

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 (*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 choose to **Add a block**.
- 1.4 Scroll down and select the **Panopto** block
- 1.5 If the course needs to be provisioned, select **Provision Course**.
- 1.6 You can now **Back to Course** and use the Panopto service.

## 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** in your download folder.
- 2.3 Add a **resource** (e.g. Page) in your Moodle course
- 2.4 Enter a **Name** for the new Page
- 2.5 Click the green Panopto button in **Page content** to add Panopto video



- 2.6 Select the folder by clicking the drop-down arrow.
- 2.7 Enter **Record** page and name your recording.
- 2.8 Click the **Record** button to launch Panopto recorder.  

- 2.9 Enter **Settings** page, enable the following options and click the **Save** button:
  - Minimize when recording
  - Highlight the mouse cursor during screen capture
- 2.10 Back to **Create New Recording** page, adjust **Resolution** and **Framerate** if necessary. Click the **Apply** button to save changes.
- 2.11 Make sure the video, audio and volume level of Primary Sources are correct.
- 2.12 Open your presentation in PowerPoint.

- 2.13 Click on the **Capture PowerPoint** check box under Secondary Sources. Enable **Start presenting when recording starts**.
- 2.14 Enable **Capture Main Screen** as Secondary Sources and select **Enable screen capture preview**.
- 2.15 Click the round **Record** button to start lecture recording.
 
- 2.16 When you are finished, maximize Panopto and click the **Stop** button to stop recording.
 
- 2.17 Click the blue **Upload** button and your video will be uploaded to your video library.
- 2.18 Click the **Cancel** button in **Add Panopto Video** windows to close.
- 2.19 After the recording is completely uploaded, click the green Panopto button again. Enter **Choose** page, select the video(s) and click **Insert** button to insert the video(s) into your course.

### 3. Upload existing videos and sharing them with students

- 3.1 Repeat step 2.3 to 2.6.
- 3.2 Enter **Upload** page.
- 3.3 Drag video or audio files on your computer to the dashed line rectangle.
- 3.4 Click the **Insert** button to insert the video(s) into your course.
- 3.5 Click **Course Settings** in Panopto block.
- 3.6 Under **Share**, change **Who has access:** to “Anyone at your organization with the link”.
- 3.7 Click the **Close** button at top right corner to close.
- 3.8 Back to Moodle, enrol student to your course.

### 4. Edit video with online editor

- 4.1 **Log in** Panopto (*lecturecapture.vtc.edu.hk*) using **Moodle system for AY1819**.
- 4.2 In left Navigation menu, click on **Everything** and find the video which you want to edit.



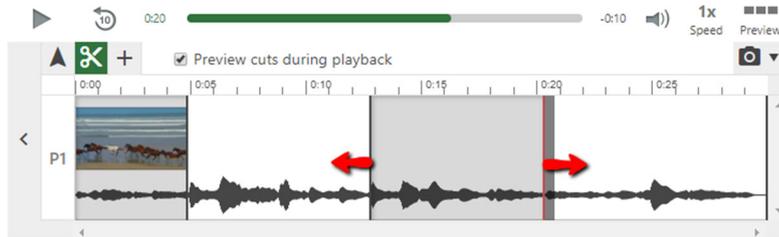
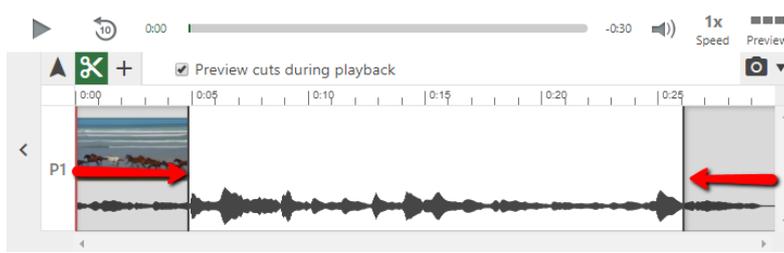
- 4.3 Click on the **Edit** icon.



- 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 **Publish** button at top right corner to make all changes visible to viewers.



## 5. Add in-video quiz

5.1 Repeat step 4.1 to 4.3.

5.2 Using the **Pointer** tool, navigate in the Timeline to where you want to put a quiz.



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



5.4 You can select 3 types of quiz questions, include **True/False**, **Multiple Choice**, and **Multiple Select**.

5.5 You can fill in the question and answers for your quiz in the secondary stream window.

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.

5.8 You will then be directed to the **Options** page for this Quiz. Click the **Finish** button to save changes.

5.9 Repeat step 5.4 to 5.9 if you want to add another quiz. Click the **Publish** button at top right corner to make all changes visible to viewers.