Panopto – Q & A

Q: How can the teacher enable Panopto for a class?

At the beginning of every semester, the teacher MUST click on the Videos link in D2L. This action creates the Panopto folder for the class AND synchs the users with D2L. The teacher must do this for every class using Panopto.

Q: How to add captions to my videos?

To add closed-captions to your videos, you must:

- Login to your D2L class
- Click on Videos in the D2L navigation bar
- In your Panopto class folder, hover over the video in question
- Click on Edit
- Click on Captions
- Click on Import captions
- Click on Import automatics captions
- Edit the captions by clicking on the box and editing the content
- When done, click on the blue [Apply] button at the top of the window
- Click on OK and Done!
- The video will take some time processing the captions
- When done, you will see a small [cc] icon on the top left under the video name

Q: Can you have captions in languages other than English?

Panopto only supports one language per site instance, by default English. Here is a link to Panopto's captions questions. There are a few options to create captions/subtitles in another language:

1. Use a paid caption service. Panopto allows you to integrate multiple captions services. Such companies could provide caption services in other languages. See this link.
2. Use PowerPoint 365 Subtitles in presentation mode. Select the Subtitle feature when in presentation mode. This feature supports several spoken languages, including Chinese, French, German, Italian, and Spanish. However, the subtitles can be shown in many different languages.
3. Use YouTube to generate the caption file. YouTube supports many different languages. Then, export the caption file and import it to your Panopto video session.

Q: Can you capture a whiteboard in the video?

There are a few ways to achieve this capability (this list is not comprehensive):

- If you use a traditional classroom whiteboard:
  - Use a separate webcam to capture the whiteboard at a close distance, so it is readable. Panopto supports several video sources at the same time.
  - Use a whiteboard capture device. There are several devices you can mount that will capture a whiteboard as a secondary video source in the Panopto recording. See Kaptivo, eBeam
- Using a digital whiteboard:
  - Use a USB document camera to write in a piece of paper and capture it as a secondary video source.
  - Use any of the many digital whiteboard application (recommend using a touch screen and pen)
    - Zoom has a Whiteboard feature that you can use
    - PowerPoint 365 allows you to use the pen to write in a presentation
    - Word allows you to use the Ink feature to write on a presentation
    - Record your whiteboard using any of the iPad whiteboard applications and upload the video to Panopto

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Q: Are the videos teachers create protected from unauthorized access?

Yes. By default, the Panopto class folder is accessible ONLY to the teacher and students taking the class. To access the video, students must authenticate via D2L or use their FSA credentials.

Q: How can students watch a webcast of the class in Panopto?

To watch the webcast of your class, the students must go to D2L, open their class shell, then click on Videos. The Panopto class folder will open, there you will see the class session, and the status saying "Recording right now." Just click on the session name, and you will open the webcast. Please note that there is a 30 seconds delay in the webcast. At the end of the session, the recording will appear as a regular Panopto session, and you could playback it at any time.

Q: Can a student download a video with a quiz and take the quiz?

By default, videos are only downloadable to the system administrators, creators (teachers), and videographers. By default, students will not be able to download videos. However, a teacher can change this setting for the folder or an individual video. If a student downloads a video, the quiz will NOT appear in the downloaded version of the video

Q: Is there a suggested length for a video?

If you are creating video lectures for your class to add to a D2L shell, the best practice is to create short videos (less than 15 minutes) illustrating a concept or task. You can also create a Panopto Playlist to play several short videos in a specific order to explain a complex idea or task. To break an idea, you can use content-chunking techniques to plan the videos that you need to create. See this https://www.mtsu.edu/businesslab/documents/PowerUpYourClass.pptx

Q: Can I upload videos I have created before to Panopto?

Yes, you can use the Upload Media feature in Panopto to upload videos you have created. Panopto supports uploading video using most video formats (mp4, wmv, avi, mov, etc.) – IMPORTANT: At the time of this writing, Panopto does not support the High-Efficiency video format.)

Q: Can I reuse my videos in other D2L classes?

Yes. Please read the My Folder (Best Practices) available at https://mtsu.edu/businesslab/documents/PanoptoAdvanced.pdf

Q: How can I Copy/Move videos?

Yes, you can copy and move videos. You can copy/move a video to any folder you have "Creator" access. Copying a video creates a new video session independent from the original video. Moving a video to another folder retains any links to the video you have in D2L. However, you must check the video Share setting will allow users to access the video. Generally, if you share videos among multiple different classes or users, the best practice is to change the Share access to "Anyone at the organization with the link." You can also select multiple videos to copy or move. See also, My Folder (Best Practices) in the Advanced Guide for Faculty.

Q: Can I play the picture-in-picture (PIP) view of a video in the web browser?

Yes, you can force a Panopto video to play in picture-in-picture mode, instead of the two window web version. To do this, the only thing you need to do is to change the player command from *Viewer.aspx* (web view) to *Embed.apsx* (mobile view). See the example below. Change the Panopto link from:

https://jcbmtsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=87fcd8cd-ccb1-4ccd-ae60-abb70007bb58

to:

https://jcbmtsu.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=87fcd8cd-ccb1-4ccd-ae60-abb70007bb58

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Q: Is there any way that students can comment on other students' videos?

Yes, there is. A summary of the steps follows:

1) In Panopto, the teacher creates an Assignment folder for students – Use the [Assignment] folder in your course folder. A student can only see, edit, and delete his/her own videos in the assignment folder. The teacher can see all the students' videos.
2) In D2L, the teacher creates a discussion Forum.
3) In D2L, students go to the respective discussion forum:
   a. Click on [Start a New Thread].
   b. Enter a subject name, for example: "FirstName LastName Presentation"
   c. Click on the [Insert Stuff] icon, then [Panopto Embed].
   d. An "Insert Stuff Panopto Embed" window opens with several options:
      i. <u>Choose</u>. This option allows a student to choose an existing video already in Panopto. The students can only select among his/her own videos.
      ii. <u>Upload</u>. This option allows a student to upload a previously recorded video. First, students select a Panopto assignment folder; then, they drag and drop the video recording to upload to the assignment folder. Students can use any program (Camtasia, Captivate, etc.) or device (phone or tablet to record the video. Panopto supports most common video formats (mp4, avi, wmv, mov, etc.)
      iii. <u>Record</u>. This option allows a student to record a video using the Panopto Recorder program. Students must first select an Assignment folder where to upload the recording. Students must download and install the Panopto Recorder program (if needed). After recording, the video automatically uploads to the selected assignment folder.
   e. Select the video, scroll down, and click on [Insert] and [Insert] again.
   f. The video will be embedded in the D2L discussion post.
4) Other students can now see the video and post comments using the D2L discussion board.

Students can also use the same technique to embed videos in the D2L Dropbox feature. This way, a teacher can provide individualized feedback to each student.

Q: Why I see videos from other professors in the Everything link in Panopto?

In the Panopto website, there is an *Everything* link in the left navigation menu that shows all the videos you can access. This includes:

- All the videos you have created – including all your videos in your D2L class folders
- All videos to which other users have given you direct access (your ID appears in the list of allowed users in the *Share* property)
- All videos that other users have set the *Share* property to:
  - *Anyone at your organization*
  - *Public on the Web*

Important Tip for Creators (Teachers):
Do NOT set your folders/videos Share property to "*Anyone at your organization*" or "*Public on the Web*"

<p style="text-align:center">Panopto – Q & A</p>

Q: How does the D2L/Zoom/Panopto integration works?

If you set up your Zoom class meetings via the D2L/Zoom integration, the scheduled class meetings should appear under the Zoom link in the D2L class. The teacher will go there and click on [Start]; the students will see a link that says [Join]. Just click on the link to launch or join the meeting. If you clicked on the "Record the meeting automatically" and "In the cloud" then, the recording will automatically go to the class folder (Videos link in D2L.) The Zoom meeting will take some time to process before it appears in the Videos class folder. Panopto will also add the captions provided by Zoom.

Q: How to recover a deleted video session?

In the Panopto web site, click on [System] in the lower left-hand corner of the page. Then, click on "Recycle Bin." Hover over the video you want to restore, and click on [Restore]. The video will go back to the original folder. The deleted videos remain in the Recycle Bin for 90 days; after that time, they are automatically and permanently deleted.

Useful Links

The following links contain helpful information to answer most questions about Panopto:

- [Jones College of Business Panopto Resources](#)
- [Getting Started with Panopto Guide](#)
- [How-To Videos](#)

Monthly Webinars

Panopto offers free webinars twice a month to all registered users. To register, just create an account (free of charge) using your MTSU email. https://support.panopto.com/s/webinars