Panopto Videos In Canvas

ⓘ **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.
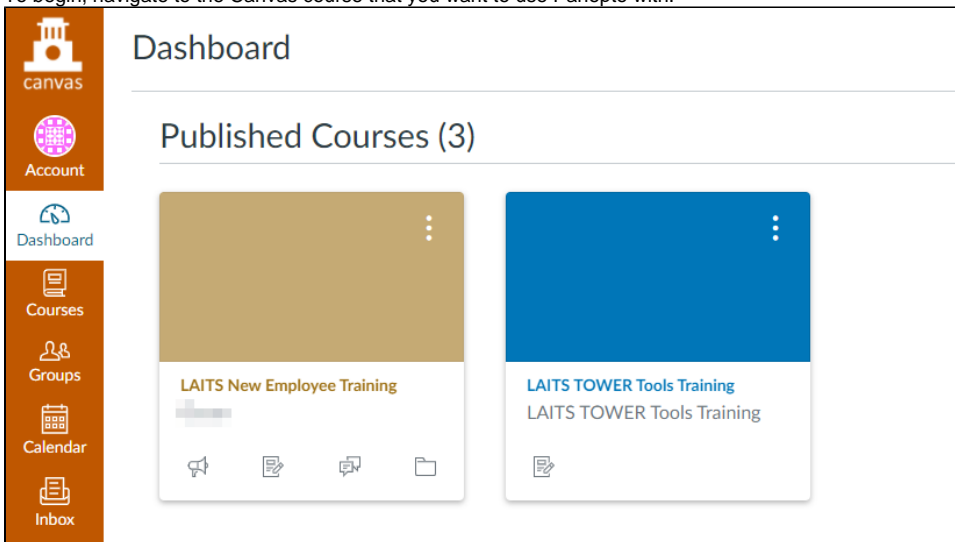
Accessing Panopto
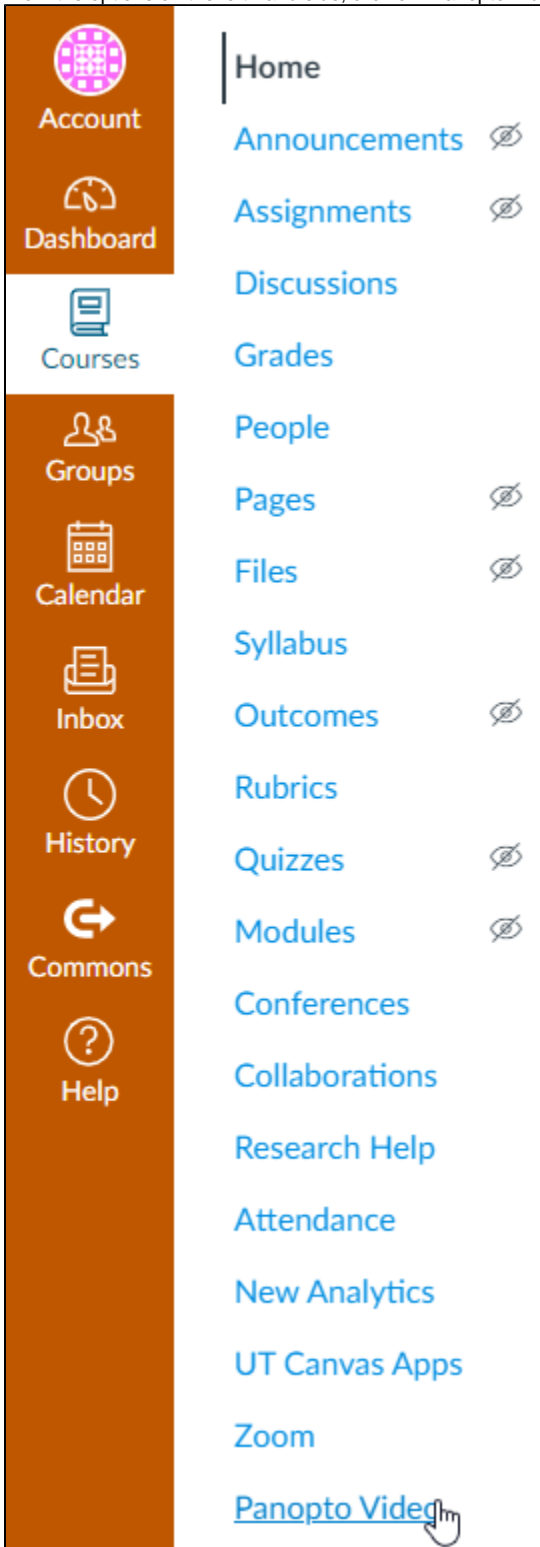
Navigating to Panopto in Canvas

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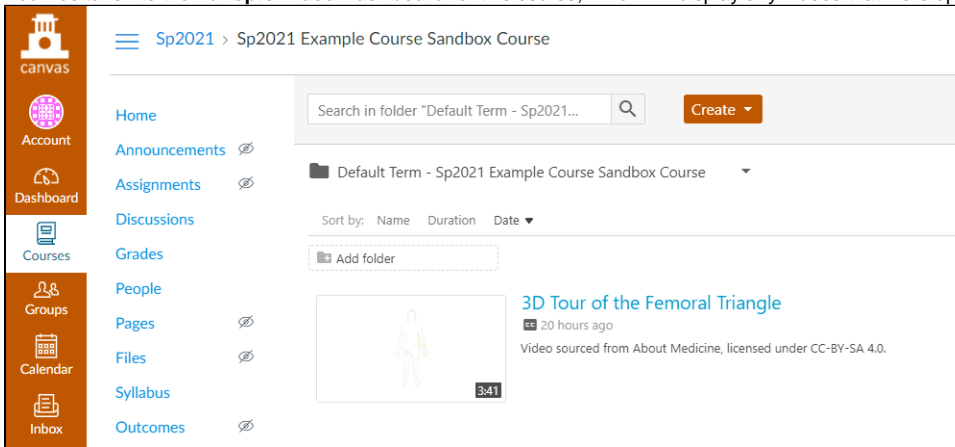
1. To begin, navigate to the Canvas course that you want to use Panopto with.

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

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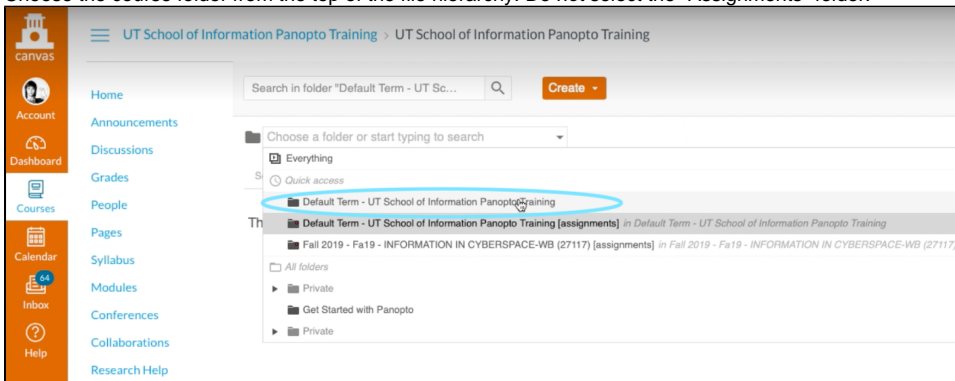UT Canvas Apps

Zoom

Panopto Video

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
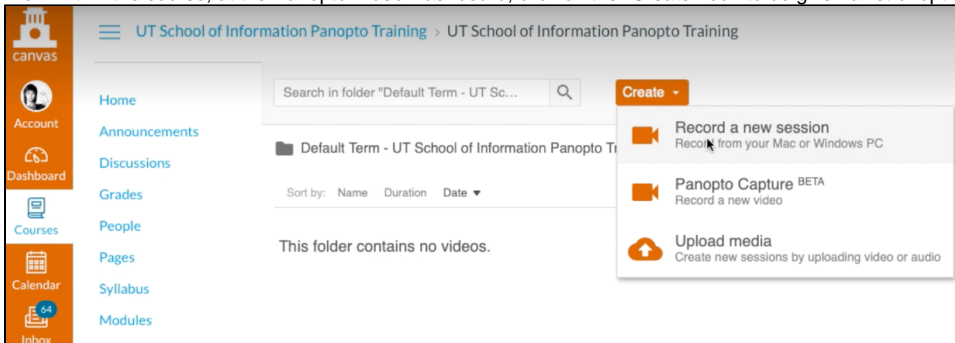

Uploading Video to Panopto as an Instructor

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 the course folder from the top of the file hierarchy. Do *not* select the "Assignments" folder.

2. From within the course, at the Panopto Video Dashboard, click on the "Create" icon to be given a list of options.
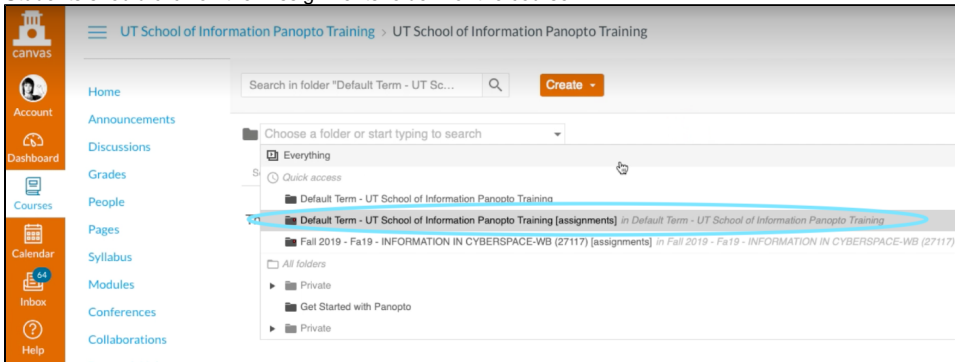

3. Create options:
   a. Record a new session
      i. This may also be listed as "Panopto for Windows" or "Panopto for Mac", depending on your operating system
      ii. This option launches the Panopto desktop application, allowing you to create rich video and audio media.
   b. Panopto Capture
      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
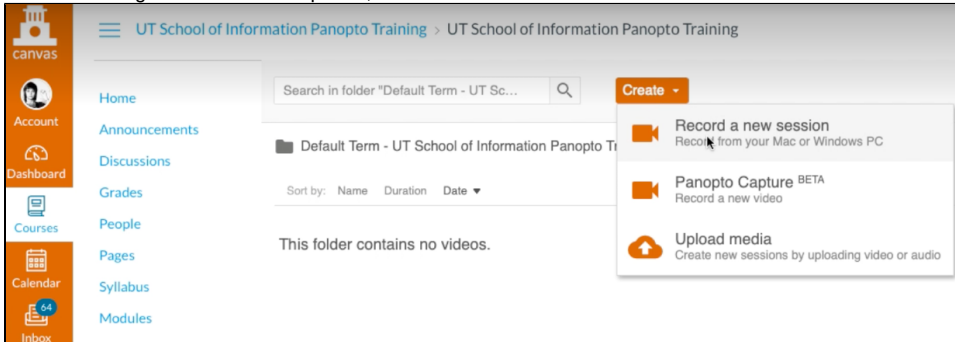
Uploading Video to Panopto as a Student

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

2. Once the "Assignments folder" is opened, students can click the "Create" button and choose from the listed options

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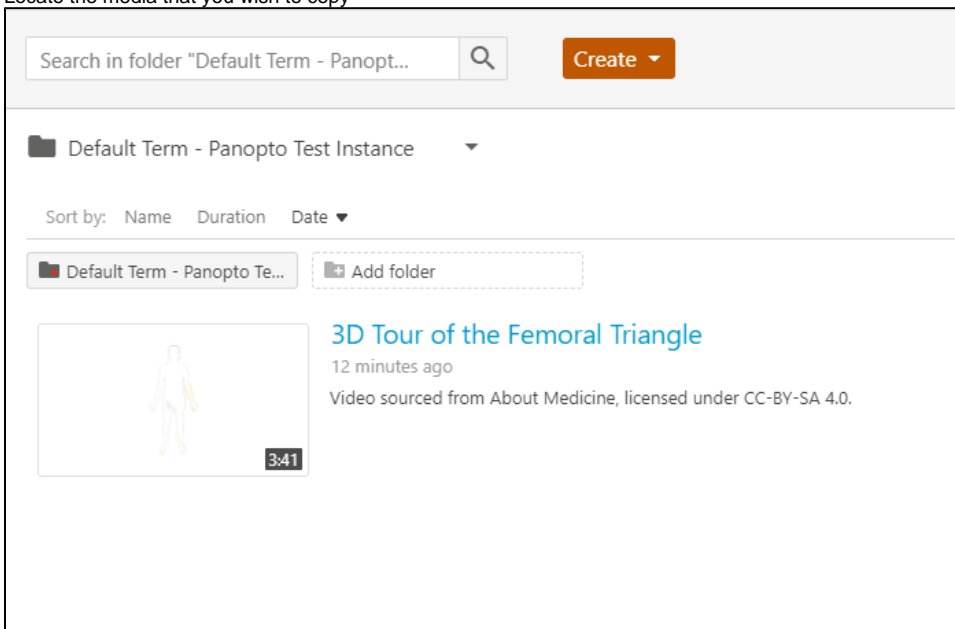
ⓘ Please note, the following steps are performed in the Canvas integration of Panopto, and may appear slightly differently if you're using the Panopto website.
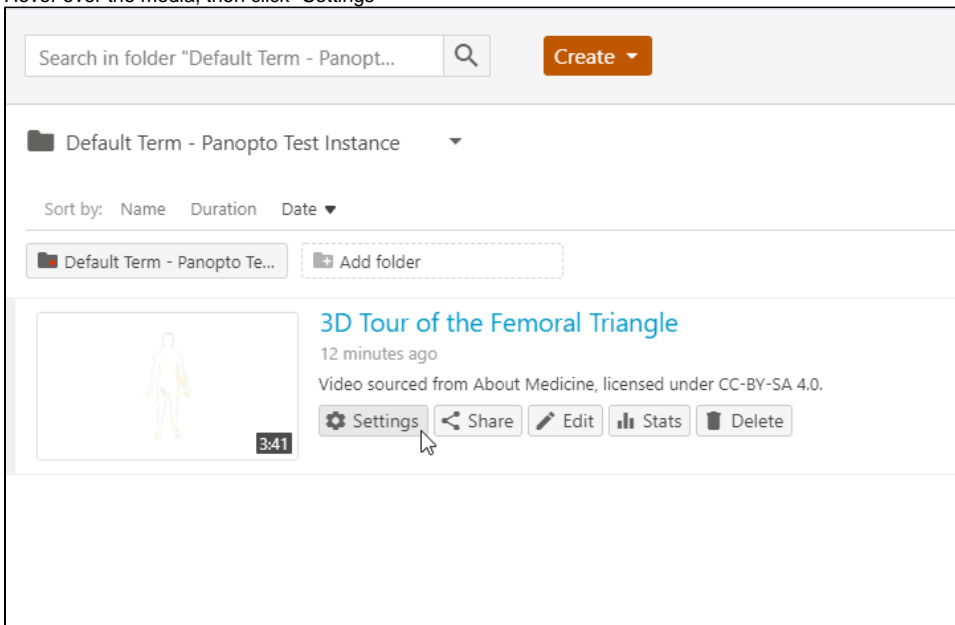
Copying Media in Panopto

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
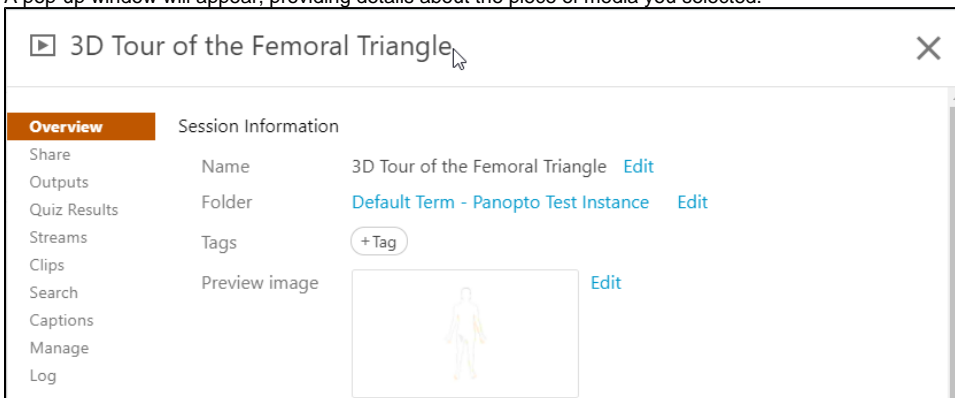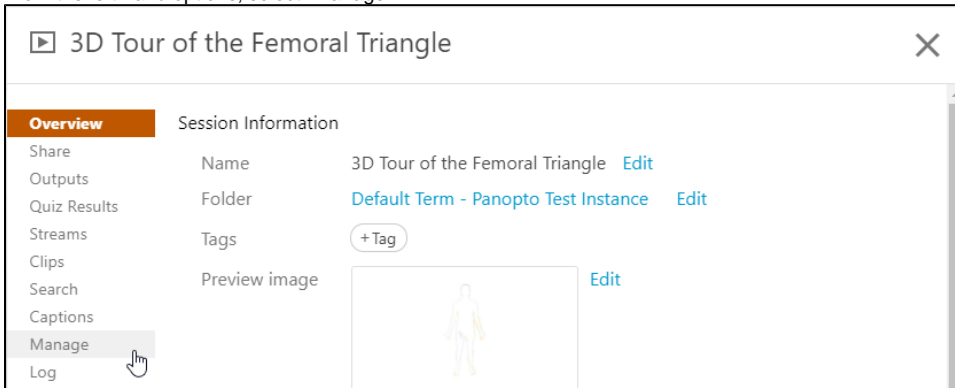
2. Locate the media that you wish to copy

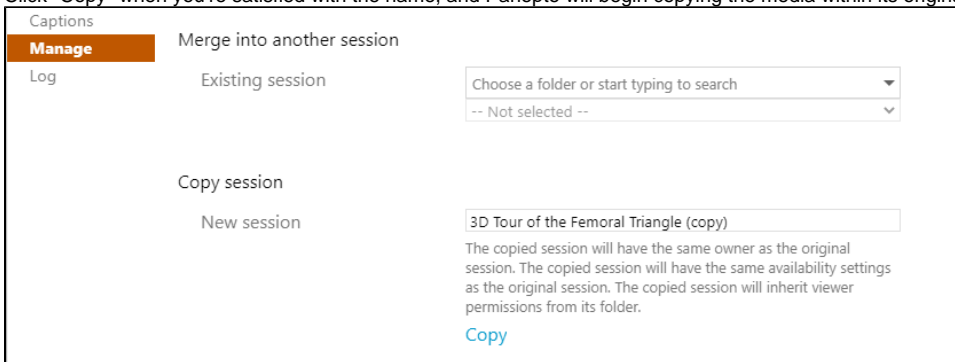3. Hover over the media, then click "Settings"

4. A pop-up window will appear, providing details about the piece of media you selected.
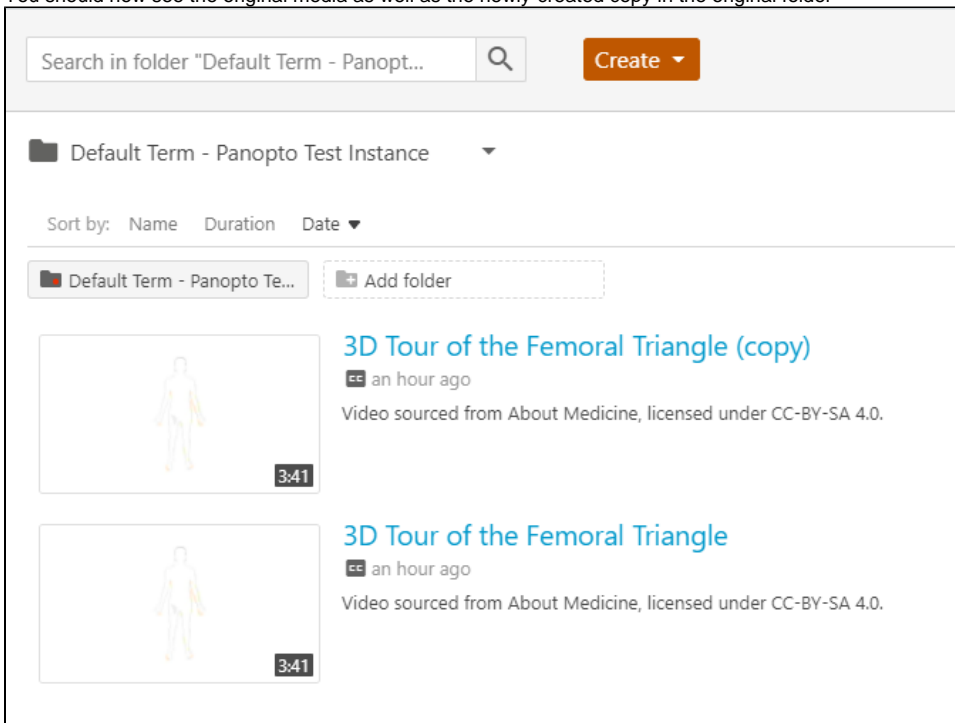
5. From the left-hand options, select "Manage"

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.
7. Click "Copy" when you're satisfied with the name, and Panopto will begin copying the media within its original folder

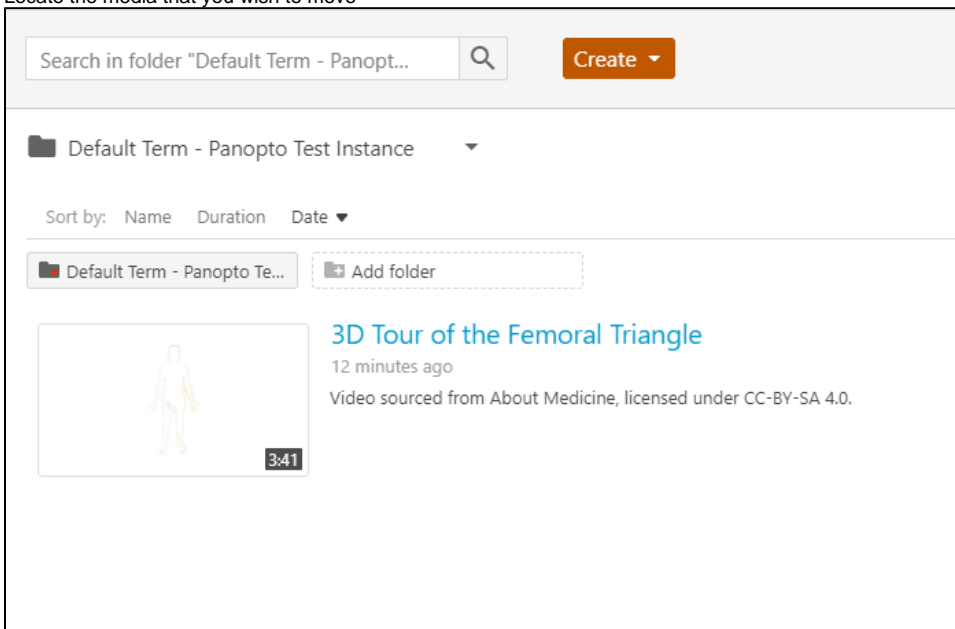8. You should now see the original media as well as the newly-created copy in the original folder
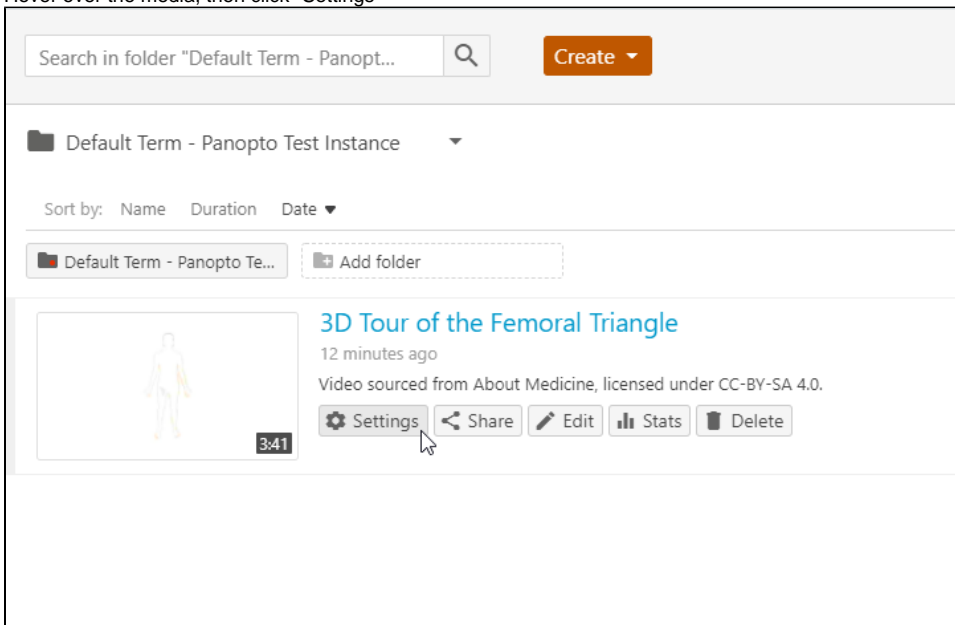

Moving Media in Panopto

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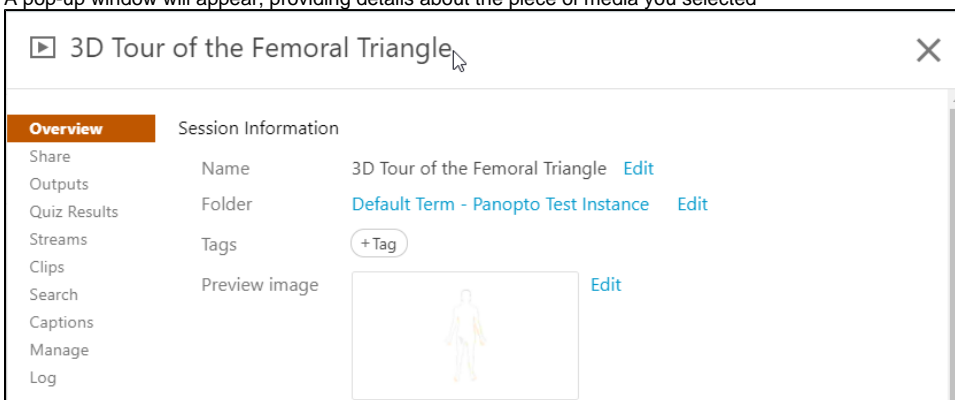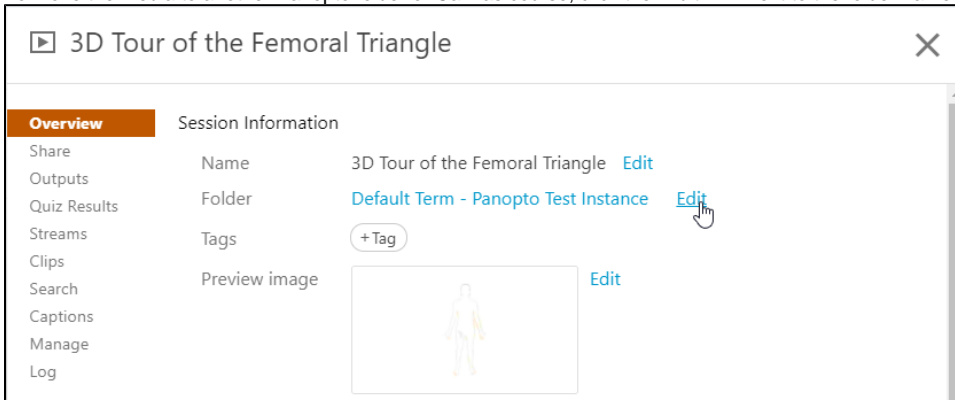
2. Locate the media that you wish to move

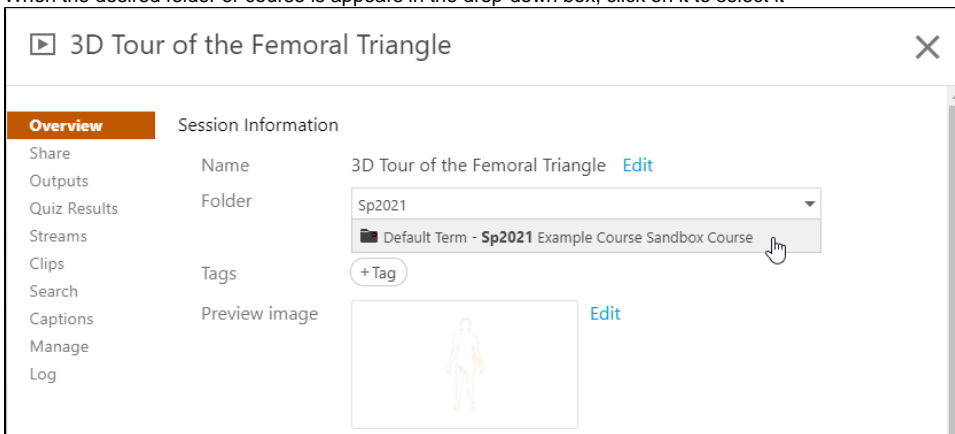3. Hover over the media, then click "Settings"

4. A pop-up window will appear, providing details about the piece of media you selected
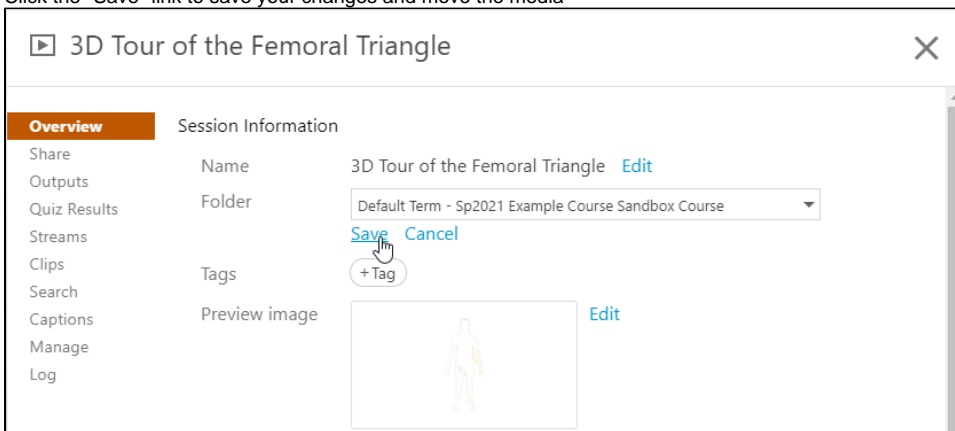
5. To move the media to another Panopto folder or Canvas course, click the "Edit" link next to the folder name

3D Tour of the Femoral Triangle

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Session Information

Name   3D Tour of the Femoral Triangle   Edit

Folder   Default Term - Panopto Test Instance   Edit

Tags   + Tag

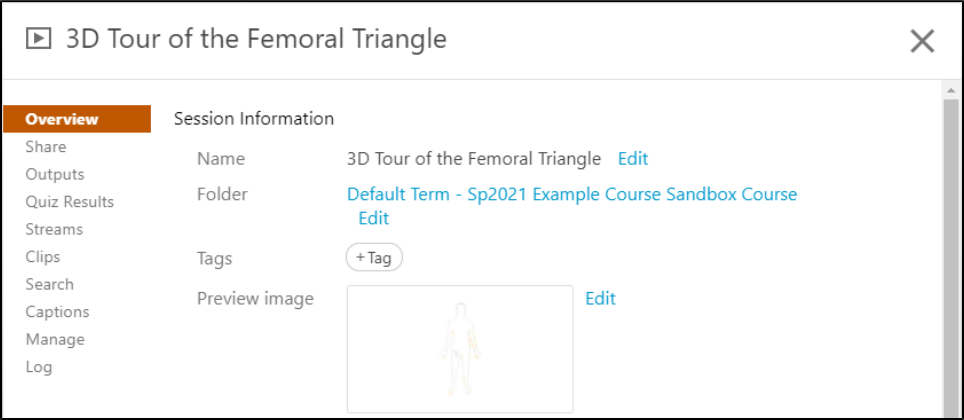Preview image   Edit

6. A drop-down box will appear, listing folders that you have access to within Panopto
   a. This list may not immediately display *all* of the folders you have access to
7. 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

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Name   3D Tour of the Femoral Triangle   Edit

Folder   Sp2021   ▾
            📁 Default Term - **Sp2021** Example Course Sandbox Course

Tags   + Tag

Preview image   Edit

9. Click the "Save" link to save your changes and move the media

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Session Information

Name   3D Tour of the Femoral Triangle   Edit

Folder   Default Term - Sp2021 Example Course Sandbox Course   ▾
            Save   Cancel

Tags   + Tag

Preview image   Edit

10. The folder name will then update to reflect the new folder or course location

Additional Resources

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