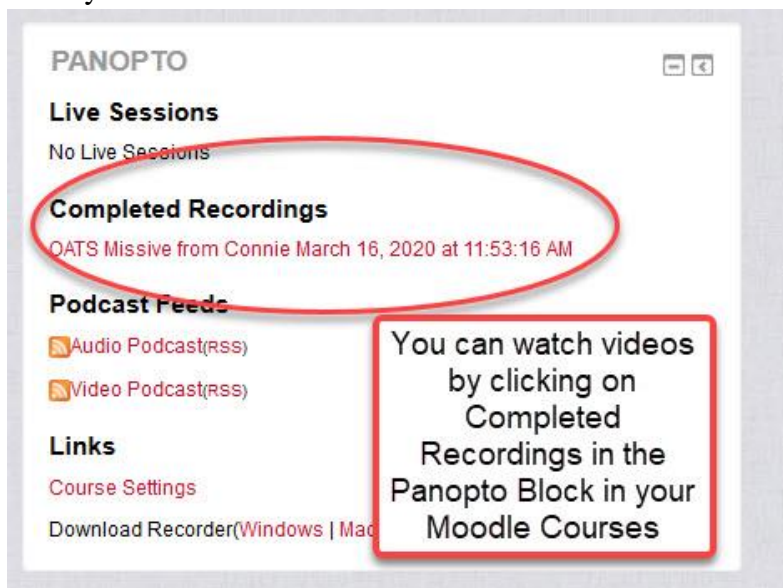


Moodle 3.5 and Panopto Guide for Students

Videos on Moodle:

1. On Moodle course page, navigate to the bottom of the course page and find Panopto tab.
2. Panopto tab allows to access recordings that are available for this course. The recordings should be uploaded by the course instructor. If you do not see a recording in this tab, email your instructor.

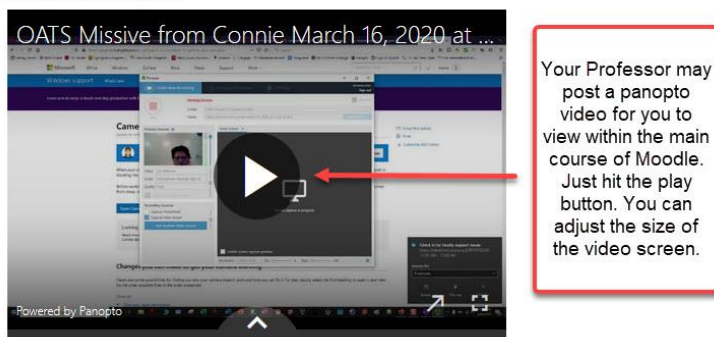


3. Videos and course materials can also be available in the Announcements tab.

Panopto Video

Notice the video entitled, "Oats Missive from Connie" is showing up in the Panopto Block to the left side of this course page. Students can click on the link there to view my video.


Now I am adding the video here to the main course page for students to view. It will be up to students to locate where their Professor has put the link to the video. I like this option the best.



Panopto Assignments:

1. Enter your Moodle Home page by this link:
<https://moodle.lakeforest.edu>
2. Enter your course tab.
3. Panopto assignments will look like this:

Topic 6

 [Record Interviews with Starbucks Employees](#)


Use your phone to record your interviews with Starbucks employees. You will see the assignment when you log into Panopto on your Phone. Authenticate (log in) with your College user name and password.

Here is an example of what a Panopto assignment will look like in Moodle. This represents something for you to record and turn in. You can click on the link here, or from the Panopto App on your phone, which is probably what you will use to record.

How to upload video on Panopto

1. Enter Panopto home page by this link:

<https://lakeforestcollege.hosted.panopto.com/Panopto/Pages/Home.aspx>

2. Sign in Panopto account with college username and password.
3. Click on **Create -** button in order to Record a new video, or Upload a media.
4. If you want to Record a new video, click on  **Record a new session**
Record from your Mac or Windows PC button.
 - a. In order to record a new video, you need to have Panopto desktop app installed on your device. For your phone, download Panopto App from a store and sign in with college username and password.

 **Record a new session** 

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto

Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

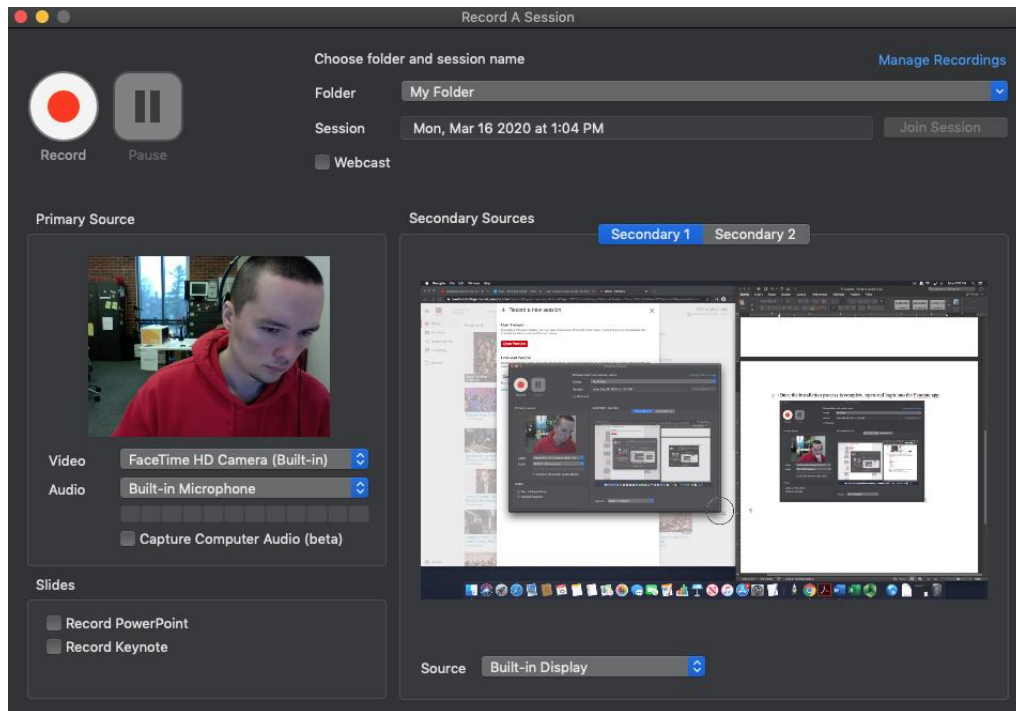
Download Panopto

For macOS 10.13 and up

[Click here for other download options](#)




- b. Click on **Download Panopto** and follow the installation process. Use your college username and password to login into the desktop app.

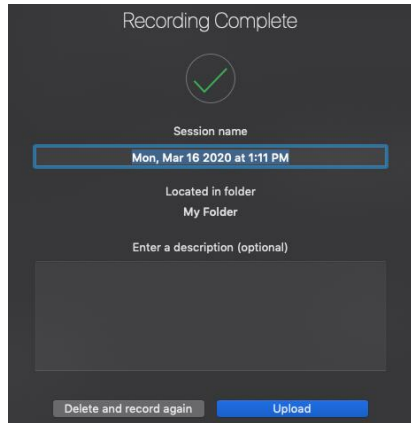
- c. Once the installation process is complete, open and login into Panopto app.



- d. Use the Folder pop-down window, in the top part of the app, to select the upload folder. The folder name should be given by the course instructor. If you do not see the appropriate folder, send an email to the course instructor.
- e. Panopto app records from PC's camera and microphone as the Primary Source; and captures your desktop as the Secondary Source.
- f. Make sure the Primary Source records video and audio from an appropriate camera and a microphone.




- g. Make sure appropriate files (presentation, text, etc.) are visible on the Secondary Source screen.
- h. Once you are ready to recording, click the  button. You can pause the recording using  button.
- i. After you finish your recoding, click the  button.

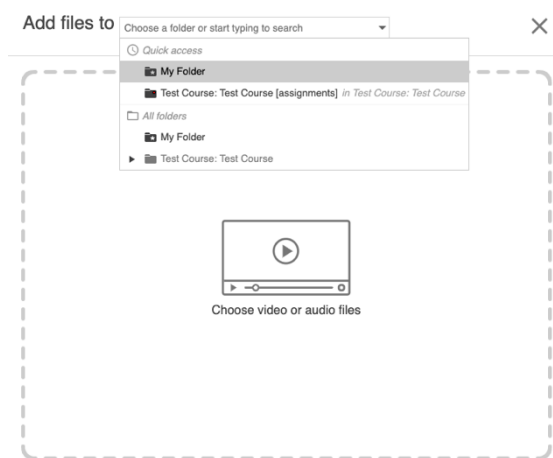


- j. Use the “Recording Complete” window to rename your recording, add a description if you need one, and upload the recording.
- k. Wait until Panopto program finishes the upload process.

Session	Date	Length	Status
Mon, Mar 16 2020 at 1:11 PM	Today, 1:28:04 PM	00:00:27	Completed

5. If you want to Upload a media file to Panopto, click on  **Upload media** Create new sessions by uploading video or audio button.

- a. Select an appropriate folder to upload the video. A folder should be created by the course instructor, you should have an access to a folder to upload files in it. If you do not have an access to a folder, contact your course instructor.



- b. Click on “Choose video or audio files” to select already existing video or audio files from your device’s storage.