


Panopto is a service which you can record and share video to your students for teaching and learning purposes.

This guide is an overview for beginners. It lists out five Panopto features that are commonly used.

1. Enabling Panopto service in your Moodle course
2. Record lecture using Panopto recorder
3. Upload existing videos and sharing them with students
4. Edit video with online editor
5. Add in-video quiz

1. Enabling Panopto service in your Moodle course

- 1.1 **Log in** to Moodle (<https://moodle.vtc.edu.hk>).
- 1.2 Go to the course that you wish to add the Panopto service and click **Turn editing on**.
- 1.3 Scroll down and locate **Add a block**. 
- 1.4 Click **Add...** and select **Panopto**.
- 1.5 Click **Provision Course** if the course needs to be provisioned.
- 1.6 Click **Back to Course** after provision successfully.
- 1.7 Click **Course settings** in Panopto block.
- 1.8 Click **Share** at left, at **Who has access:**, select **Anyone at your organization with the link**.
- 1.9 Click the **Save changes** button.
- 1.10 Click the **X** button at top right to close.

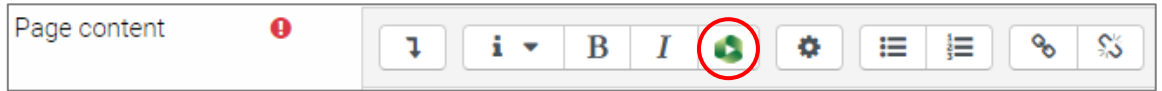


The screenshot shows the Moodle course settings for a Panopto block. The course is titled "LAN3103_LD_DCOM_2(English and Communication: Workplace Correspondence) by MAN WAI CHARLOTTE LEE". The "Share" tab is selected, showing the "Who has access:" section. A dropdown menu is open, showing the option "Anyone at your organization with the link" selected. Below this, there is a table of users and their permissions. At the bottom, there is a "Save changes" button and a "Cancel" button. A "Learn more" link is visible in the top right corner. Callout boxes with numbers 1.8, 1.9, and 1.10 point to the "Share" button, the "Save changes" button, and the "Learn more" link respectively.

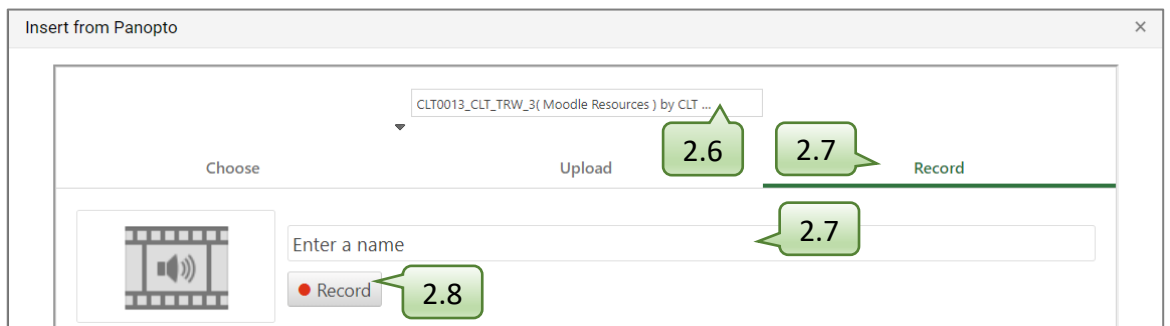
Who has access:	Permissions	Action
LAN3103_LD_DCOM_2(English and Communication: Workplace Correspondence) by MAN WAI CHARLOTTE LEE::Creator	Can create	X
LAN3103_LD_DCOM_2(English and Communication: Workplace Correspondence) by MAN WAI CHARLOTTE LEE::Publisher	Can publish	X
LAN3103_LD_DCOM_2(English and Communication: Workplace Correspondence) by MAN WAI CHARLOTTE LEE::Viewer	Can view	X

2. Record lecture using Panopto recorder

- 2.1 In the Panopto Block, go to **Download Recorder** and select the link (**Windows** or **Mac**) for your operating system.
- 2.2 Install **Panopto Recorder** by clicking the downloaded file.
- 2.3 Add a Moodle resource (e.g. **Page**) in your Moodle course.
- 2.4 Enter a **Name** for the new Page.
- 2.5 Click the green Panopto button at **Page content** to add Panopto video.



- 2.6 Select the folder by clicking the drop-down arrow at top centre.
- 2.7 Click the **Record** tab and enter a name of your recording.
- 2.8 Click the **Record** button to launch Panopto recorder.



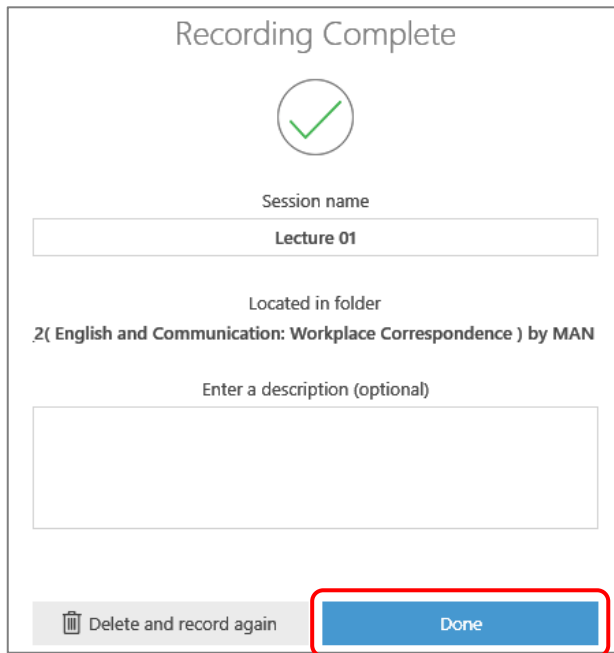
- 2.9 Click **Open Panopto Recorder**.

- 2.10 Click **Settings** page, enable the following options and click the **Save** button:
 - Minimize when recording.
 - Highlight the mouse cursor during screen capture.
- 2.11 Back to **Create New Recording** page, adjust **Resolution** and **Framerate** if necessary. Click the **Apply** button to save changes.
- 2.12 Make sure the video, audio and volume level of Primary Sources are correct.
- 2.13 Select the **Quality** of Primary Sources and click the **Capture Computer Audio** check box.
- 2.14 Open your presentation in PowerPoint.
- 2.15 Click the **Capture PowerPoint** check box under Secondary Sources.
- 2.16 Click the **Capture Main Screen** as Secondary Sources and select **Enable screen capture preview**.
- 2.17 Click the round **Record** button to start lecture recording.


- 2.18 When you are finished, maximize Panopto and click the **Stop** button to stop recording.



2.19 Click the blue **Done** button and your video will be uploaded to your video library.



Recording Complete

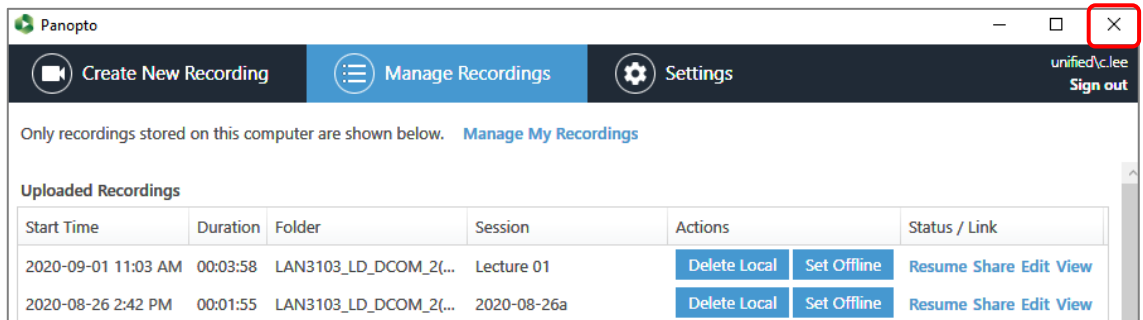


Session name

Located in folder
2(English and Communication: Workplace Correspondence) by MAN

Enter a description (optional)

2.20 After the recording is completely uploaded, click **X** at the top right to close Panopto recorder window.



Panopto

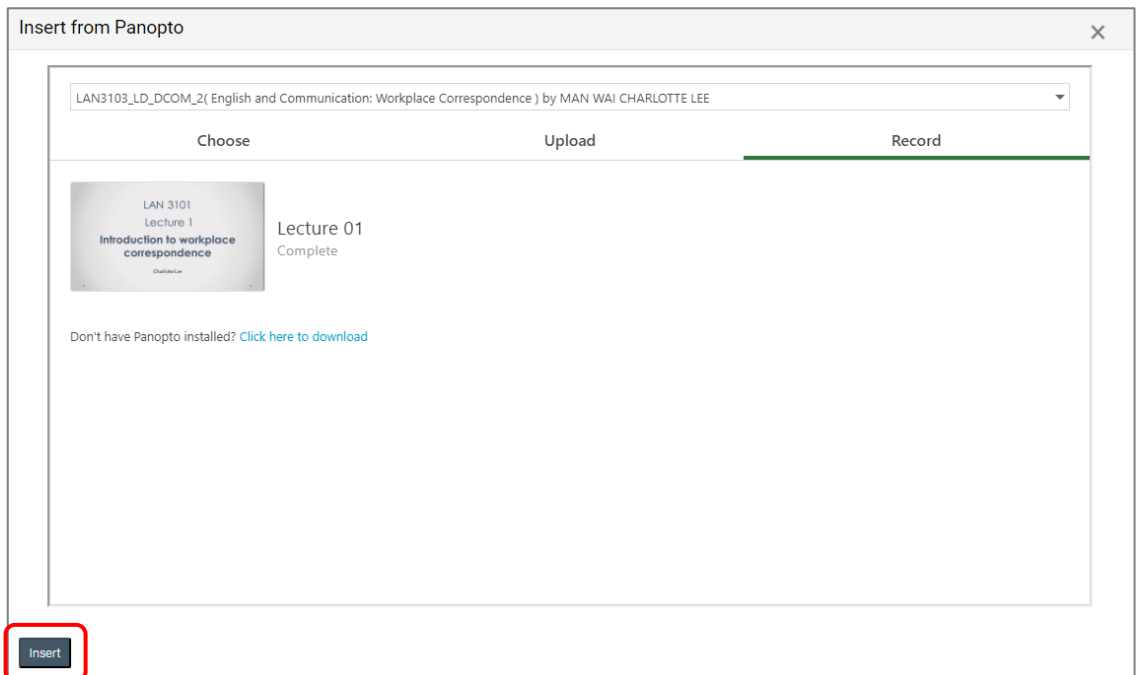
Create New Recording | Manage Recordings | Settings

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
2020-09-01 11:03 AM	00:03:58	LAN3103_LD_DCOM_2(...)	Lecture 01	<input type="button" value="Delete Local"/> <input type="button" value="Set Offline"/>	<input type="button" value="Resume"/> <input type="button" value="Share"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
2020-08-26 2:42 PM	00:01:55	LAN3103_LD_DCOM_2(...)	2020-08-26a	<input type="button" value="Delete Local"/> <input type="button" value="Set Offline"/>	<input type="button" value="Resume"/> <input type="button" value="Share"/> <input type="button" value="Edit"/> <input type="button" value="View"/>


2.21 In Moodle, click **Insert** button at bottom left to insert the video into your course.



Insert from Panopto

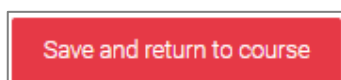
LAN3103_LD_DCOM_2(English and Communication: Workplace Correspondence) by MAN WAI CHARLOTTE LEE

Choose | Upload | Record

 Lecture 01 Complete

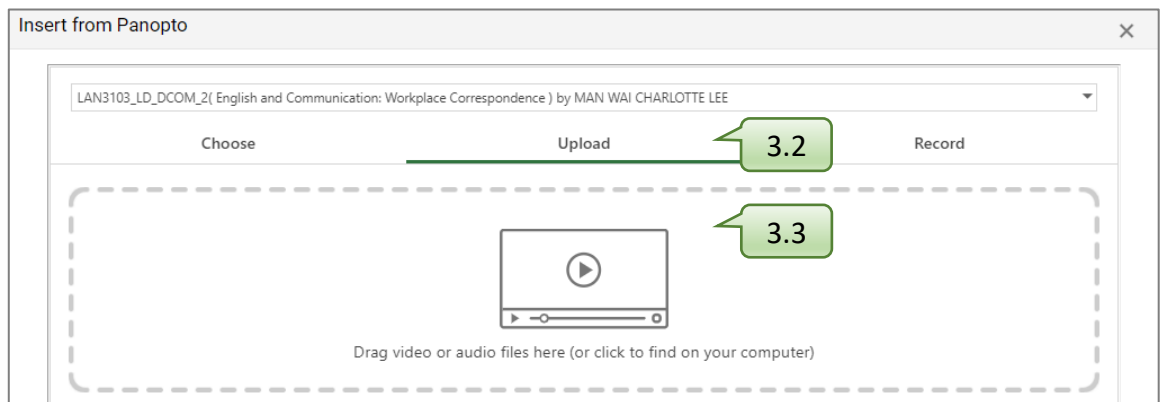
Don't have Panopto installed? [Click here to download](#)

2.22 Click **Save and return to course** button in Moodle.

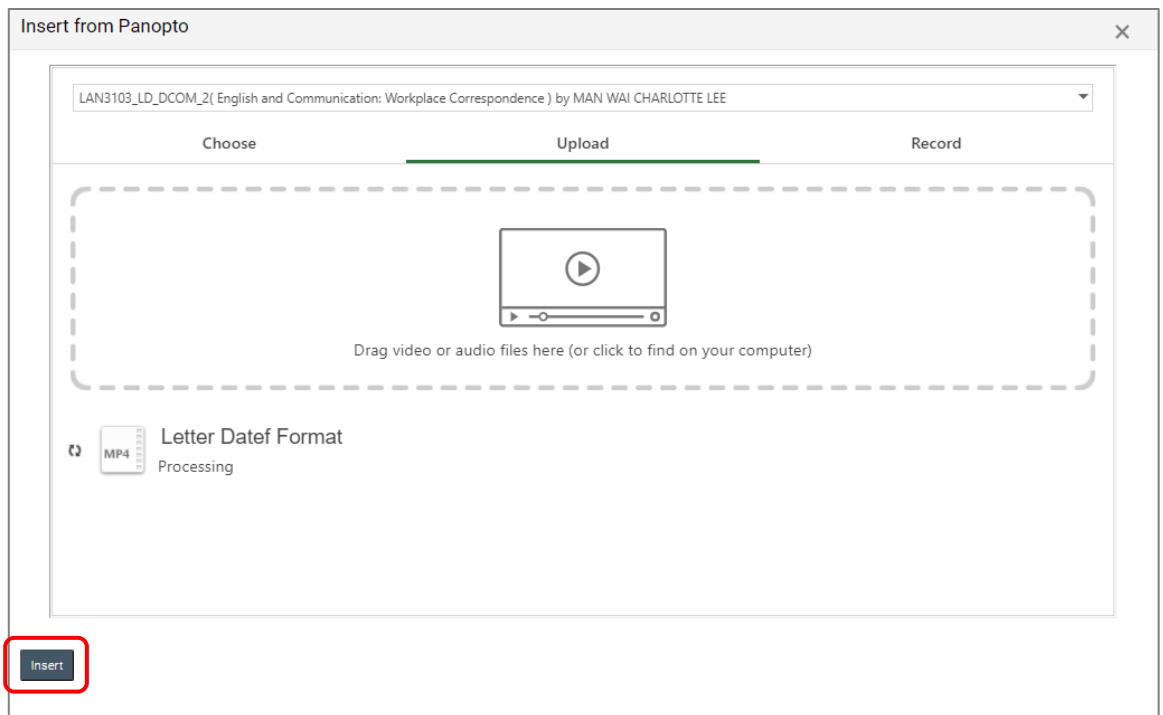


3. Upload existing videos and sharing them with students

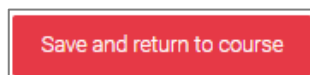
- 3.1 Repeat step 2.3 to 2.6.
- 3.2 Click the **Upload** tab.
- 3.3 Drag video or audio files in your computer to the dashed line rectangle.



- 3.4 Click the **Insert** button at bottom left to insert the video(s) into your course.

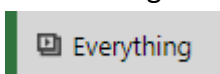


- 3.5 Click **Save and return to course** button in Moodle.



4. Edit video with online editor

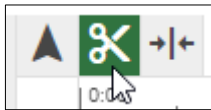
- 4.1 **Log in** Panopto (<https://vtc.ap.panopto.com>).
- 4.2 In left Navigation menu, click **Everything** and find the video which you want to edit.



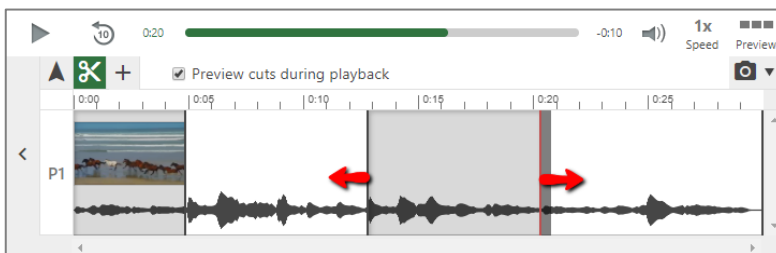
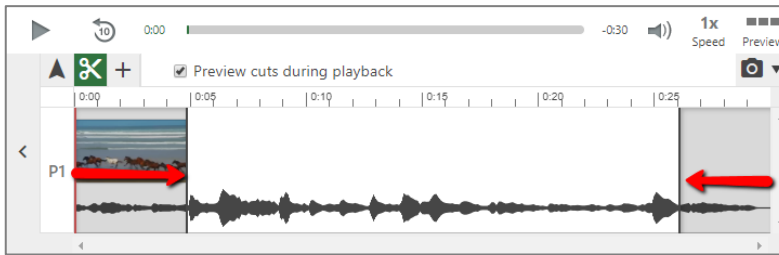
- 4.3 Click the **Edit** icon.



4.4 To begin editing, select the **Scissors** tool.



4.5 Click and drag the edit handle along the timeline to make a cut to your video.



4.6 If you want to edit the secondary stream only, click and drag the area you want to trim out in secondary stream.

4.7 Click the **Apply** button at top right to make all changes visible to viewers.



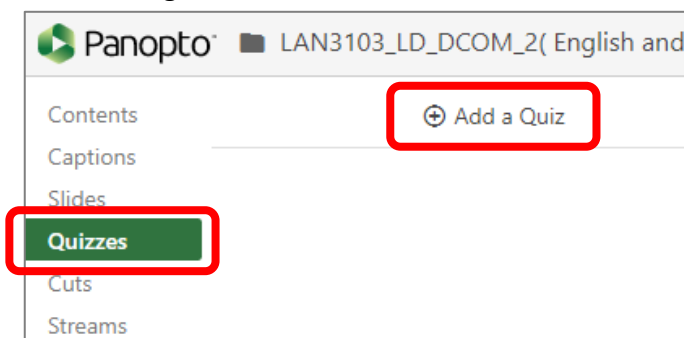
5. Add in-video quiz

5.1 Repeat step 4.1 to 4.3.

5.2 Navigate in the Timeline to where you want to put a quiz.



5.3 In left Navigation menu, click **Quizzes**, then click **Add a Quiz**.



- 5.4 Select type of quiz questions, include **True/False**, **Multiple Choice**, **Multiple Select** and **Fill In The Blank**.
- 5.5 Enter the question, answers, and define the correct answer.
- 5.6 Click the **Add a Question** button if you have more than one question in a quiz.
- 5.7 Once you have added all your questions, click the **Done** button to finish.

5.5

Question 1 1 of 1

Question

Which date format is most appropriate? Multiple Choice

Answer 1

5-8-2020

Answer 2

5.8.20

Answer 3

5 August 2020

Add answer...

Correct answer explanation (optional)

< Back Next > Add a Question Done

5.4

5.6

5.7

- 5.8 At the **Options** page for this Quiz, select appropriate options which fit your purpose, then click the **Finish** button to save changes.
- 5.9 Repeat step 5.4 to 5.8 if you want to add another quiz. Click the **Apply** button at top right to make all changes visible to viewers.

Apply Revert