Panopto

MARIST

Presented by Marist College's Digital Education Department - Information Technology

Agenda

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Managing Expectations

- Everyone is going through a learning curve. Hang in there.

- Panopto is not the same as your classroom!

- You will have to change the way you teach.
- Try to limit Panopto recordings to 20 mins or less.
    - Preferred: Chunk recordings by topic (10 mins or less; 5 or less is ideal)

- We are here to help you!
- Also you can ask for and work with an iLearn faculty mentor.

https://forms.it.marist.edu/view.php?id=25998

Immediate Recommendations:

When you find yourself unable to teach in a regular face-to-face setting, consider the following factors and strategies:

Make **iLearn** your primary "Home Base" for your course.
- There are many helpful guides for using iLearn: https://my.de.marist.edu/teach
- Set-up an iLearn course shell for each course you are teaching.

- To access iLearn: https://ilearn.marist.edu

Send an **email to your class** letting your students know when & how the class will meet and any other major changes to the remaining assignments in the semester. Also, let the students know the best way to **communicate** with you for the rest of the term.

The Panopto tool, gives you a way to record and store your lectures,
- You can use these helpful instructions to get you started with Panopto: https://my.de.marist.edu/panopto

Panopto Overview

- Panopto is the Marist version of Youtube.

- It enables professors and students of Marist to record and upload recordings through the iLearn system and have more control over who has access to them.

- With Panopto, you have the option to share recordings publicly, but it is not necessary.

- Professors and students are able to record and share recordings more privately and efficiently.

- Professors are able to record and embed videos in course content and lessons, while students are able to record and upload recordings (i.e. vlogs) to iLearn to share with professors through student pages.

- Digital Education Panopto Documentation: https://my.de.marist.edu/panopto

Add Panopto to iLearn Course

Follow the instructions below to integrate Webex into your iLearn site:

First, go to the **Site Info** tool in your course site.

Click **Edit Site Tools** on the top of the page.
>There will be a list of general tools that are available to every course in iLearn. Each tool will have a brief description underneath the tool name and a box to the left that you can check or uncheck.
>
>For Webex you will need to **Scroll down to External Tools**, click on arrow to click on box for .
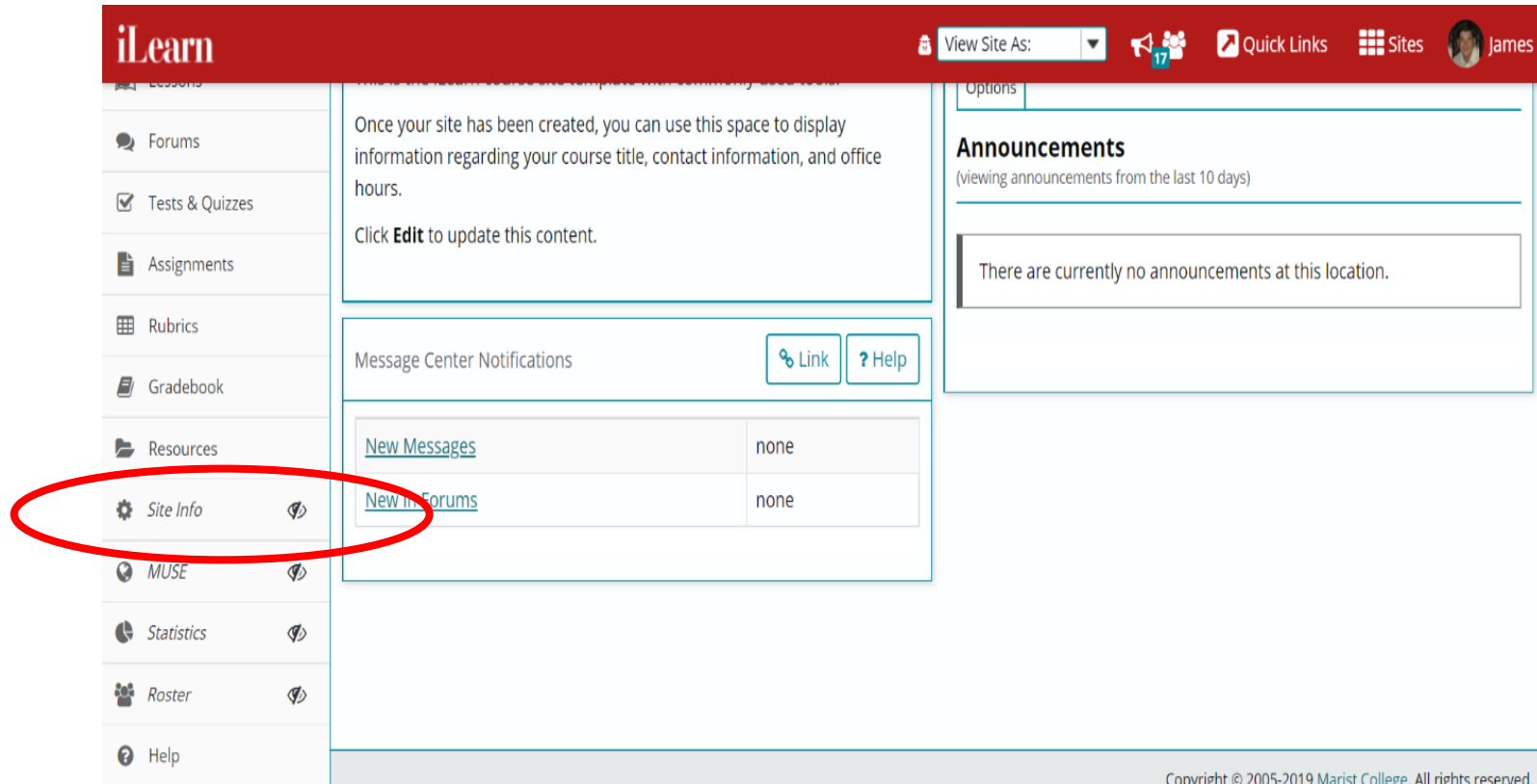
Click **Continue**.

This will take you to a page that gives you a list of the tools you have previously selected. Double check and make sure that all the tools that you wanted are on the list and that the tools that you decided to remove are not on the list.

Click **Finish**.

Enabling Panopto

Enabling Panopto in iLearn: Select "Site Info"

Enabling Panopto

From "Select Info" select "Edit Site Tools"

Enabling Panopto

From "Edit Site Tools" scroll to the bottom of the screen and select "External Tools." Then check the Panopto box and click "Continue."

Then click "Finish."

FIRST TIME USING PANOPTO YOU WILL NEED TO:

1. Download Panopto

2. Install Panopto

First Time Accessing and Downloading Panopto

If the Panopto tool is not available in the left-hand toolbar, it will need to be added to the course site
(instruction are in the previous slides).

1. Login to iLearn and access your desired course site.

2. Click **Panopto** in the left-hand toolbar .

3. Click **Create, Record a New Session.**
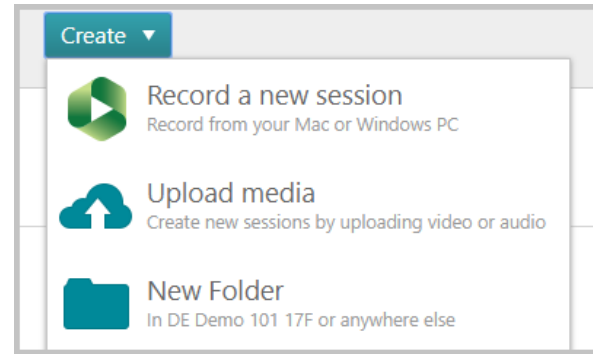
4. Click **Download Panopto** and follow the instructions.
The process is similar to downloading other programs and software onto your device. (get the panopto.exe file from your download folder and "run" the program to install)
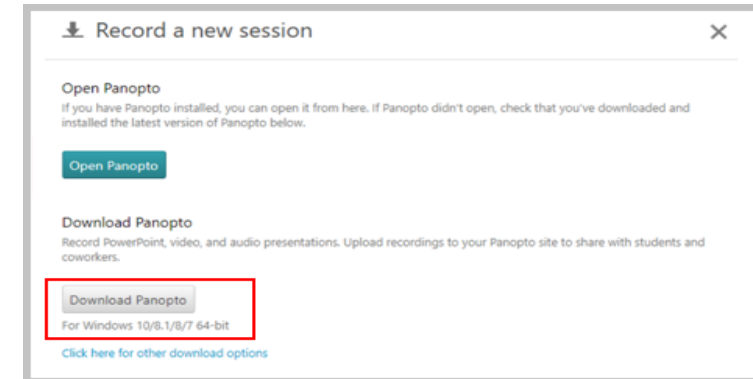
Downloading Panopto is required only once per device.

5. As Panopto finishes downloading,
it may ask for login information.
DO NOT LOGIN!

Close "x" out

After Downloading Panopto, now Let's Get Started: Creating/Recording Videos

1. Go to the iLearn course site you'd like the video to appear in.
2. Click **Panopto** in the left-hand toolbar .
3. Click **Open Panopto** to begin recording.
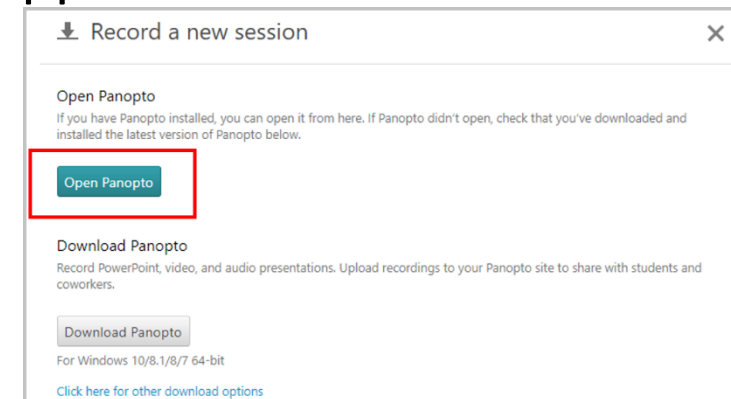
4. Click **Open Panopto Recorder**.
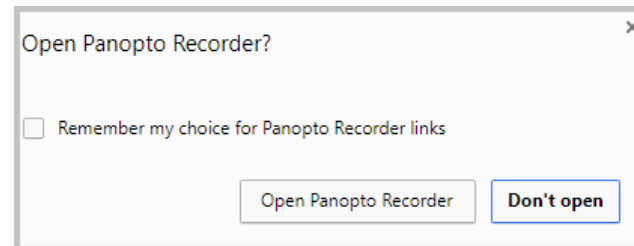
5. To begin recording using Panopto, click **Create** and select **Record A New Session**.
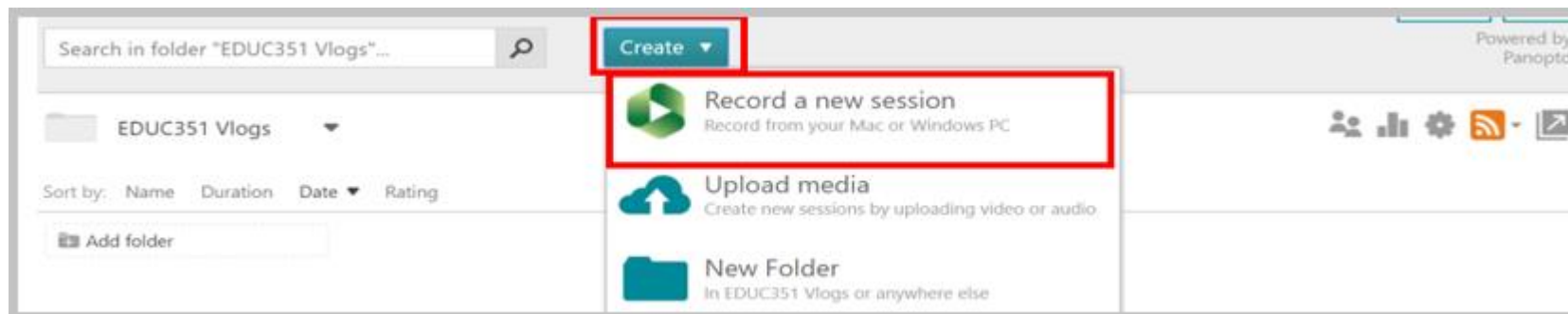
6. A pop-up will be presented. Click **Open Panopto Recorder**. Below is a list of buttons and features as well as what they do.
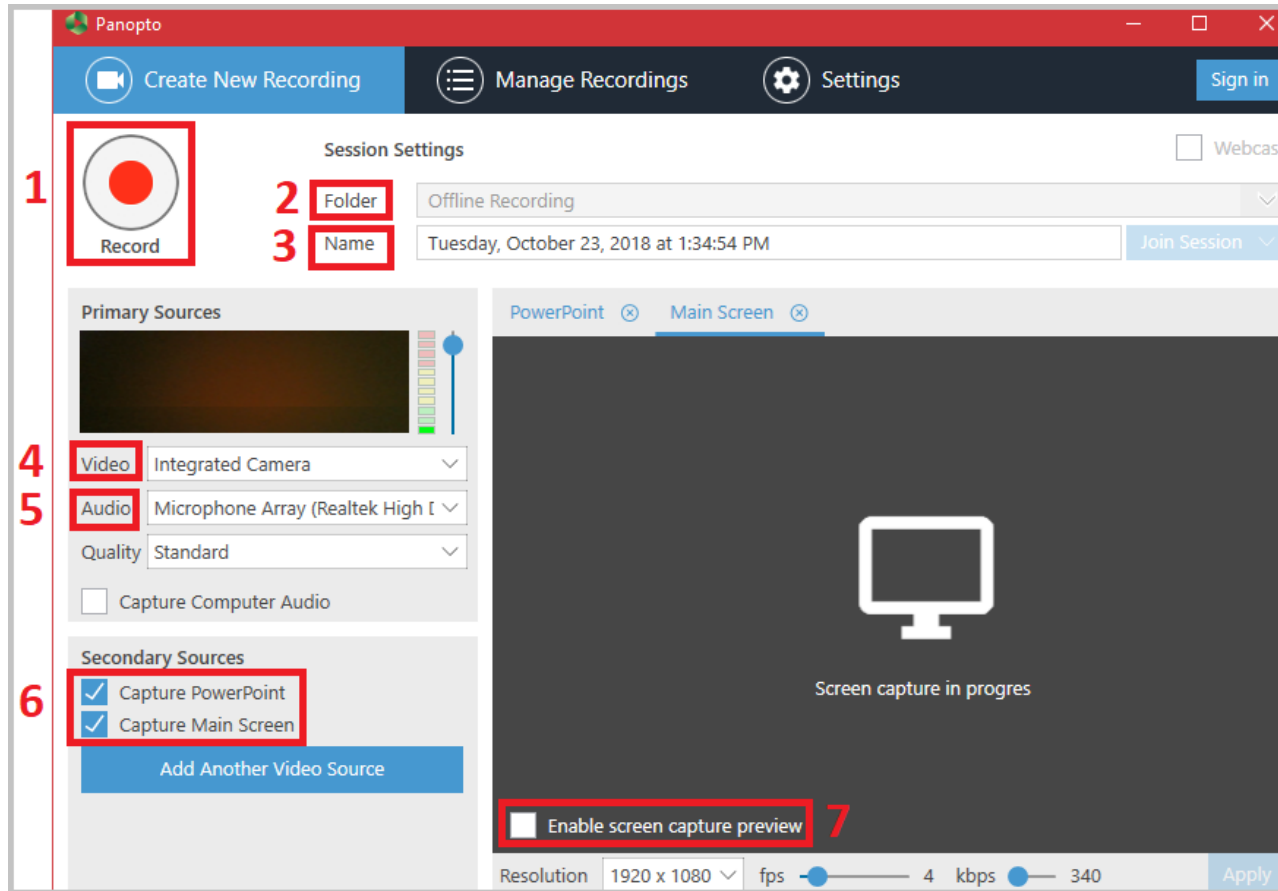
(1) Press to begin recording

(2) Select the folder to which you wish to save your recording

(3) Rename your recording to enhance organization

(4) Select if you want to include video in your recording. If not, select "None".

(5) Select if you want to include audio in your recording. If not, select "None".

(6) Choose if you want to capture an open PowerPoint or the current screen during your recording. If neither are selected, the view from the webcam will be captured.

(7) If you are including screen capturing in your recording, check this box to see a preview of what you are capturing on your screen as you record.

NOTE: If recording **only video** input using **your webcam**, be sure to **remove secondary sources** such as screen capture and PowerPoint so that **only your video is captured**.

7. This window will automatically appear when you stop recording. You are able to:

(1) Edit the name of the recording

(2) Add a description of the recording

(3) Discard the recording

(4) Upload the recording

Getting Started: Managing Panopto Recordings

8. After you click **Upload**, you will be redirected to the Manage Recordings page of Panopto. You can also access this page to manage your recordings at a later date by clicking **Manage Recordings** within the Panopto recorder. When the video is listed as **"in progress" or "publishing,"** you may close this screen.

Uploading a recording will bring you directly to Manage Recordings. For each uploaded recording, you can:
(1) Delete this recording on your device
(2) Set this recording offline to remove it from the server
(3) Resume recording
(4) Share the recording
(5) Edit the recording
(6) View the recording

Editing Folder Permissions

Editing Folder Permissions for Panopto Recordings

Any permission adjustments made to the folder will apply to all recordings made and stored within it. Any future recordings will inherit these settings if placed in this folder.

Allowing access to Panopto recordings is useful when you want others to see your ideas and creations. There are a few options for doing so, however we advise you to either choose **Specific People or Anyone with the Link.**

1. Once in your desired folder in Panopto, click the **gear icon** to access the settings.
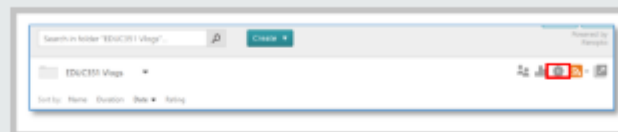
2. Click **Share.** By default, anyone who has access to your iLearn site, including professors and students, can view your recordings. Click **Who Can Access: Specific People** to change this setting.

3. Select **Anyone with the Link** to ensure professors and students can only view your recordings if provided with the link.
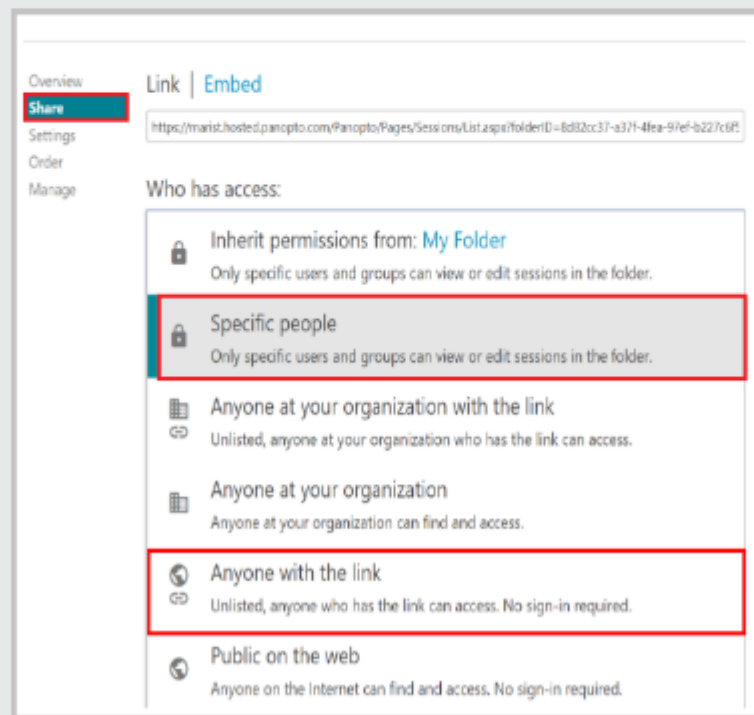
4. Click **Save Changes** and close the window.

Sharing the Link to a Panopto Recording

Sharing Link to a Panopto Recording

In order to share a Panopto recording through a link, you need to have adjusted the recording permissions to **Anyone with the Link**.

To access the link after adjusting the recording's permissions, do the following:
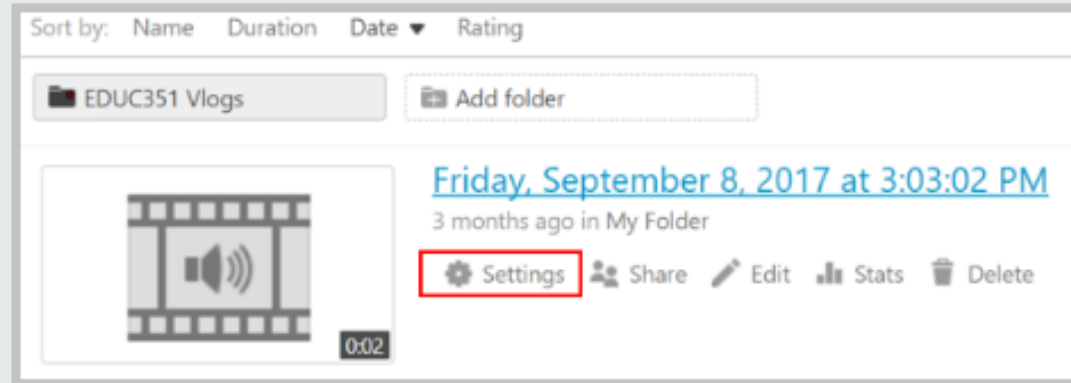1. Access your desired recording within the folder in which it was created. Hover your mouse over the desired recording and click **Settings**.

2. Copy the provided link and share it with desired viewers.

PLEASE NOTE: If you share a link to a recording and have not adjusted the permissions to **Anyone with the Link**, the recipient of the link will have to request access to view the recording. Another option for allowing others to access recordings is **Specific People**, which allows you to choose individuals with which to share your recordings.

Embedding a video Link in your iLearn Lessons or Resources

From the **Panopto** tool, click "**Settings**"
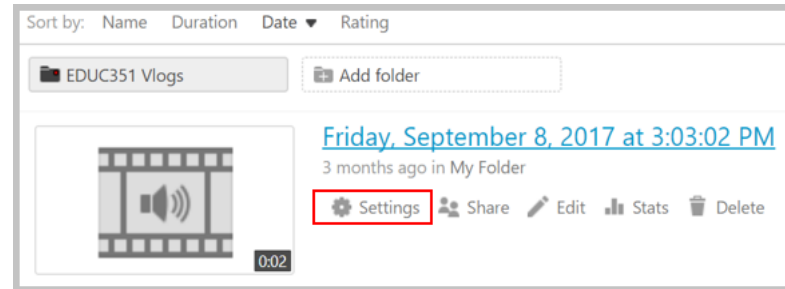
Click Share and the **blue** "Embed" at the top of the page

Copy the Embed Code that appears in the box once click on "**Embed**"
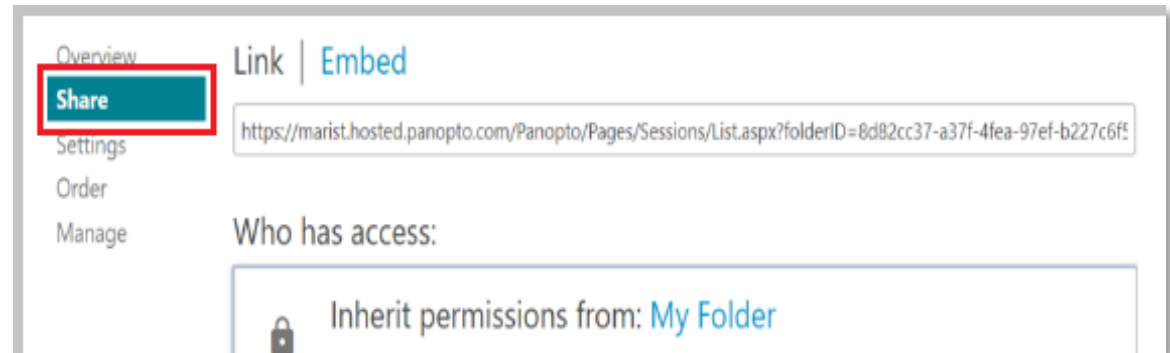
Embedding a video Link in your iLearn Lessons or Resources

Go to your **iLearn lessons page**

Click **Add Content**

Click **Add Content Links**

Fill in the **Item Name**

Paste the Panopto recording link into the box below named "**Or add a URL:**"

Uploading media to Panopto

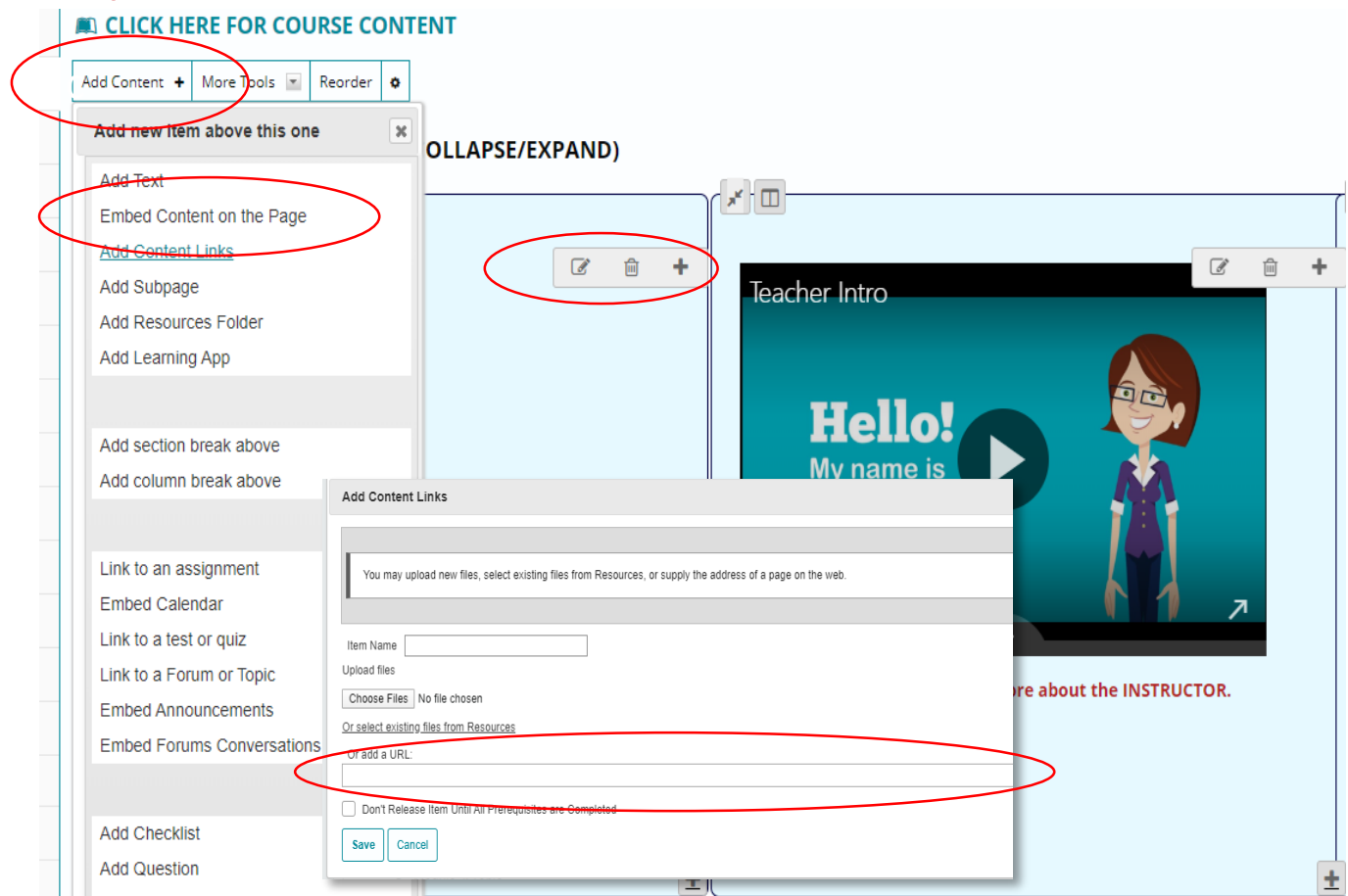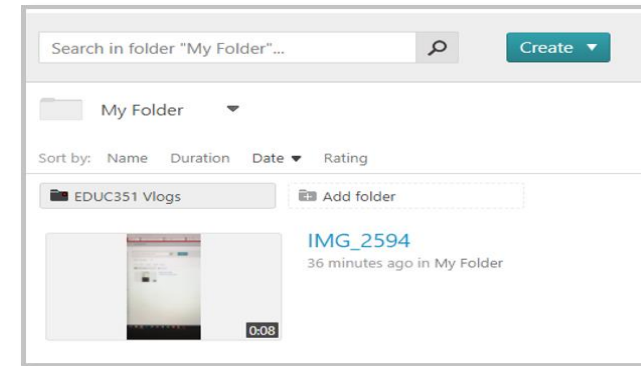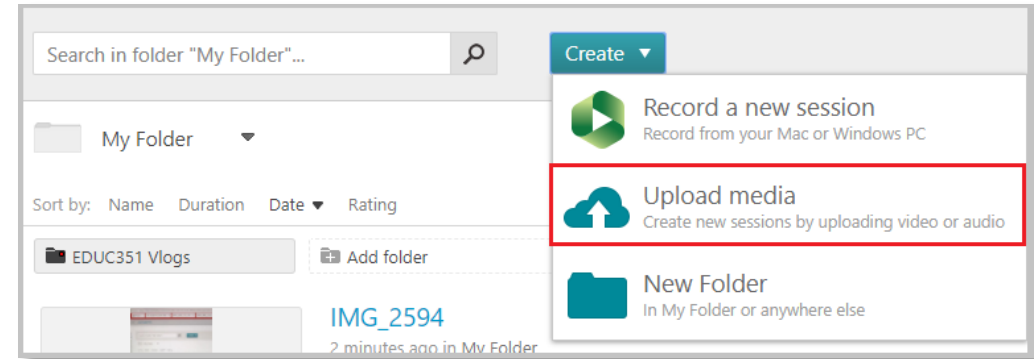- Click **Create** and select **Upload media**.

- Once the video or audio file has been uploaded, **close** the window, and the file will appear under the folder you have selected.

Uploading media to Panopto

- Click Settings under the video.

- Click Share and copy the provided link to allow your viewers to access the video

  *PLEASE NOTE: If you share a link to a recording and have not adjusted the permissions to "**Anyone with the Link**", the recipient of the link will need to request access to view the recording.*

- Inform your students to go to the Panopto tool to access the video lectures. You can do this by sending a message to your students or create an announcement within your ilearn site.
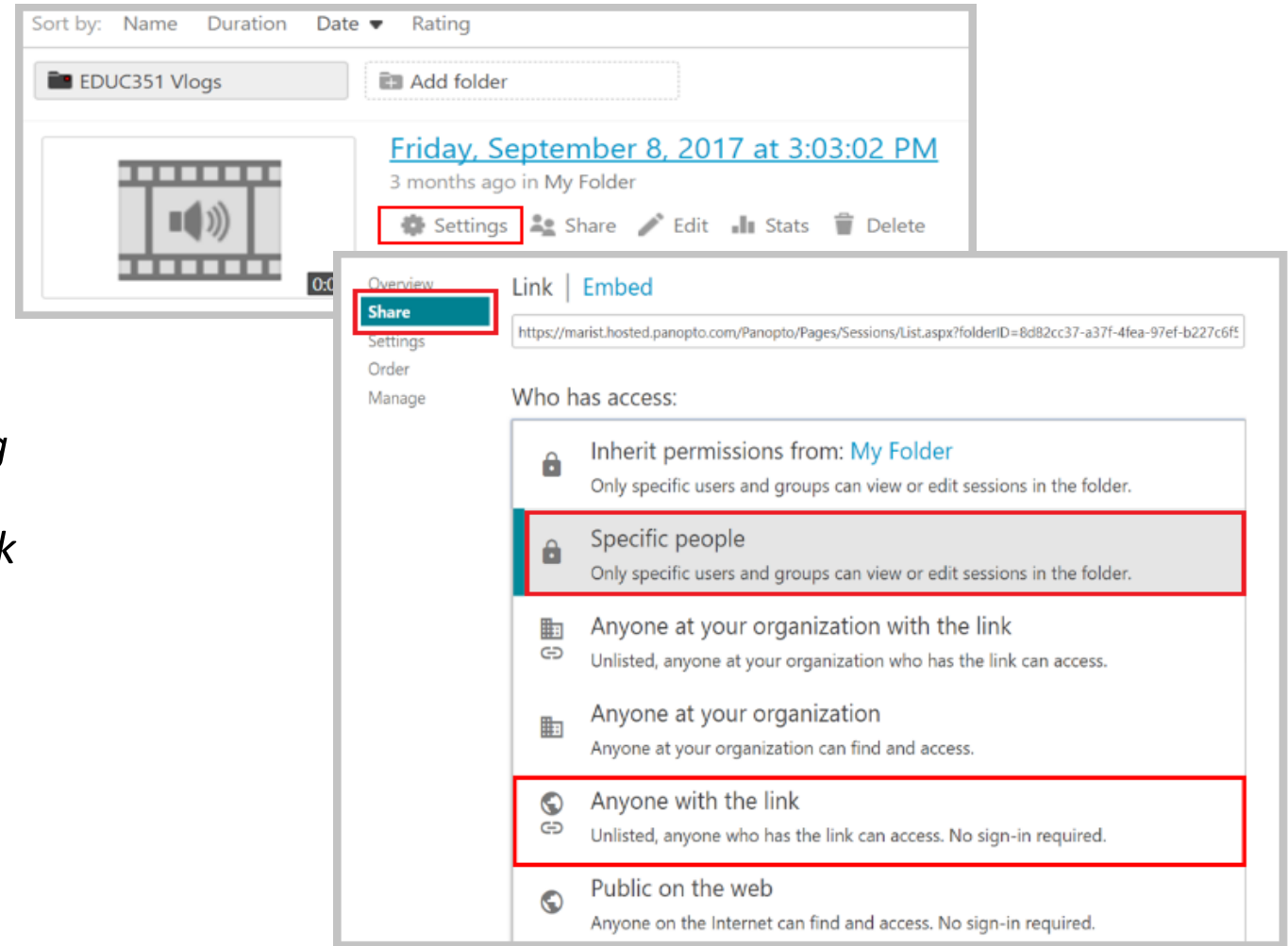
Downloading a Panopto Recording

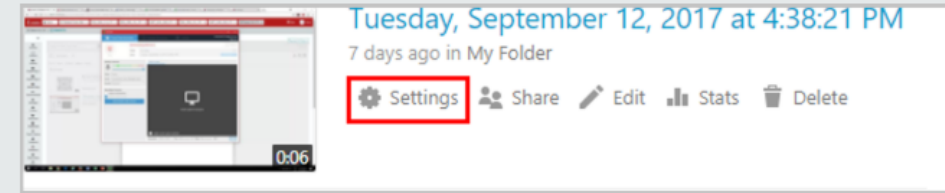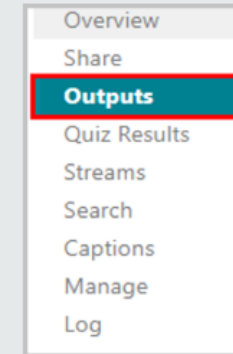Click Settings

Click Outputs

Click Download Podcast
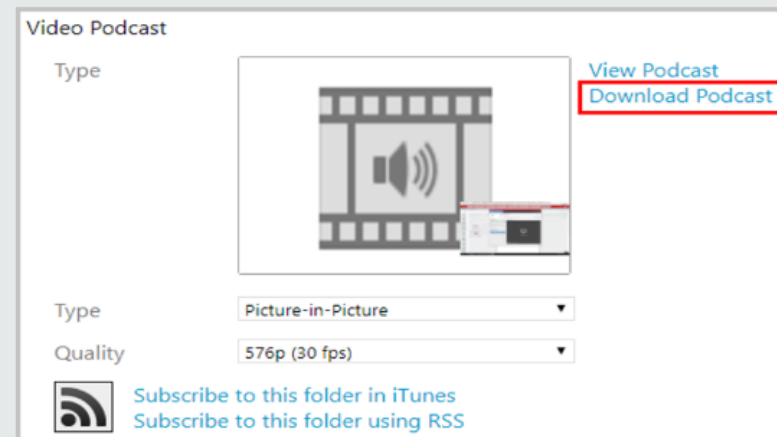

Downloading a Panopto Recording to a Device

1. Go to the Panopto tool and click the **Settings** button on the recording you'd like to download.

Tuesday, September 12, 2017 at 4:38:21 PM
7 days ago in My Folder

⚙ Settings 👥 Share ✏ Edit 📊 Stats 🗑 Delete

0:06

2. Click **Outputs.**

Overview
Share
Outputs
Quiz Results
Streams
Search
Captions
Manage
Log

On the Outputs page, go to **Video Podcast** and click **Download Podcast.**

Video Podcast

Type   View Podcast
                                                        Download Podcast

Type   Picture-in-Picture   ▾

Quality   576p (30 fps)   ▾

Subscribe to this folder in iTunes
Subscribe to this folder using RSS

Questions ?