Panopto Videos In Canvas

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Fall 2020 Zoom Cloud Recordings

UT Zoom recordings from Fall 2020 courses will be migrated to Panopto early in the Spring 2021 semester. If you wish to use this in current or future courses, please see our instructions for Copying or Moving Panopto Media to a New Course below.

Accessing Panopto

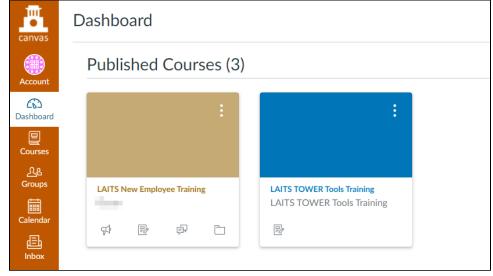
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Navigating to Panopto in Canvas

Panopto folders are linked to each individual course, meaning your Panopto media will not appear directly on your Canvas homepage. The Panopto Video Dashboard can only be found within each individual course in Canvas.

The following steps detail how to access your Panopto recordings within your Canvas course. You can also view a video version of these instructions, provided by the School of Information.

1. To begin, navigate to the Canvas course that you want to use Panopto with.



2. From the options on the left-hand side, click on "Panopto Video"

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Courses	Grades People Pages	ø
📰 Calendar	Files	Ø
員 Inbox	Syllabus Outcomes	ø
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	UT Canvas Apps	
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3. You'll be taken to the Panopto Video Dashboard for this course, which will display any videos that were uploaded to this course by an instructor

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	Outcomes	ø		

Uploading Video to Panopto as an Instructor

Instructors are able to create and upload videos to their course folder. Students will not be able to create and upload videos to the course folder.

1. Choose	e the course folder	r from the top of the file hierarchy. Do not select	the "Assignments" folder.
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	Home	Search in folder "Default Term - UT Sc Q Create -	
Account	Announcements Discussions	Choose a folder or start typing to search	
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2 From u	ithin the course of	at the Panopto Video Dashboard, click on the "C	reate" icon to be given a list of antior
canvas		Information Panopto Training > UT School of Information Par	
	Home	Search in folder "Default Term - UT Sc Q	ate -
Account	Announcements	Default Term - UT School of Information Panopto T	Record a new session Record from your Mac or Windows PC
Dashboard		Sort by: Name Duration Date •	Record a new video
Courses	People		
	Pages	This folder contains no videos.	Create new sessions by uploading video or audio
Calendar	Syllabus		
Inbox	Modules		
3. Create	options:		

- - a. Record a new session
 - i. This may also be listed as "Panopto for Windows" or "Panopto for Mac", depending on your operating system
 ii. This option launches the Panopto desktop application, allowing you to create rich video and audio media.
 - b. Panopto Capture
 - i. This option launches Panopto Capture, a browser-based version of Panopto that will let you record video and audio media. For more information on Panopto Capture, please see Panopto's documentation.
 - c. Upload Media
 - i. This option allows you to upload pre-recorded video or audio media to your course folder

Uploading Video to Panopto as a Student

From the Panopto Video Dashboard, students can upload videos to the "Assignments" folder for a course.

1. Students should click on the "Assignments folder" for the course

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Annou	incements		
Discus	sions	Choose a folder or start typing to search	
board Grades	s	S Q Quick access	
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Copying or Moving Panopto Media Between Courses

If you have media in Panopto that you wish to copy into multiple courses, or move from one course to another - perhaps when a semester begins - you can easily do so by following the steps below for each piece of media that you wish to move.

Please note, the following steps are performed in the Canvas integration of Panopto, and may appear slightly differently if you're using the Panopto website.

Copying Media in Panopto

If you wish to copy your media, so that it remains in its original location while allowing you to freely manipulate or relocate the duplicate, follow the steps below:

1. Navigate to the Panopto Video dashboard for your course that contains the media you wish to copy

	Locate the media that you wish to copy	
	Search in folder "Default Term - Pa	anopt Q Create -
	Default Term - Panopto Test I	nstance 🔻
	Sort by: Name Duration Date •	,
	🖿 Default Term - Panopto Te	Add folder
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		D Tour of the Femoral Triangle
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	3:41	
3.	Hover over the media, then click "Setti	ngs"
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	Search in folder "Default Term - Par	lopt
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5. From the left-hand options, select "Manage"

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Streams	Tags	+ Tag		
Clips	5			
Search	Preview image		Edit	
Captions				
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- 6. From the "Manage" page, under the "Copy session" heading, you'll be able to choose a new name for your duplicated media or you may use the auto-generated name. Click "Copy" when you're satisfied with the name, and Panopto will begin copying the media within its original folder
- 7

Choose a folder or start typing to search Not selected 3D Tour of the Femoral Triangle (copy)
3D Tour of the Femoral Triangle (copy)
3D Tour of the Femoral Triangle (copy)
3D Tour of the Femoral Triangle (copy)
The copied session will have the same owner as the original session. The copied session will have the same availability settings as the original session. The copied session will inherit viewer permissions from its folder.
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Moving Media in Panopto

1. Navigate to the Panopto Video dashboard for your course that contains the media you're moving

2.	Locate the media that you wish to move			
	Search in folder "Default Term - Par	nopt Q	Create 🔻	
	Default Term - Panopto Test In:	stance 🔻		
	Sort by: Name Duration Date 💌			
	Default Term - Panopto Te	Add folder		
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5. To move the media to another Panopto folder or Canvas course, click the "Edit" link next to the folder name

	ur of the Femora	5		
Verview	Session Information	n		
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treams	Tags	+Tag	\bigcirc	
lips				
earch	Preview image		Edit	
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A drop-down box will appear, listing folders that you have access to within Panopto

 This list may not immediately display *all* of the folders you have access to

 Begin typing the name of the folder or course into which you would like to move the media

- 8. When the desired folder or course is appears in the drop-down box, click on it to select it

🕨 3D Tou	ır of the Femor	al Triangle	
Overview	Session Information	n	
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Quiz Results	Folder	Sp2021	•
Streams		Default Term - Sp2021	Example Course Sandbox Course
Clips	Tags	(+Tag)	4
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9. Click the "Save" link to save your changes and move the media

	ur of the Femor	5		
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10. The folder name will then update to reflect the new folder or course location

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Additional Resources

You can find additional resources provided by the School of Information on their Panopto Guide webpage.