

How to Set Up an Account in Panopto

1. You can use this link and sign in with Moodle:
<https://tiffin.hosted.panopto.com/Panopto/Pages/Auth/Login.aspx>
2. Be sure to choose **Moodle** when you sign in.
3. If needed, Nick Smith (smithnm@tiffin.edu) can manually create an account for you

How to Access your Panopto Account in Moodle

1. Go to course dashboard
2. On the bottom of the page, you will see a tool that says Panopto
 - a. If you do not see this tool, go to <https://www.panopto.com/>
 - b. On the top right of the page, select login and enter your Tiffin.edu email address
 - c. This will bring you to your Panopto account.
3. Click Course Settings
4. When the page loads, click the X on the top right of the box that appears.
5. This will bring you to your Panopto account.

How to Record a Video in Moodle or Embed a Video to Share with Students

1. Go to Communication Center
2. Go to Announcements
3. Click Add Discussion Topic
4. You will see a list of different icons, choose the green icon (Panopto Logo)
5. Make sure the folder you are looking at is your Moodle Course Folder
 - a. Videos from your My Folder cannot be shared to students
6. You will see three tabs:
 - a. Choose: Lists all videos recorded in Panopto
 - b. Upload: Uploads a video from your computer you have downloaded
 - c. Record: Here is where you can record a video (See “How to Create a Video Using the Panopto Browser”)
7. Select the video you want to use, or wait until recorded video is done uploading
8. Click Insert on the bottom left corner
9. The video is now embedded into the discussion post
10. Subject: This will give a name the post


11. To add text to the post, click next to the video and press enter. This will allow you to type under the video. To add text above the video, click next to the top left of the video and press enter. Then click above the video and begin typing.
12. Once you are finished, click post to forum
13. An email will be sent to all of your students with the video. They can view the video directly from their emails

How to Create a Video Using the Panopto Browser

1. Go to your Panopto account through Moodle or at <https://www.panopto.com/>
2. On the top right, select Create
3. Select Panopto Browser
4. You will see your webcam appear, when you hover over this, you will see this box that appears in the top right corner:



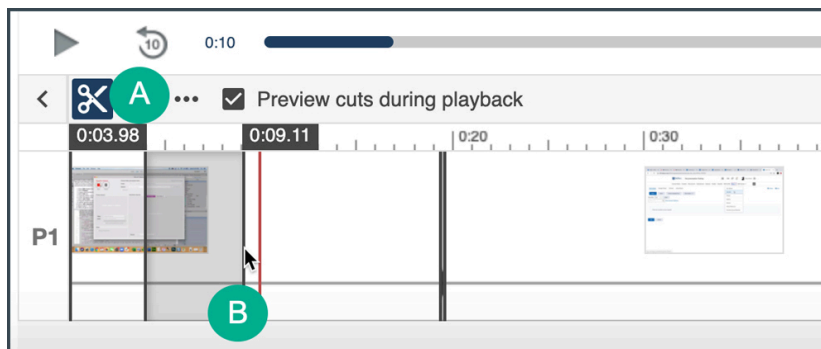
- a. First Icon - Blur Background: This will Blur your background, if you click it again it will display a background. Click it once more to remove blur and background
 - b. Second Icon - Smart Camera: This will track your head and move with it. If you click it again it will do the same for multiple people. Click it again to remove it
 - c. Third Icon - Picture in Picture: This will record only your webcam while you are in other tabs
 - d. Fourth Icon - Full Screen: This will make your display full screen
 - e. Fifth Icon - Remove: This will remove your webcam
5. You will see three tabs at the top of the video feed.
 - a. Audio: Lists all Microphones connected to your computer
 - b. Video: Shows all webcams connected
 - c. Screens and Apps: How to Share your Screen
 - i. Chrome Tab: Lists all tabs you have open in Chrome. You can select any tab to display on your video
 - ii. Window: Lists all of your windows you have open
 - iii. Entire Screen: Lists all of your displays (Monitors)
 6. Once you choose what you want to display, click share
 7. To begin a recording, click the big red button
 8. Once you are done recording, click the red button again
 9. Here you will have these options:
 - a. Record New: Create another video
 - b. Redo: Redo video
 - c. Folder Tab:
 - i. My Folder - The video will only be available to you
 - ii. Moodle Course Folder - The video will be available to share with students
 1. Students won't have access to this until you post the video in Moodle
 - d. Enter a Description: Adds a description to the video

- e. Edit: Allows you to trim and cut the video
 - f. View: Views the video
 - g. Share this video: If you would like to share the video to someone.
 - i. Enter their email address
 - ii. Click Send on bottom right corner
 - h. Manage Access: Who you would like the video to be available to. Also allows you to share the video as a link
10. Once you are done editing, close out of the tab
11. To access the video:
- a. Home
 - b. My Folder
 - c. Everything
 - d. Browse
 - i. My Folder or Moodle Course Folder (wherever you stored it)
12. To download a video, click on the video
13. On the top right, click on this icon: 

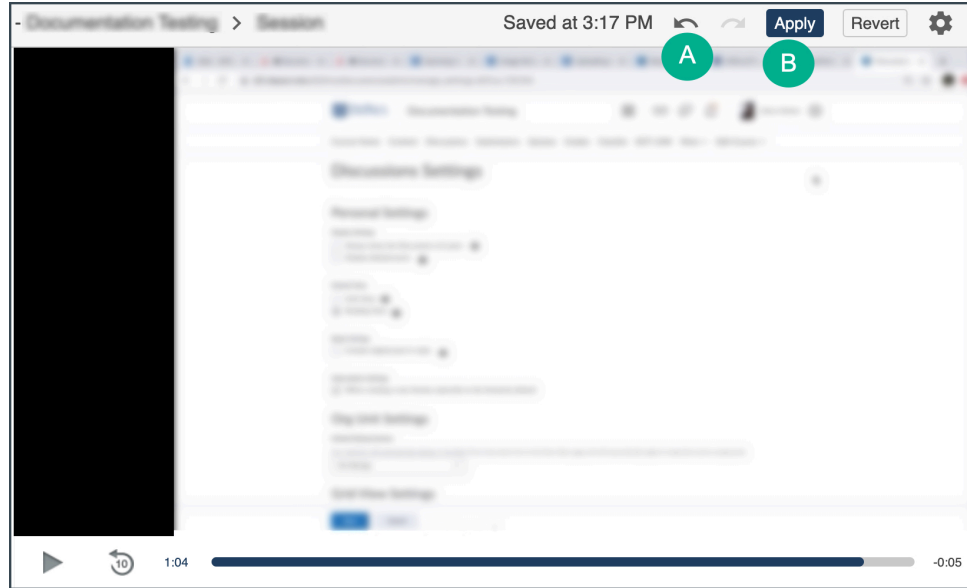
How to Edit Recorded Videos

After you are done recording a video, click the edit button under description

1. Trimming a Video
 - a. Pause the video right before where you would like the cut to start.
 - b. A red line will appear at that point in the video. Select the cut tool [A].
 - c. Select and drag the gray line to the red line to trim out that section of the video [B]




- d. Repeat this step for other sections in the video by pausing at the desired point and using the cut tool to select the section by dragging the cursor over it.
- e. To undo a cut, select the undo icon [A].
- f. When you are done editing, select Apply [B].



2. When you are done editing, the video will automatically re-upload to Moodle. This process will take 10-15 minutes. This works in the background, so you do not need to stay on the tab.

How to Access Lecture Capture Videos (Only Seated Courses)

1. Navigate in Panopto to Browse
2. Go to All Folders or My Folders
3. Select the Moodle Course you wish to view lecture capture videos
4. You will see all videos with the dates they were recorded
 - a. These videos will be available 4 months after creation date, then they will be archived. After the videos are archived, they will be permanently deleted three weeks after that date. If you would like to have access to these videos before they are permanently deleted, contact smithnm@tiffin.edu.
5. To download a video, click on the video
6. On the top right, click on this icon: 
7. Your video will begin to download

How to Install Panopto (Offline Recording)

1. After you sign in to your account, click the create button on the top left
2. Click Panopto for Windows
3. Click the first Download Installer button

4. Click on the file that just downloaded
5. When the download window appears, click next
6. Click Install
7. If it asks if you want Panopto to make changes to your device, select Yes
8. After a minute or two, Panopto will open and you will be able to sign in

How to Create a Video Using Downloaded Panopto

1. Click on the Create button in top left corner
2. Choose Panopto for Windows
3. Click on Open Panopto Recorder
4. Name your recording
5. Check the camera and microphone (it will default to the computer's)
6. Choose which screens you want to capture
7. Click the big red record button
8. Click that button again to stop the recording
9. Your video will show up in your collection and you will be able to share it directly with people (like you share a Google Doc), or via a link, or embedding it.