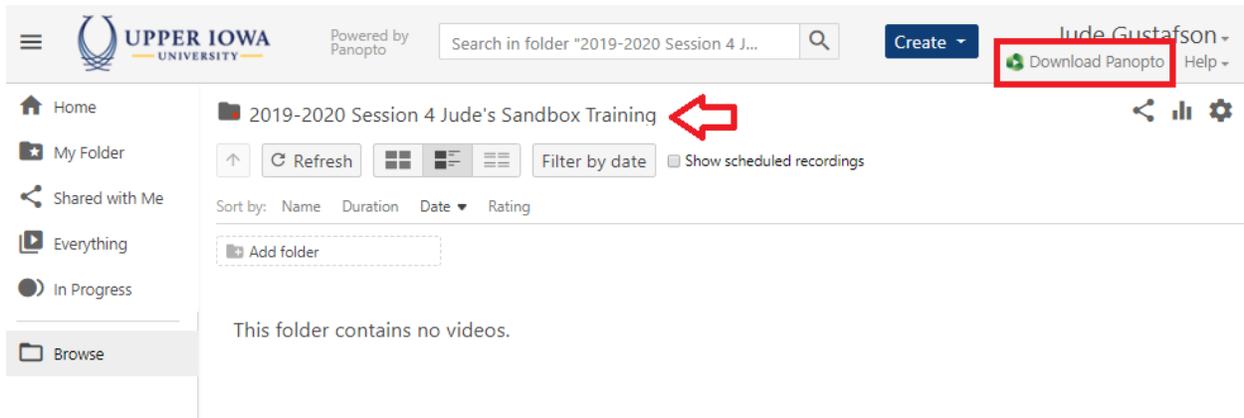
To get started with videos, open your folder in Panopto, click the link in the far right upper corner.



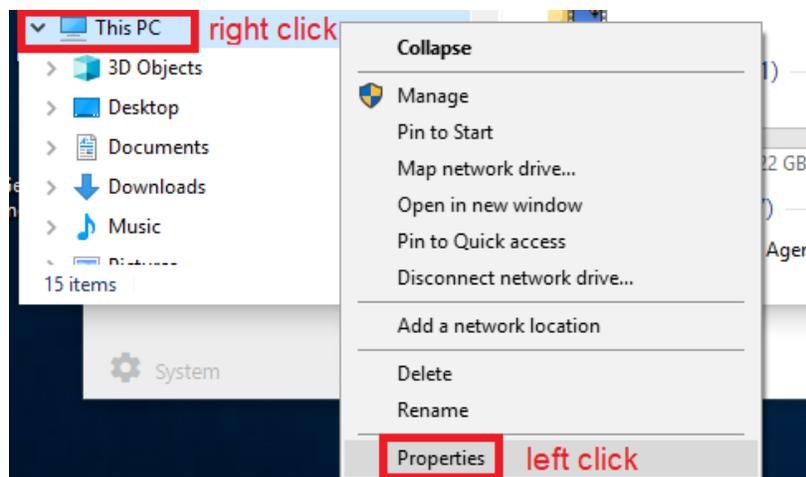
Download Panopto

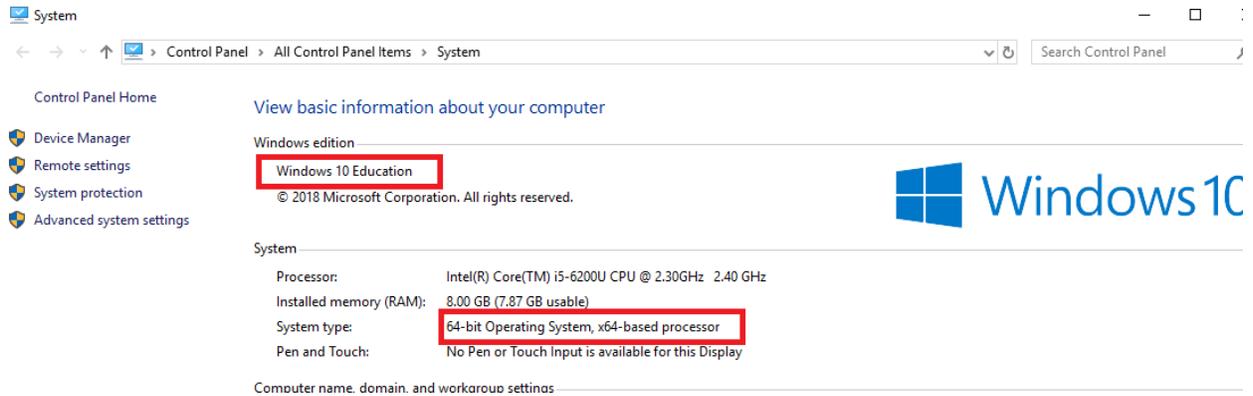
When you have opened Panopto, you can download the Panopto application and Remote Recorder software to your computer.

- Click the Download button in the top right corner and follow install instructions.



- Choose software based on your computer operating system. (Windows 7+ or MacOS 10.13+) For example, to find out specs for your personal computer, go to the File Explorer, right click on This PC, then left click on Properties.





More Panopto Training and Support

Some links below may be restricted to Panopto subscribers, and therefore, you must be logged in to view them. Access the below links by logging in to uiuLearn, then in your Panopto Recordings module, click on the Open in Panopto link to open your folder in their web site, then the video tutorials listed below will be available.

[Panopto Video Tutorials](#)

[Getting Started Tutorials](#)

[Recording with Panopto for Windows](#)

[Uploading Video Files](#)

[Basic Recording](#)

[Panopto Support](#) and more training