

# Workshop Panopto 18/09/2018

## intro

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session will be recorded, we can check at any time

structure of course: How to watch video, how to create new videos, how share with students, how edit videos, questions

<https://support.panopto.com> : documents, video tutorials, search <for example: record> within articles

## see a video

**single sign on** between moodle and panopto

panopto block within moodle, gives access to panopto folder with all the recordings

**primary stream** = video of teacher, **secondary stream** = powerpoint or video of contents, there may be several secondary streams in this case you can switch between them

**search:** title, content in presentation, english spoken word, notes, bookmarks

**discussion:** comment to all other students or question to teacher

**note:** write note

**bookmark:** like note, but available outside of lesson

**navigation:** go back 10 seconds, stop, jump to slide, 0,5 slower or 2x quicker, ..

## create a video

There is a **matching folder** in **Panopto** for every **moodle course**.

All **teachers** that have access in moodle will have **create access** for the corresponding Panopto folder.

All **students** that have access to moodle have **viewer access** for the Panopto folder.

The Panopto recorder software is to be downloaded from the link “download Panopto” on the top right hand corner of the Panopto platform. It’s available for Windows and Mac.

Record either directly by the recorder or through the “create” button in the Panopto platform and “Record new session”.

Choose folder to save to (from platform sets default the folder you are in) and name to give.

**Primary source:** the first time you have to set video and audio. Bar to set audio level in green part, quality = standard usually. Capture computer audio = if sound comes directly from pc.

**Secondary** Capture screen, enable screen capture preview=Y to see what I’m capturing.

Secondary webcam.

I can set quality: fps (frames per second) for the secondary screens. 4 = powerpoint, 30 = video.

Powerpoint: use open powerpoint or open it. Start recording when powerpoint opened.

**Pause** button on the top left (or F9), the time continues, and I can then resume.

**Stop** (F10) button. Recording complete window appears, I can rename the session. Then either delete and record again or upload.

**Manage records** tab. Saves first to your local machine then uploads to Panopto cloud. You can delete the local file manually or set automatic delete in the Settings tab.

If you loose connection to internet it will upload later.

**Settings tab:** recording directory (local path), upload when Panopto closed=Y, delete recordings once they are uploaded,

48min

**Webcast** flag during recording = broadcast live and save. Copy link created below and send to people.

If you want to send link before, in Panopto platform (=library) menu, create **webcast**, title, to anyone (public or login), create: gives a placeholder for broadcast and have a viewer link we can share. Open placeholder and hit record link to start.

A table of contents is created for the slides. If there are no slides thumbnails with a screenshot or camera picture is created every 3 minutes.

## edit a video

Click edit pencil on top right or from Panopto library, edit link near to video.

The Panopto editor is html5 no need of plugins or software.

You can cut out (scissors), add (square), edit table of content or add quizzes (?).

Stream: primary video, secondary camera, screen capture, slides.

Red line: what is playing now. I can skip ahead, clicking on the time above the video.

Greyed out: paused part.

**Cut tool** (scissors): clic near beginning (snaps) and drag to end of what I want to gray out. I can also snap to red line. To remove edit, clic and move to beginning of grayed out part. Usefull if forgot to resume for example.

Editing the primary video grays out alle the other streams. However I can edit the secondary streams separately. This means it is not available where it is cut out.

60min

**Focus tool** (button in square): other way round, erase everything except the stream selected. This is useful if teacher wants to direct to secondary screen only.

**Slides** You cannot use the “cut tool” on the slides, but you can click on them and then edit (change begin time) or remove them. You can also edit/delete them in the left area. No time – slide does not appear. Add slides with “add a presentation” above. Useful if there are typos or errors.

**Quiz** tab on the left:, move red bar where I want to add it, “Add a quiz” on the left, give a name on the right, add answers, correct answer explanations.

1h05min

Add another question with button below. Types of questions: multiple choice, etc.

Done to proceed.

You can choose time for the quiz, if students can try several times, see the marks and the explanations, etc.

You can rearrange order of the questions and delete some of them.

Finish to save

**Cut** tab: shows all edits we did to the stream. We can delete them or edit the times.

**Stream** tab: edit times or add in a new stream.

**Publish** button: on the top right hand corner to save all the changes. It takes some minutes. **Undo** and **Redo** button to go back or forth a step. **Revert** not to save anything at all.

Video is ready when it's gone blue.

Student comes to the quiz, answers and then can retake, review (see correct answers and explanaton) or continue in the presentation.

The result is saved and the teacher can check in the videos list, below the name of the video, settings, left hand side menu, Quiz Results. We see the number of persons who answered correctly (Question section) and below (User section) the single answers.

**Upload videos you already have:**

Panopto Home, Create, Upload media, drag and drop or find on pc.

1h20min

## embed videos in the course

You find the videos in moodle in the Panopto block.

Embed videos: Turn editing on, choose section or week or something else, Add activity or resource, **Resources, Page**, Add, give a Name, you may also give a Description, in the Page Content we have a Panopto button, click, select video, insert button on bottom, Save and return to course.

1h23

click on triangle to start video, on arrow going up to maximize in the browser

in Panopto video list,

click on **Share** near to desired video, we see who has access (after click on triangle). Usually all students of the course have access, but we can invite through the "invite people" field.

click on **Stats** near the video to see analytics. We see how many times viewed, and how many users viewed. We see also how many time sections were viewed. If some sections was viewed a many time this means it was complicated or interesting. Finally we see a list of users that watched. There is also a "Stat" button for the whole video folder (upper right). Usually people watch after lesson and before exam time. This can be downloaded with an Excel file.