

# 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

The screenshot shows the 'Add Tool Link' form. Callout 1 points to the '+ sign' in the Course Menu. Callout 2 points to the 'Name' field containing 'Panopto Media'. Callout 3 points to the 'Type' dropdown menu showing 'Panopto Course Tool Application'. Callout 4 points to the 'Available to Users' checkbox, which is checked. The form has 'Cancel' and 'Submit' buttons at the bottom right.

## 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.

The screenshot shows the 'ASSIGNMENT INFORMATION' form. Callout 4 points to the 'Mashups' dropdown menu. Callout 4a points to the 'Panopto Student Video Submission' option in the dropdown menu. The form includes fields for 'Name and Color', 'Instructions', and a toolbar with various formatting options.

## 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 after selecting **“Enable Grading”**
5. Set the availability dates
6. Click **“Submit”**

A grade center column will be automatically created in the Grade Center.

Note: After you create the link to the Panopto Quiz, you must click on this link, choose the video that you will like to use and click on **“Insert”**.

The screenshot shows the 'Build Content' menu. Callout 2 points to the 'Build Content' dropdown menu. Callout 2a points to the 'Panopto Quiz' option in the menu. The menu lists various content types under 'Create' and 'New Page' sections.

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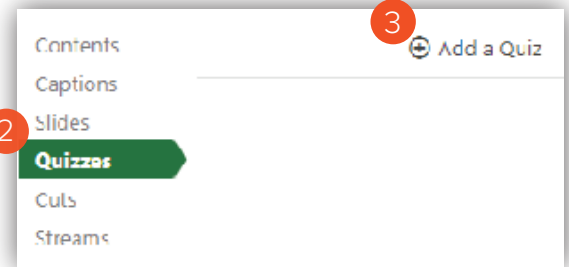
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## Creating a Quiz to your Video Recording

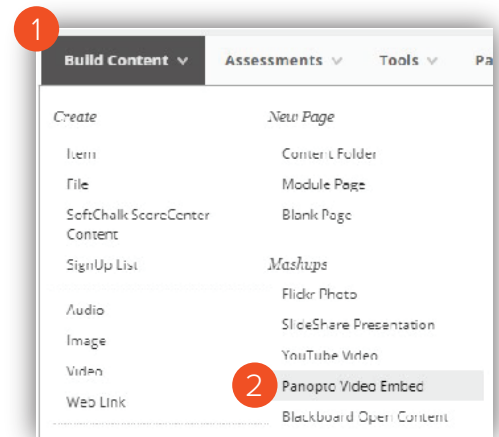
1. From your Panopto library, edit the video where you will like to add a quiz
2. Click on **“Quizzes”** from the left navigation menu
3. Click on **“Add a Quiz”**
4. Select the question type and type the question and answers indicating the correct answer choice
5. Click on **“Add a Question”** if you 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

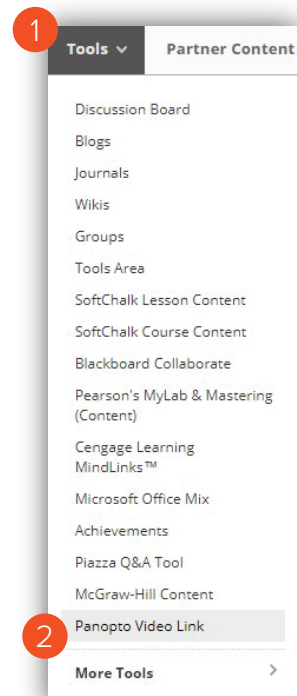
1. Click on **“Build Content”**
2. Select **“Panopto Video Embed”** located under Mashups
3. Choose a video and click on **“Insert Video”**

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”**



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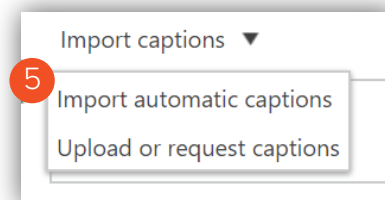
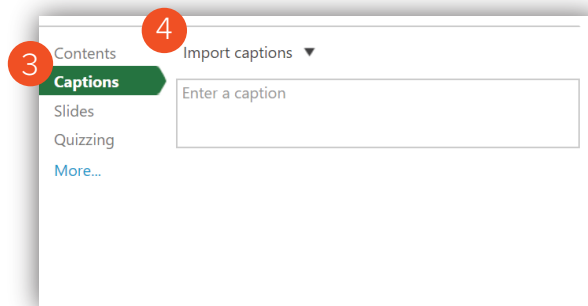
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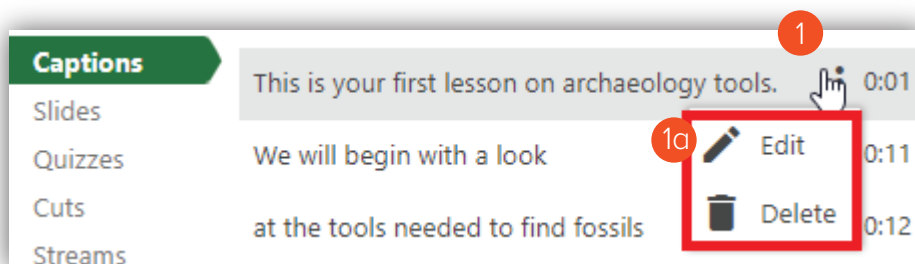
## Include Closed Captions

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