

Using Panopto in Conjunction with eLearning for Students to Submit Videos

1. Configure your eLearning course to interface with Panopto.

(This process essentially creates a folder specifically for the course on the Panopto server and maintains a connection between that folder and the course.)

- Set up Panopto for your eLearning course using the instructions available at: <http://uni.edu/elearning/how-do-i-add-panopto-my-elearning-course>

2. Set up a video drop box for your students.

- Go to <http://panopto.uni.edu>
- Log in using your eLearning account (Be sure this option is selected in the dropdown menu.)
- Select the corresponding course from Panopto's Folders list.
- Click on the **gray gear icon** (Folder Settings) near the top, right corner of the window.
- In the **Overview** tab, under the section titled Drop Box, click "**Create Drop Box**".

3. Students will need to download Panopto's "Focus Recorder" IF they wish to record content using Panopto.

- Go to <http://panopto.uni.edu>
- Log in using their eLearning account (Be sure this option is selected in the dropdown menu.)
- Select the corresponding course from Panopto's Folders list.
- Students will need to click the **Record button** to access a page that will provide download options for Focus Recorder for Windows and Macintosh.
- Click the button for the appropriate operating system (Windows or Mac) and follow the instructions to complete and install the download for Focus Recorder.

4. Instructions for Using Focus Recorder to Record and Upload Videos (disregard if uploading an existing video file)

- Video Tutorials for using Focus Recorder are available at <http://support.panopto.com/videos>.

5. Instructions for Using Panopto "Unison" to Submit an Existing Video

- Video Tutorials for using Unison are available at <http://support.panopto.com/videos>.
- A list of file types supported by Unison is available at <http://support.panopto.com/documentation/upload-unison/unison-supported-file-types>.

6. Viewing Other Students Videos

- Currently, students cannot view other students' drop boxes. So, the instructor has to:
 - Log in to <http://panopto.uni.edu> using their eLearning account
 - Select the video
 - Go to Settings (the gear icon)
 - "Edit" the folder the video is stored in, moving the video to the course's parent level folder (same name minus the word dropbox).
 - Rumors have it...Following an upgrade later during the Summer 2013 semester, it will no longer be necessary to move the folders. Rather there will be an option when uploading to share the video with others in the course.
- Students will then be able to access one another's videos from within eLearning by going to **Tools**→**Panopto Focus Content** where they will see a list of videos uploaded to the Panopto course folder. Alternatively, students can access the videos via logging in, using the eLearning login option, at <http://panopto.uni.edu>. Instructors can access the videos in the same ways.