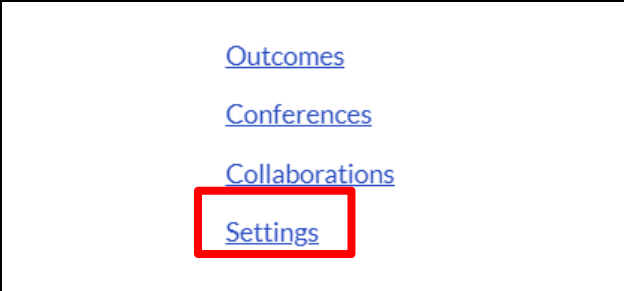
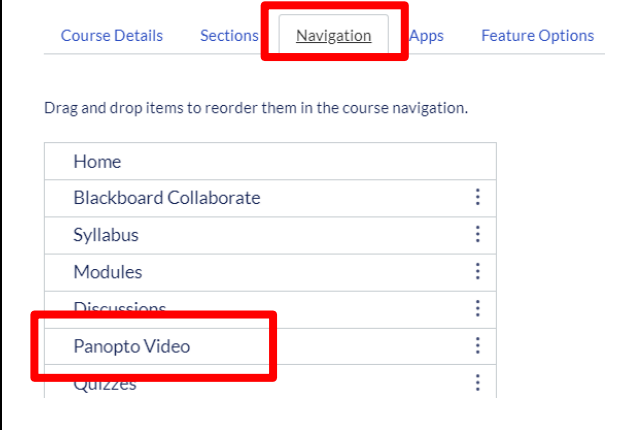


Using Panopto in Canvas: *A How-To Guide for Faculty*

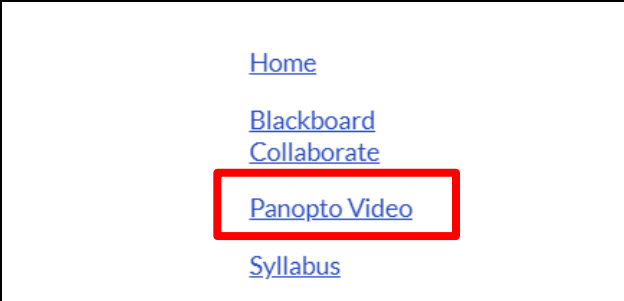
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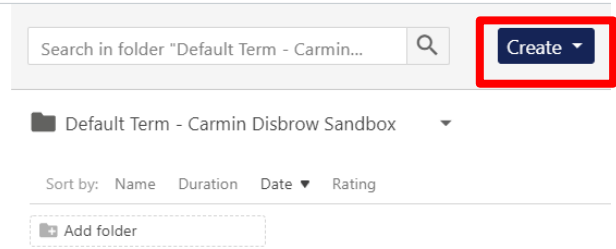
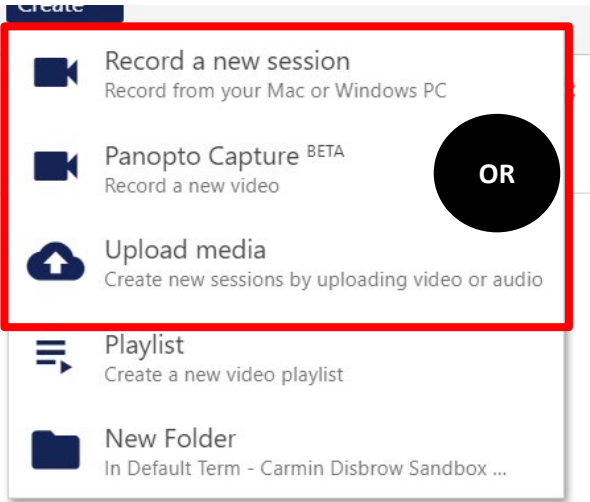
As you get started with Canvas, utilize this guide to help you make the most of using Panopto within Canvas. With Panopto you can easily create, host, search, and share videos with your courses.

Enabling Panopto in a Canvas Course

Log in to Canvas and access your course.	
1. In your Canvas course, open the Settings area.	
2. Open the Navigation tab at the top of the page (between Sections and Apps). Find the Panopto Video menu item in the bottom section of the page and drag it up into the top section so it will be enabled in the course menu. Save your changes using the button at the bottom of the page.	

Add Recordings to Panopto

1. Open the Panopto Video link found in the course menu.	
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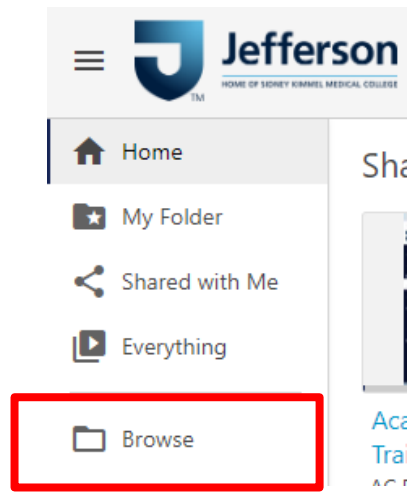
<p>2. Click the Create button at the top of the page.</p>	
<p>3. Choose a video to use.</p> <p>Click “Record a new session” to use Panopto software to record from your device.</p> <ol style="list-style-type: none"> Guide for Installation: https://support.panopto.com/s/article/Install-Panopto-for-Windows Guide for How to Record: https://support.panopto.com/s/article/basic-recording-1 <p style="text-align: center;">-OR-</p> <p>Click “Panopto Capture” to record without downloading any software.</p> <ol style="list-style-type: none"> Available when using Google Chrome, Mozilla Firefox, or Microsoft Edges as your browser. Guide for How to Record: https://support.panopto.com/s/article/How-to-Create-a-Video-Using-Panopto-Capture <p style="text-align: center;">-OR-</p> <p>Click “Upload Media” to choose media from your computer.</p> <ol style="list-style-type: none"> Click ‘Choose video or audio files’ to browse your computer for files. Click Open/Select to choose the file. Continue to upload additional files or close the Upload window. The video may take a little time to process. 	

Copy Recordings from a Past Course into Canvas

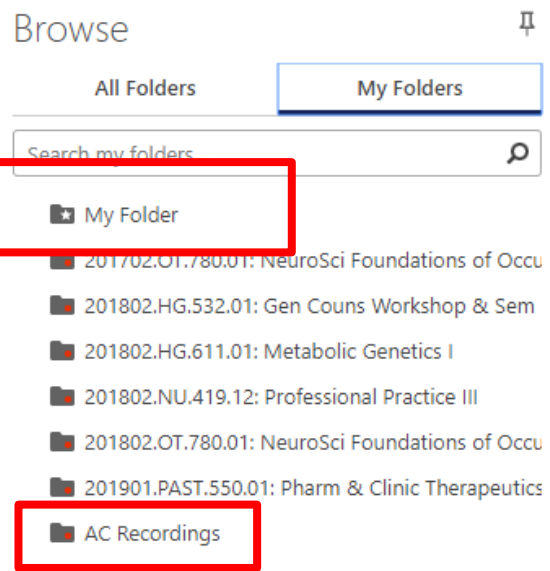
- Note: You must be an Instructor/Teacher in both courses

<p>1. Make sure Panopto is enabled in your Canvas course.</p>
<p>2. Go to https://jefferson.hosted.panopto.com and log in.</p>

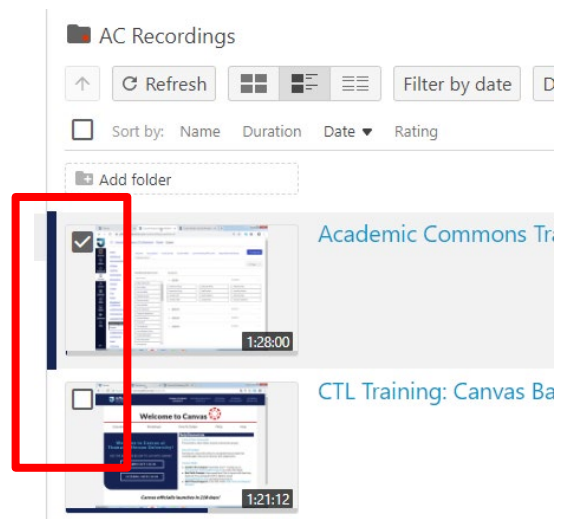
3. Use the Browse button on the left to find the course folder where your recordings are stored.

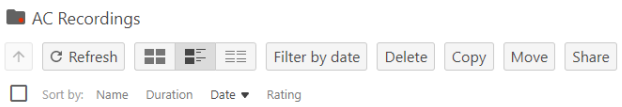
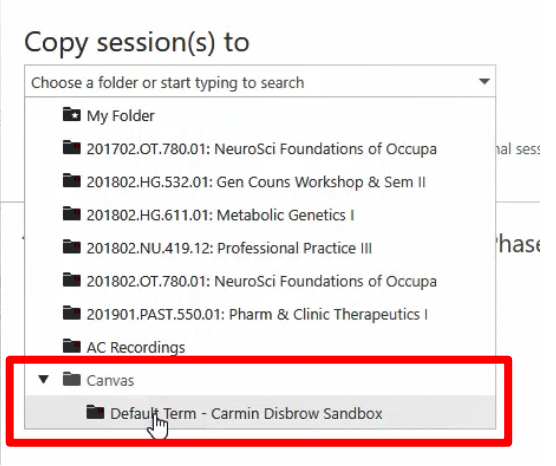
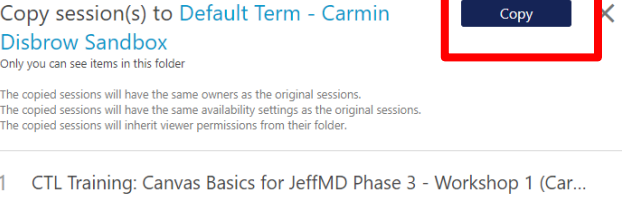


4. Select the “My folders” tab, and click the appropriate course folder.


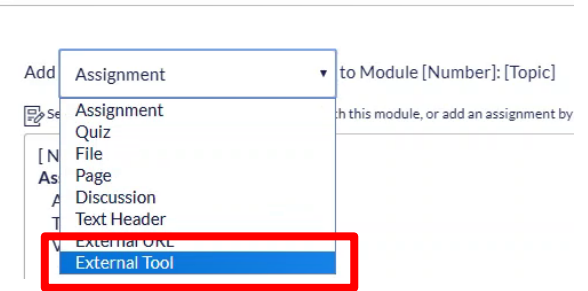


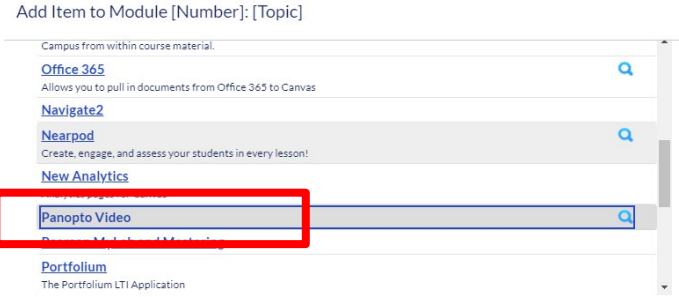
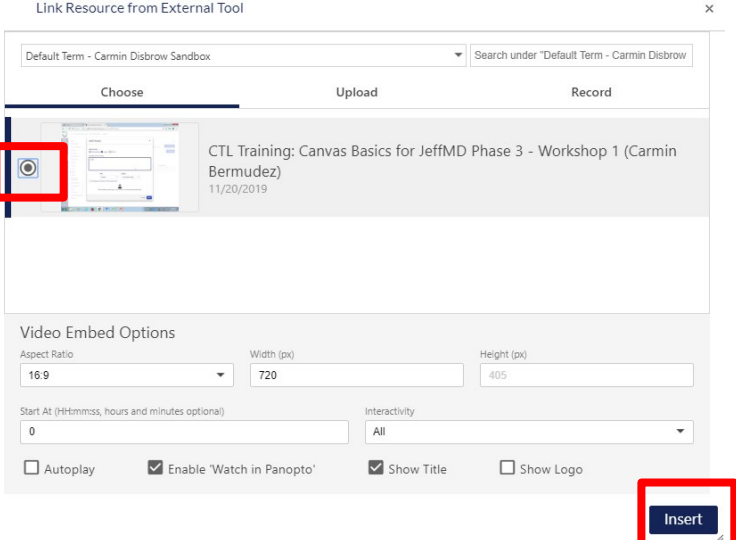
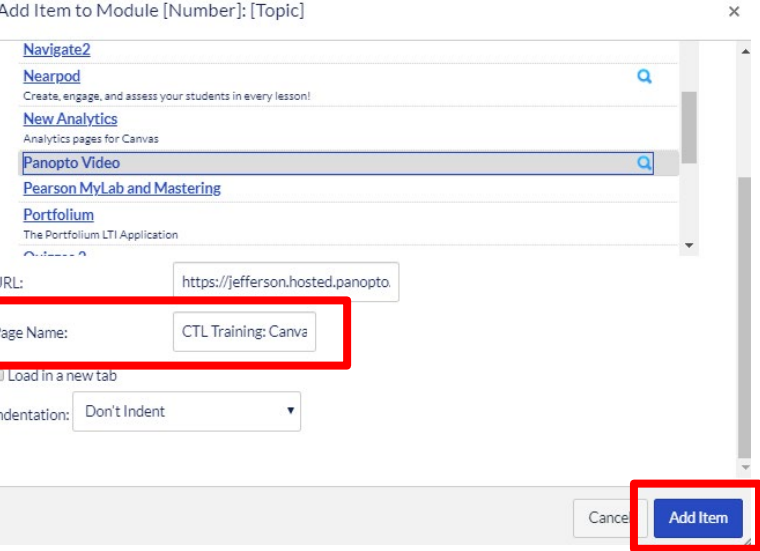
5. Hover your mouse over the video thumbnails to view a checkbox for each one. Click the check boxes to select the videos you want to copy.



<p>6. Click the Copy button at the top of the screen.</p>	
<p>7. In the drop-down menu at the top, find your course folder. You will likely need to click the arrow next to the Canvas folder icon to expand a list of your courses.</p>	
<p>8. Select the destination folder and then click the Copy button.</p>	

Adding Panopto Recordings to Modules in Canvas

<p>1. Return to your Canvas course. From the Modules page, find the Module where you want to add a recording.</p> <p>2. Use the + button in the upper right corner to add a new item to the Module.</p>	
<p>3. In the drop-down menu, select External Tool as the type of item to add.</p>	

<p>4. In the list of External Tools, scroll down and find Panopto Video and click on it to select it.</p> <p>5. You should see the list of your recordings; if you don't, use the drop-down menu at the top to select a specific course folder to find the videos you want.</p>	 <p>The screenshot shows a dialog box titled "Add Item to Module [Number]: [Topic]". It contains a search bar and a list of external tools. The tools listed are Office 365, Navigate2, Nearpod, New Analytics, Panopto Video (highlighted with a red box), and Portfolium. The Panopto Video entry is selected.</p>
<p>6. Select the video you want to add. Some video embed options will pop up at the bottom that you can edit; they are probably fine to just leave alone. Click Insert.</p>	 <p>The screenshot shows a dialog box titled "Link Resource from External Tool". It has tabs for "Choose", "Upload", and "Record". The "Choose" tab is active, showing a video thumbnail and title: "CTL Training: Canvas Basics for JeffMD Phase 3 - Workshop 1 (Carmin Bermudez) 11/20/2019". Below the video are "Video Embed Options" including Aspect Ratio (16:9), Width (720), Height (405), Start At (0), and Interactivity (All). There are also checkboxes for Autoplay, Enable "Watch in Panopto", Show Title, and Show Logo. The "Insert" button at the bottom right is highlighted with a red box.</p>
<p>7. You'll see the list of External Tools again; if you want to give the recording a new title that will appear in the Module (e.g. Week 1 Lecture), you can type that title into the Page Name box.</p> <p>8. Click Add Item to add the recording link to the Module.</p>	 <p>The screenshot shows the "Add Item to Module" dialog again. The "URL" field contains "https://jefferson.hosted.panopto". The "Page Name" field contains "CTL Training: Canvas" and is highlighted with a red box. There are checkboxes for "Load in a new tab" and a dropdown for "Indentation" set to "Don't Indent". The "Add Item" button at the bottom right is highlighted with a red box.</p>