

Guide to Using Panopto

For every course that you use with Panopto, you will get a folder in the Panopto video library to house all of the videos for that course. This folder will be shared automatically with all of the students that are enrolled in the course as well as other faculty members. This makes sharing convenient. Videos can also be dropped into the automatically created folder for easy sharing.

Check out the [YorkU Support Page for Panopto](#) for more detailed information.

Features

- Mobile app for iOS and Android
- Video search
 - search through all words spoken and shown on the screen within the video
- Ability to upload video content into Panopto that has been recorded elsewhere.
- In-browser video editor
 - Trim sections out of your video
- Quizzes can be added to the videos
- Analytics to track who has been watching your videos
- Allow students to create presentations and add quizzes
- Create videos live during lectures or prerecord

Panopto Support

<https://support.panopto.com/s/>

Additional help is available on the Panopto support site with full documentation allowing for easy content searching.

On the support site you can find video tutorials on almost every topic about using Panopto.

There are forums to get help from other.

If needed there are [live training sessions](#) **every Friday** from 13:00 EST to 14:00 EST on zoom.

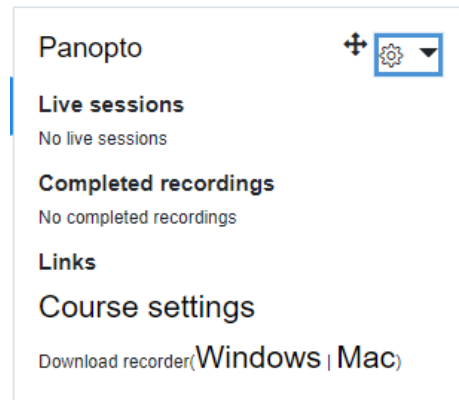
Adding Panopto to a Course

Adding a Panopto block

The Panopto block provides a highlight of the Panopto content in the course for quick access.

To add a Panopto block:

1. “Turn edition on” in the top right of the page
2. Click on “Add a block” in the menu on the left
3. Find and select the option called “Panopto”
4. This creates a new block in the rightmost panel
5. Next, we can add videos link



Panopto Videos Link

This link takes you to a view of Panopto within the course. It is recommended to add this in addition to the block to maximize functionality. The link provides a larger view and allows to access more features. This is not required, if needed you can embed links to specific videos instead.

To add the videos link:

1. “Turn edition on” in the top right of the page
2. Find the section you would like the link under
3. Click on “Add an activity or resource”
4. Under the Activities tab, find and select Panopto
5. Adjust the settings to your needs and save

Panopto Video Library (Folder)

The folder is automatically created for the course when the tool is added to the course page. When the link is clicked, the user is signed in through eClass. The folder is accessible by students who are enrolled in the course and other faculty members. When someone is removed from the course, they automatically lose access to the video folder. All that is needed to share a video with students, is to drop video in this folder.

Search tool

The folder has a powerful search tool that searches for words and phrases in video titles and within the video itself. Students and staff have access to the search bar.

Create content in folder

Instructors have access to the create button. Students can only use the create button when given an assignment that them to add content.

- Record videos using the Windows/Mac application
- Record videos Panopto Capture (Web app)
- Upload Pre-recorded Media
- Create a video playlist

- Create new folders to organise videos in modules or by weeks

Video options

Students only have the ability to watch the videos shared with them. However, instructors have additional options when hovering over a video. Note, these options are for individual videos. Instructors can edit video settings, share videos, edit videos, view video stats, and delete videos.

For a more in-depth tour of the video library, refer to [this article](#).

Uploading and Recording Lectures and Lessons

Recording for Panopto has been made really easy. There is software available to download on your computer for Windows and for Mac. There is an easy way to get started using Panopto with the in-browser recorder, Panopto Capture.

Panopto Capture (In-browser web-app)

Panopto Capture is a convenient in-browser recorder that works within Microsoft Edge, Chrome and Firefox. It is currently unavailable for Safari.

1. Once in the Panopto folder, click the Create button and select the “Panopto Capture” option.
2. The recorder will open in a new browser tab
3. By clicking the red record button, the default microphone and camera will be used
4. Audio options
 - By clicking the Audio button on the top left, the microphone can be switched
 - Add microphones by hovering over an option and clicking “add”
 - Switch to a different microphone by hovering over it and clicking “switch”
5. Video options
 - By clicking the Video button on the top middle, the camera can be switched
 - Add cameras by hovering over an option and clicking “add”
 - Switch to a different camera by hovering over it and clicking “switch”
 - Remove video completely by hovering over the current camera and clicking “remove”
6. Screen or App sharing
 - Share content by clicking the “Screens and Apps” tab on the top left
 - Entire screen
 - i. Displays your entire screen
 - ii. Choose which screen to share if you have multiple
 - Window
 - i. Displays a selected window
 - ii. Choose from a list of the current active applications
 - Browser tab
 - i. Display a single browser tab
7. Once you are ready to start, click the red record button
8. A five second countdown will start before recording
9. There is a running timer to show how long you have been recording
10. Click the red square to end the recording

11. There will be a progress bar for the video upload
12. Wait for it to tell you that it is safe to exit the browser
13. Before exiting there are a few options
 - Save and record a new video
 - Redo this video (will discard the first video)
 - Rename the video
 - Choose a folder for the video
 - Preview the video
 - Add tags
 - Provide a description
 - Edit and view (once upload is complete)
 - Share the video (Automatically shared with students if the correct folder is selected)
14. Once the upload is complete the video will be available in your eClass

Uploading Existing Media

Panopto accepts a wide variety of video file formats. Most video and audio files should be compatible and can easily be uploaded and stored in Panopto. There is no file size limit, but make sure to have a stable internet connection when uploading. Very large files might take longer to upload.

Videos recorded outside of Panopto will still have the search features, quizzes and editing capabilities when uploaded into the Panopto Library.

15. Once in the Panopto folder, click the Create button and select the "Upload Media" option.
16. Hit the dropdown menu to select the folder you want the video to appear in.
17. Drag and drop your video file into the box to start the upload.
18. Alternatively, click on the box to open a file explorer to find the file you want.
19. Once the video is uploaded the window can be closed.
20. The video should be in the selected folder.
21. It will take a few minutes to process the video.
22. Once processing is complete the video can be edited or viewed.

Link a Video

If you want to provide a link for a single video outside of the Panopto Library folder:

1. This process is quite similar to adding the Panopto Library folder
2. "Turn edition on" in the top right of the page
3. Find the section you would like the link under
4. Click on "Add an activity or resource"
5. Under the Activities tab, find and select Panopto
6. This time click on the "Select Content" button
7. Choose a video
 - a. Select an existing video from the Panopto Library
 - i. You can even add videos from other courses
 - b. Upload an existing video
 - c. Record a new video

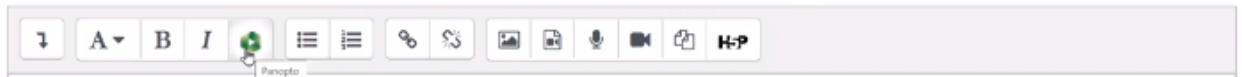
8. Adjust the settings to your needs and save
9. Any video can be linked in multiple places
10. The link will take you to a player in eClass
11. Clicking the little arrow in the bottom right of the player will open the video in Panopto

Embed a Video

Videos can be embedded in eClass where ever there is a text editor.

To embed a video:

1. Enable editing
2. Find the section, topic or activity in which you wish to embed the video
3. Click on edit
4. In the editor there will be a Panopto button



- 5.
6. Click the Panopto button
7. Select the video you want
8. Save and return to the course
9. Now the video should be embedded in the item, and will show up in a video player
10. Clicking the arrow in the bottom right of the player will open the video in Panopto

Panopto Editor

Clicking edit on a video will open a browser-based video editor.

At the bottom of the editor there is a timestamped panel. The panel is split into the different components that were recorded. At the top of the panel, there is the video. Under that is the audio. Next will be the different screens that were recorded.

On the top right there is a button to apply changes.


All changes can be reverted with the “revert” button

Edit Title

Click on the title bar, edit the title, and click enter.

Trimming a video

Trimming a section out of the video is very easy. Note that this is a non-destructive editor, meaning that content trimmed out will still be there if you would like to get it back.

To trim a section, select the cut tool.  Click and drag over the part you want to be deleted. The section will be highlighted on the panel. It can be readjusted and resized. The newly trimmed video can be previewed before saving.

[More information about video editing.](#)

Adding additional items

On the left side of the editor there is a menu where you can add:

- Captions if they have not been automatically added
- Slides
- Quizzes

Holding Synchronous Lectures and Recording with Panopto

At this point in time, we do not support Zoom-Panopto integrations, however we are investigating integrating Zoom with Panopto so that recordings from Zoom can be visible within Panopto. Panopto also has the ability to webcast all recordings live over your network or the Internet. See the following articles on the Panopto support website:

[How to Create and Share a Live Webcast with Panopto for Windows](#)

[How to Create a Live Webcast with Panopto for Mac](#)

Even without integrations you still have the options to hold lectures on Zoom, record with Zoom and upload to Panopto later.

Additional Information

There is a huge amount of information available on the [Panopto Support](#) page. Here are some useful links:

[Change video availability](#)

[Editing videos](#)

[Creating videos with Panopto Capture](#)

[Panopto Recorders](#)

[Basic Recording](#)

[Recording with Mac](#)

[Create a video submission assignment](#)