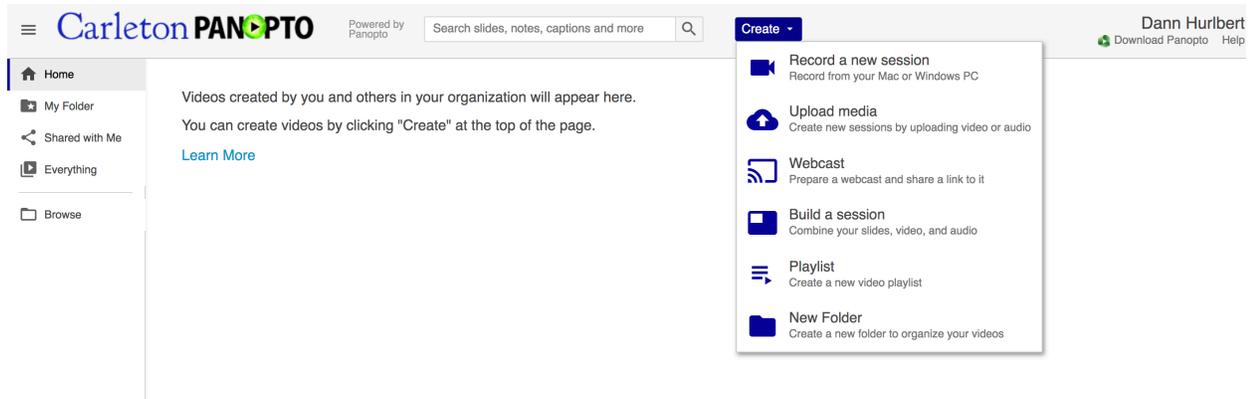


## Getting Started with Panopto:

1. Visit <https://carleton.hosted.panopto.com>
2. Choose “Panopto via Moodle login” & click Sign in  
*This takes you to the moodle.carleton.edu “Moodle @ Carleton” login page.*
3. Choose Carleton Login
4. Sign in via Duo

*This lands you on your Carleton Panopto Home page, where you can manage videos in your Folders or Create or Upload videos.*



Video Tutorial: <https://vimeo.com/academictechnology/panopto-gettingstarted>

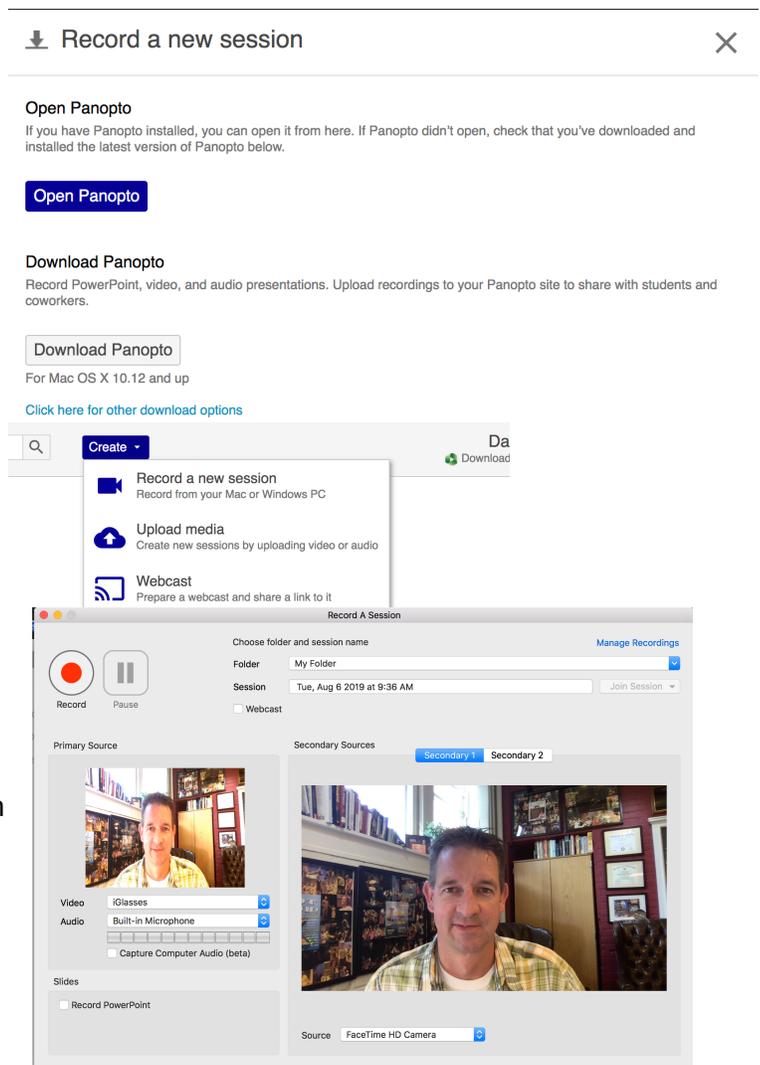
Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.

*\*\*If you've already installed Panopto on your computer, you can also connect and login by opening the Panopto App on your computer and choosing Sign in [Top Right of window. Next to server, type [carleton.hosted.panopto.com](https://carleton.hosted.panopto.com) and you'll be prompted to use the Moodle login instructions as listed above.*

# Creating a Video in Panopto:

## From the Web

1. Login to Panopto through <https://carleton.hosted.panopto.com>
2. Choose Create > Record a New Session
  - a. If you've already installed Panopto on your computer, choose Open Panopto.
  - b. If you've not yet installed Panopto on your computer, choose Download Panopto and install the Panopto software.
3. Once you've Opened Panopto, choose Create > Record a New Session. *The Record A Session window will open.*
4. Choose the Panopto Folder to which you'll save your recording. (My Folder = your general folder) You can also choose Create New Folder.
5. Name your Session (consider a consistent naming convention such as Unique Lesson Name\_Course\_Date)
6. Primary Source:
  - a. Verify your desired video camera is selected and audio is picking up levels.
7. Secondary Sources:
  - a. To screen record by using your computer monitor or to add a document camera, webcam, etc., choose Secondary 1 > select the screen/camera you'd like as your secondary source.
  - b. Adding another source? Click Secondary 2 > select a source.
  - c. If you don't want additional sources, set each Secondary Source to "None."
8. When you're done with your lesson, click Stop > Adjust Session Name (if desired) > add a description (if desired), and click Upload. [Keyboard Shortcuts for starting and stopping the recording on a Mac is Cmd + Option + R. Shortcut for starting a recording on a PC is F8, stopping is F10.]



Video Tutorial: <https://vimeo.com/academictechnology/panopto-creatingvideo>

*\*Depending on internet speed, uploads may take 1-5 or more minutes for a 1 hour recording. Do not shut down your computer or disconnect from the internet during this process. After uploading, processing may take 15-20 minutes for the video to become viewable.*

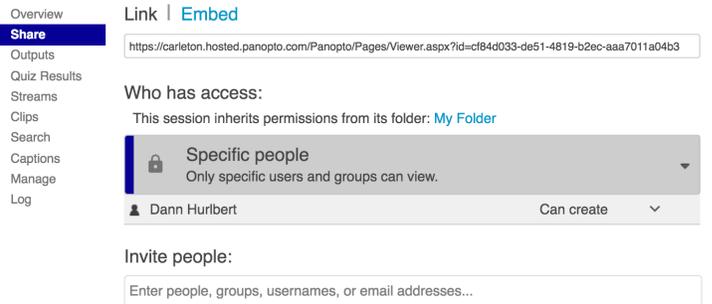
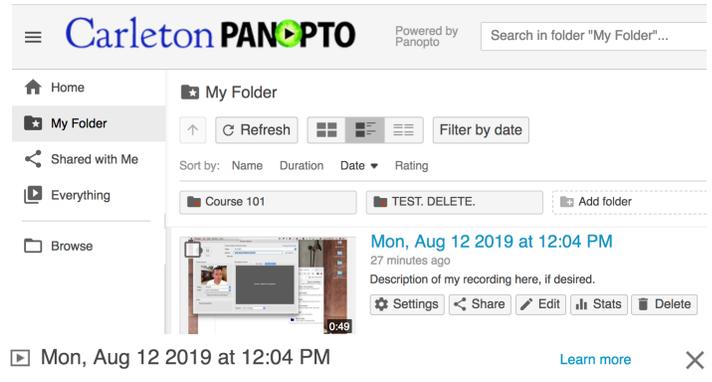
# To Share Your Panopto Videos:

## Sharing Previously Created or Uploaded Videos

1. If you'd like to share a video you've created previously, login at <https://carleton.hosted.panopto.com> and return to your Panopto Home Screen.
2. Choose the appropriate Folder and then hover over the desired video's name or thumbnail. *Additional options will appear.*
3. Select "Share"

This will open a "Share Window."

- a. After you click Share, you can select the LINK or Embed Code from the top of the pop-up screen.
- b. Verify Who has Access: click the pull down and select the appropriate group, such as Anyone with the Link. If you'd only like specific people to view the video, choose "Specific People" and then "Invite people" by entering their email addresses in the Invite people field.
- c. You can now insert that link or code in a Moodle course or website or email it to desired recipients.



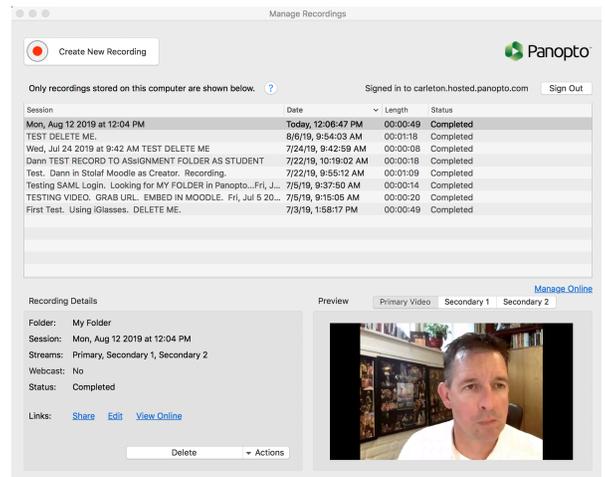
## Sharing a Video You've Just Recorded.

1. Immediately after Recording and uploading, you'll be notified in the Manage Recordings window when your upload is "Completed."
2. At the bottom left of the screen, you'll see Links > Share. Click Share, and you'll see the same options listed in #3, above.

Video Tutorial:

<https://vimeo.com/academictechnology/panopto-sharingvideos>

Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.



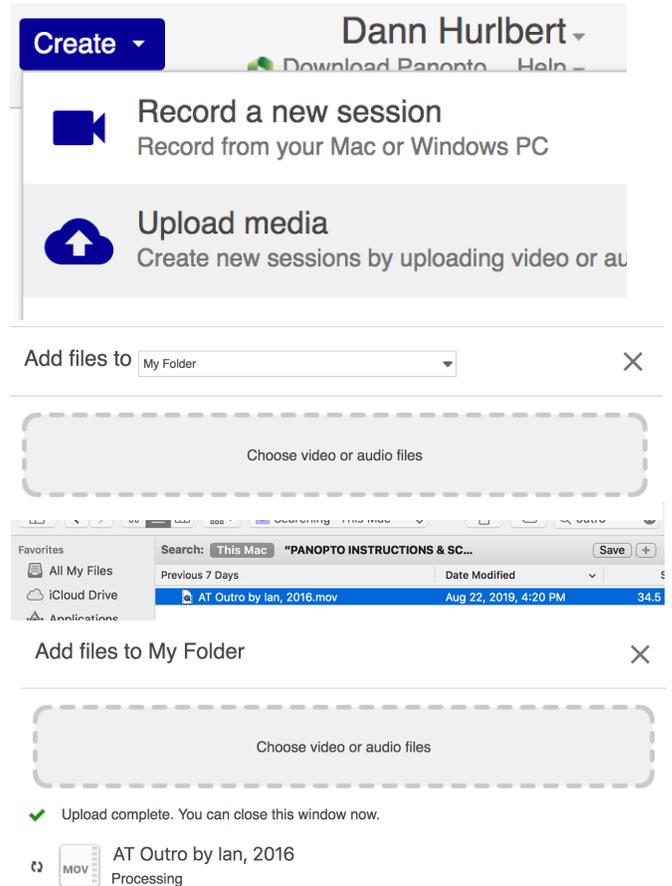
## To Upload a Video to Panopto:

1. To Upload a video you have on your computer, login at <https://carleton.hosted.panopto.com> and return to your Panopto Home Screen.
2. Choose Create > Upload Media
3. Next to “Add files to,” Choose the Panopto folder to which you want to add your video.
4. Click Choose Video or Audio Files > Select the video from your computer > Click Open.
5. Once the upload is complete, close the window as directed.

Video Tutorial:

<https://vimeo.com/academictechnology/panopto-uploadingvideos>

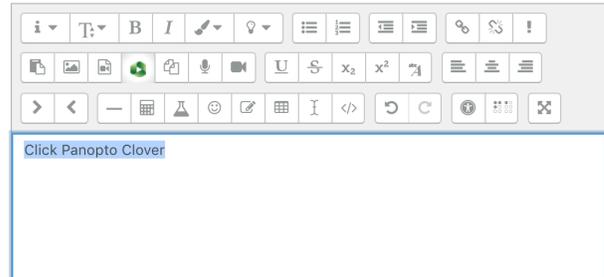
Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.



## Adding a Panopto Video from WITHIN Moodle:

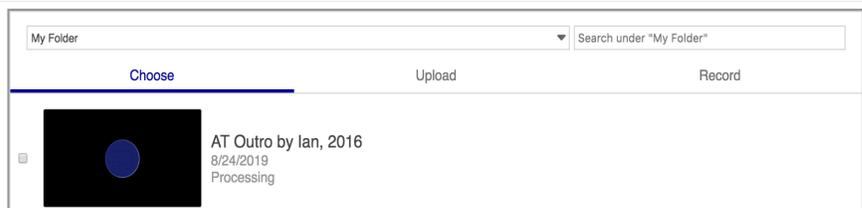
1. Login to Moodle at [moodle.carleton.edu](http://moodle.carleton.edu) and find your class.
2. Within Moodle, turn editing on, find the section you'd like to add a video to, and then click Add an Activity or Resource.
3. From the Moodle list, choose an Assignment, Page, Label, or another desired activity or resource.
4. Click the green Panopto "clover" in your tool options.

*This opens a new "Insert from Panopto" window that allows you to "Choose" a video you've already got in Panopto, "Upload" something from your computer, or "Record" a new video.*



5. To **Choose a video you've already recorded**, Select the Panopto Folder that your video is in by clicking the field directly above Choose [My Folder]. Select the video you'd like to insert, and click insert.

Insert from Panopto



6. To **Upload a video you've got on your computer**, click Upload, click Choose Video or Audio File, then Open, then Insert.
7. To **create a new Panopto video**, click Record, Name your Video, and click the next Record Button.
  - a. This will open your installed Panopto Software. Check-out the instructions on "Create Video," if you're unsure how to use this interface.

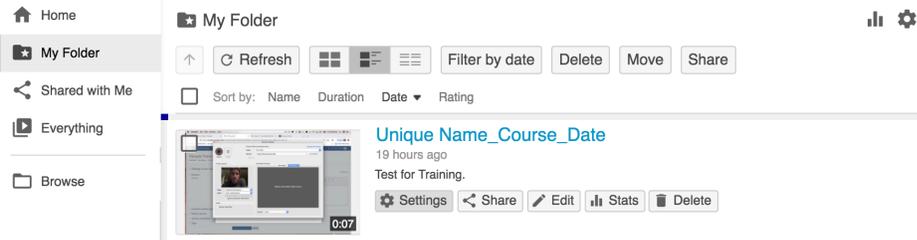
After you've created or uploaded your video, be sure to click Save and Return to Course in Moodle.

Video Tutorial: <https://vimeo.com/academictechnology/panopto-throughmoodle>

Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.

## To MOVE your Recorded or Uploaded Video to Another Folder:

1. Login to Panopto through <https://carleton.hosted.panopto.com>
2. On the left of your Panopto Home Screen > click on the desired folder
3. Hover your cursor over the video's name or thumbnail and additional options will appear.



### ▶ Unique Name\_Course\_Date

4. Click Settings > and to the right of “My Folder,” just above the thumbnail image > choose Edit.

**Overview**

- Share
- Outputs
- Quiz Results
- Streams
- Clips
- Search
- Captions
- Manage

**Session Information**

Name Unique Name\_Course\_Date [Edit](#)

Folder [My Folder](#) [Edit](#)

Preview image [Edit](#)

**Session Information**

Name Unique Name\_Course\_Date [Edit](#)

Folder

Preview image

Choose a folder or start typing to search

*Quick access*

- My Folder
- TEST. DELETE. in My Folder
- Dann Huribert's page

5. You now see a pull down that lets you select a folder. Choose the folder you'd like the video moved to, and click Save.

Video Tutorial: <https://vimeo.com/academictechnology/panopto-movevideo>

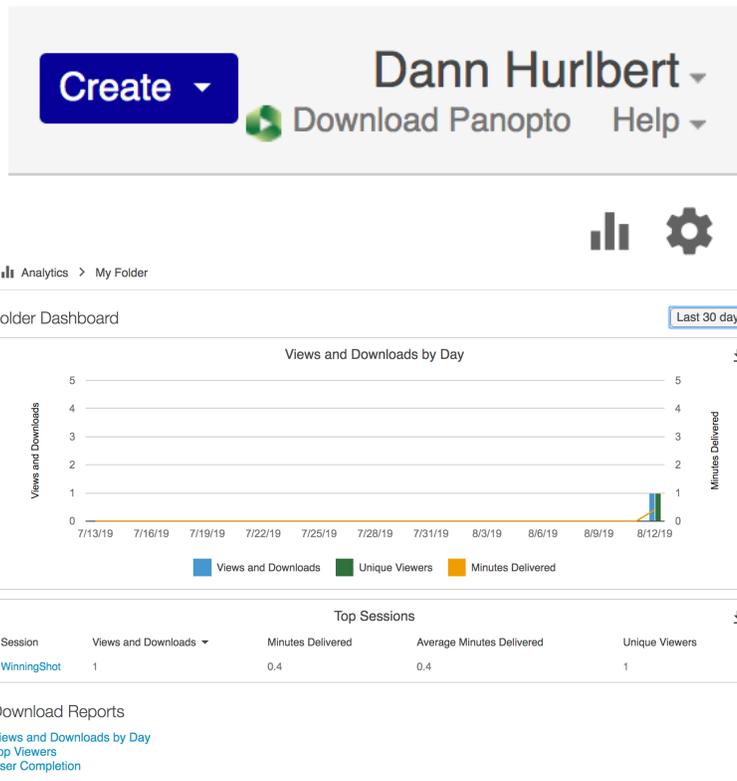
(\*This video has not yet been developed as of Sept. 1, 2019, so the link may not yet work.)

Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.

## Quick Overview of Analytics:

There are a couple ways to see who is watching how much of your videos.

1. Login to Panopto through <https://carleton.hosted.panopto.com>
2. Once you're at your Panopto Home Screen, click the small bar graph in the top right portion of the screen, below your name.
3. You'll see an overview of recent views and downloads over the last 30 days. You can adjust span of time being displayed by clicking on the "Last 30 days" button the top right.
4. At the bottom of the screen, a section called "Top Sessions," you'll see any of your videos that have been viewed in that span of time. (This examples shows just one video, "WinningShot." If you have more videos, more will appear here.)



5. Clicking on the name of the video will show you the total number of views, who watched that video, and for how long. You can also download a .csv of that information below, under "Download Reports."

Video Tutorial: <https://vimeo.com/academictechnology/panopto-analyticsoverview>

(\*This video has not yet been developed as of Sept. 1, 2019, so the link may not yet work.)

Additional support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.

# To Add A Quiz to your Panopto Videos

Video quizzing “during a video-recorded lecture reduces mind wandering, increases task-relevant behaviors such as note taking, boosts learning, and also improves calibration between predicted and actual performance” (Schacter and Szpunar, 2015). Here’s how you can easily create video quizzes in Panopto.

1. Login to Panopto through <https://carleton.hosted.panopto.com>
2. Find the video you want to add a quiz to, hover over it, and click edit. (In Panopto, a “quiz” occurs at a single point in your video; to add questions later in your video, you would add another “quiz” later.)
3. In the timeline, play or scroll the red playhead to the point at which you’d like to add your first question. Click Quizzes > Add Quiz.
4. Enter the name of your Quiz
5. Use the pull-down to select Quiz type (T/F, Multiple Choice, Multiple Select, or Fill in the Blank)
6. Type your first quiz question.
7. Type possible answers and select the correct answer (if applicable to your quiz type). Click “Add answer” if you’d like more possible responses.
8. Type feedback for viewer when s/he gets the answer correct.
9. Choose “Add Question” if only you want a second question immediately after the first, or choose “Done” to navigate to another point in the video for a later question.

60 second Instructional video\_Hurlbert\_WITH QUIZ  
4 minutes ago

Settings Share Edit Stats Delete

Carleton PANOPTO Powered by Panopto > 60 second Instruc

Contents + Add a Quiz

Captions

Slides

**Quizzes**

Cuts

Streams

60 Second Instructional Video Quiz 1 of 1

Question

After watching this short video, what will you be asked to do? Multiple Choice

Answer 1  
 Write an essay. X

Answer 2  
 Create your own instructional video. X

Answer 3  
 Answer a few short questions. X

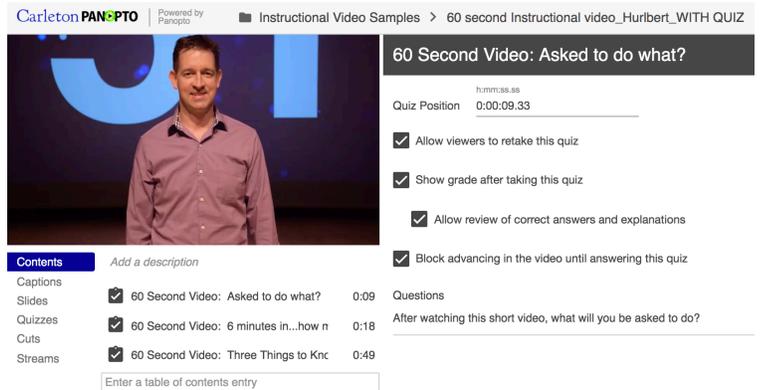
Add answer...

Correct answer explanation (optional)  
Correct! You'll need to pay attention, so you're able to answer a few short questions.

< Back Next > Add a Question Done

0:09 -0:51 1x Speed Preview

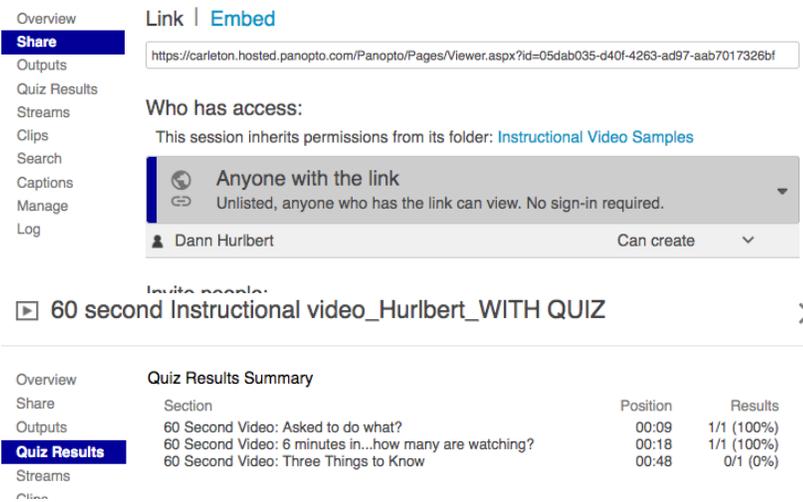
10. Upon clicking “Done,” you’ll be shown quiz options. You can adjust the timecode at which this “quiz” appears, show the viewer if they got the question right or wrong with “quiz grade,” block viewers from advancing to the next question without answering this one, etc. Make the selections you prefer and click “Finish.”



11. To Share your video/quiz, return to your My Folder, hover over your video, and click “share.” You’ll be able to copy a link or embed code, and email it, or post it wherever you like. Be sure to adjust “Who has access” to suit your needs. \*By following the instructions for Adding a Panopto video WITHIN Moodle, you can also insert the video while working in Moodle.



12. To view results of your quiz, you’ll return to My Folder, hover over your video, and click Settings > Quiz Results. You’ll see results per question/quiz, by user, and you can download a .csv of the results.



Additional information about Panopto Quiz Feature can be found at <https://support.panopto.com/s/article/How-to-Add-a-Quiz-to-a-Video>

Video Tutorial: <https://vimeo.com/academictechnology/panopto-quizzing>  
 (\*This video has not yet been developed as of Sept. 1, 2019, so the link may not yet work.)

Additional Panopto support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.

Schacter, D. and Szpunar, K. (2015). [Enhancing attention and memory during video-recorded lectures](#). *Scholarship of Teaching and Learning in Psychology*, [online] 1(1), pp.60-71. Available at: <https://psycnet.apa.org/buy/2015-05636-001> [Accessed 7 Jul. 2019].

## To Edit Your Panopto Videos

Video editing in Panopto is limited. Recommended use is for trimming short sections of your video, or inserting or combining videos. Edits are “non-destructive,” too. So you can revert to your original footage at any time.

1. Login to Panopto through <https://carleton.hosted.panopto.com>
2. Find the video you want to add a quiz to, hover over it, and click edit.

3. To delete a portion of your video, in your timeline, click and drag from left to right. Repeat for any other portions of your video you'd like deleted.

*\*with preview cuts during playback selected, you can see how the editing will playback for the viewer.*

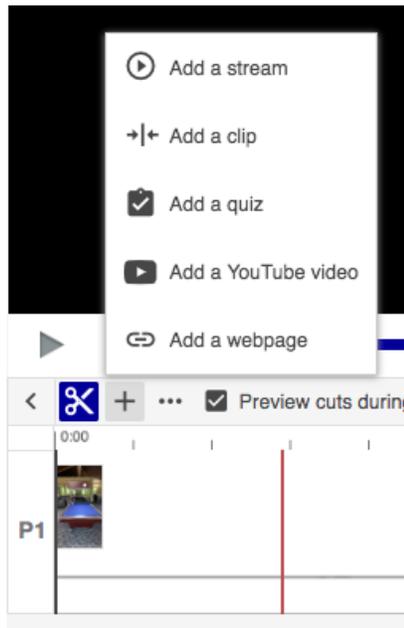
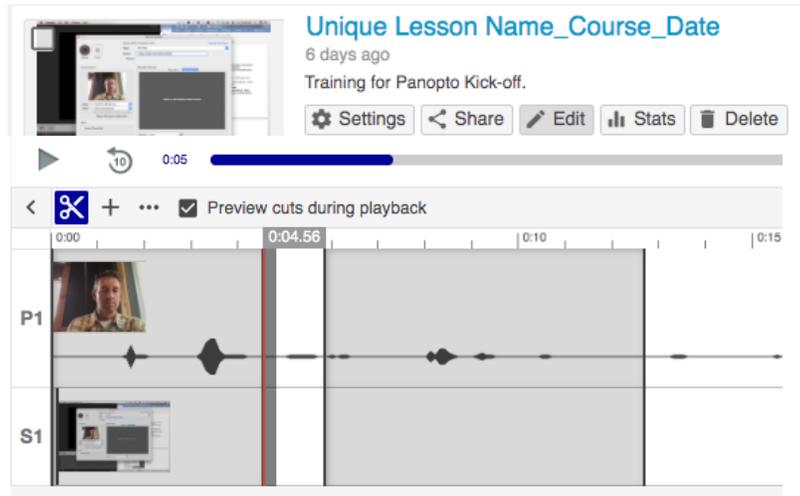
4. To UNDO any section you've marked for deletion, click on the dark edge of your gray selection and slide that line back to the opposite side of the gray and release. The gray box disappears.
5. After you've selected the portions you'd like removed, click Apply > OK.

6. To insert another clip or video, position place your red playhead on your timeline in the location you'd like to insert another video. Click + next to the scissors, and choose “Add a Clip.” You'll then select another Video from your My Folder, and Click Insert.
7. After you've made the desired adjustments, click Apply > OK.

Video Tutorial:

<https://vimeo.com/academictechnology/panopto-editing>

*(\*This video has not yet been developed so the link may not yet work.)*



as of Sept. 1, 2019,

Additional Panopto support is available through <https://support.panopto.com/s> or, feel free to reach out to Dann in Academic Technology.