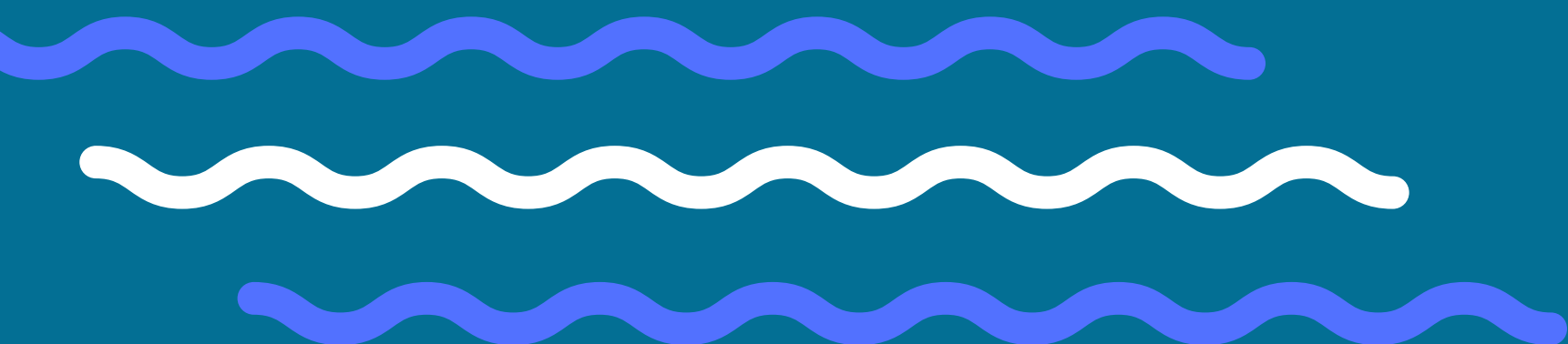


DEPT OF BIOCHEMISTRY

**A GUIDE FOR THE
UPLOAD OF LECTURE
MATERIALS USING
MONDAY, PANOPTO &
MOODLE**

MAY 2021



Instructions to lecturers for the upload of lecture materials and recordings

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Monday and lecture materials

Introduction



Monday – <https://cambioc.monday.com/>

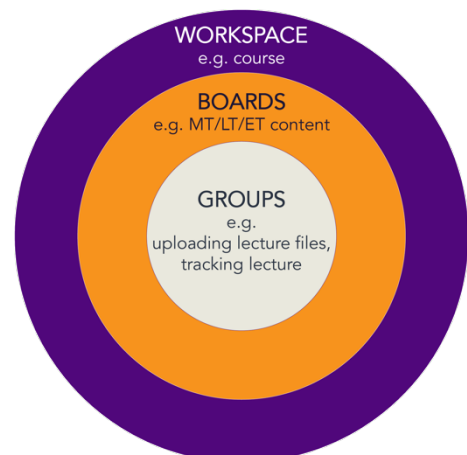
Monday.com has been introduced to enable the efficient management of course files etc. to ensure students are able to access the materials when expected. We anticipate that the use of Monday.com will help alleviate the workload of our teaching administration by automating and centralising the processes for multiple courses. I would be grateful if everyone teaching on each course makes use of Monday.com, as outlined below.

- You have probably been registered on Monday.com – if you haven't and think you should have been, please get in touch (Dee – adjs100@cam.ac.uk).
- Please note that we only have sufficient 'seats' on Monday.com to enrol lecturers on a termly basis.
- In some cases, you may have been registered as a 'viewer' if it is not necessary for you to amend boards etc.
- The automated notifications you receive from Monday can be adjusted from within your user account (see below)

Workspaces, Teams and Boards

Monday.com has been organised into course specific workspaces – do feel free to suggest or add other task boards within the space(s) you have access to.

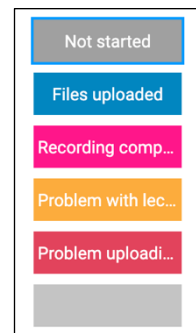
- There is a **general workspace** which has a home icon associated – this contains various boards with links or general information
- Links to each course Moodle site and Panopto
- Monday.com training board
- Useful links and contacts (e.g. Course Organisers, teaching admin etc.)
- Within each course **WORKSPACE** (e.g. Biology of Cells, MIMS etc.), there are **BOARDS** corresponding to Michaelmas Term, Lent Term, and Easter Term.
- Within each board there are **GROUPS** containing rows for:
 - upload of lecture/practical materials (e.g. PDFs of handouts, slides etc.)
 - tracking completion of lecture recordings
- Each board can be made private or public and permissions can be granted on individual boards to determine who has access (subscribers).
- Members of Monday.com have generally been added to course specific Teams, and Teams can be given access to particular workspaces.



Instructions for Monday and lecture material

On the board above, the columns etc. are as follows:

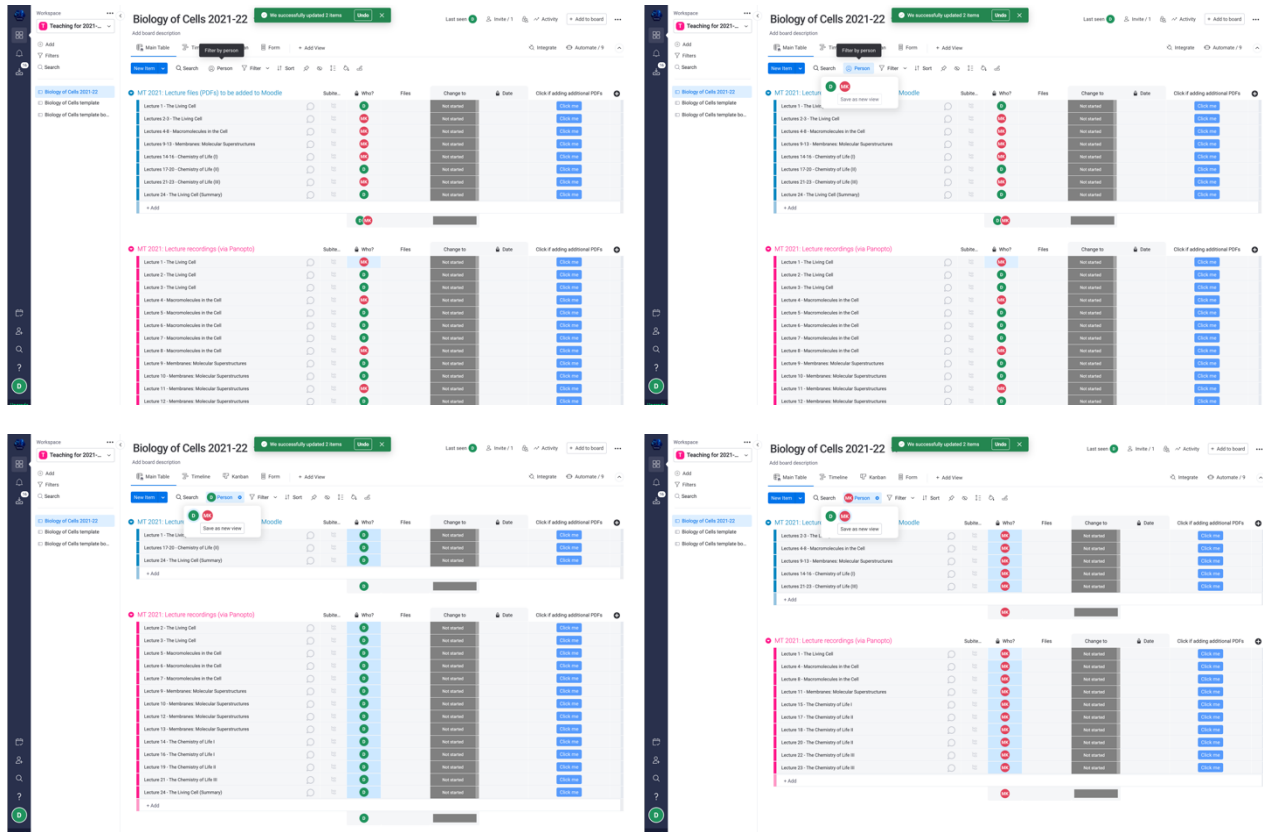
- A. **A list of tasks** – there are a number of automated events associated with each task – including reminders about deadlines etc., or when a task is ready to do. Each set of lectures is listed as a single task.
- B. **Updates** – indicated by a conversation icon (click on the icon to access). This function may be used for communications about the task. Any update can be added here and subscribers of the board will be notified. Use '@name' for specific mentions.
- C. **Subitems** – this column will be populated by secondary tasks as primary tasks are completed.
- D. **Who?** This column indicates who the task has been allocated to. In some instances, there may be more than one person may be assigned to a task.
- E. **Files** – this column can be used to upload files (e.g. PDFs, .docx) using drag-and-drop. Uploaded files will be indicated by an icon.
- F. **Task status** This column indicates what the current status of the task is. This should be updated when the status of the task has changed. Click on the coloured rectangle to choose an updated status from the available options.
- G. **Date** – this is the date on which tasks are due to ensure materials are uploaded to Moodle to comply with accessibility requirements. It is good practice for all students to access the course materials in advance of the lecture.
- H. **Blue Button – 'Click if adding additional files'** – when this button is pressed, an automated message will be sent to the administrator to indicate that new files have been added to the board AFTER the task has been marked as complete. e.g. another file is added the day after the first file is uploaded and status marked as 'File uploaded'. In this instance, the blue button would be clicked at the point the second file is uploaded. If additional files are subsequently added, the button would be clicked each time to indicate a new file has been uploaded. *This may be the pattern of events if a lecturer has an individual handout for each lecture in a series and uploads each handout on (e.g.) consecutive days.*
- I. **Main Table** – this has a dropdown tab that can be used to change the view of the Monday board.



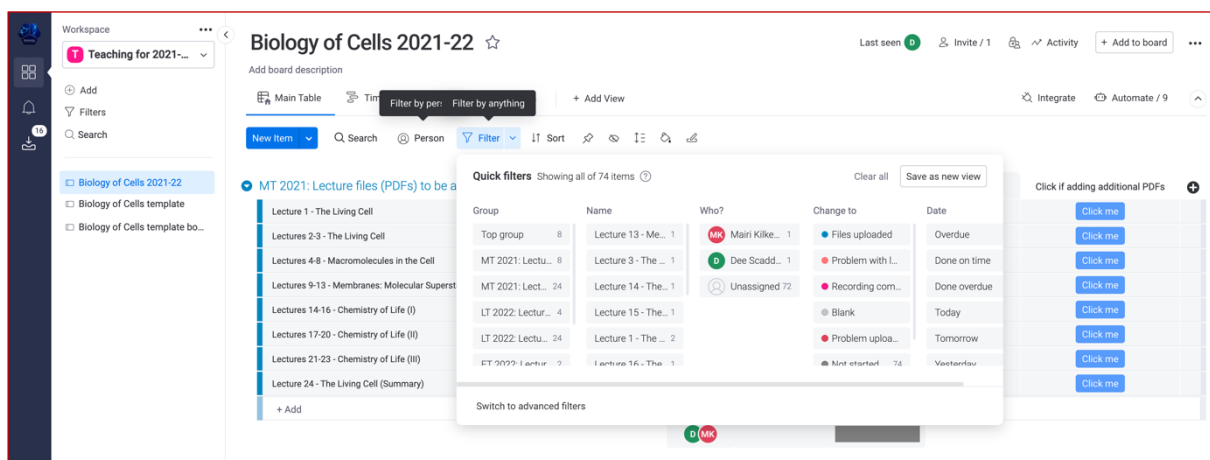
Instructions for Monday and lecture material

- J. **Person** – you can simply filter the board according to who the task has been assigned to. Clicking on the ‘Person’ icon will allow you to see every person assigned to tasks on the board. By clicking on a particular person, you will only see their tasks:

e.g.



- K. **Filter** – you can use filters to find tasks, sets of tasks, categories, names etc. within a board. Once the filters have been applied, you can save the table as a new view, so the filters are retained.



Using Monday

You will be able to access the boards that have been set up on Monday to manage your teaching.

On each board there are a list of activities – typically one row for each set of lectures (for files) or for each lecture recording.

1) Lecture material is uploaded to Monday

Notes:

- Lecture documents must be labelled as: What is is, Course, Initials, Lecture number, date
e.g. Handout, BMB, ADJS, Lecture 1, October 9th 2021
- Unless specifically required in an alternative format, lecture materials should be uploaded as PDF documents rather than Microsoft office documents or keynote etc.

Unless indicated, anything uploaded in a format other than a PDF will be converted to this format.

Steps:

(a) Add lecture files to 'Files' column

Before beginning the task, the 'Task Status' column will be 'Not started' (grey)

- A 'Files' column has been added to the board that allows documents to be dropped directly into this column.
- To upload files, simply drag-and-drop them into the 'Files' column. As many files as required can be uploaded to the column. The uploaded files will be shown as icons:

The image shows two screenshots of a Monday.com board. The top screenshot shows a board with a 'Files' column that is currently empty. An orange arrow points to the 'Files' column header. Below the board, the text 'column for file upload' is written. The bottom screenshot shows the same board after files have been uploaded. The 'Files' column now contains icons for a PDF, a Word document, and a PowerPoint document. An orange arrow points to these icons. Below the board, the text 'uploaded PDF, Word and PowerPoint document' is written.

(b) Change the 'Task Status' to 'Files Uploaded'.

Click on the grey task status rectangle and select the updated status from the drop-down list.

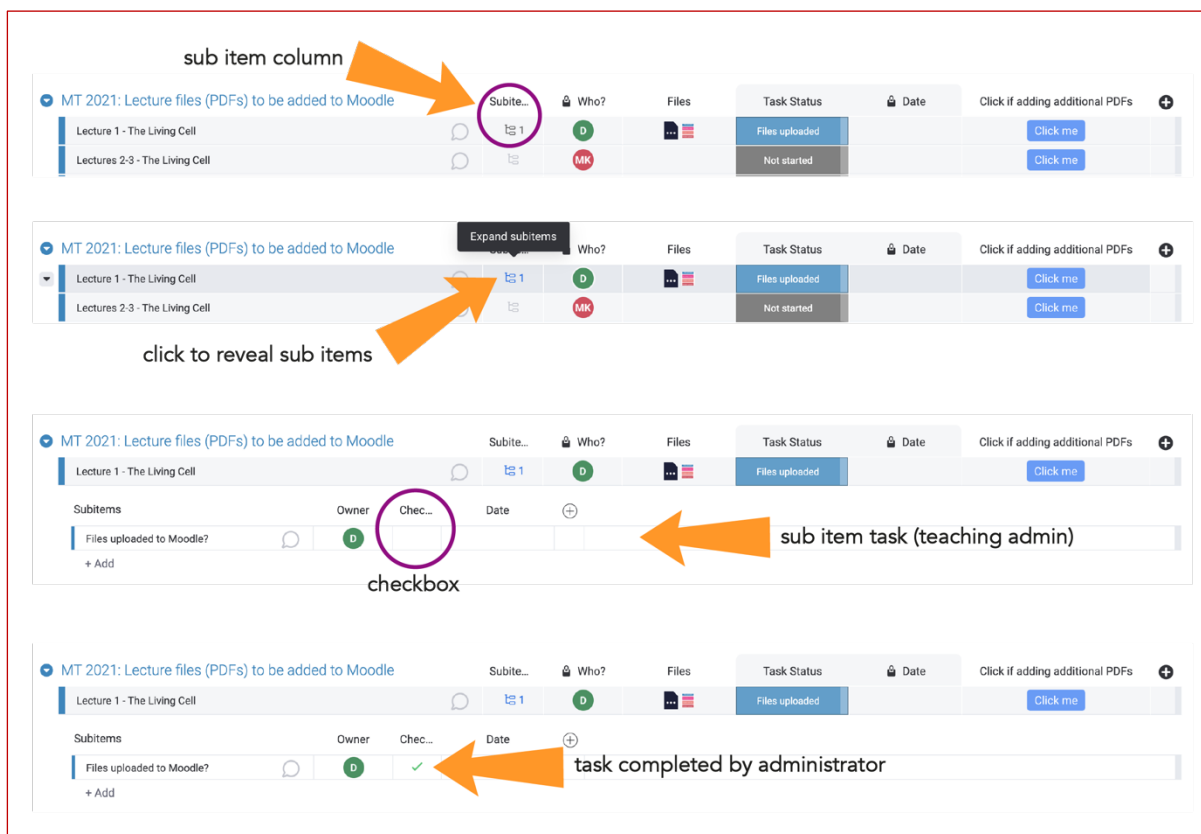
Once the files have been uploaded, change the task status to 'Files Uploaded' (teal)

Changing the task status to 'Files Uploaded' is essential as this action will:

- automatically notify the teaching administrator that the files are ready for upload to Moodle.
- automatically create a sub item for the attention of the teaching administrator. The sub item can be viewed by clicking on the icon at the top of the column:

When the administrator has uploaded the material to Moodle, they will place a tick in the sub item row to confirm. This will trigger an automated email to the owner of the content – this will enable them to check the uploaded material is correctly formatted etc.

i.e.



(c) Adding additional files

Depending on the format of your lecture files, you may wish to add additional files after the initial upload. This may be because you simply wish to change something, or because your handouts are separate for each of your lectures in the series.

- In this instance, add your files by drag-and-drop into the 'Files' column, as before.
- Once your files are uploaded, click on the blue button in the column labelled 'Click if adding additional PDFs'. This will notify the teaching administrator that there are additional files to

Instructions for Monday and lecture material

upload. Again, this will add another sub item, and a tick will be placed in the checkbox once the task is complete.

i.e.

The image shows three sequential screenshots of a Moodle task interface for 'MT 2021: Lecture files (PDFs) to be added to Moodle'. The task is assigned to 'Lecture 1 - The Living Cell'.

- Top Screenshot:** Shows the task with a 'Files' icon and a 'Click if adding additional PDFs' button. An orange arrow points to the 'Files' icon with the label 'new file'. Another orange arrow points to the 'Click if adding additional PDFs' button with the label 'blue blutton'.
- Middle Screenshot:** Shows the task with a new sub-item 'Have the additional files been uploade...' added. An orange arrow points to this sub-item with the label 'new sub item to inidcate new files (teaching admin)'.
- Bottom Screenshot:** Shows the task with the sub-item 'Have the additional files been uploade...' marked as complete with a green checkmark. An orange arrow points to this checkmark with the label 'task completed by administrator'.

If there are any problems adding files, change the task status to 'Problem uploading file' (red)

- Changing the task status to 'Problem uploading file' will automatically notify the Teaching Administrator, who will be able to help resolve the issue.

Note: the update icon on any item (or sub item) can be clicked on at any time to send a quick message if there are issues or queries. Use '@name' for specific mentions.

The screenshot shows the Moodle task interface with the title 'update icons - click to send a message'. It highlights the 'update' icons (speech bubbles) for the task and its sub-items. Orange arrows point to these icons with the label 'update icons - click to send a message'.

Recording your Lectures



1) Get access to a Panopto recorder

- Download Panopto desktop recorder or use Panopto Capture within your browser.
- Test to verify set up is correct.
- It is essential that Panopto has been downloaded in advance of the lecture recordings are needed. The permissions already granted on Moodle should allow this, but if there is a problem please get in touch.

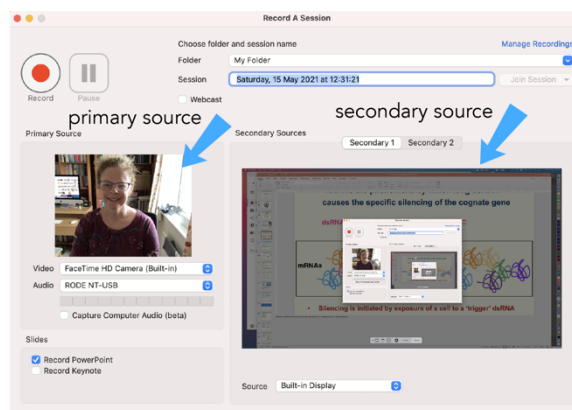
2) Lectures recorded via Panopto - to own Panopto Folder

- Lectures should be recorded using Panopto – using either the Panopto desktop recorder, Panopto Capture, or a dedicated studio space.
- Information about the use of the Panopto desktop recorder and Panopto Capture can be found at the following self-enrolment Moodle site:
<https://www.vle.cam.ac.uk/course/view.php?id=182351§ion=2>

If there are any problems recording your lecture, change the task status to 'Problem with lecture recording' (yellow)

Tips for recording

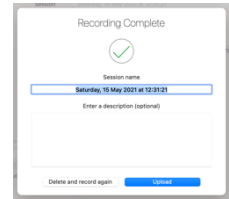
- Lectures should ideally include a primary source showing themselves – student feedback suggests this is their preference.



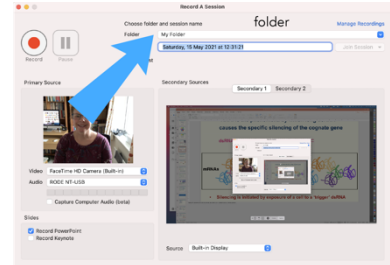
- There is no particular style for recording required in terms of whole lectures or a 'chunked' lecture – different styles will suit different students
- Your cursor will show on screen and can be used as a pointer – note that on a PC you may need to adjust settings within Panopto to visualise this. On a PC there is also a setting to change the appearance of the cursor to make it more visible. Alternatively, select an appropriate digital pointer within PowerPoint or Keynote.
- **Note:** if you are using PowerPoint, it is only possible to display slides full screen (i.e. presenter view is not possible)

Instructions for Monday and lecture material

- **If you're not sure if the recording is working, create a short test recording, upload to the server, then have a look** – some older MacOS display what's being captured in a way that it's not immediately obvious what's being recorded – hopefully you'll find that it's ok.



- The default is typically that your recording will upload to your **own Folder in Panopto**. For the recording to be accessible to students, it will need to be moved to the course specific folder – see more below.



- You will be notified by email when your recording is ready to view. The links within the email can be used to play or edit the recording (online).
- When you think about editing your recording, in general, less is more. Student feedback suggests they prefer a more authentic recording – ums and ahs really don't matter – it keeps it real and is more engaging to listen to.
- Speak up – consider using an external USB microphone for getting the best audio recording.

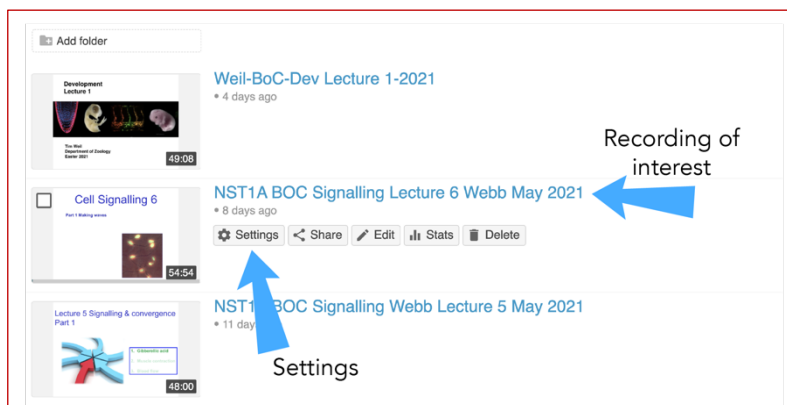
3) Lecture recording moved to course Panopto folder

Panopto and Moodle are inherently linked – and there is one folder on Panopto that is linked to each Moodle site, which will have the **same name**. Anything in that folder on Panopto will automatically appear on the linked Moodle site via the 'Panopto block' on Moodle.



To put your recording into the correct Moodle folder, go to Panopto online and move your recording, as follows:

- Go to 'My Folder' (or wherever you recorded it to)
- Click on the settings cog next to the recording you want to move



Instructions for Monday and lecture material


- This will open a new window, giving various options:

ADJS Lecture 3 spliced in

Overview

Name: ADJS Lecture 3 spliced in [Edit](#)

Folder: My Folder [Edit](#) ← Panopto folder containing recording

Preview image:  [Edit](#) ← Link to share recording (URL)

Viewer link: <https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Viewer.a>

Owner: CambridgeUniversityUISMoodleLIVEadjs100 (Dee Scadden) [Edit](#)

Videographer: CambridgeUniversityUISMoodleLIVEadjs100 (Dee Scadden)

Date: Monday, November 16, 2020 @ 1:11:05 PM [Edit](#)

Duration: 07:08

Webcast: No

Discussion: Allow viewers to post comments

Downloads: Use folder setting (Admins, videographers and creator only)

Description

[Edit](#)

Actions

[View](#) Open this session in the viewer

[Share](#) Share this session with other users

[Edit](#) Open this session in the Panopto Editor to edit video and presentation files

[Resume](#) Launch Panopto and resume this session

Availability info

[Availability](#)

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

with its folder (immediately) ← default

starting 11/20/2020 8:00am Dublin, Edinburgh, Lisbon, London

Session remains available

forever

with its folder (forever)


until 05/22/2021 8:12pm Dublin, Edinburgh, Lisbon, London

- To make the recording available in the correct course folder on Panopto, the folder name indicated above (currently 'My Folder') needs to be changed to the course folder. Click 'edit' and start typing the course name (or part of the name) in the box, and various options will appear. Choose the correct folder from the list and then **click 'save'**. The recording will then be available in the corresponding Moodle site.

ADJS Lecture 3 spliced in

Name: ADJS Lecture 3 spliced in [Edit](#)

Folder: biochemistry ← Type 'biochemistry'

Preview image:  ← A list of folders (courses) containing 'biochemistry' will be listed

Viewer link: [https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Viewer.a](#)

Owner: CambridgeUniversityUISMoodleLIVEadjs100 (Dee Scadden) [Edit](#)

Videographer: CambridgeUniversityUISMoodleLIVEadjs100 (Dee Scadden)

Date: Monday, November 16, 2020 @ 1:11:05 PM [Edit](#)

Duration: 07:08

Webcast: No

Discussion: Allow viewers to post comments

Downloads: Use folder setting (Admins, videographers and creator only)

Description

[Edit](#)

biochemistry

- Undergraduate Teaching Administration: Biochemistry Teaching Information
- Part II BIOC - new format: Part II Biochemistry - new format in A, Part II Biochemistry
- Biochemistry and Molecular Biology 2019-20 archive in Biochemistry Archive
- BMB 2020-21: NST Part II Biochemistry and Molecular Biology 2020-21
- Part II BIOC 2020-21: Part II Biochemistry 2020-21
- Biochemistry Safety Talks 2017 Sanger in Biochemistry Safety Talks 2017
- Archive: Part II Biochemistry 2016-17 in A, Part II Biochemistry Archive Files
- Biochemistry Archive in My Folder
- Biochemistry Sanger Jean Thomas Lecture Theatre in Remote Recordings
- Biochemistry Safety Talks 2017 in Miscellaneous Recordings ADJS
- A, Part II Biochemistry Archive Files in Part II Biochemistry 2019-20
- Test BIOC: Test site for Biochemistry
- Part II BIOC 2020-21: Part II Biochemistry 2020-21
- Zoology M7/Biochemistry B: NST Part II Zoology: Module M7/Biochemistry: Module
- Biochemistry Sanger LT in Remote Recordings
- Part II Biochemistry 2019-20 in Biochemistry Archive
- Biochemistry Richard Penham Seminar Room in Remote Recordings
- Biochemistry Hopkins Sapperson Seminar Room in Remote Recordings

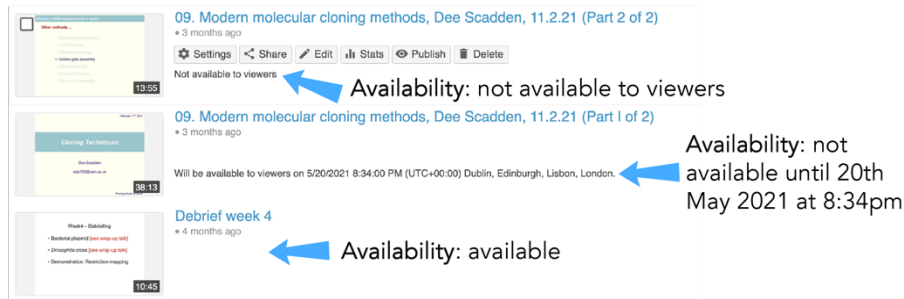
- Lecture recordings should be released to students in accordance with guidelines in your department. To achieve this, the availability settings need to be changed (see image above).

The default setting for availability is 'with its folder (immediately)' – the default permissions are inherited from the top folder. To restrict access, use the radio button below that option – change

Instructions for Monday and lecture material

the date and time to whatever is appropriate. The recording will not be available until that time. This function therefore allows a series of recordings to be uploaded together but released individually if desired.

If you now go to that course folder, you will see a note alongside each recording that has details of the restriction. The recordings will be automatically released on the relevant date.



4) Notify the Teaching Administrator that recording is complete

Using Monday, notify the Teaching Administrator that your completed recording has been added to the appropriate Panopto folder:

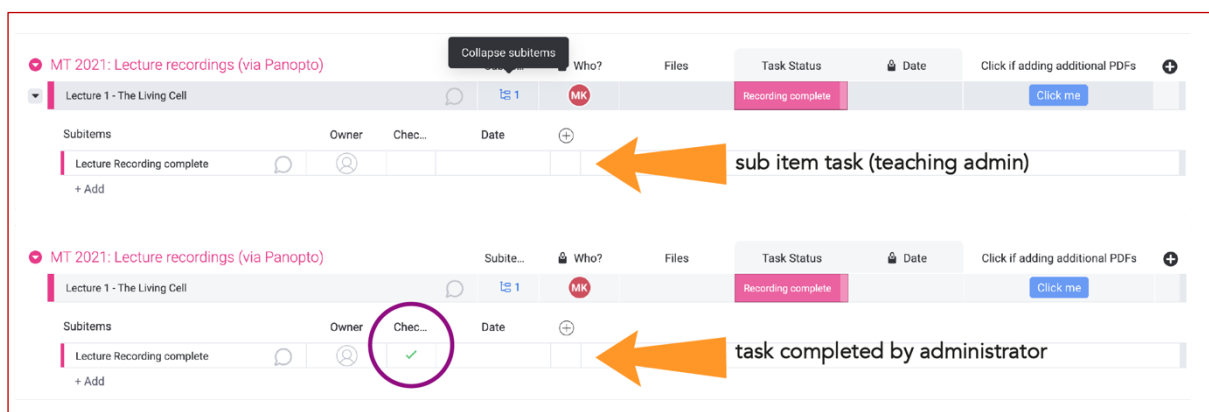
Once a lecture recording is completed, change the task status to 'Recording complete' (pink)

As with the lecture files, when the **lecture recording is complete, change the task status to 'Files Uploaded'** by clicking on the grey status task box. This is **essential**, as this action will:

- automatically notify the teaching administrator that the recording is ready.
- automatically create a sub item for the attention of the teaching administrator. The sub item can be viewed by clicking on the icon at the top of the column:

When the administrator has checked the recording is in the correct place and added a link within Moodle, they will place a tick in the sub item row to confirm. This will trigger an automated email to the owner of the content.

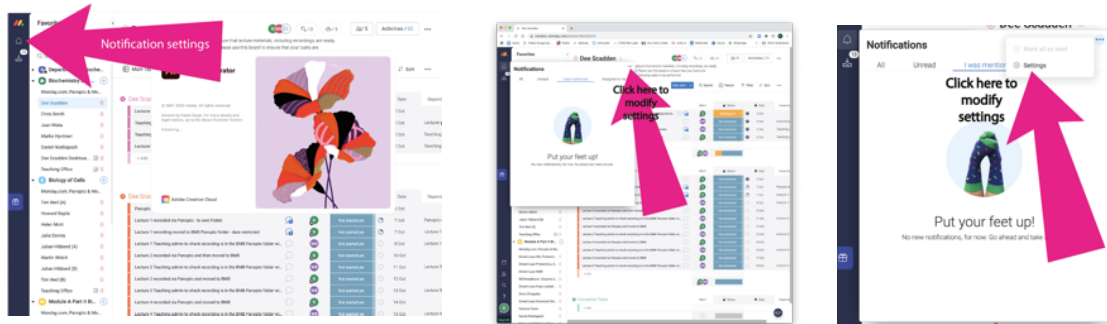
i.e.



Adjusting Monday Notifications

Part of the function of Monday.com is to automate reminders etc. about tasks assigned to you, to reduce the amount of time spent by our teaching administrators chasing and checking where lecturers are with the preparation of their materials. However, I appreciate that you may initially be spammed with somewhat irrelevant emails. To stop this, please go to Monday.com and refine what notifications you receive, as follows:

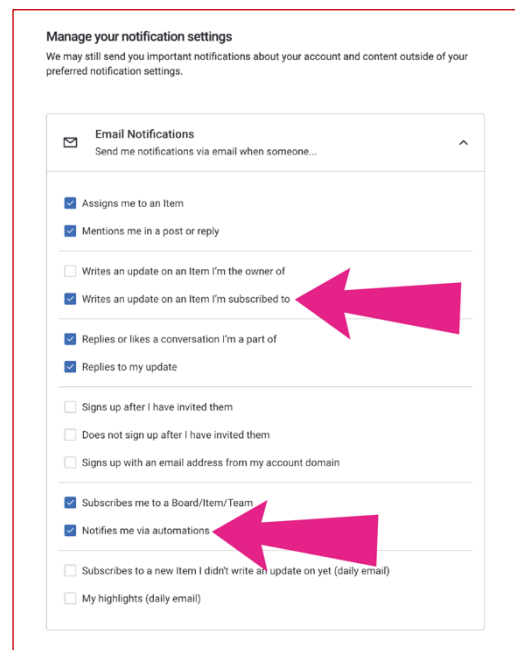
1. Click on the 'bell' icon on the left-hand side:



2. This will take you to a list of options. Please ensure the following Email Notifications are switched on (*most important):

- Assigns me to an item
- Mentions me in a post or reply
- ***Writes an update on an item I'm subscribed to**
- Replies or likes a conversation I'm a part of
- Replies to my update
- Subscribes me to a Board/Item/Team
- ***Notifies me via automations**

These options are important to ensure that the teaching administrator to be able to efficiently upload the lecture materials etc.



Panopto to Moodle

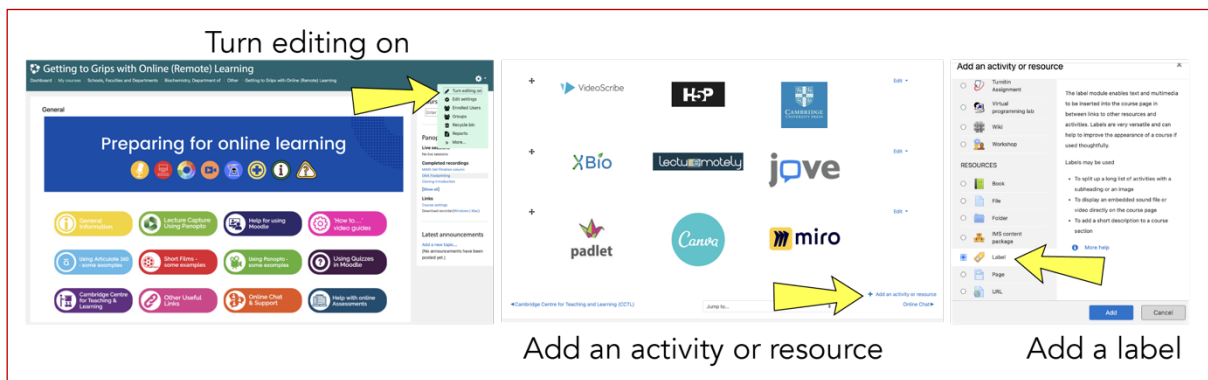
Upload of Panopto recordings to Moodle

When a recording is in the Panopto folder that links to a particular Moodle site, it will automatically be listed in the Panopto block on Moodle at the point it is made available. In addition, it is often helpful to create a link to the recording in Moodle, in the section or book in which the other lecture material can be found. This provides the students a one-stop-shop for all the relevant lecture materials. In case helpful, the procedure for inserting a Panopto recording into Moodle via a link is as follows.

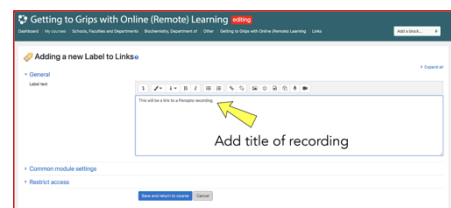
Note that this is not a method for embedding videos into Moodle – it is best to avoid that as the capacity within Moodle may not allow it. In addition, not all embedded material is accessible using phones.

1) Creating a link in a Moodle section

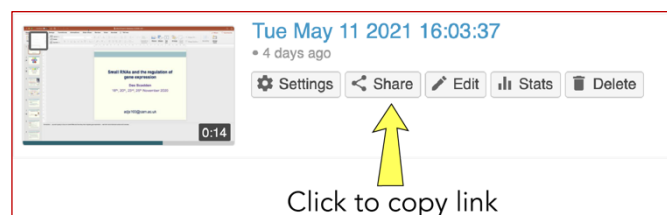
- Turn editing on in Moodle using the cog in top right-hand corner.
- Go to the relevant section and click '+ Add an activity or resource'
- Choose 'Add a label'



- Add the title of the lecture recording to the label text box



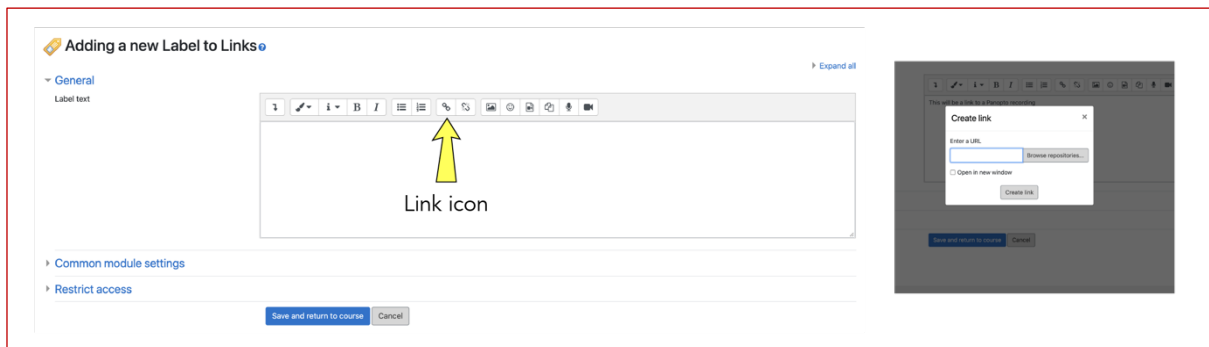
- Within Panopto, copy the link for the recording. The link can be found by clicking the 'share' button adjacent to the recording image. Alternatively, the link can be found within the settings page.



Note: when you click 'share', there are two options:

Instructions for Panopto to Moodle

1. **Link** – to allow the user to link to the recording in Panopto
 2. **Embed** – this code allows the recording to be embedded in Moodle. This can be useful, although important to note that embedded recordings can be difficult to access using iPads or other devices.
- Within Moodle, select the title text you've added to the label, then click on the **link icon** within the menu bar – paste in the URL for the lecture recording, then save. The title will appear, with hyperlink to the lecture recording.



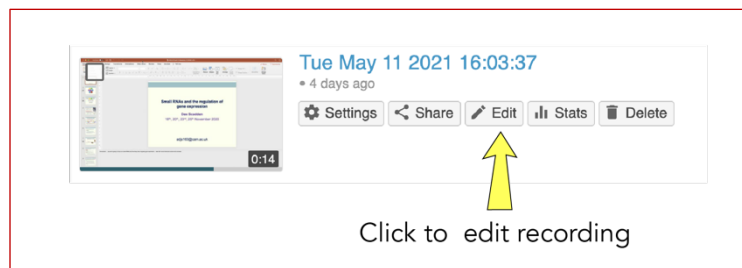
2) Creating a link in a Moodle book

- Go to the relevant chapter or subchapter within the Moodle book.
- Add a title, then add a hyperlink to the Panopto recording, as described for the Moodle section above.

Other bits in Panopto that may be helpful

1) Editing

- Whilst there's no necessity to edit your recordings, occasionally it may be necessary if there have been crashes or interruptions etc. In the instance that you do need to edit your recordings, there's information about how to do this in the Moodle guide to Panopto mentioned above.
- If you do need to edit, go to the list of recordings in your folder, then click the edit button alongside the recording:

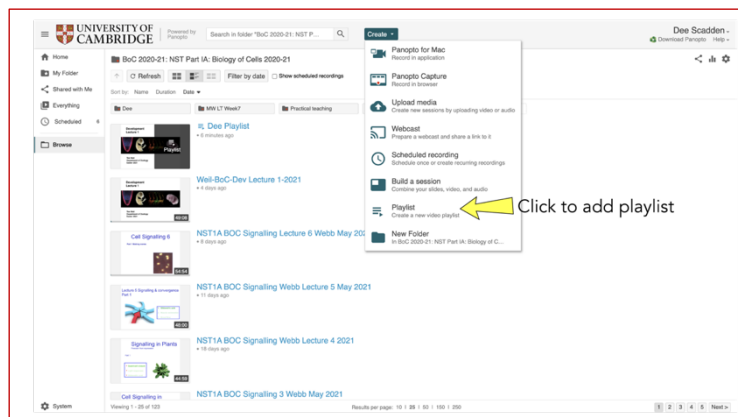


- The editing function in Panopto allows bits to be removed – although in reality they are just rendered out in the final film (greyed out in the editing window). If desired, the edited parts could be restored later.

2) Playlists

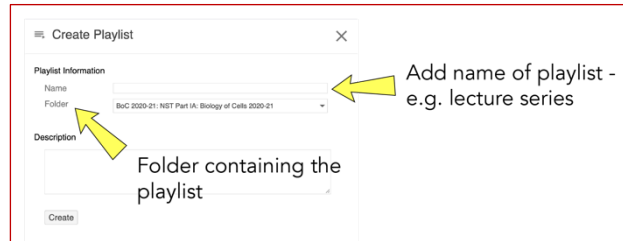
Panopto offers the possibility to create Playlists – these are handy if the lecture is recorded in parts, or in any instance where you want to keep a group of recordings together. If the recordings are to be inserted into Moodle in addition to the Panopto block, this is a useful format as a single link to the playlist is inserted to Moodle, rather than multiple links to individual recordings. The playlist can be modified at any time – recordings can be added or deleted in Panopto and this will be reflected in Moodle.

- To create a playlist (which can be done either in your folder or the course folder), choose 'Playlist' from the dropdown menu at the top of the Panopto window.

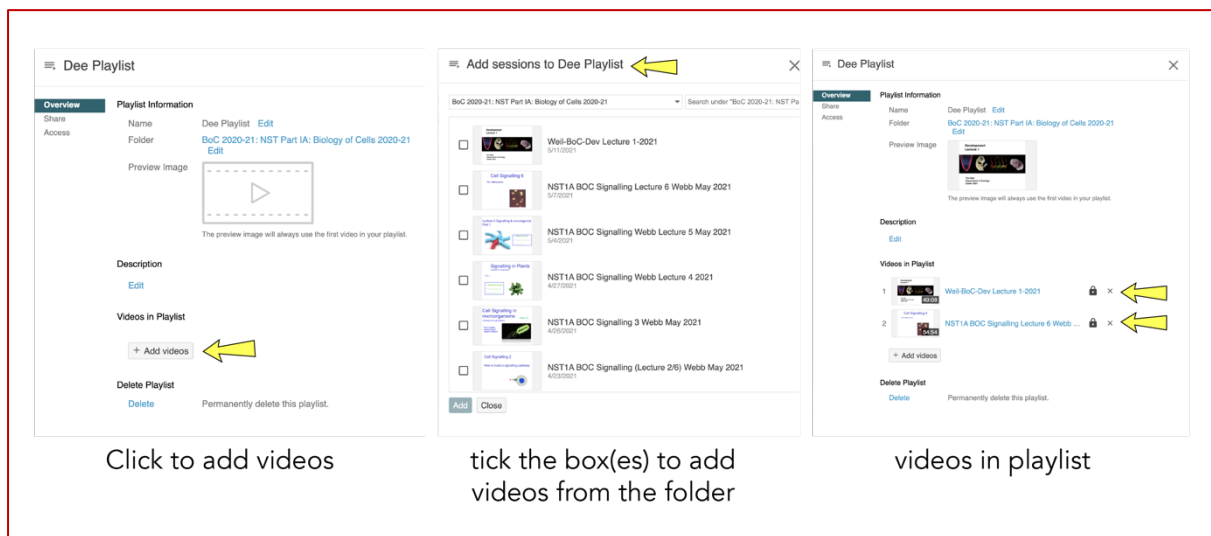


Other bits in Panopto that may be helpful

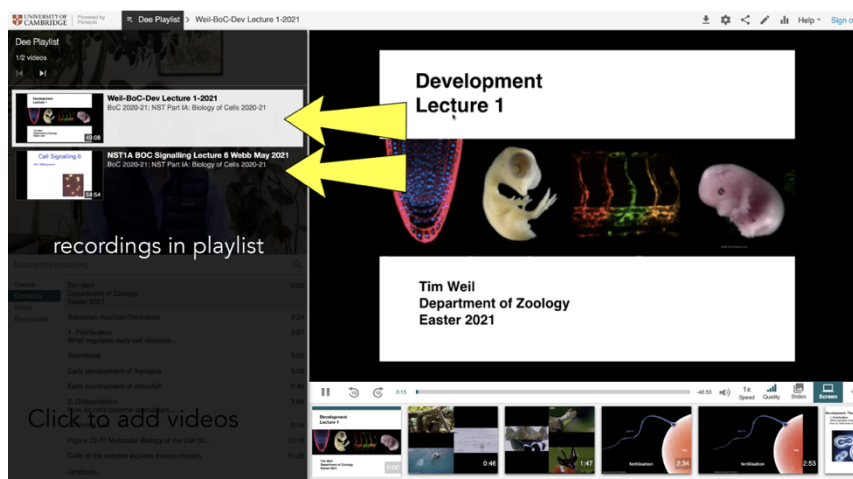
- This will allow a playlist to be created -



- Click on 'Create' and this will give you more options
- Click on +Add videos, and this will allow you to add any videos available in the folder.



- When the playlist is complete it will appear in the list in your folder:
- The list of recordings within a playlist will then be available together. The playlist can be added to Moodle using the URL link – accessible by clicking the 'share' button adjacent to the playlist in the course folder. This means multiple lectures can be added to a playlist, either together or over time, but only a single link to the playlist is added to Moodle.

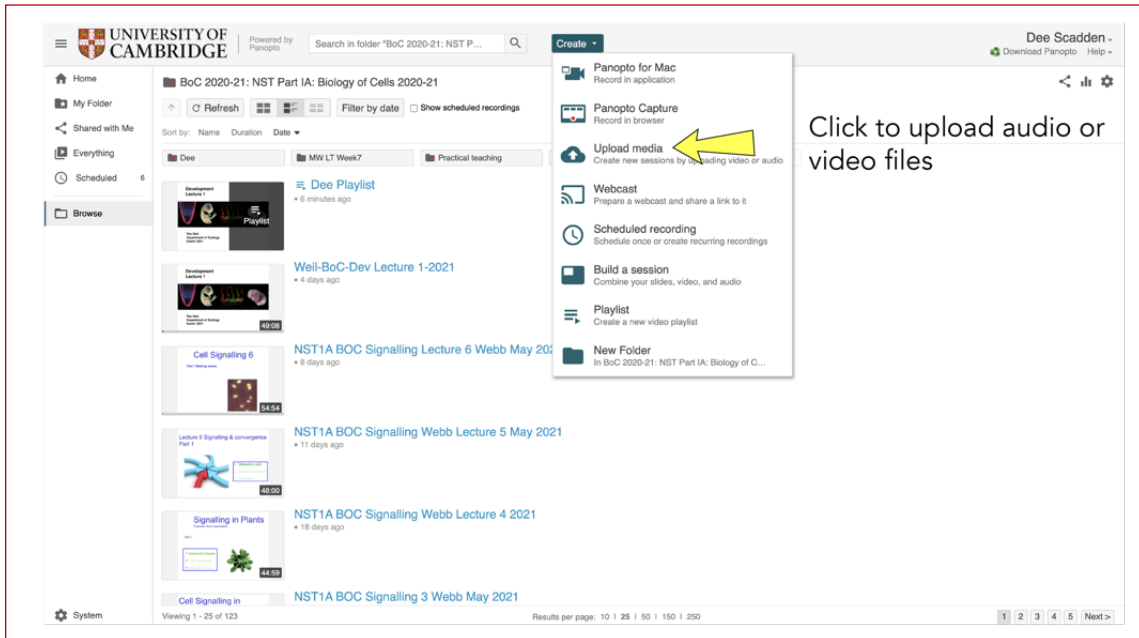


Other bits in Panopto that may be helpful

3) Uploading an audio or video (e.g. .mp4) file to Panopto

Sometimes it may be necessary to add files to Panopto that have been created outside of Panopto. This can be achieved as follows:

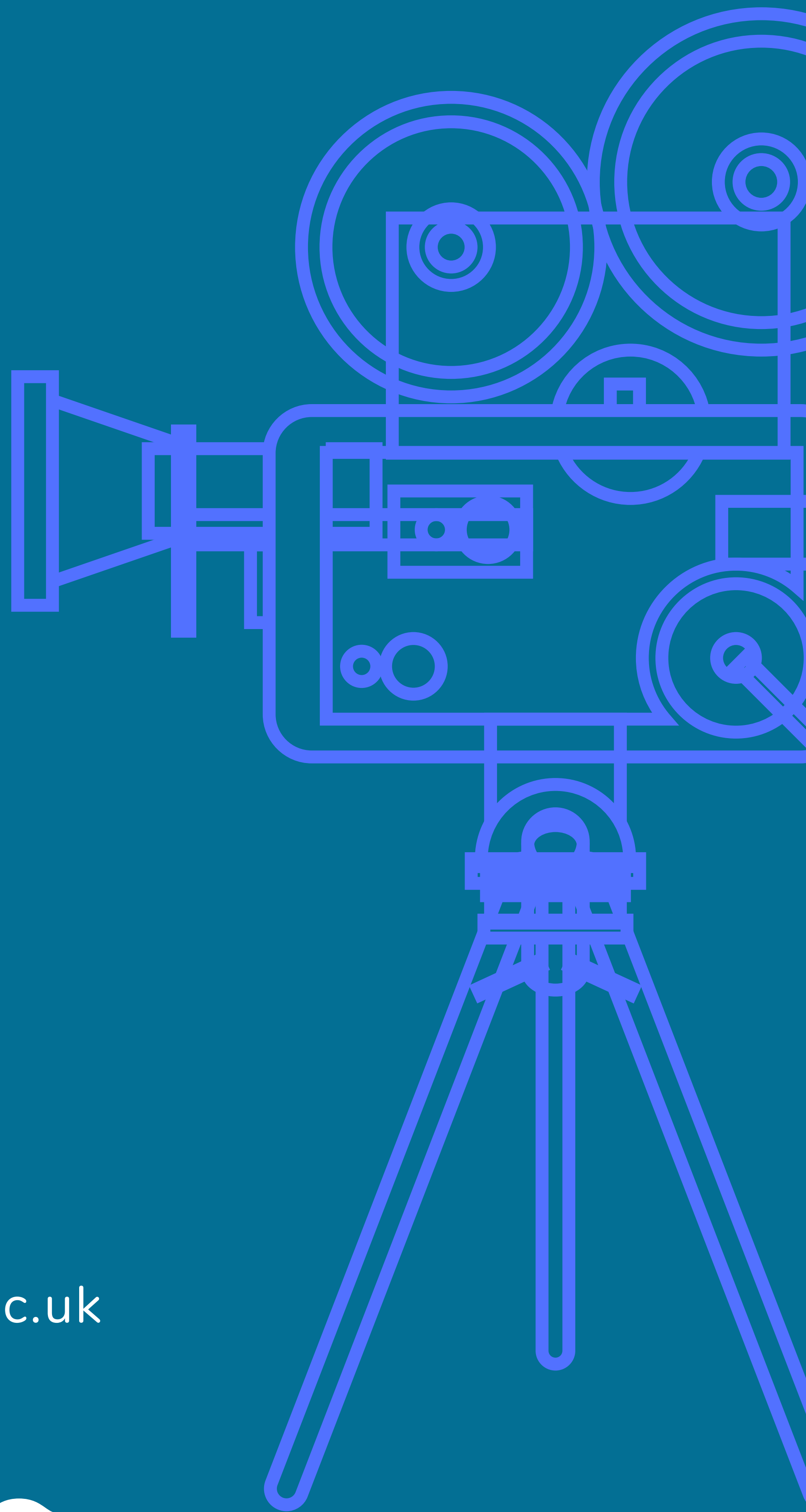
- Click on 'Upload media' listed in dropdown menu from green button at the top:



- This will allow you to upload either audio or video files to Panopto – drag-and-drop them into the box and they will upload to your folder. They can then be moved to a course folder to be available on Moodle, as before.



DEPT OF BIOCHEMISTRY



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