Panopto is the easy-to-use video platform for training, teaching, and presenting. Below is the guide for using panopto in UIC

1. Go to your course, click Turn editing on



2. Scroll down the page, On the left, add a Panopto block

| UIC Information Space                                                          | User Guide +       | All Courses | Apply Course MIS English (en) *      | You                              |
|--------------------------------------------------------------------------------|--------------------|-------------|--------------------------------------|----------------------------------|
| Alternate Emails                                                               |                    | +           | Section 5                            | ф<br>©<br>©                      |
| NETWORK SERVERS                                                                |                    | ⊕►          | Section 6                            | <ul> <li>₽</li> <li>0</li> </ul> |
| 🌡 Mahara                                                                       | 4. <del>14</del> . | ⊕►          | Section 7                            | *<br>©<br>©                      |
| ADD A BLOCK                                                                    |                    | •           | Section 8                            | \$<br>0<br>0                     |
| Add Activities<br>Admin bookmarks                                              |                    | \$          | +Add an activity or resource         | -                                |
| Blog tags<br>Calendar<br>Comments                                              |                    | ⊕ ►         | Section 9                            | <b>拳</b><br>②<br>④               |
| Community finder<br>Course completion status<br>Course/site summary<br>Courses |                    | •           | Section 10                           | \$<br>0<br>0                     |
| Feedback<br>HTML<br>Logged in user<br>Mentees                                  |                    | \$          | + Add an activity or resource        |                                  |
| Messages<br>My latest badges                                                   |                    |             |                                      | + =                              |
| Online users                                                                   |                    |             | O Moodle Docs for this page          |                                  |
| Quiz results -                                                                 |                    |             | Copyright © UIC. All Rights Reserved |                                  |
|                                                                                |                    |             |                                      |                                  |

3. The block of Panopto will appear on your course. Click setting icon to set Panopto role mapping

| PANOPTO                      | - <                               |
|------------------------------|-----------------------------------|
|                              | ⊕ ⊕ *                             |
| Live Sessions                | Configure Panopto block           |
| No Live Sessions             | Hide Panopto block                |
| Completed Recording          |                                   |
| Friday, May 06, 2016 at 11:3 | 🖞 🥼 Assign roles in Panopto block |
| Friday, May 06, 2016 at 11:3 | 🖞 🗙 Delete Panopto block          |
| Friday, May 06, 2016 at 11:3 | 3.37 / 州州 (元罡)(()                 |
| [Show All]                   |                                   |
| Podcast Feeds                |                                   |
| 🔝 Audio Podcast (RSS)        |                                   |
| 🔊 Video Podcast (RSS)        |                                   |
| Links                        |                                   |
| Course Settings              |                                   |
| Download Recorder (Windo     | ws   Mac)                         |



| Configur                             | ing a Pano                                          | pto block                                            |
|--------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| - Select the Pa                      | anopto course t                                     | to display in this block.                            |
| Add this course to                   | Panopto (re-add to syr                              | nc user lists)                                       |
| OR                                   |                                                     |                                                      |
| Select                               | an existing course:                                 | jungle's test: jungle's test                         |
|                                      | opto Role Map                                       | pings                                                |
| Choose which Pan<br>Unmapped roles w | opto roles a user's Mo<br>vill be given the 'Viewer | odle role will map to.<br>r' role in Panopto.        |
|                                      | Creator                                             | Manager<br>Teacher<br>Non-editing teacher<br>Student |
|                                      | Publisher                                           | Manager<br>Teacher<br>Non-editing teacher<br>Student |
| Where this b                         | lock appears                                        |                                                      |
| Image On this page                   | 9                                                   |                                                      |

4. Click Course Settings to associate your course to Panopto.

| e Mallala                                                        |          | .1.     |    | Section 7                     | ()<br>()           |
|------------------------------------------------------------------|----------|---------|----|-------------------------------|--------------------|
| PANOPTO                                                          | ►<br>• • | \$      | •  | Section 8                     | ۍ<br>ن             |
| Live Sessions<br>No Live Sessions                                |          |         | \$ | + Add an activity or resource | •                  |
| Completed Recordings<br>No Completed Recordings<br>Podcast Feeds |          | <b></b> |    | Section 9                     | <b>*</b><br>©<br>0 |
| Audio Podcast (RSS) Video Podcast (RSS)                          |          | $\Phi$  | •  | Section 10                    | <b>‡</b><br>©<br>0 |
| Course Settings<br>Download Recorder (Windows   Mac)             |          |         | ¢  | + Add an activity or resource | + =                |

5. After that, Panopto will create a fold for this course. Students and teacher on your course can visit panopto using UIC username and password via <u>https://panopto.uic.edu.hk</u>

| https://panopto.uic.edu.hk/Panopto/Pages/Default.aspx |                                           |               |                 |
|-------------------------------------------------------|-------------------------------------------|---------------|-----------------|
| ● PANOPT                                              | O Search slides, notes, captions and more | Q             | Help 🗸          |
| Capture, ma<br>your video d                           | anage, and search all<br>content.         | Sign in using | Moodle <b>v</b> |
| Browse Lea                                            | arn more                                  |               |                 |

6. In Panopto, click All Folders to find your course folder

| ● PANOPTO     |     | jungle Op Creste *                       |
|---------------|-----|------------------------------------------|
| All Sessions  | 176 | Search Results for jungle in All Folders |
| Q Processing  |     | C Refresh                                |
| Scheduled     | 0   | Sort by: Name Relevance                  |
| Bookmarked    | 0   | jungle's test: jungle's test             |
| 🖨 All Folders | 335 |                                          |
| Folders       |     |                                          |
| ▶ System      |     |                                          |
|               |     |                                          |
|               |     |                                          |
|               |     |                                          |
|               |     |                                          |
|               |     |                                          |

7. Click setting icon to view permission. You also can invite people into your course folder.

| · · · · · · · · · · · · · · · · · · ·        |             |                                                                                                  |                                           |
|----------------------------------------------|-------------|--------------------------------------------------------------------------------------------------|-------------------------------------------|
| $\leftarrow \Rightarrow \mathbf{C}$ https:// | //panopto.u | iic.edu.hk/Panopto/Pages/Sessions/List.aspx?#folderID=%223f0206c6-fde2-4c84-92bc-c98570f3b543%22 | ☆ 🕲 🍡 =                                   |
| ● PANOPTO                                    | D           | Search in folder "jungle's test: jungle'                                                         | Jungle CHEN -<br>Ovvnload Recorder Help - |
| All Sessions                                 | 97          | 🖿 jungle's test: jungle's test                                                                   | <b>₽ ₩@</b> ₽                             |
| Processing                                   |             | C Refresh                                                                                        |                                           |
| Scheduled                                    | 0           | Sort by: Name Duration Date   Rating                                                             |                                           |
| Bookmarked                                   | 0           | No matching sessions.                                                                            |                                           |
| All Folders                                  | 321         | Click here to see all sessions.                                                                  |                                           |
| ▼ Folders                                    |             |                                                                                                  |                                           |
| My Folders                                   | \$          |                                                                                                  |                                           |
| (Harlan) English II:<br>(Harlan) English II  | 0           |                                                                                                  |                                           |

|    | nk   Embed                                  |                                               |                      |      |
|----|---------------------------------------------|-----------------------------------------------|----------------------|------|
| ht | tps://panopto.uic.edu.hk/Panopto/Pag        | ges/Sessions/List.aspx?folderID=3f0206c6-fde2 | 2-4c84-92bc-c98570f3 | b543 |
|    |                                             |                                               |                      |      |
| W  | ho has access:                              |                                               |                      |      |
|    | Specific people     Only specific users and | l groups can view or edit sessions in t       | he folder.           |      |
| -  | Star LAN                                    | starlan@uic.edu.hk                            | Can create           | ×    |
|    | NULL Testting                               | d812345678@mail.uic.edu.hk                    | Can publish          | ×    |
| 2  | Michael ZHAO                                | pengyzhao@uic.edu.hk                          | Can publish          | ×    |
| 2  | Jungle CHEN                                 | junglechen@uic.edu.hk                         | Can publish          | ×    |
| 2  | Duran CHEN                                  | duranchen@uic.edu.hk                          | Can publish          | ×    |
|    | NULL Testting                               | d812345678@mail.uic.edu.hk                    | Can create           | ×    |
| 2  | Star LAN                                    | starlan@uic.edu.hk                            | Can publish          | ×    |
|    | Duran CHEN                                  | duranchen@uic.edu.hk                          | Can create           | ×    |
| 2  | Michael ZHAO                                | pengyzhao@uic.edu.hk                          | Can create           | ×    |
|    | Jungle CHEN                                 | junglechen@uic.edu.hk                         | Can create           | ×    |

 User who have permission can upload video in Panopto. Panopto supports the broadest range of video file formats, including AVI, MP4, MPG, WMV, MOV, QT, ASF, 3GP, WMA, MP3, M4V

| · · · · · · · · · · · · · · · · · · ·                                                                             |     | ······································             |              |                                                                     |
|-------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------|--------------|---------------------------------------------------------------------|
| ● PANOPTO                                                                                                         |     | Search in folder "jungle's test: jungle's <b>P</b> | Create       | •                                                                   |
| All Sessions                                                                                                      | 97  | iungle's test: jungle's test                       | $\mathbf{E}$ | Record a new session<br>Record from your Mac or Windows PC          |
| Processing                                                                                                        |     | C Refresh                                          | 5            | Upload video<br>Create new sessions by uploading video              |
| Scheduled Scheduled                                                                                               | 0   | Sort by: Name Duration Date • Rating               | -33          | Webcast                                                             |
| Bookmarked                                                                                                        | 0   | No matching sessions.                              |              | Prepare a webcast and share a link to it                            |
| All Folders     Folders                                                                                           | 321 |                                                    |              | Scheduled recording<br>Schedule once or create recurring recordings |
| My Folders                                                                                                        | \$  |                                                    |              | Build a session<br>Combine your slides, video, and audio            |
| Harlan) English II:<br>(Harlan) English II                                                                        | 0   |                                                    |              | New Folder                                                          |
| <ul> <li>(Harlan) English Project<br/>Presentation: [Harlan]<br/>English 3903 Project<br/>Presentation</li> </ul> | 0   |                                                    |              |                                                                     |
| (Harlan) Project<br>Presentation: (Harlan)                                                                        | 0   |                                                    |              |                                                                     |

9. Clicking Record a new session to record a video



For more information about using Panopto, you can refer to link: <u>http://support.panopto.com/documentation</u>