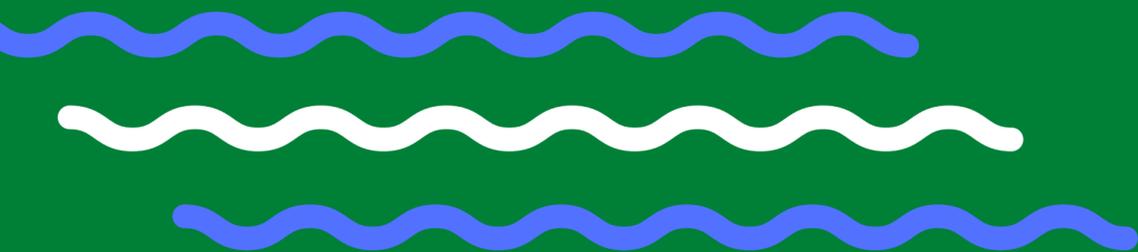


DEPT OF BIOCHEMISTRY

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

MAY 2021



Instructions to lecturers for the upload of lecture materials and recordings

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Recording your Lectures



1) Get access to a Panopto recorder

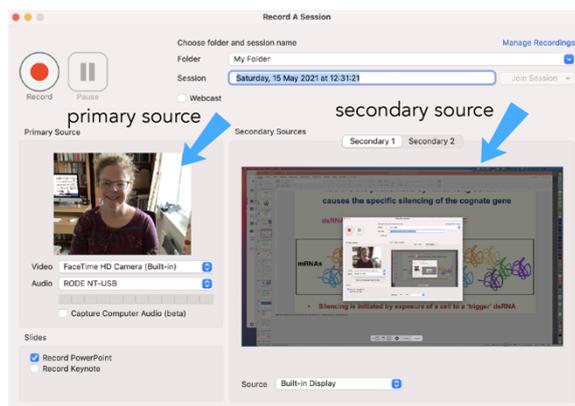
- Download Panopto desktop recorder or use Panopto Capture within your browser.
- Test to verify set up is correct.
- It is essential that Panopto has been downloaded in advance of the lecture recordings are needed. The permissions already granted on Moodle should allow this, but if there is a problem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

Some tips for recording

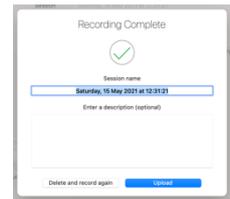
- Lectures should ideally include a primary source showing themselves – student feedback suggests this is their preference.



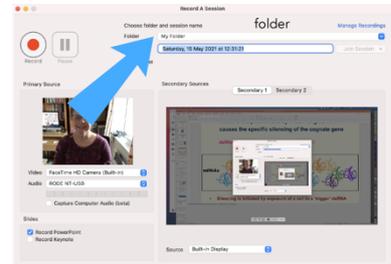
- There is no particular style for recording required in terms of whole lectures or a 'chunked' lecture – different styles will suit different students
- Your cursor will show on screen and can be used as a pointer – note that on a PC you may need to adjust settings within Panopto to visualise this. 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)

Recording via Panopto

- **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.

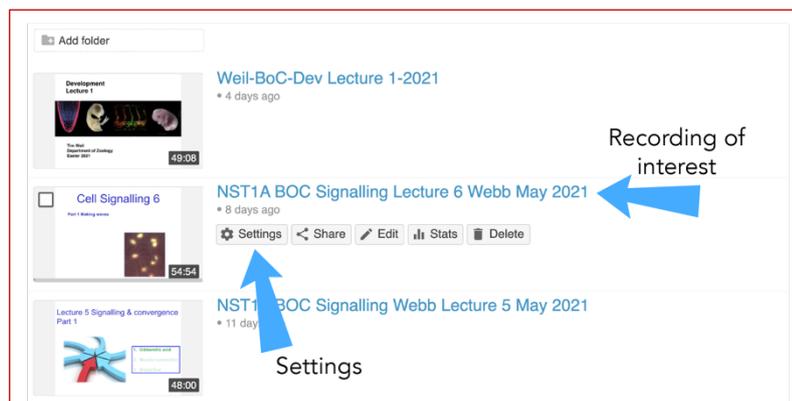
3) Lecture recording moved to course Panopto folder

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



Recording via Panopto

- 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

Preview image:

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

Duration: 07:08

Webcast: No

Discussion: Allow viewers to post comments

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

Description

[Edit](#)

Folder list:

- 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

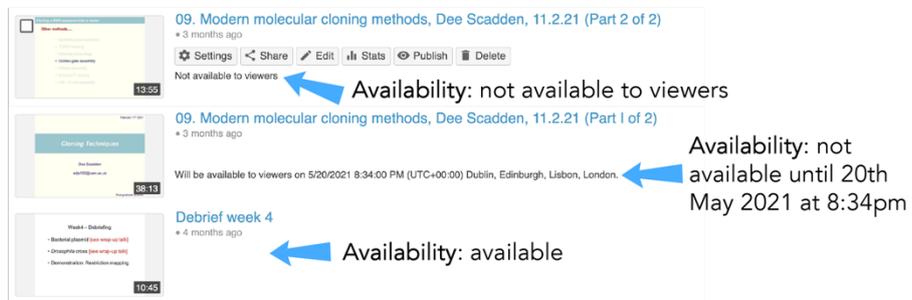
- Lecture recordings should be released to students in accordance with guidelines in your department. To achieve this, the availability settings need to be changed (see image above).

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

Recording via Panopto

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.



The screenshot displays three video recording thumbnails in a list. Each thumbnail includes a title, a duration, and a status message. Blue arrows point from the status messages to external text annotations:

- Recording 1:** Title: "09. Modern molecular cloning methods, Dee Scadden, 11.2.21 (Part 2 of 2)", Duration: 13:55. Status: "Not available to viewers". Annotation: "Availability: not available to viewers".
- Recording 2:** Title: "09. Modern molecular cloning methods, Dee Scadden, 11.2.21 (Part 1 of 2)", Duration: 38:13. Status: "Will be available to viewers on 5/20/2021 8:34:00 PM (UTC+00:00) Dublin, Edinburgh, Lisbon, London". Annotation: "Availability: not available until 20th May 2021 at 8:34pm".
- Recording 3:** Title: "Debrief week 4", Duration: 10:45. Status: "4 months ago". Annotation: "Availability: available".

Panopto to Moodle

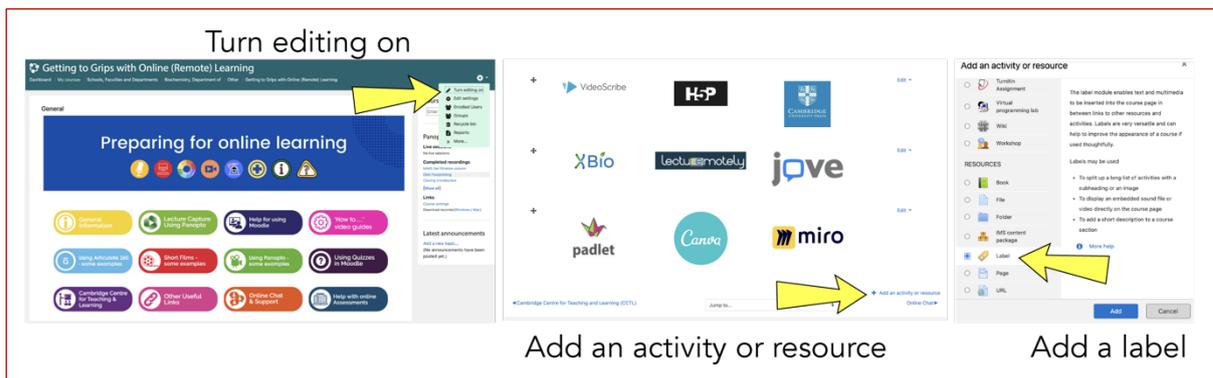
Upload of Panopto recordings to Moodle

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.

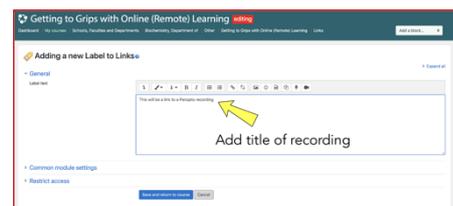
Note that this is not a method for embedding videos into Moodle – it is best to avoid that as the capacity within Moodle may not allow it. In addition, not all embedded material is accessible using phones.

1) Creating a link in a Moodle section

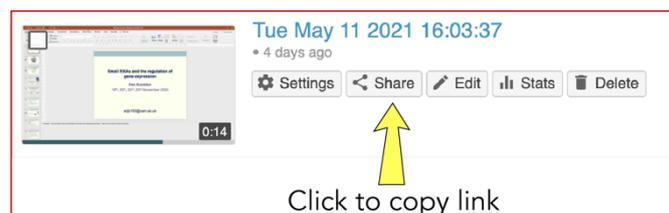
- Turn editing on in Moodle using the cog in top right-hand corner.
- Go to the relevant section and click '+ Add an activity or resource'
- Choose 'Add a label'



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



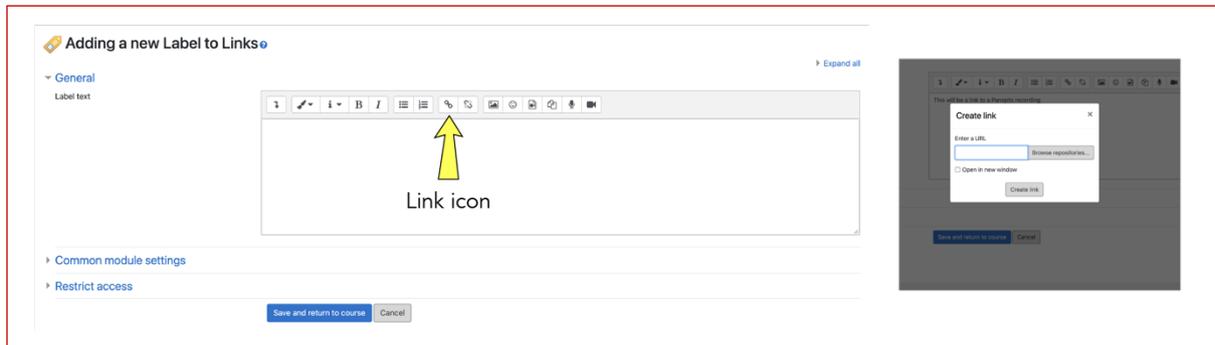
- Within Panopto, copy the link for the recording. The link can be found by clicking the 'share' button adjacent to the recording image. Alternatively, the link can be found within the settings page.



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

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.



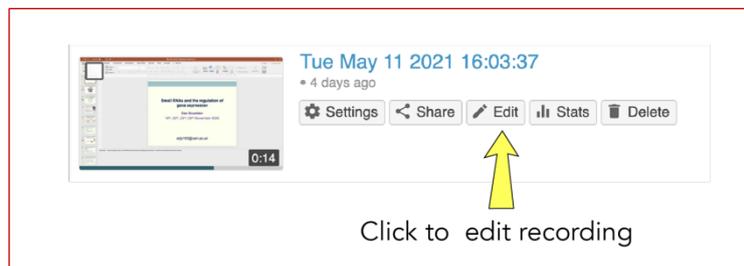
2) Creating a link in a Moodle book

- 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:

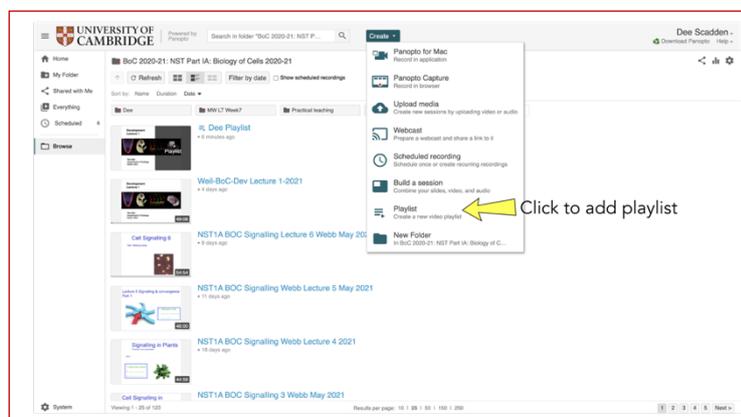


- The editing function in Panopto allows bits to be removed – although in reality they are just rendered out in the final film (greyed out in the editing window). If desired, the edited parts could be restored later.

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.

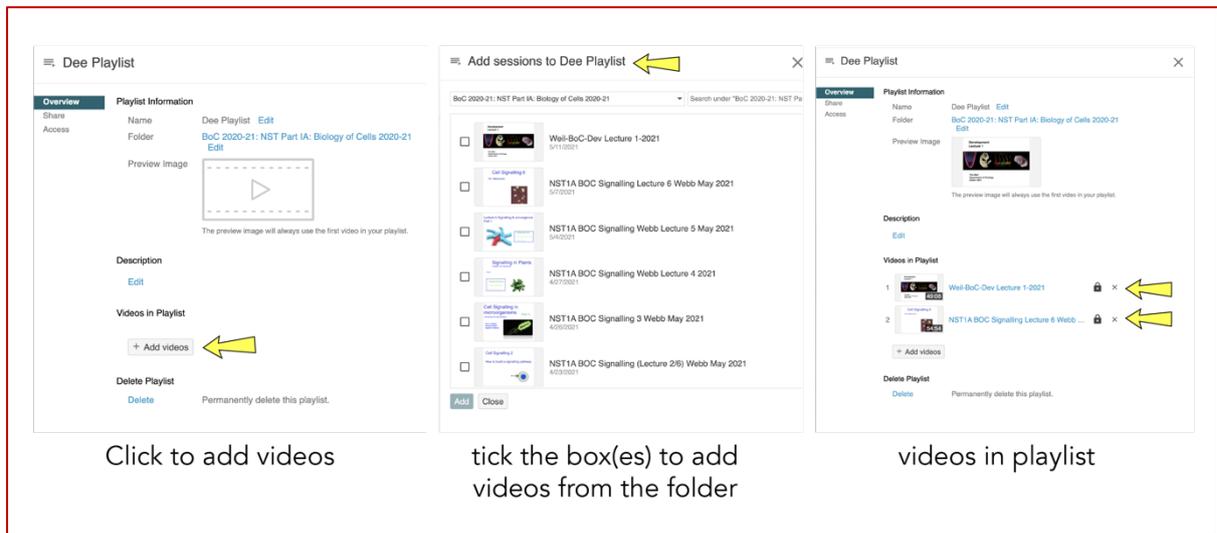


Other bits in Panopto that may be helpful

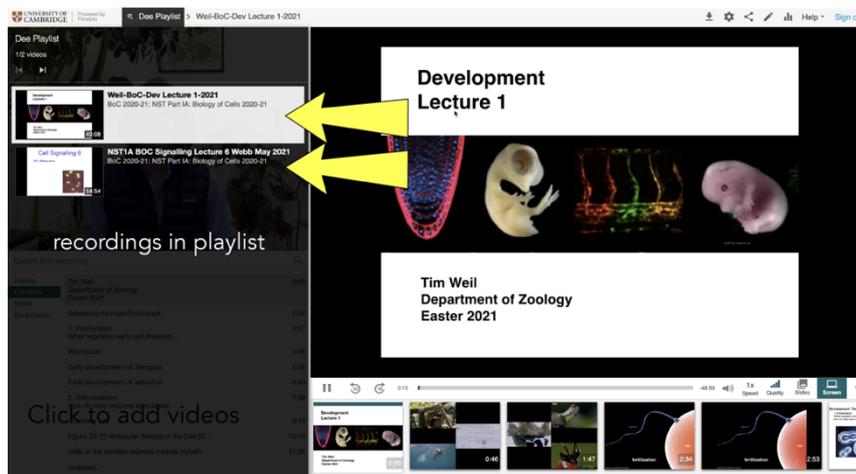
- This will allow a playlist to be created -



- 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.

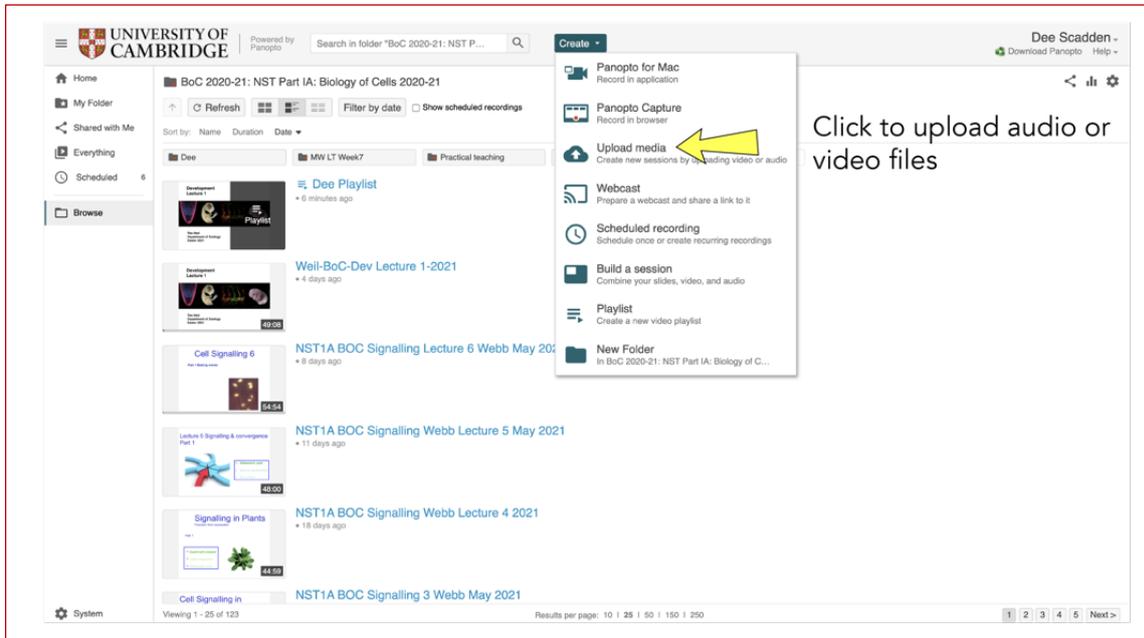


Other bits in Panopto that may be helpful

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:

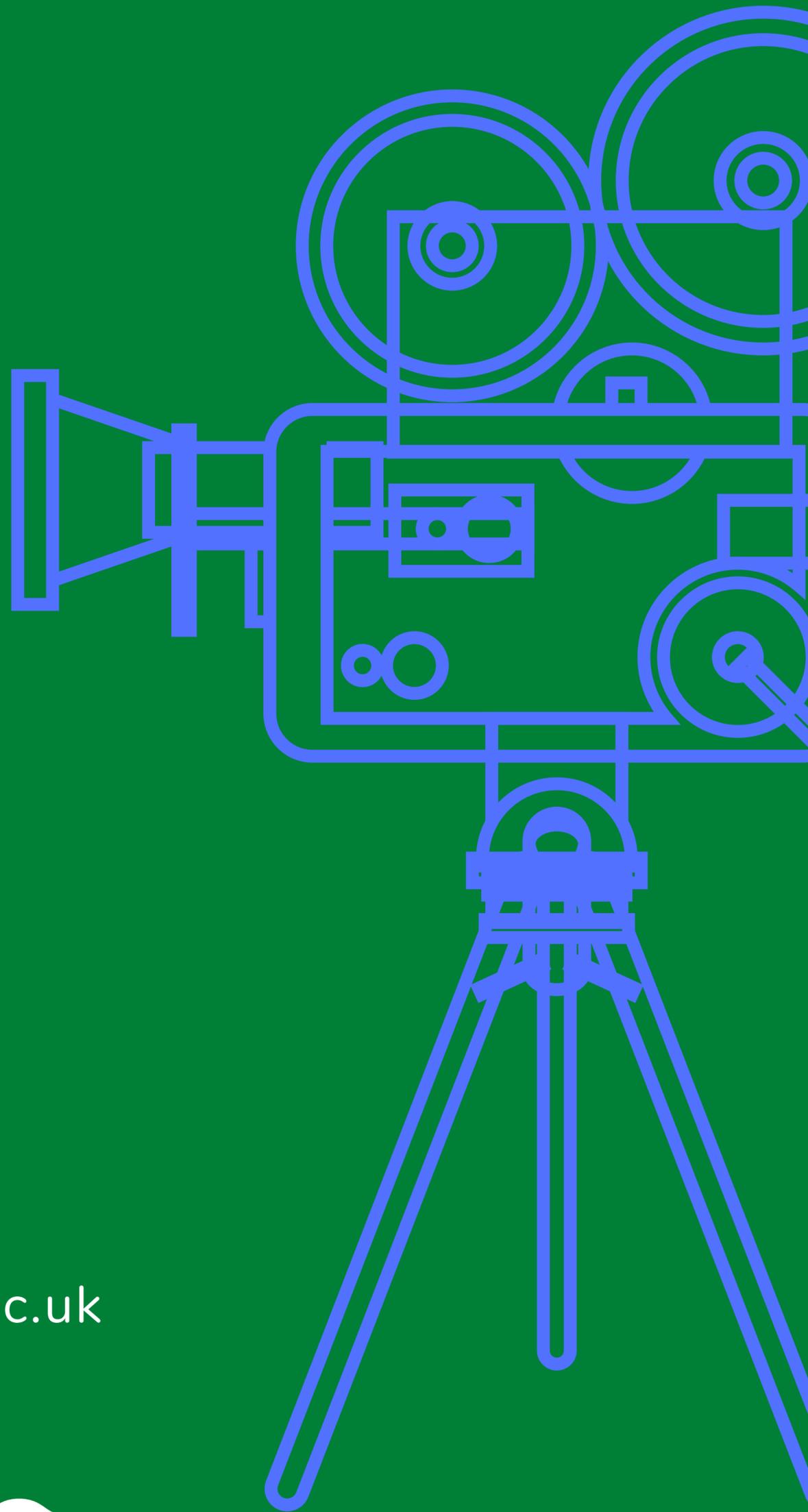
- Click on 'Upload media' listed in dropdown menu from green button at the top:



- 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.



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