

## ADDING PANOPTO VIDEOS TO WTCLASS

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Panopto is used for sharing original, premium video with students in your classes. Note that premium videos are short, concept-based videos that can be used for more than one semester. To add premium video into your WTClass courses, you will need to go to Panopto and create a folder for your course. From there, you can embed or link videos into WTClass. See the directions below.

### DIRECTIONS

[Panopto Folder Setup](#)

[Add Videos to Panopto Folder](#)

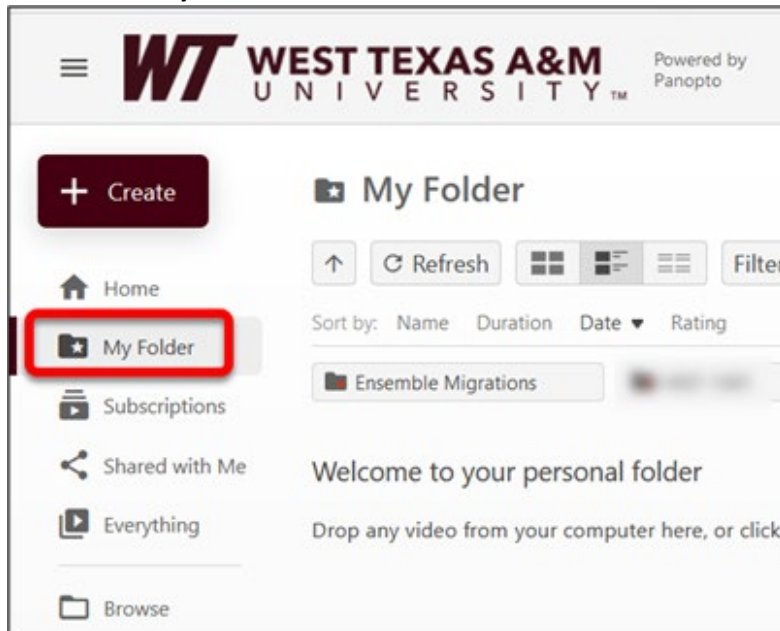
[Embed Video in WTClass](#)

[Link Videos in WTClass](#)

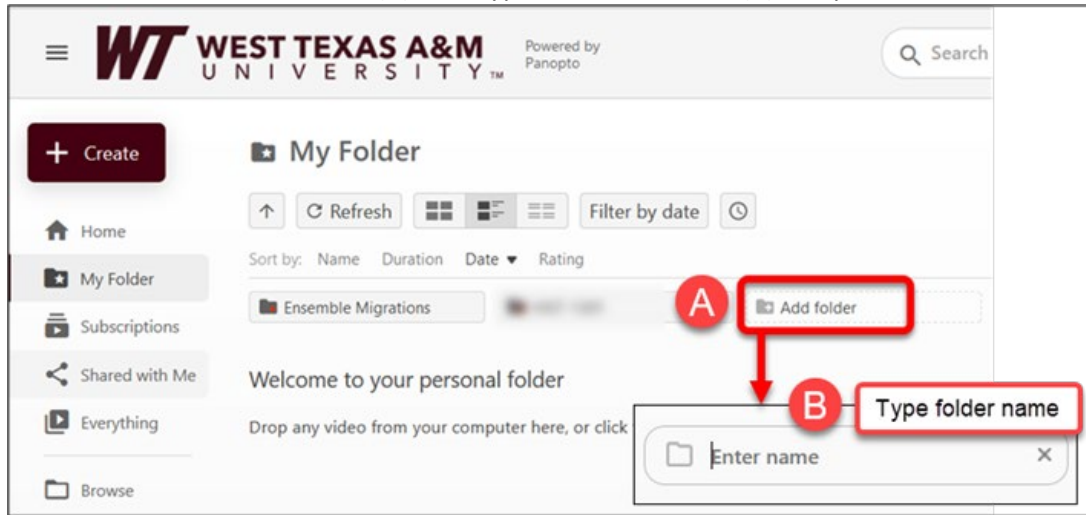
### PANOPTO FOLDER SETUP

If you have not already, create a folder for your course (EX: HIST-1301 or POSC-2306) within Panopto. Creating folders within Panopto helps to organize your videos by course or topic.

1. Access Panopto on the web: <https://wtamu.hosted.panopto.com>
2. Click on the **My Folder** area.

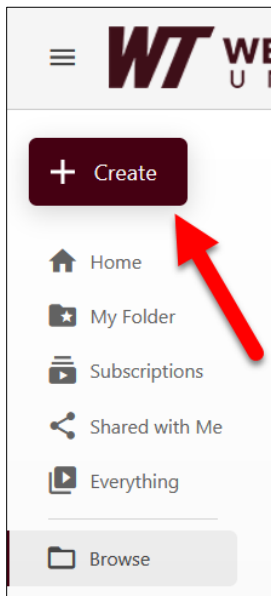


3. Click on the **Add folder** button (A) then type the **folder name** (B) and press **Enter**.



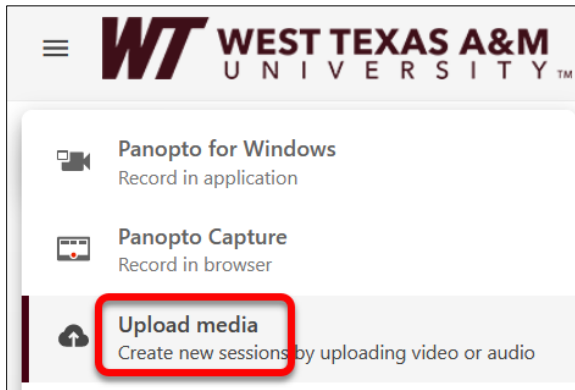
## ADD VIDEOS TO PANOPTO FOLDER

1. Click on your newly created **folder** to open the folder.
2. Click on the **Create** button.

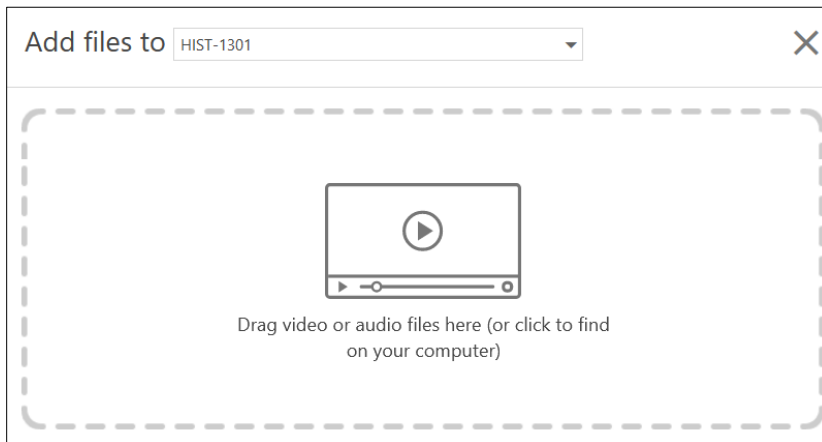


3. Select Upload media to upload existing videos.

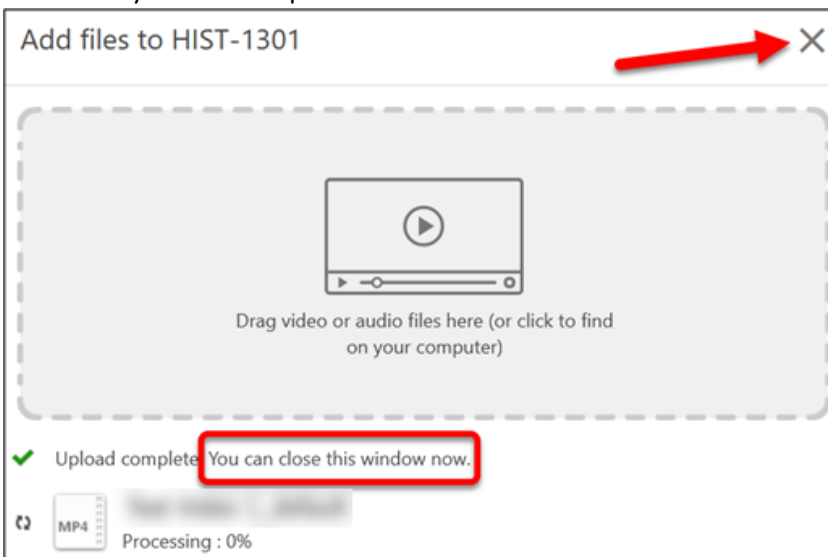
Note: You can also create video by using Panopto for Window/Mac or Panopto Capture.



4. Drag your files or click to add your file.



5. Once you receive the message "Upload complete. You can close this window now." You can click the X to close the window. Once your video is fully processed you will receive a notification email that your video is published.



6. You can now add your videos into WTClass. Proceed to the Embed Videos in WTClass section.

## ADDING VIDEOS TO WTCLASS

There are two ways to add video into WTClass: embedding videos in a textbox or linking videos in a content area. Directions for both methods are below.

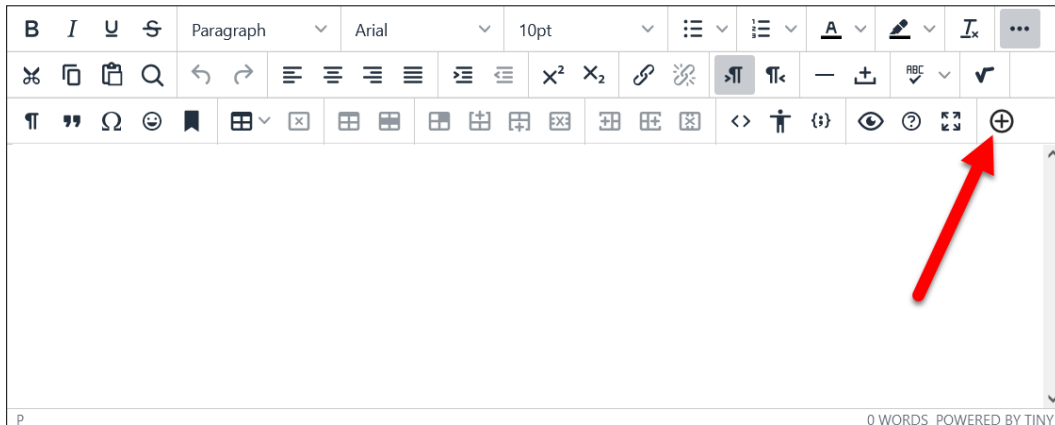
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### ADDING VIDEOS TO WTCLASS: EMBED VIDEOS

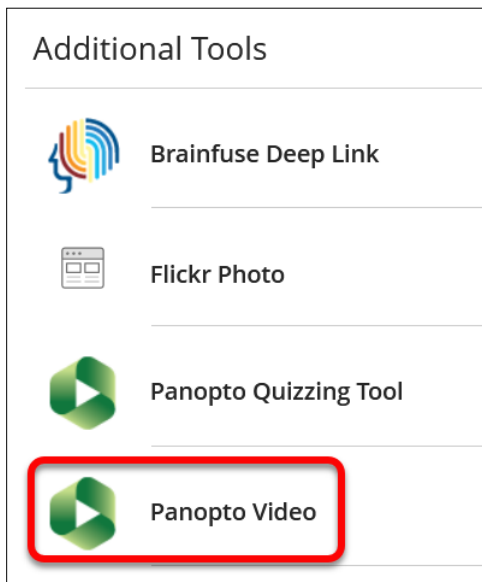
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Panopto videos can be embedded anywhere the textbox editor is visible in WTClass.

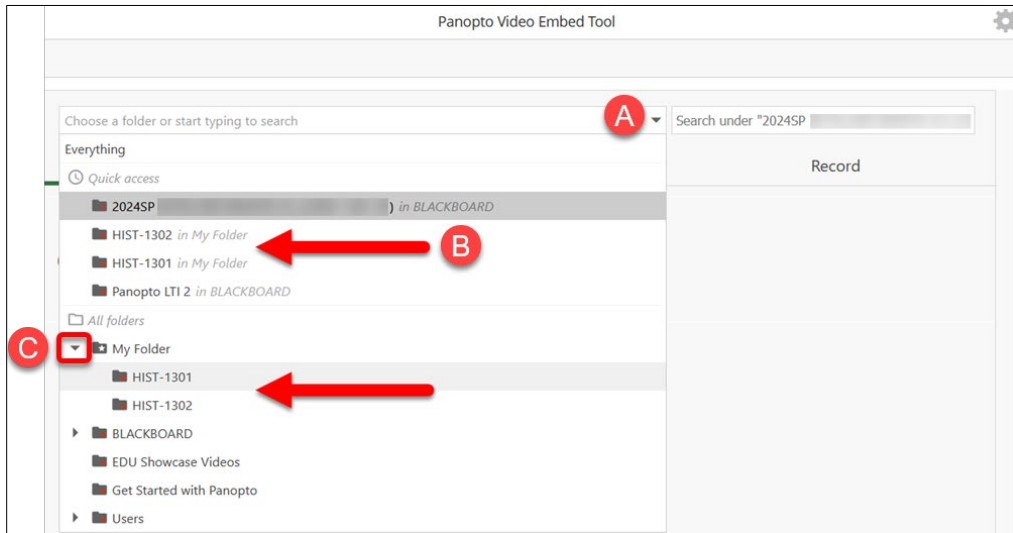
1. Go to WTClass and **access your course**.
2. Go to your content area. **Select the type of content** you would like to embed a Panopto video into. You can embed video in places like an Item, Folder, Assignment, etc.
3. From your selected content type, in the textbox, locate and select the **plus sign (+)** on the toolbar.



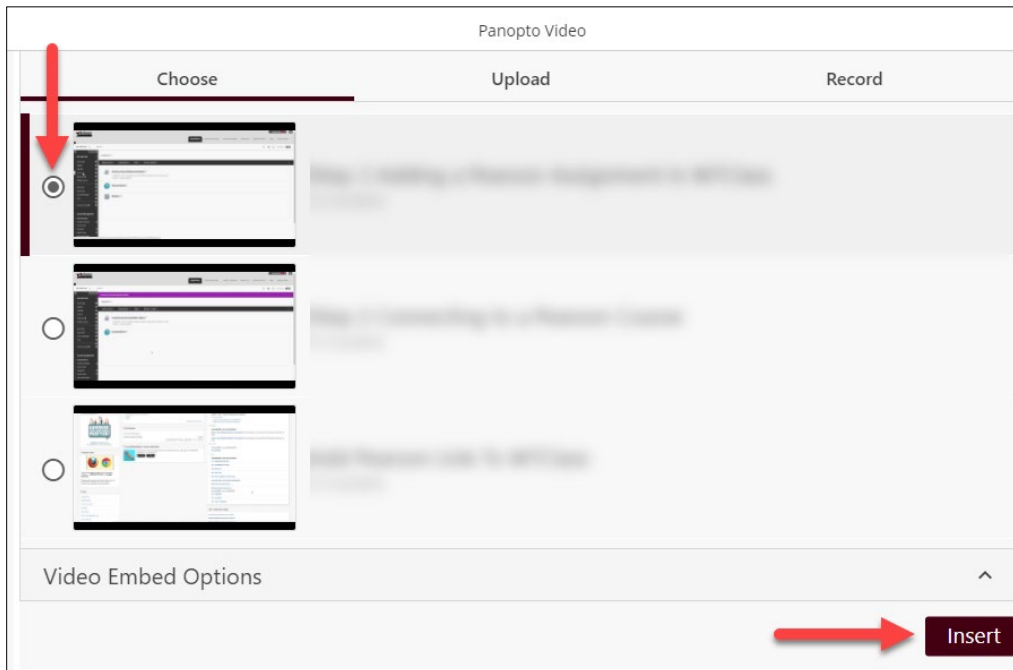
4. Under the **Additional Tools** area, select the **Panopto Video** option.



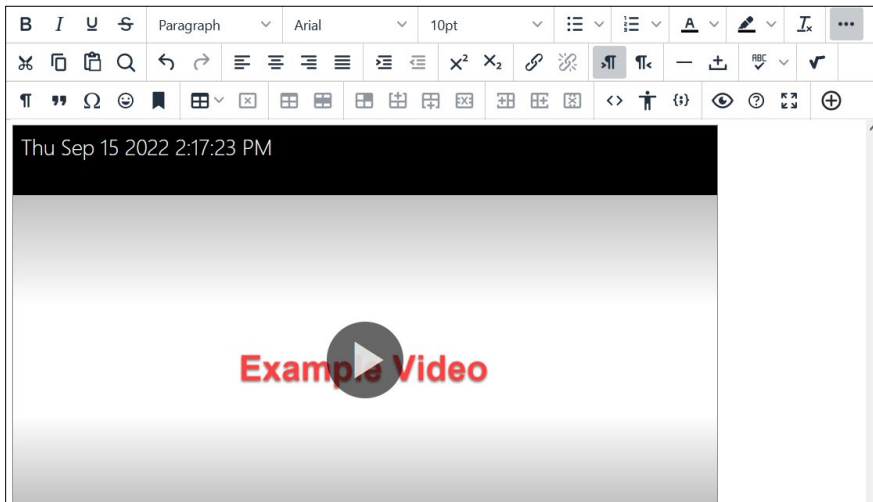
5. **Find your videos.** Select the dropdown menu (A) and select the folder where your videos are located (B). Note: If your folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder (C).



6. Locate your video, select the **circle to the left of your desired video**, and click the **Insert** button.



7. The video will appear within the textbox.



8. Add a title for the Item and any other required information (based on whether it is an assignment, discussion, item, etc.) and click **Submit**.

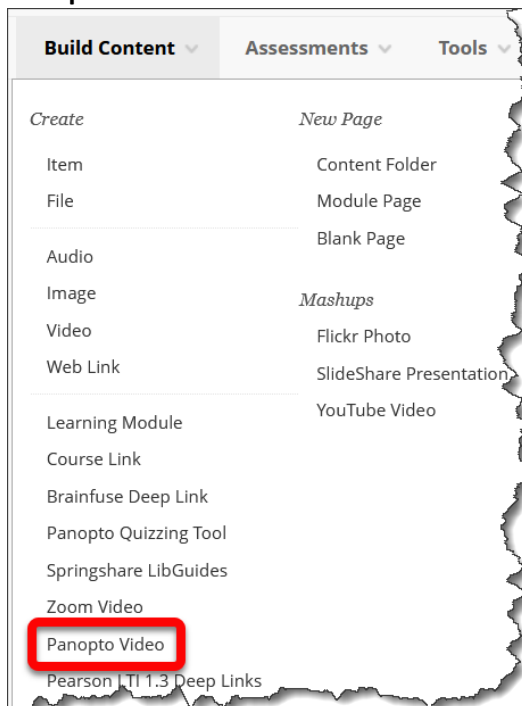
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### ADDING VIDEOS TO WTCLASS: LINK VIDEOS

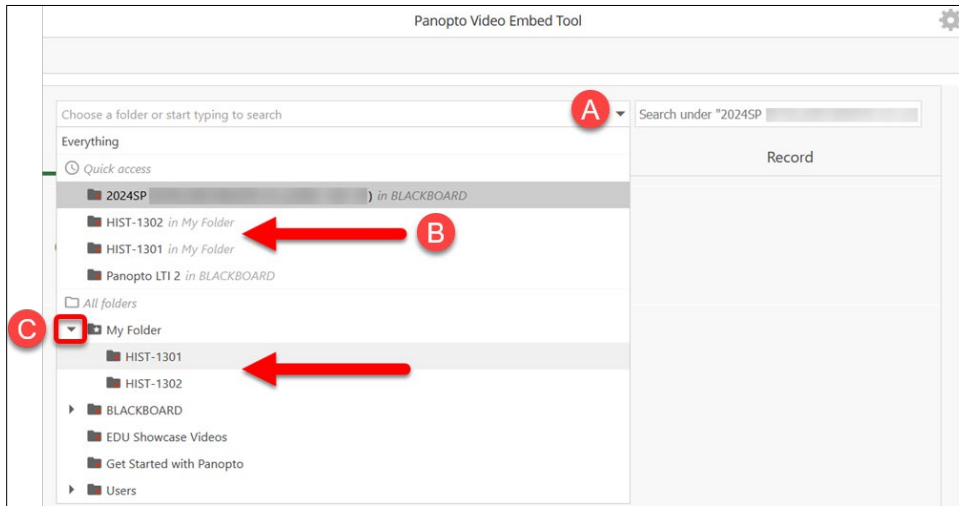
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Panopto videos can appear as a link for students to click on with a content area.

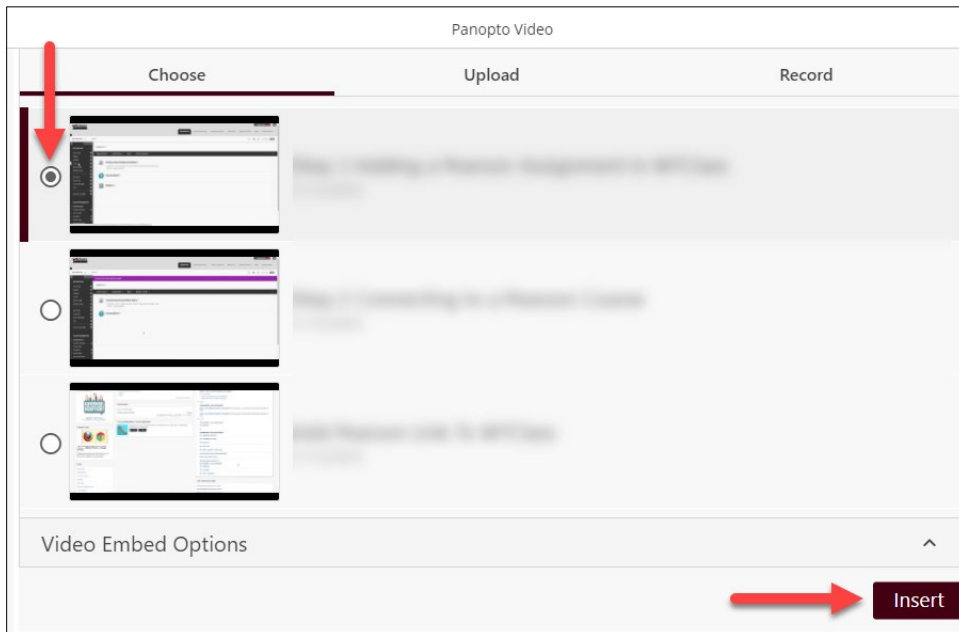
1. Go to your course in WTClass.
2. Navigate to the **Content** area of the course, move your mouse over **Build Content**, and select **Panopto Video**.



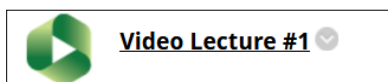
3. **Find your videos.** Select the dropdown menu (A) and select the folder where your videos are located (B). Note: If your folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder (C).



4. Locate your video, select the **circle to the left of your desired video**, and click the **Insert** button.



5. The video will be at the bottom of your content area.



**Note:** If you added the incorrect video, delete the link to the video, and then add a new link. Editing the Panopto Video link in WTClass will not allow you to change the selected video.

### Let us help you!

If you would like help with Panopto, please contact the [IT Help Desk](#). Someone from our WTClass team will be happy to help you!