

Panopto Instructions for Online Instructors

Introduction

Panopto is a video platform that HPU uses for recording, sharing, and managing videos. Instructors can use Panopto to record new videos or they can upload existing videos to Panopto. Once videos are stored in Panopto, they can be shared with others.

Zoom is an online meeting platform that HPU uses for virtual meetings. Instructors can use Zoom to meet with one or more students virtually and record the meetings.

Zoom is integrated with **Panopto**. This means that instructors can record a Zoom meeting to the cloud when logged in with their hpu.edu credentials and the meeting recording will automatically be saved to their Meeting Recordings folder in Panopto.

Blackboard is the learning management system (LMS) that HPU uses for conducting online courses. Instructors can share Panopto videos with students in their Blackboard courses by embedding the video or sharing a link.

Master or Template Courses are created for online degree programs designed in partnership with HPU's online partners, for example, Boundless Learning (formerly Pearson Online Learning) and Evidence in Motion (EIM). One master or template course is created for each course in the degree and each term these courses are copied into the term courses that are taught by both full-time faculty and adjunct instructors. These master or template courses are refreshed or revised on a regular schedule. Videos recorded for these master or template courses and intended to be viewed every term, like a lecture video, are housed in the master or template course Panopto folder. Videos recorded and intended to be viewed for just that term, like an instructor welcome video, are housed in the term course's Panopto folder.

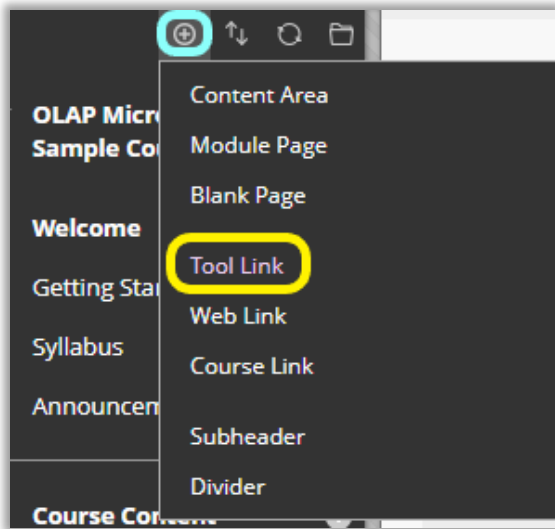
Instructions

The instructions below are for instructors wishing to record a video in Panopto or a meeting in Zoom and share the video with students in Blackboard.

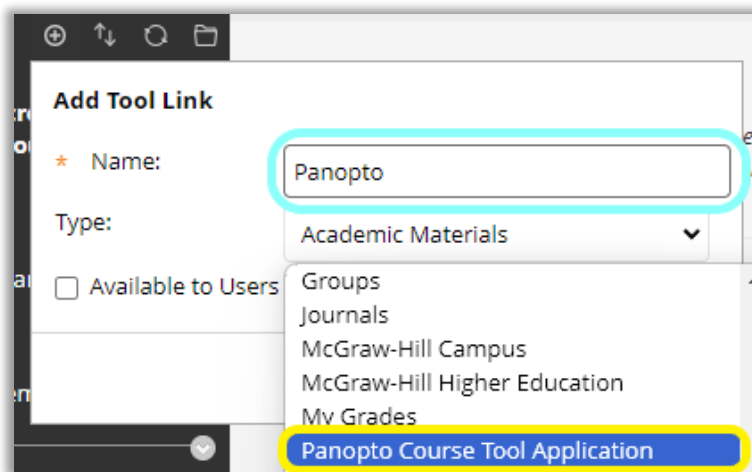
Create a Panopto Folder in a Blackboard Course

Panopto folders are created in Blackboard courses for instructors in some programs, so not everyone will need to take this step.

Open your Blackboard course, click on Add Menu Item (“+”) found in your course navigation bar, and click on **Tool Link**.



Name the Tool Link **Panopto** and choose **Panopto Course Tool Application** from the drop-down menu.



After you have added the **Panopto** tool link to your course, it will appear in the course navigation bar. To enable the Panopto Tool, click on the **Panopto** tool link you just created.

If you plan to create an assignment in which you require students to submit a video, go to [OLAP's Micro Tech Talk Page](#) and watch the video titled "**Panopto Assignments in Blackboard**" and expand the resources below the video.

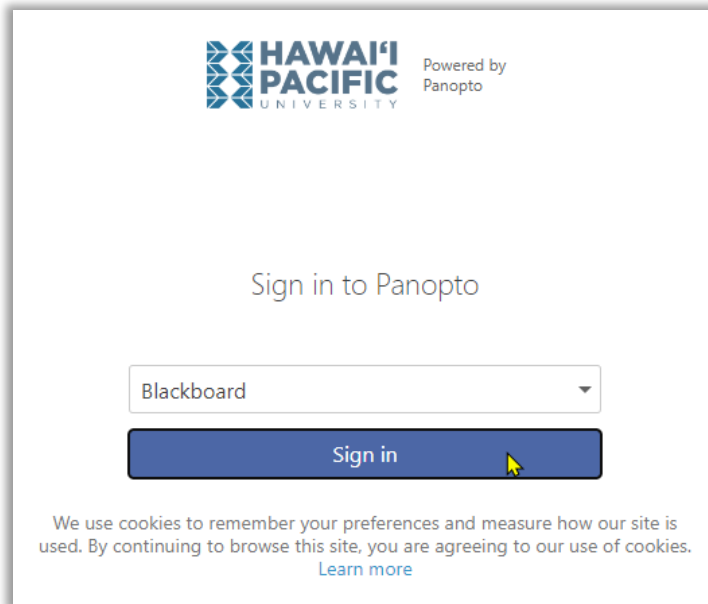
Request a Panopto Account

You do not need an HPU Panopto account to watch other's videos. Any HPU Blackboard user can watch a Panopto video in any course if the video creator set the permissions to allow it. You do need a Panopto account to create, store and share Panopto videos in a course.

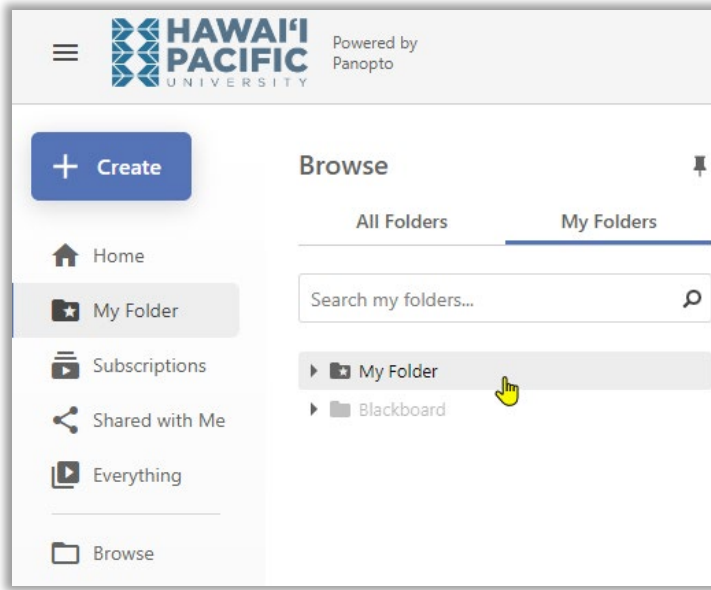
There are other video recording options, like with a smart phone video camera, and there are other video sharing platforms, like YouTube, so first determine which best meets your needs.

If you do not have an HPU Panopto account, [submit a support desk ticket](#) to request an account.

Once you have an account, go to [HPU's Panopto](#) and sign in using Blackboard (see screenshot below).



You will then see your **My Folder** on the left-hand navigation. Click on **Browse** to see **All Folders** and **My Folders**. Click on the pin to keep the browse bar open. If you have enabled Panopto in a Blackboard course or are enrolled in a course where Panopto is enabled, you will see a **Blackboard** folder. Click on the triangle to the left of your Blackboard folder to expand the list of course folders.



Request a Zoom Account

You do not need an HPU Zoom account to attend other's virtual meetings. You do need an HPU Zoom account to record virtual meetings.

There are other virtual meeting options, like Blackboard Collaborate, that allow you to host and record a meeting, so first determine which best meets your needs.

There are two types of HPU Zoom accounts.

- A basic HPU Zoom account lets you record a meeting that lasts up to 40 minutes and later upload the video (MP4) to your HPU Panopto account.
- A licensed HPU Zoom account lets you record a meeting that lasts longer than 40 minutes and save the meeting recording to the cloud, where it will automatically upload to your Panopto account.

If you do not have an HPU Zoom account, [submit a support desk ticket](#) to request an account.

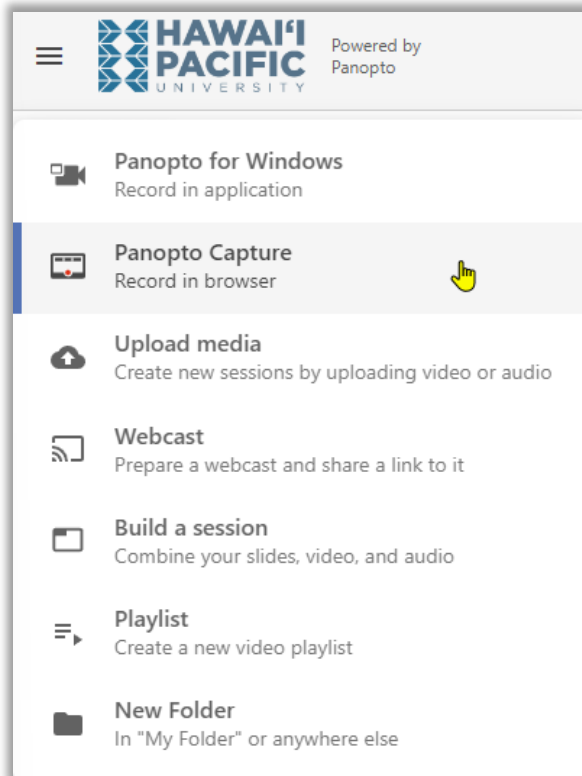
Once you have an account, go to [HPU's Zoom](#) and sign in.

Record a Panopto Video

There are a few ways to record a Panopto video. You can 1) record from your web browser (preferably Chrome), or 2) download the Panopto app to your desktop and record from the desktop app, or 3) download the app to a mobile phone and record from the mobile app.

Option 1: Record from the web browser

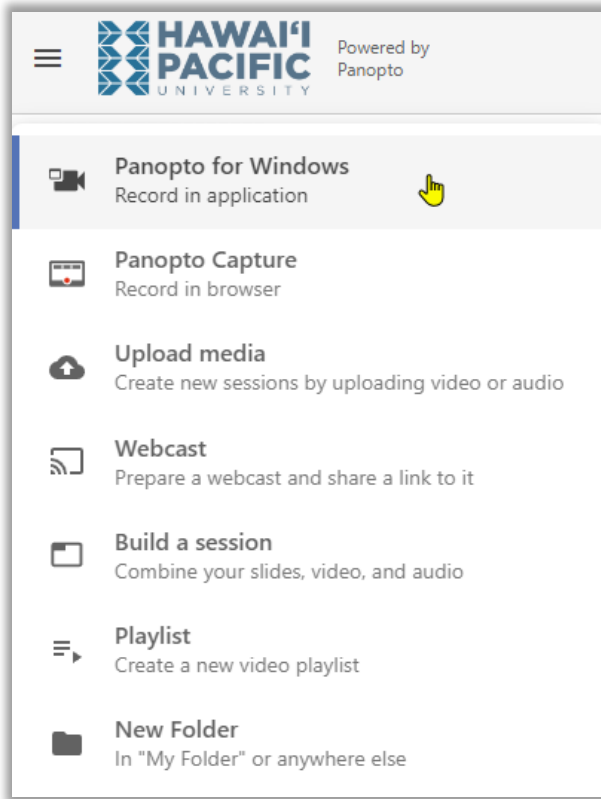
From [HPU's Panopto](#) click on **+Create** (see screen shot of the Create button above) and select **Panopto Capture**.



For instructions on **recording**, go to Panopto Support's [How to Record a Video](#). We do not add Panopto instructions here as they often make improvements/changes.

Option 2: Record from the desktop app

Panopto's desktop app offers users a few more features. To download the Panopto app to your desktop, go to [HPU's Panopto](#), click on **+Create**, and select **Panopto for Windows**.



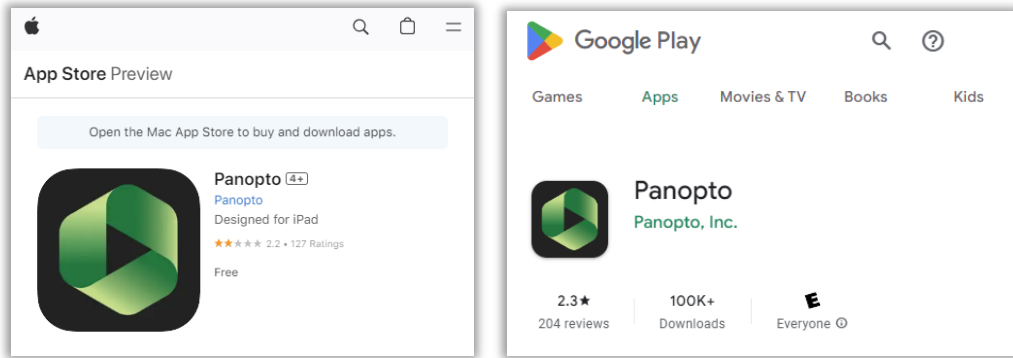
For instructions go to Panopto Support:

- **Downloading:** [How to Download and Install Panopto for Windows](#) or [How to Download and Install Panopto for Mac](#).
- **Recording from the desktop app:** [How to Record with Panopto for Windows](#) or [How to Record with Panopto for Mac](#).

Option 3: Record from the mobile app (Android or iOS)

Panopto's mobile app offers users flexibility and mobility. It can be useful for students who are completing a video assignment for a course.

Go to your smart phone's store and search for the Panopto app and follow the instructions for downloading.



For mobile app instructions, including **recording**, see Panopto Support's [How to Use the Panopto Mobile App](#).

Record a Zoom Meeting

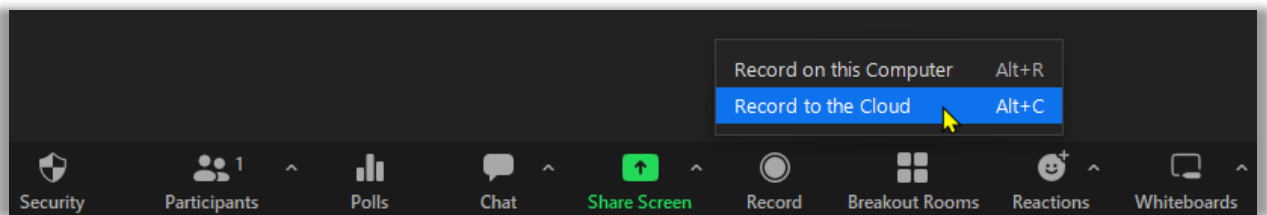
These instructions are useful if you wish to hold Zoom meetings with students that you record, store in Panopto, and share in Blackboard.

Record a Meeting to the Cloud

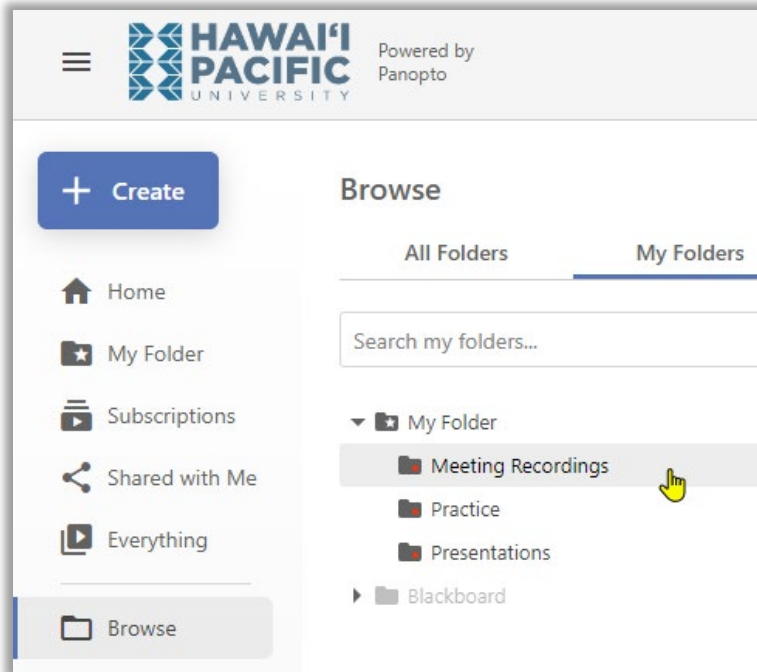
It is best to download Zoom to your desktop. Download the Zoom app (client) to your computer and record a video to the cloud. For instructions, see Zoom Support:

- **Downloading:** [Downloading the Zoom desktop client and mobile app](#)
- **Recording:** [Starting a cloud recording](#)

The first time you record a Zoom meeting to the cloud,



a folder titled **Meeting Recordings** will automatically be created, and you will find your video in the folder.



Your meeting recordings are automatically transferred from Zoom to Panopto. Once this is complete, your video is deleted from Zoom video storage.

Once you record more videos, you will want to create a folder structure to organize your videos. Create folders or subfolders and name them. See [How to Create a New Folder](#) for instructions. If you later want to change a folder name, see [Change a Folder Name](#) for instructions.

Storing Panopto Videos

Videos recorded for master or template courses and intended to be viewed every term, like a lecture video, are housed in the master or template course Panopto folder. Videos recorded and intended to be viewed for just that term, like an instructor welcome video, are housed in the term course's Panopto folder.

To move a video from your Meeting Recordings folder to either the master or template course's Panopto folder or the current term's Panopto folder, you will need to be enrolled as an instructor in that course. Anyone enrolled in the Instructor role in a course has "create" access to that course's Panopto folder. See [Move a Video](#) for instructions and choose **Create Full Copy**, not Create Reference Copy when moving videos to master/template course Panopto folders.

Videos recorded by faculty outside the online programs developed with HPU's partners (EIM and Boundless), who copy courses from term to term rather than master/template to term, may choose to create personal Panopto folders for each of their courses to store videos.

Whatever storage method is determined, videos share settings must be updated to allow students to view them in a course. See below.

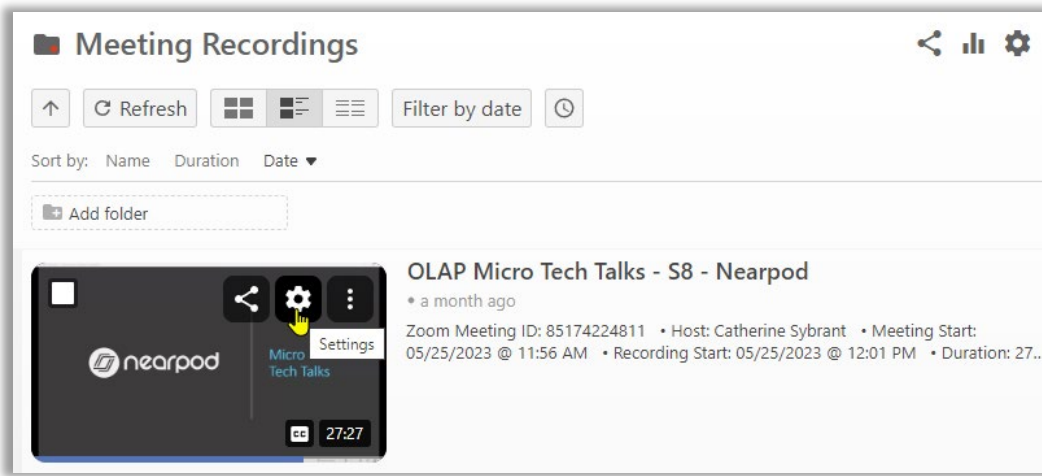
NOTE: Any video file that has not been accessed for 13 months or more goes into deep storage. Videos can be retrieved, but it can take a fair amount of time.

Share a Panopto Video

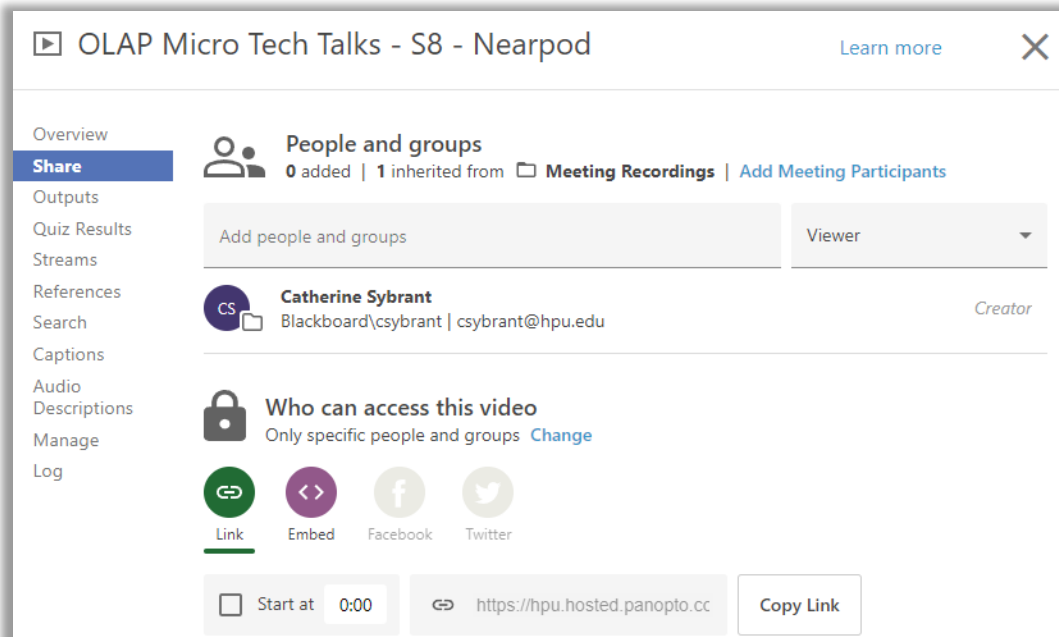
If you want to share the video with students, you can share a link or you can embed the video on a page in Blackboard. Before you do this, you need to update the video share settings.

Panopto Video Share Settings

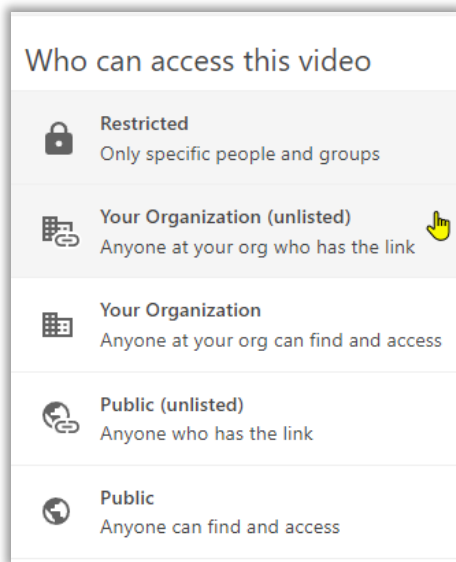
Scroll over video and select the **Settings** cogwheel.



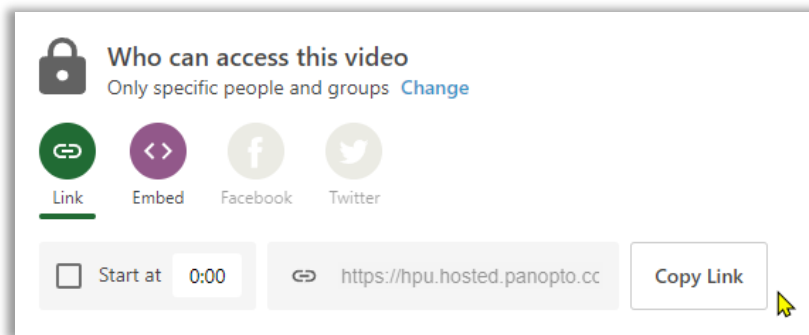
Select **Share** from the menu and scroll down to **Who can access this video** and select **Change**.



And then choose **Your Organization** so that anyone at your org (HPU) can find and access. You will notice that anyone who attended your Zoom meeting while logged in using their HPU Zoom account is already given permission to view the video.

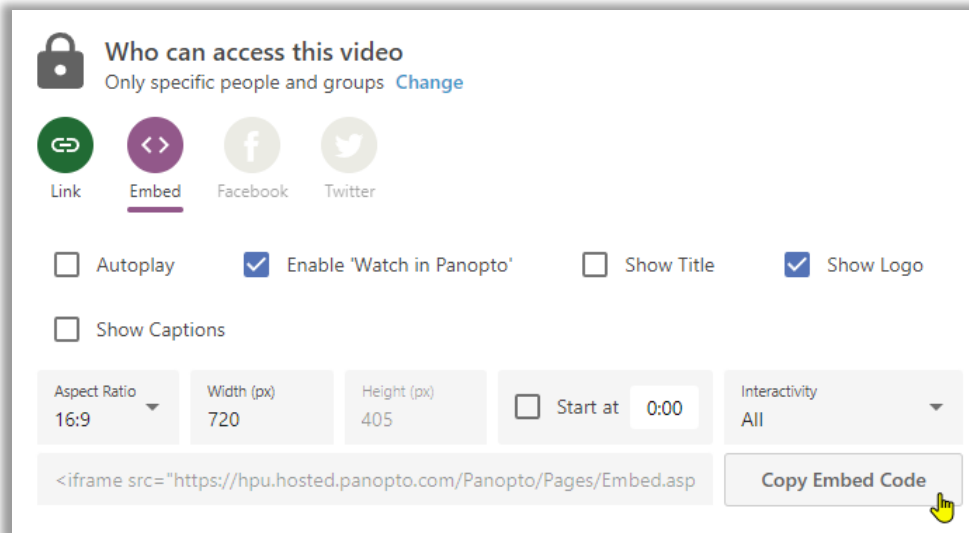


If you want to share just a link with students, choose **Copy Link**. If you want to share the video starting at a particular point in the video, other than the start (0:00), check **Start at** and enter the time for the video to begin.

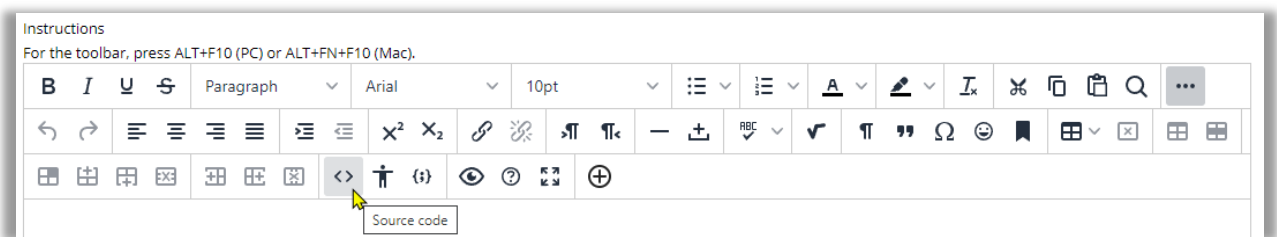


Embed Videos in Blackboard

If you want to embed the video in your Blackboard course, select **Embed (<>)** and **Copy Embed Code** from your Share settings. Consider *deselecting* **Show Title** since the title can be added in Blackboard so it does not cover up the Panopto video image.

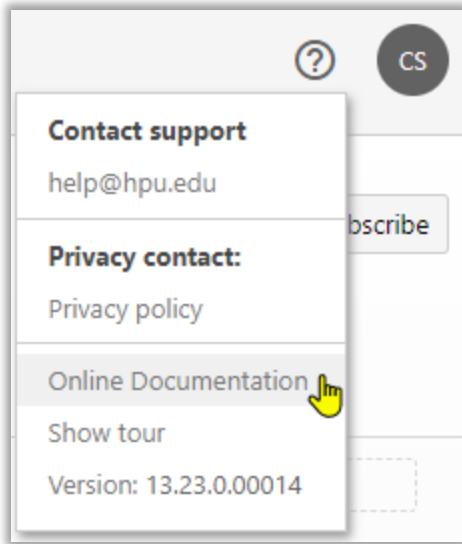


Go to a text editor in your Blackboard course, type in the title of your video, select “<>” (Source code), paste the embed code after the title, and select **Submit**. You can then review the embedded video.



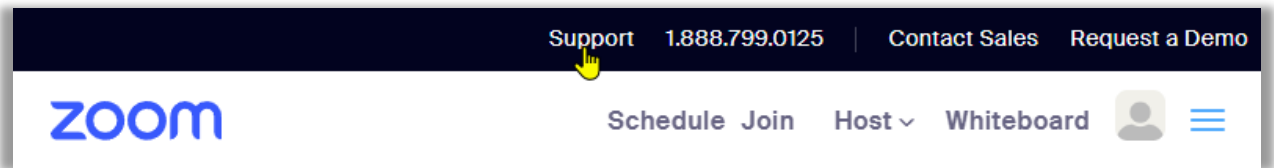
Additional Panopto Support

Panopto has very current and robust video and text instructions. From the upper right-hand corner of your [HPU Panopto](#) account, choose **Online Documentation** from the “?” drop-down menu.



Additional Zoom Support

Zoom has very current and robust video and text instructions. From the upper right-hand corner of your [HPU Zoom](#) account, choose **Support**.



Updated 9/6/23. Please contact Catherine Sybrant at csybrant@hpu.edu if you identify any issues with these instructions or have any questions.

Online Programs and Academic Partnerships