PANOPTO MEDIA - QUICK INSTRUCTIONS

Adding Panopto to your Course Menu
1. From the Course Menu, hover over the + sign and select “Tool Link”
2. Type the name “Panopto Media”
3. From the “Type” dropdown, select “Panopto Course Tool Application”
4. Make sure that the “Available to Users” option is checked

Create a Panopto Video Assignment
1. Click on “Assessments”
2. Click on “Assignment”
3. Type a name for the assignment
4. Under “Instructions”, select Mashups > Panopto Student Video Submission
5. Under the “Grading” section, enter the points possible
6. Select the availability dates
7. Click “Submit”
A grade center column will be automatically created in the Grade Center.

Create a Panopto Quiz
1. First, you must add/create a quiz in your video recording
2. Select Build Content > Panopto Quiz
3. Enter a name for the quiz
4. Enter points possible
5. Set the availability dates
6. Click “Submit”
A grade center column will be automatically created in the Grade Center.
Creating a Quiz to your Video Recording

1. From your Panopto library, edit the video where you will like to add a quiz
2. Click on “Quizzes” from the left navigation menu
3. Click on “Add a Quiz”
4. Select the question type and type the question and answers indicating the correct answer choice
5. Click on “Add a Question” if you need to create additional questions
6. Click on “Done”
7. Set when do you want the quiz to appear in the video, enter the time and review the rest of the settings
8. Click on “Finish”

Embedding a Panopto Video into a Content Area

1. Click on “Build Content”
2. Select “Panopto Video Embed” located under Mashups
3. Choose a video and click on “Insert Video”

You may also select the “Upload” or “Record” options to upload a video from your computer or create a new recording using Panopto.

Adding a Panopto Video Link in your Course Content

1. Click on “Tools”
2. Select “Panopto Video Link”
3. Select your folder
4. Select the lecture/video that you want to link to
5. Type a “Title” and “Description”
6. Click on “Submit”
Include Closed Captions
1. Find the video that you will like to caption
2. Hover over the video and select “Edit”
3. Select “Captions” from the left side of the editor
4. Click the “Import captions” drop-down
5. If no captions currently exist for this video, import the machine-generated captions by clicking “Import Automatic Captions”

Editing Captions
1. If your captions do exist and have been processed successfully, you will then be able to edit each individual caption by clicking the three dots next to the caption and choosing “Edit”
2. You can completely delete the caption by clicking the trash can icon
3. Once you’ve edited your captions, commit the changes by pressing the “Publish” button on the top right of the Editor