

# Using Panopto



More information coming soon!

## How do my lectures get uploaded to Canvas?

For the pre-recorded lectures you're recording with **Panopto**, these will automatically be recorded to either the class folder or your personal Panopto folder (it's your choice which folder you record to; it is **highly recommended** that you set your recording to go into the folder for your class). Once you've finished a Panopto recording, you will need to link the recorded video to Canvas Modules.

### Link your recording in Modules

If your video is in the **class folder**, please follow these instructions:

1. In **Canvas**, go to Modules and find the appropriate week.
2. Refresh the page (it's important to do this BEFORE every video that you post, due to a glitch with Canvas).
3. Click the gray **+**, at the top of the module for the week.
4. Click on **Assignment** (it's a drop down menu) and choose **External Tool**.
5. Scroll down a bit to choose **Panopto Video**.
6. Your video should appear on the screen. Click the circle next to the video, scroll down, and click **Insert**.
7. Under **Page Name**, change the name to whatever you want the title of the video to be.
8. Click **Add Item**.
9. Click the circle next to the link that appears to publish the video so that students can see it.

If your video is in **your personal folder**, please follow these instructions:

1. In **Canvas**, click on **Panopto Video**.
2. In the upper right corner, click the arrow pointing to the upper right (if you hover over it, you will see the words "Open in Panopto").
3. Click **Browse** on the lefthand side.
4. Find your personal folder (you may have to start typing your last name in the search bar and press enter in order to find it).
5. Find the video that you want to post. Click on **Settings** for that particular video (it will be to the right of the video thumbnail).
6. Find **Folder**, and to the right, on that same line, click **Edit**.
7. Click the Dropdown menu, find the **class folder**, and click **Save**. This will move your video to the class folder, which will enable students to see it.
8. Begin the **class folder** instructions above at #1.

### If you encounter issues...

Email Alissa to let her know that your video is finished, and she can link it in Modules for you.

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## How do I use Panopto?

Some general resources can be found on Canvas at this link: <https://covenantseminary.instructure.com/courses/752> (if you cannot access this page, please let Alissa know, and she can add you to this Canvas site that contains Panopto resources).

## How do I upload a video I created on another platform into Panopto?

1. Locate your recording on your computer (if your recording is on your phone, you will need to get it to your computer).
2. Go to Canvas (<https://mycts.covenantseminary.edu> and log in, then click on Canvas).
3. Click the square for your course site.
4. Click on **Panopto Video** on the lefthand side.
5. On the upper right corner, click **the arrow in a box** (if you hover over it, it will say "Open in Panopto").
6. Click **Create** at the top, and go down to **Upload media**.
7. Drag the recording file into the box that appears, or click on the box that appears to find your recording file. It will be an **.mp4** file if it is a video.
8. Wait until the message "you can close this window now" appears before closing the window.
9. The video will take some time to upload and process, but it is now in Panopto.



**IMPORTANT NOTE:** The video is not yet posted where students can see it! Please proceed to How do I share a video with students on Canvas? for steps on how to do this.

## How do I share a video that is already in Panopto with students on Canvas?

### Sharing a Recording Uploaded to Panopto

1. Go to Canvas (<https://mycts.covenantseminary.edu> and log in, then click on Canvas).
2. Click the square for your course site.
3. Go to **Modules** and find the appropriate week (if there are no modules, please see [How do I build modules in Canvas?](#)).
4. Click the gray "+" at the top of the module for the week.
5. Click on **Assignment** (it's a drop down menu) and choose **External Tool**.
6. Scroll down a bit to choose **Panopto Video**.
7. Your video should appear on the screen. Click the **circle** next to the video, scroll down, and click **Insert**.
8. Under Page Name, change the name to whatever you want the title of the video to be.
9. Click **Add Item**.
10. Click the circle with a line through it (next to the link that appears, on the right) to **publish the video** so that students can see it.

## How do I add a disclaimer statement to my videos?

1. Go to your class in Canvas (for instructions on how to access Canvas, please see [How do I access Canvas?](#)).
2. Click on **Panopto Video**.
3. Click the arrow-in-a-box to **Open in Panopto**.
4. Go to the folder where your video is located (to find this folder, you may need to click **Browse** on the lefthand side).
5. Hover your mouse under the video title, and click **Edit**.
6. When the video page opens, click **Details** in the upper right corner (sometimes it will be below the small video that appears in the upper right corner).
7. Copy and paste the following words in the box under **Description**: "Distribution of this material is prohibited without the express written consent of Covenant Theological Seminary." (Please feel free to add to this—for example, you may want to add "and the instructor" at the end—but otherwise, please do not modify this statement.)
8. Click with your mouse outside the box once you have pasted the words in.
9. To check whether the statement has saved successfully (there is no save button), click out of the tab containing the video (there should still be a tab with Panopto open). Click on **Refresh** toward the top of that page. If the statement shows up under the video title, that means it saved successfully! If not, please try again, starting with step 5 above.

## How do I share my video with someone who is not a student?



Note: Before sharing your video with someone who is not a student, please be sure to check your video settings (e.g., if you do not want your video to be downloadable, please **SEE INSTRUCTIONS HERE**).

### **First, you will need to adjust the sharing settings.**

1. Go to your class in Canvas (for instructions on how to access Canvas, please see [How do I access Canvas?](#)).
2. Click on **Panopto Video**.
3. Click the arrow-in-a-box to **Open in Panopto**.
4. Go to the folder where your video is located (to find this folder, you may need to click **Browse** on the lefthand side).
5. Hover your mouse under the video title, and click **Share**.
6. Click on where it says **Specific people**.
7. That will bring up some other options. Click on **Anyone with the link**. (Alternatively, you might choose **Anyone at the institution with a link**, which would ensure that only folks with a seminary email address could access the video.)
8. Click the **Save changes** button.

### **Second, you will need to share the link.**

1. Highlight the link (it will appear above the sharing setting that you chose in the steps above).
2. Right-click on it and choose **Copy**.
3. Then it can be pasted into an email (right-click in the body of the email and choose **Paste**).