

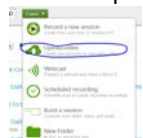

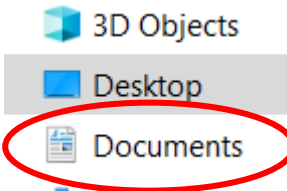






Learning Hub Quick Reference Guide: Panopto – uploading videos





<p>□ What is Panopto</p>	<p>Information:</p> <ul style="list-style-type: none"> Is a media recording and storage software
<p>□ How do I get Panopto in my class?</p>	<p>How to:</p> <ul style="list-style-type: none"> Go to your course Turn editing on Add the Panopto block from the Add Block box at the bottom right of your course Click Provision course This will also sync students already on the classlist to have your videos for this class in Panopto
<p>□ How do I re-sync Panopto with my class – as students drop and enroll after the first course sync</p>	<p>How to:</p> <ol style="list-style-type: none"> In the Panopto block – click on the gear icon Click on Configure Panopto block Click on Add this course to Panopto (re-add to sync user lists) – this will need to be done each time someone drops or adds your class. Click on Back to config
<p>□ How do I upload a recording into Panopto?</p>	<p>How to:</p> <ol style="list-style-type: none"> Go to http://andrews.hosted.panopto.com Choose LearningHub  <ol style="list-style-type: none"> Click sign in Click on All Folders (left side) Click on the course folder Click on Create button  <ol style="list-style-type: none"> Choose Upload video  <ol style="list-style-type: none"> Drag the video in or click to choose the video Once the video is uploaded you can click the X in the upper right of the upload screen Once the file is upload, click the x and it will continue processing into Panopto
<p>□ Where do I find Zoom meetings to upload into Panopto?</p>	<p>How to: - directions shown are from a Dell</p> <ol style="list-style-type: none"> Click on the file at the bottom of your screen  <ol style="list-style-type: none"> Select Documents  <ol style="list-style-type: none"> Find and select the Zoom folder 


4. Find and select the folder - folders are automatically saved with the date in which the recording was completed.


	2019-09-10 10.25.28 Online Course Devel...	9/10/2019 11:31 A...	File folder
	2019-10-17 10.27.39 Marsha Beal's Perso...	10/17/2019 10:29 ...	File folder
	2019-10-30 10.26.30 Marsha Beal's Perso...	10/30/2019 10:27 ...	File folder

5. Each folder will look like what is shown below:

 audio_only.m4a

 chat.txt

 playback.m3u

 zoom_0.mp4

6. The zoom_0.mp4 is the file that you will need to upload into Panopto

7. Right click on the file and rename it (Recommended that the file be name for the class or the name of the lecture; i.e. COMM320 Class March 16)

You are now ready to go back up to the step for uploading your file into Panopto