

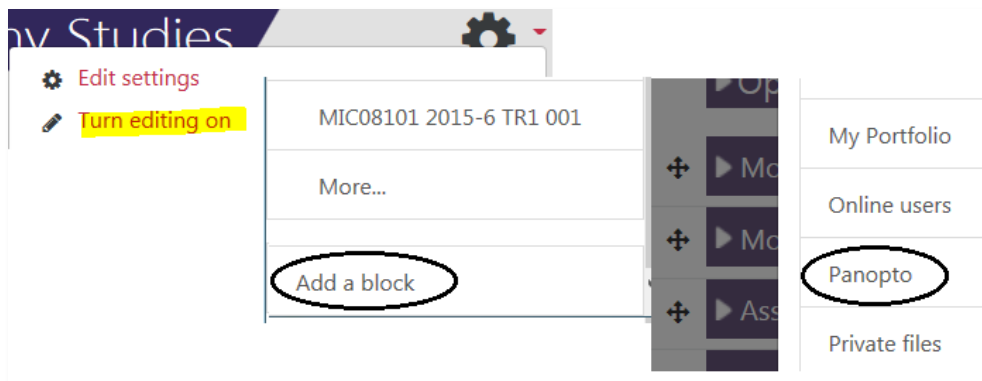
First Steps with Panopto

This guide shows how to a) create a link between a Moodle module and a corresponding folder on the Panopto web portal, b) how to launch the Panopto Recorder application from a University computer, and c) how to download the application to a laptop or home computer.

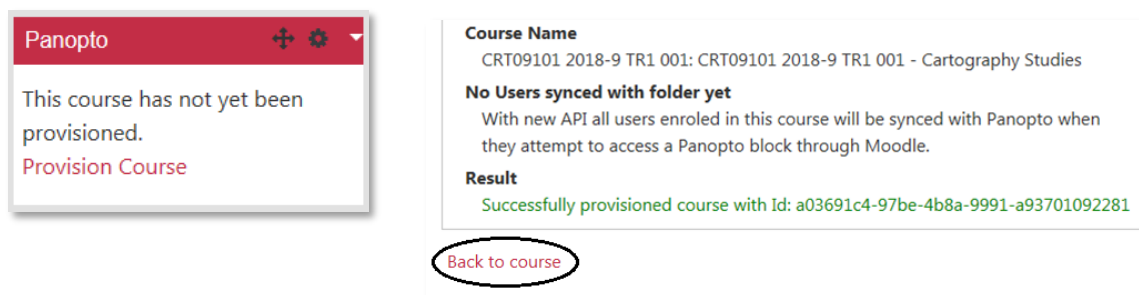
A. Provision your Moodle module in Panopto

This step ensure that any videos stored in the Panopto folder are available to students from within the Moodle module.

1. Turn editing on and from the left-hand side panel click *Add a block* and select *Panopto*.

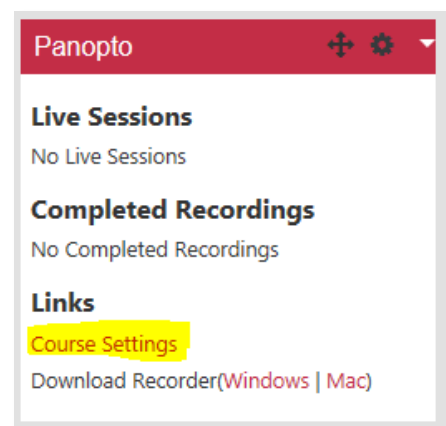


2. The block will appear at the bottom right of the page. Click the *Provision Course* link to create folder in Panopto. After the confirmation message click the *Back to course* link.

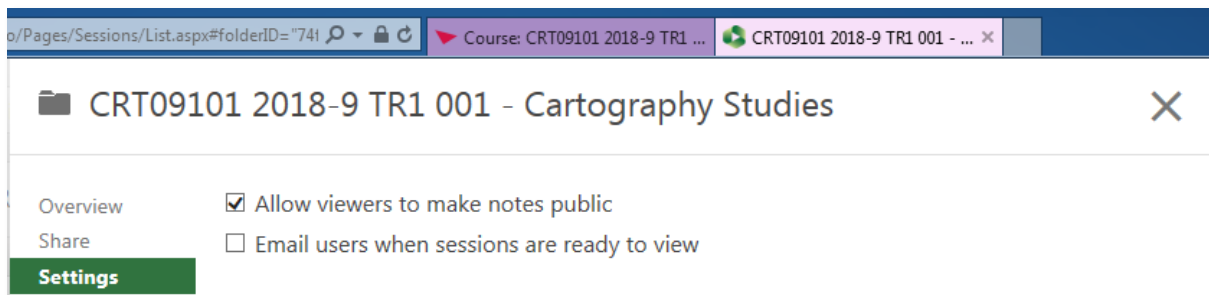


3. The block will now show headings for completed recordings and scheduled live sessions.

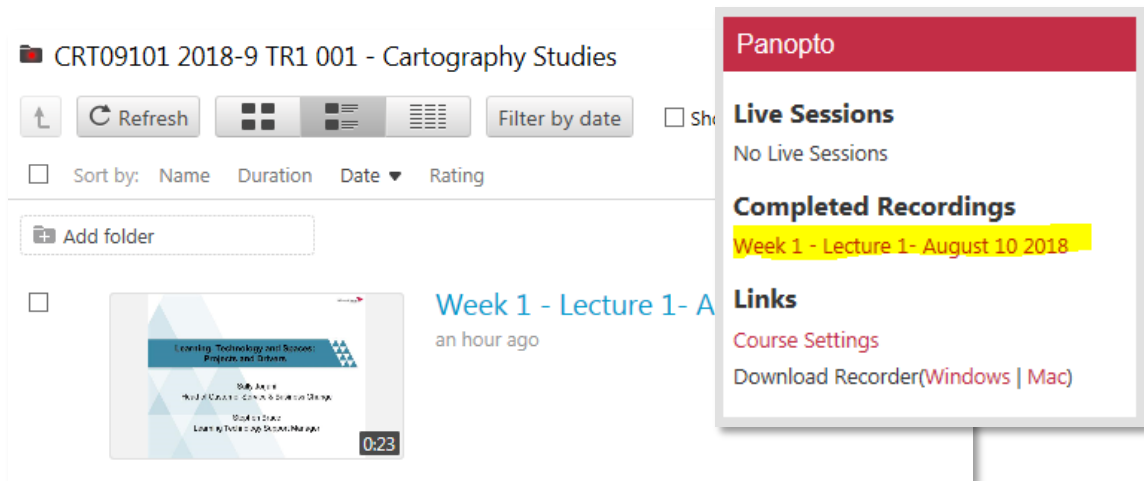
Under the links heading click *Course Settings* will open the module's folder within the Panopto web portal.



- Here you can define default settings for all videos in the module folder. The default setting is that recordings are **available immediately** after they are uploaded so you may wish to change this setting now to 'Never'. Otherwise click the **X** to close the pop up window.



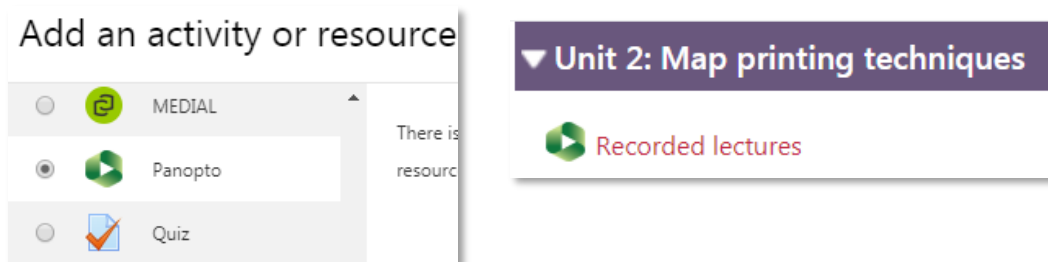
- Any videos created in this folder will be listed in the Panopto block within the Moodle course in chronological order, and these are direct links to individual videos.



- You can embed a video within a Page or Book using the Panopto button in the HTML editor.



- You can also add a link to the module's Panopto folder on the Moodle course page using the Activity Chooser. Therefore this links to all the videos in the module folder.

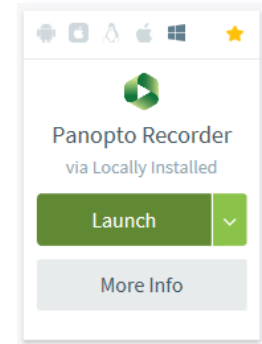


B. Launching the Panopto recorder

This guide shows how to install and launch the Panopto recorder from a University computer, and how to install the recorder on a laptop or home computer.

1. The Panopto Recorder is installed from AppsAnywhere which is available on all staff computers and in University classrooms.

In the AppsAnywhere browser search for Panopto and add it to your favourites by clicking the gold star icon.



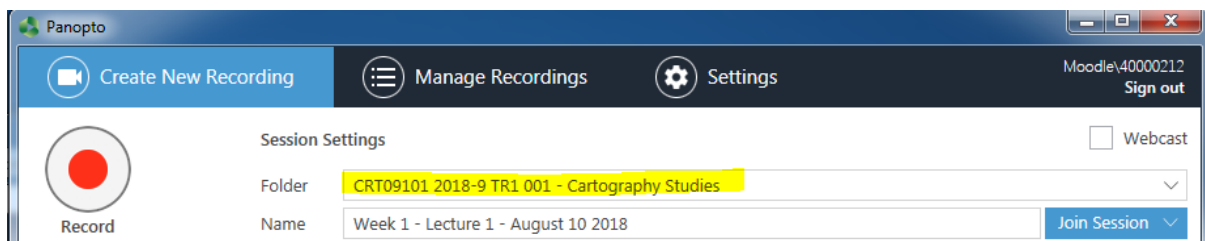
2. Click Launch and you will be logged into Panopto automatically.

Should you be presented with a login screen then choose the **Sign in with Moodle** option.

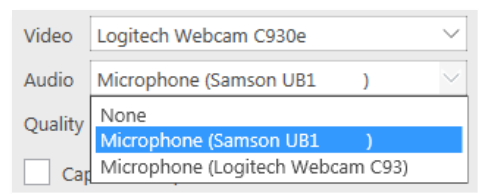
Note: currently you must have a Teacher role in a Moodle course to receive Panopto 'Creator' permissions



3. Before creating a recording select the appropriate Moodle module from the Folder menu and give the recording a suitable title.



4. Then select the Audio and Video devices connected to the computer. Note that webcams are also audio devices and are available in the drop menu.

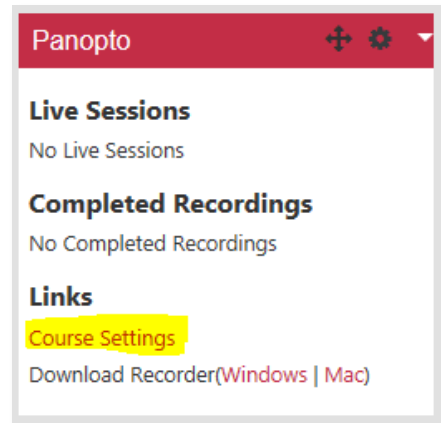
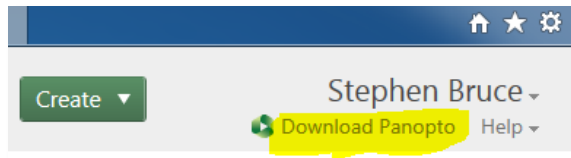


C. Installing Panopto on a laptop

The Panopto Recorder can also be installed on a laptop or other staff owned computer.

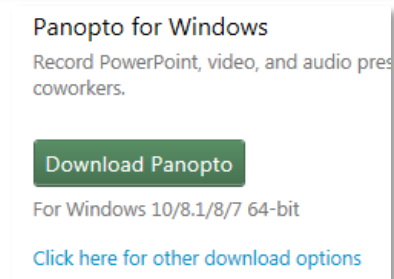
1. From the Panopto block click *Course Settings* (not the download link which is an old version).

From the Panopto web portal click the *Download Panopto* link.



2. In the pop up window click *Download Panopto* button.

The installation program for Macintosh computers is available from the other options link.



3. Save the installation program to your Downloads folder.



4. Open the folder and double click the panopto.exe file to start the installation program and follow the instructions.

