

# uiuLearn TUTORIAL

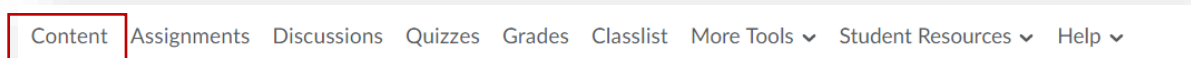
## INTEGRATIONS> HOW TO USE PANOPTO (STUDENT)

This tutorial covers how to record a Panopto video for your course.

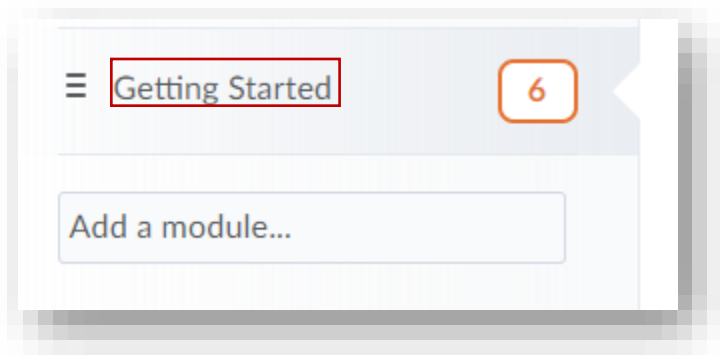
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IN ORDER TO DO THIS, YOUR INSTRUCTOR MUST COMPLETE SEVERAL STEPS TO ALLOW YOU TO RECORD. IF YOU DO NOT SEE A PANOPTO LAUNCH LINK ANYWHERE IN YOUR COURSE, PLEASE CONTACT YOUR INSTRUCTOR AND HAVE THEM FOLLOW THE PANOPTO GUIDE POSTED HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTYUIULEARN.HTML](http://uiu.edu/online/resources/facultyuiulearn.html)

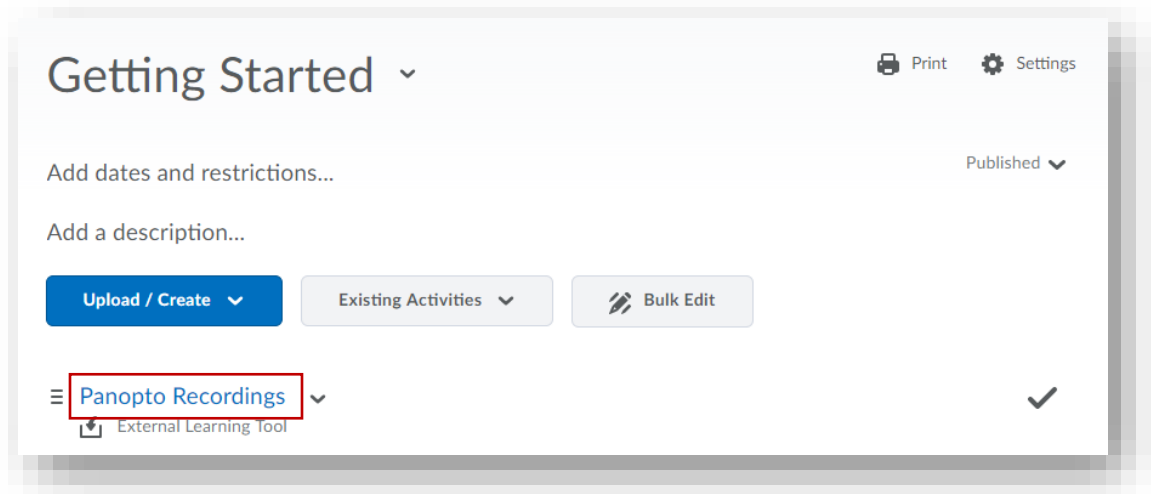
STEP 1> Log in to your course in uiuLearn and click on 'Content'



STEP 2> Go into the 'Getting Started' module (or whichever module your instructor points you to).

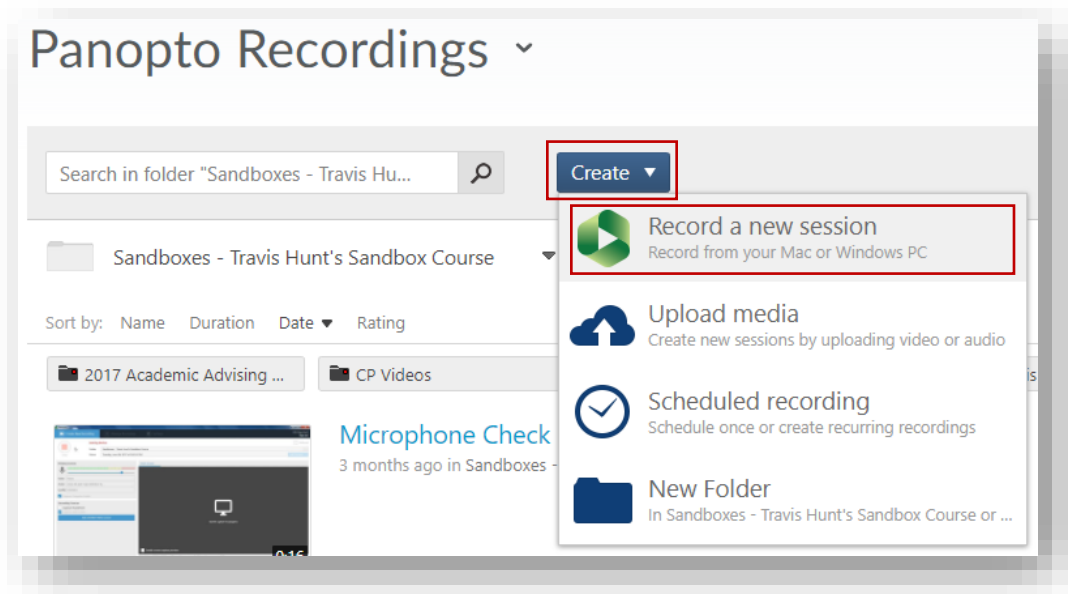


STEP 3> Click on the 'Panopto Recordings' link.



STEP 4> 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 5> To record a new video, click the 'Create' button

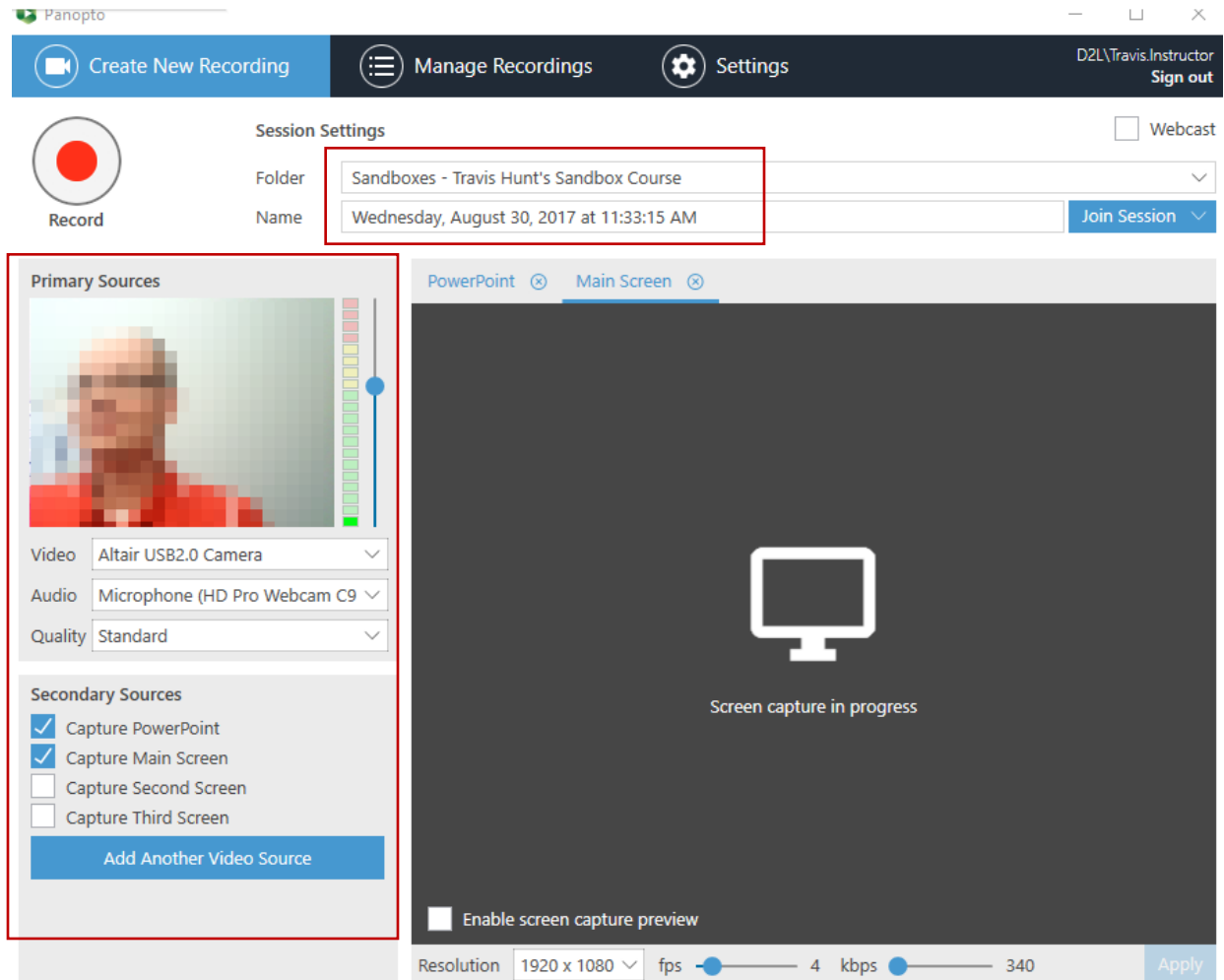


STEP 6> Then, choose 'Record a new session'

STEP 7> 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

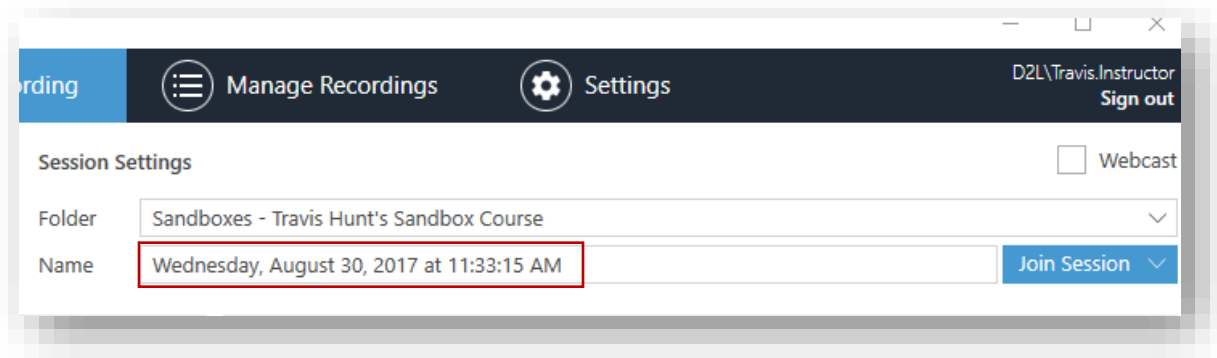
recording), you could choose 'Upload media' instead and upload your video without downloading the Panopto Recorder.

**STEP 8>** 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.



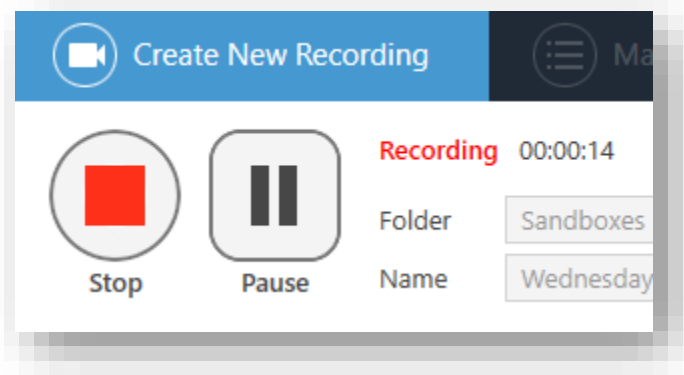
**STEP 9>** Make sure you are saving to the correct folder. Typically, you want to record to a folder with [assignments] listed at the end. You only have access to record in folders your instructor gives you access to. Please contact your instructor if you do not have proper access.

STEP 10> Give your session a name.



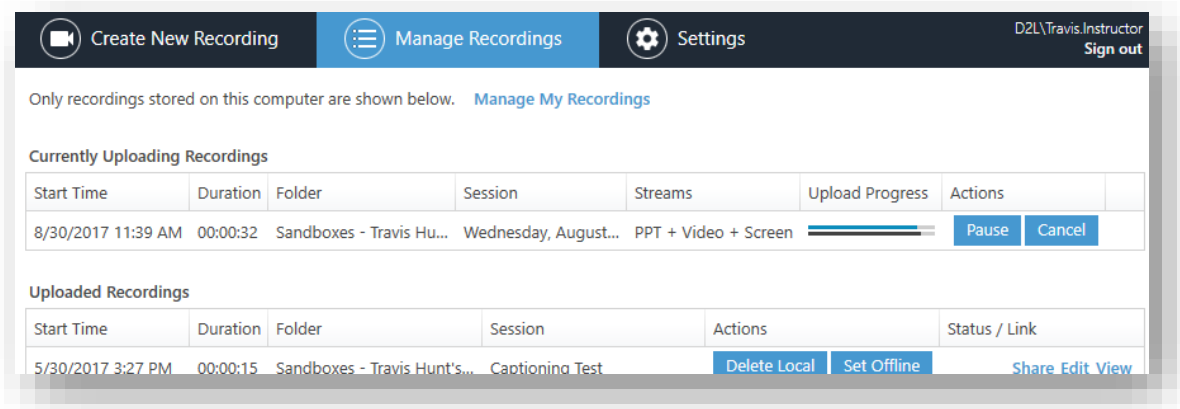
STEP 11> Click the 'Record' button and begin your lecture/presentation/speech.

STEP 12> When you are done, click the 'Stop' button.



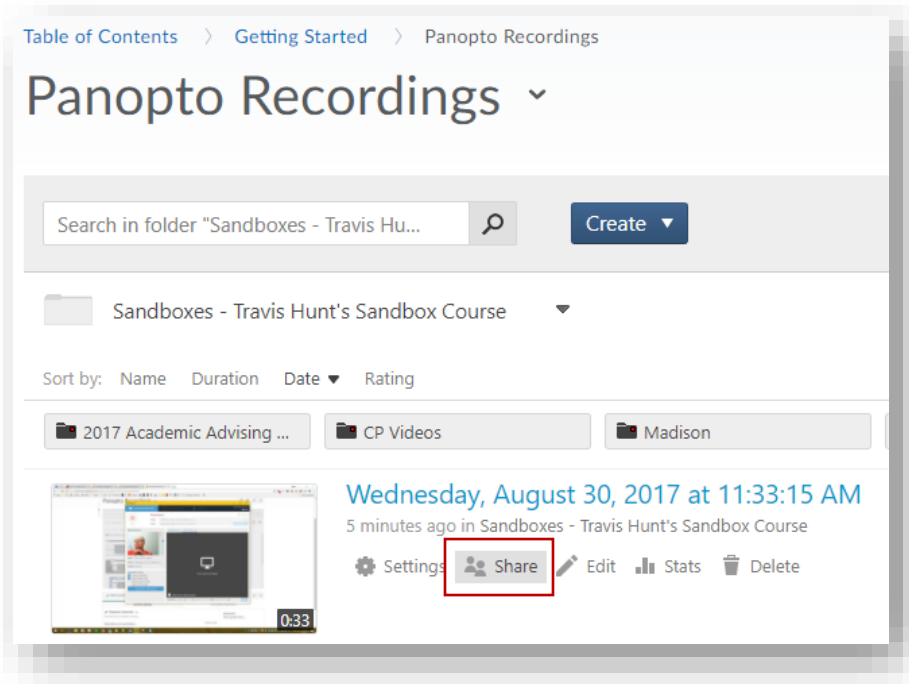
STEP 13> Give your session a name if you have not already, and click the 'Upload' button. If you made a mistake and want to re-record, click 'Delete and record again'

STEP 14> 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.

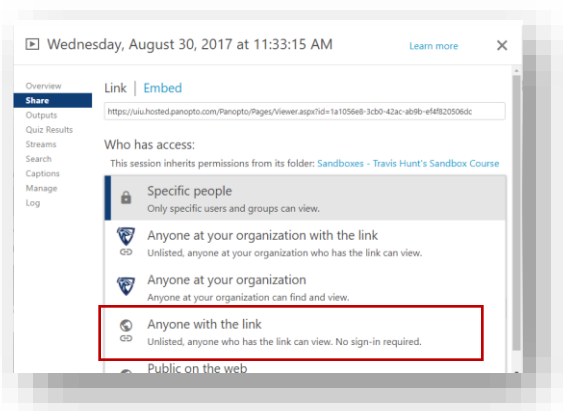


STEP 15> Go back to uiuLearn and to the 'Panopto Recordings' link that you created earlier. You will see the video appear on this page. You may need to switch into a different folder (such as the [assignments] folder) to see your recording.

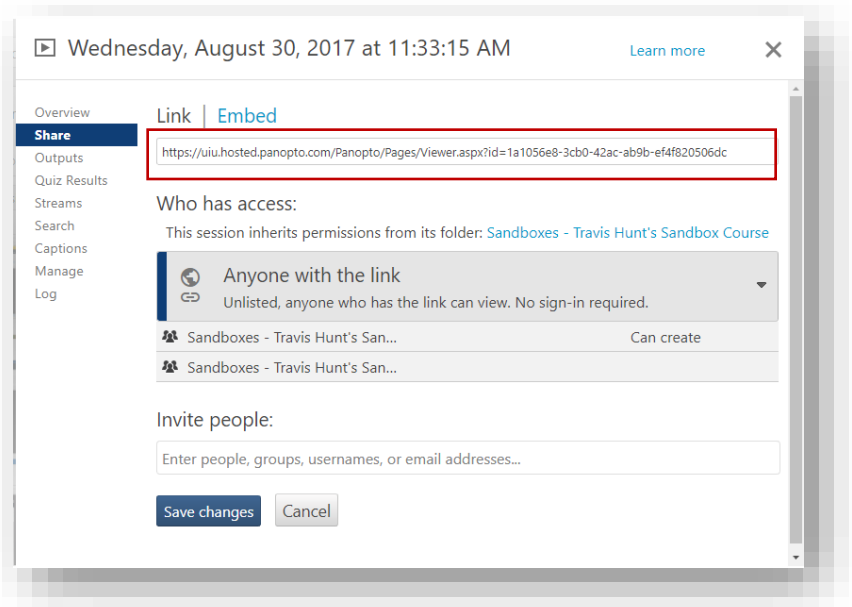
STEP 16> Click on the 'Share' icon next to your video. This icon appears when you put your mouse over the video.



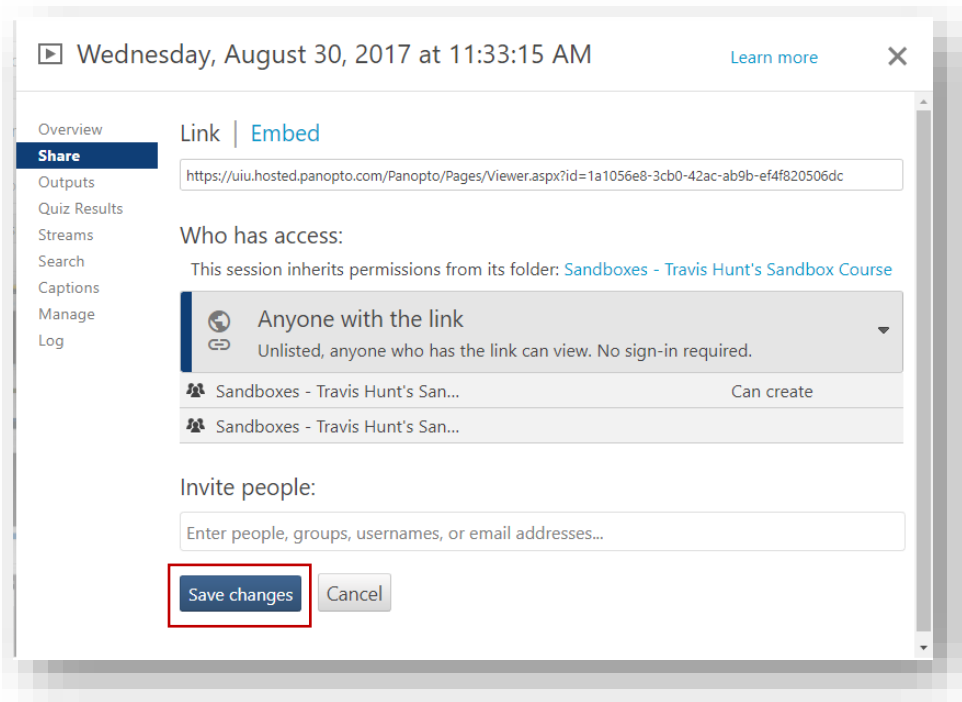
STEP 17> Change the dropdown menu for 'Who has access:' to allow access to "Anyone with the link". This means you can share the link on this page in the 'Link' box with anyone in the whole world and they can watch it. It is not a public video like videos on YouTube – it can only be viewed if someone 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 18> Copy the link in the 'link' box and paste it into a message or assignment or discussion post so your instructor can watch the video.



STEP 19> Click the 'Save changes' button.



STEP 20> You now have a video and a link to your video that you can share with anyone!