

ADDING PANOPTO VIDEOS TO WTCLASS CANVAS

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](#)

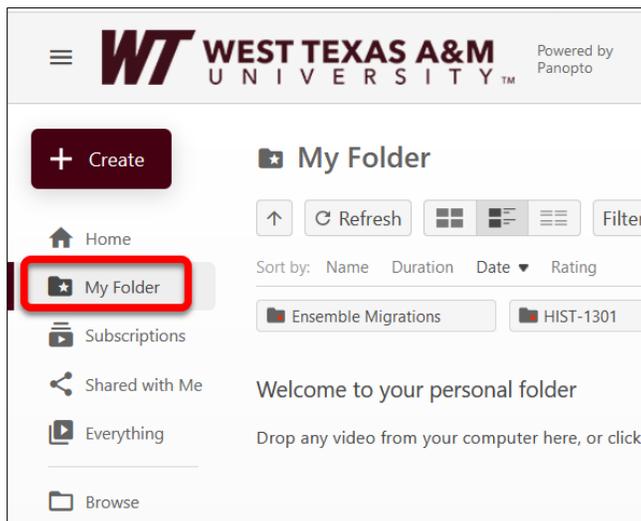
[Link Videos in WTClass](#)

PANOPTO FOLDER SETUP

If you have not already, create a folder for your course (EX: HIST-1301 or POSC-2306) within Panopto and set the folder's share settings to "Your Organization (unlisted)" access.

Creating folders within Panopto helps to organize your videos by course or topic.

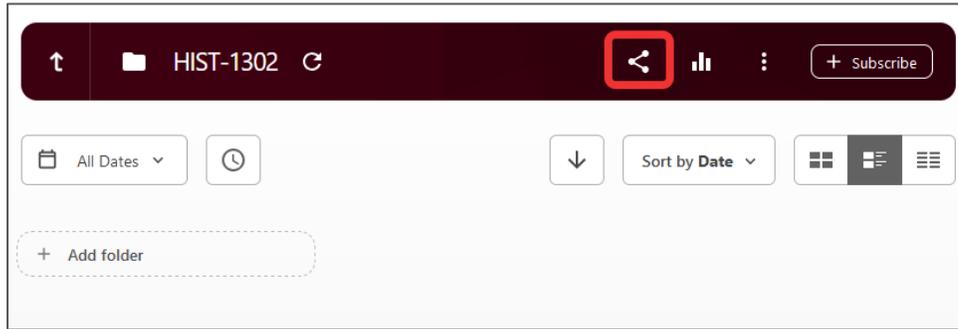
1. Access Panopto on the web: <https://wtamu.hosted.panopto.com>
2. Click on the **My Folder** area.



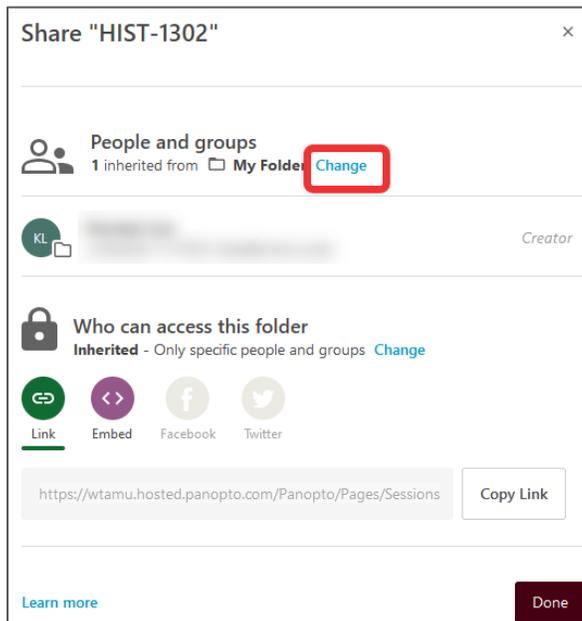
3. Click on the **Add folder** button (A) then type the **folder name** (B) and press **Enter**.



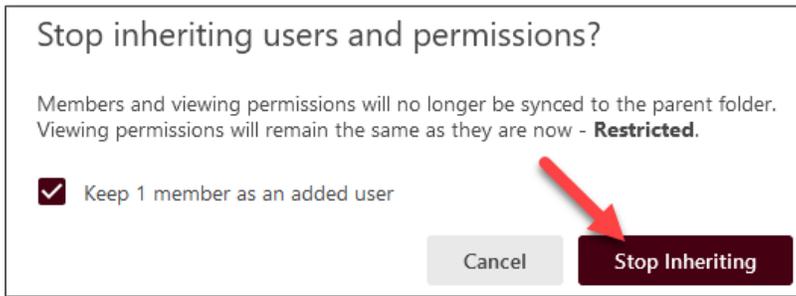
4. Click on your newly created **folder** to open the folder.
5. Click on the **Share** button at the top of the screen.



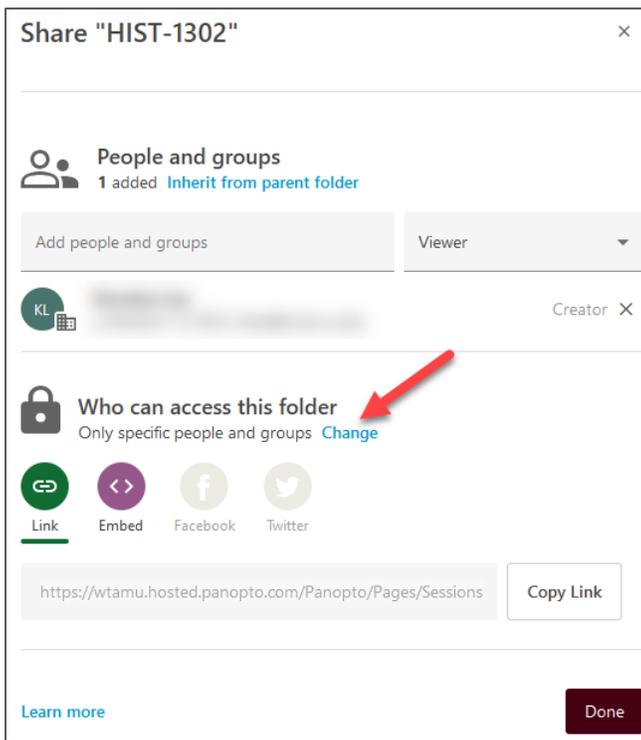
6. In the **Share** tab, under **People and groups**, click the **Change** link.



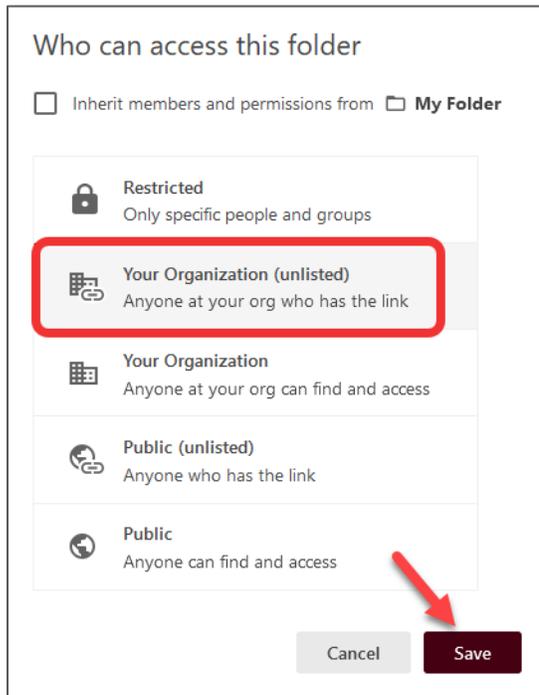
7. Select the **Stop Inheriting** button.



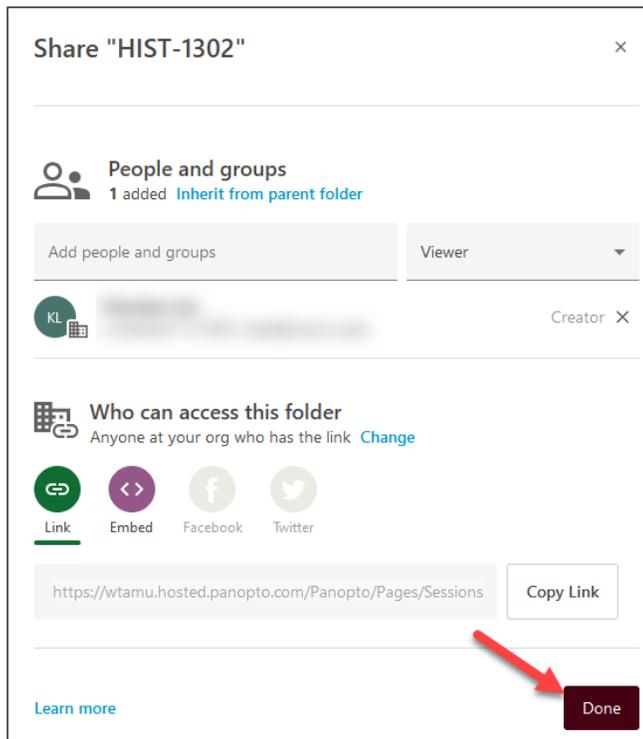
8. In the **Share** tab, under **Who can access this folder**, click the **Change** link.



9. Select the option for **Your Organization (unlisted)** and click the **Save** button.

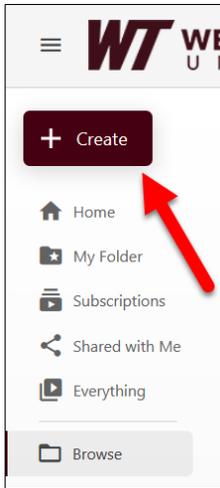


10. Click **Done** to leave this page.

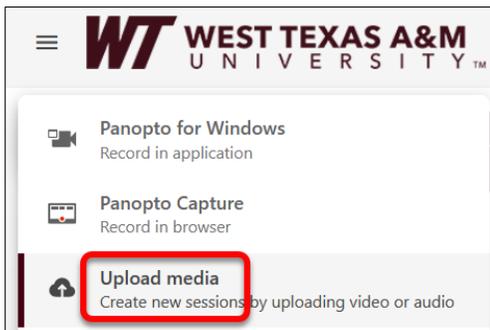


ADD VIDEOS TO PANOPTO FOLDER

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



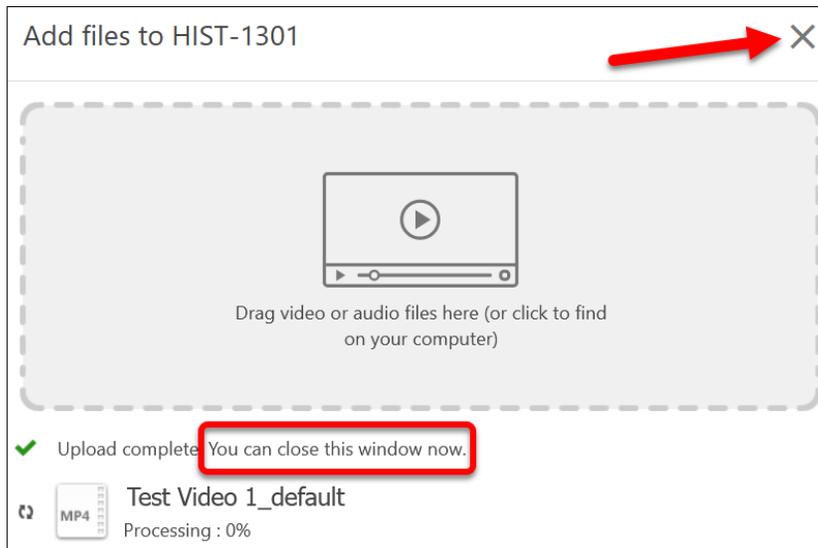
3. Select **Upload media** to upload existing videos. Note: You can also create video by using Panopto for Window/Mac or Panopto Capture.



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



- 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.



- You can now add your videos into WTClass. Proceed to the **“Adding Videos to WTClass”** section of this document.

ADDING VIDEOS TO WTCLASS

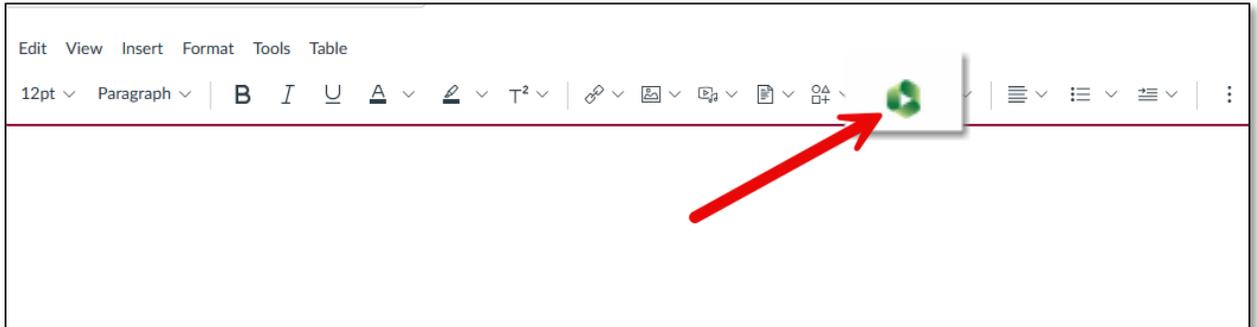
There are two ways to add video into WTClass: embedding videos in the rich content editor or linking videos in the modules area. Directions for both methods are below.

ADDING VIDEOS TO WTCLASS: EMBED VIDEOS

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

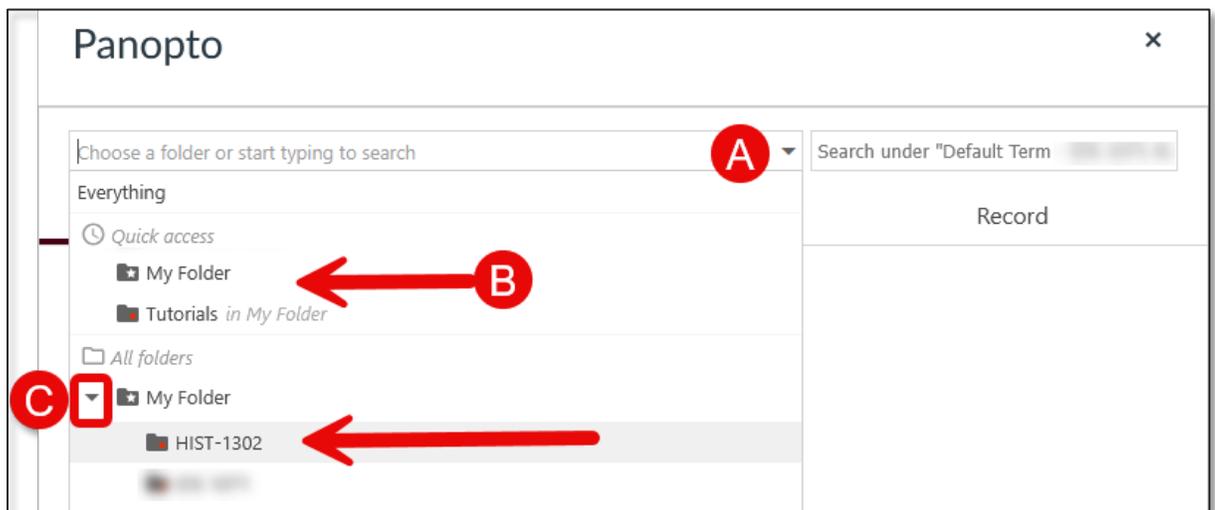
- Go to WTClass and **access your course**.
- Go to the **page** that you want to embed the video and **choose “Edit” in the top right of the screen**. (Note that you can also embed Panopto videos anywhere in WTClass where you can access the rich content editor).

3. Once you are within the rich content editor, select the **plus sign (+)** on the toolbar.

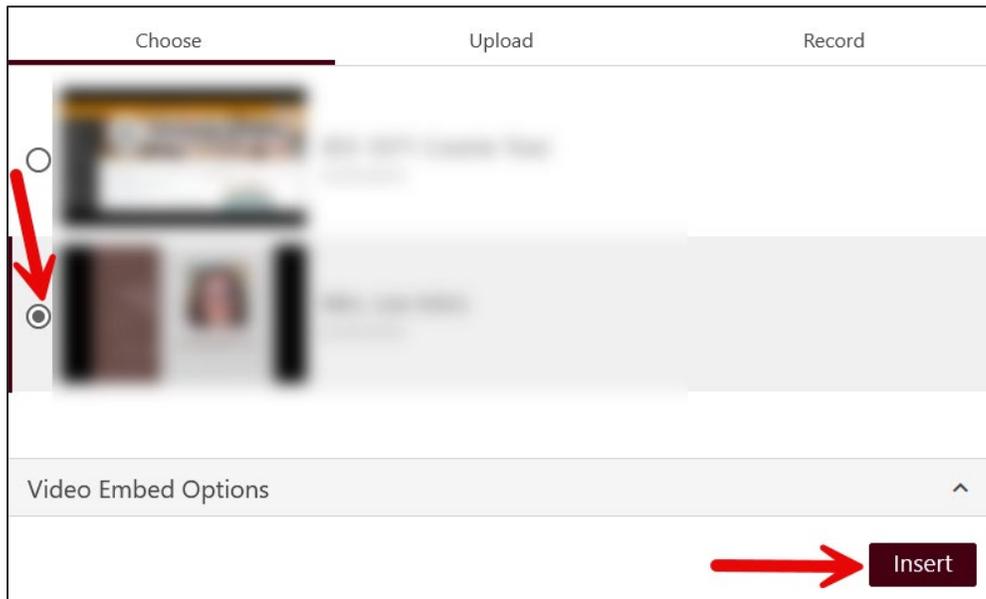


4. Find the location for your video. Select the **dropdown menu (A)** and select the folder where your video is located (B).

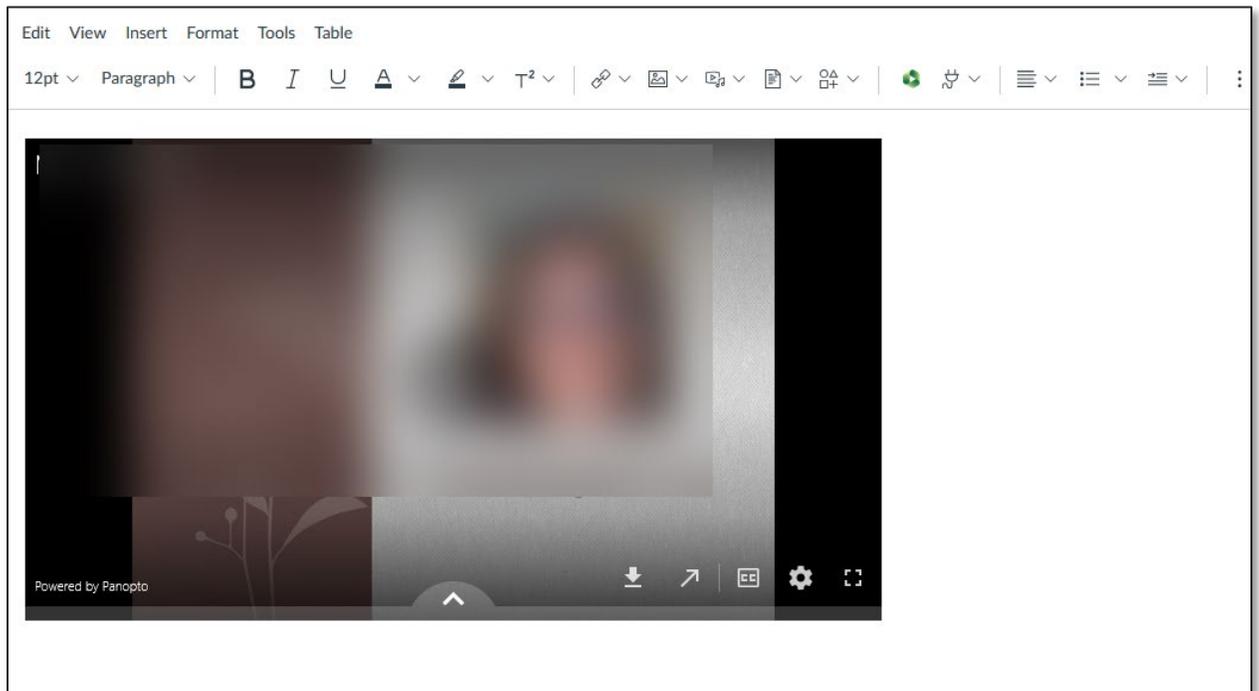
Note: If your desired folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder name (C).



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



6. The video will appear within the rich content editor.



7. Add a title for the page and any other required information (based on whether it is an assignment, discussion, etc.) and click **Save** in the bottom right corner of the page.

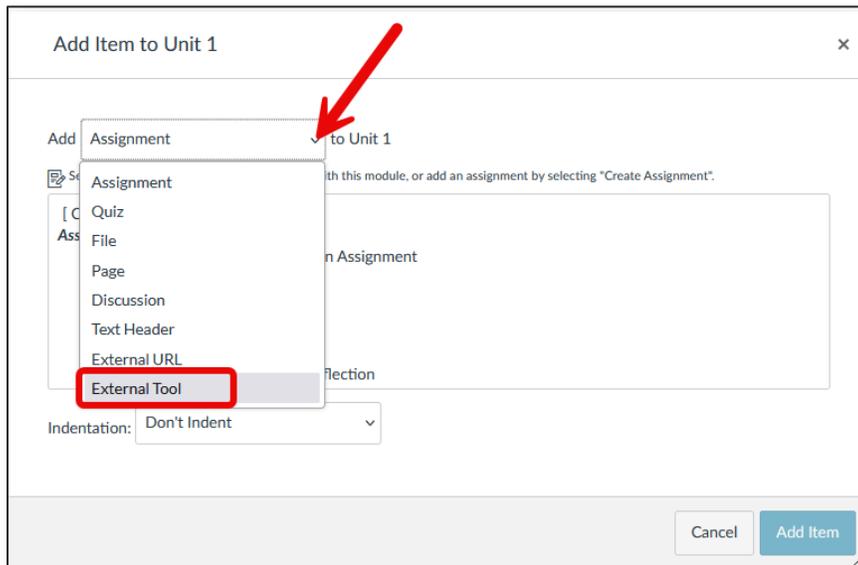
ADDING VIDEOS TO WTCLASS: LINK VIDEOS

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

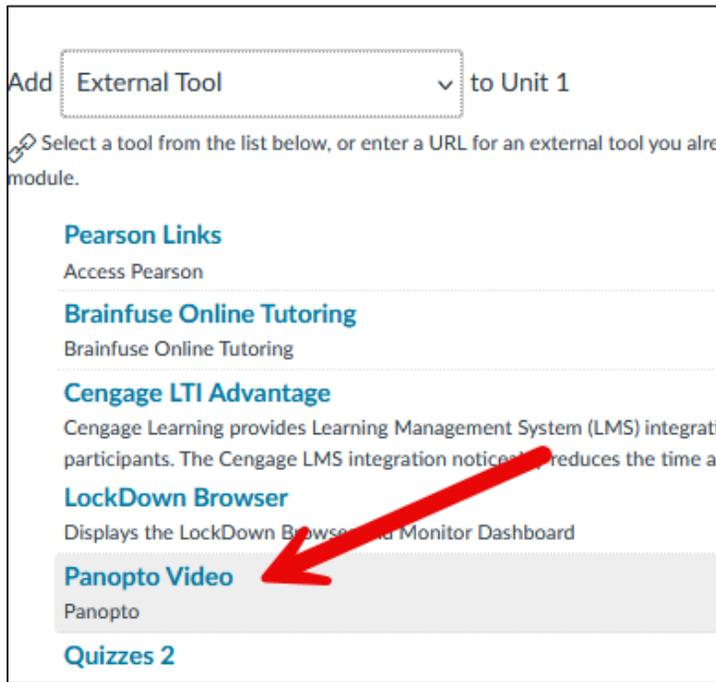
1. Go to your course in WTClass.
2. Navigate to the **Modules** area of the course.
3. Go to the Module where you want to add the video.
4. Select **the plus sign (+)** to the far right of the module title.



5. In the pop-up screen, click in the dropdown and choose **"External Tool."**

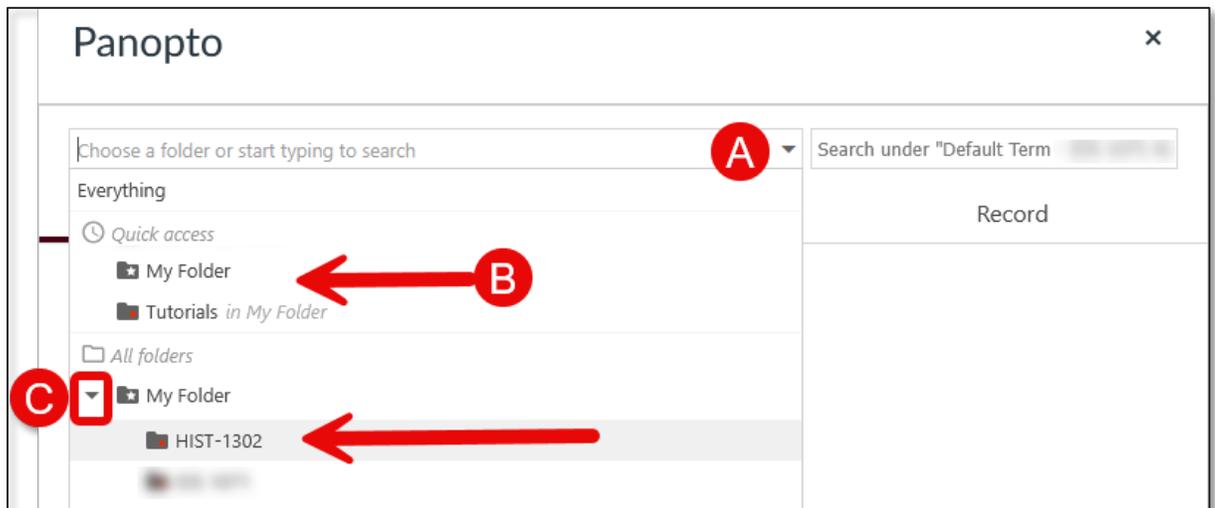


6. In the External Tools list, select “Panopto Video.”

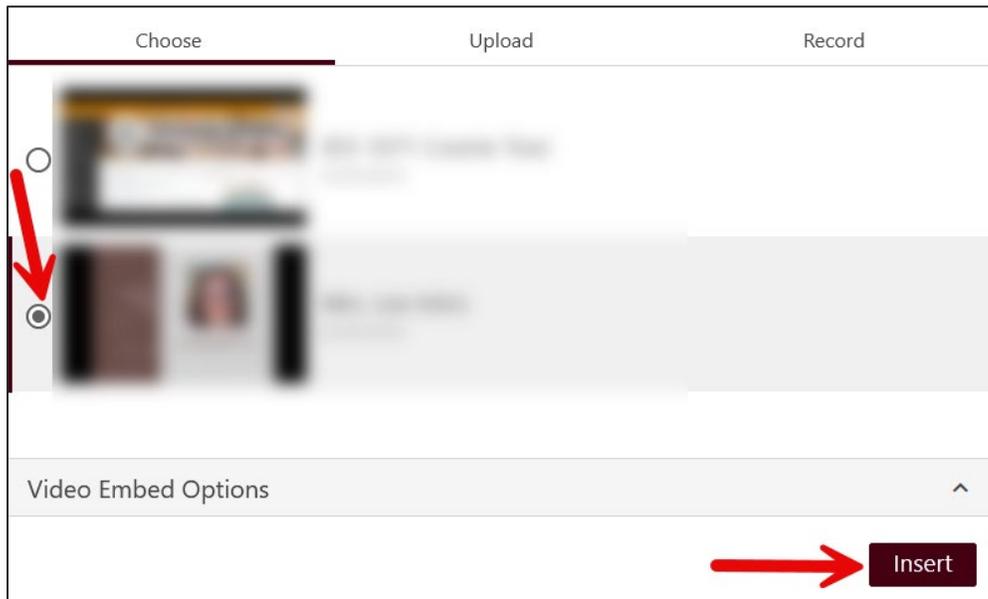


7. Find the location for your video. Select the dropdown menu (A) and select the folder where your video is located (B).

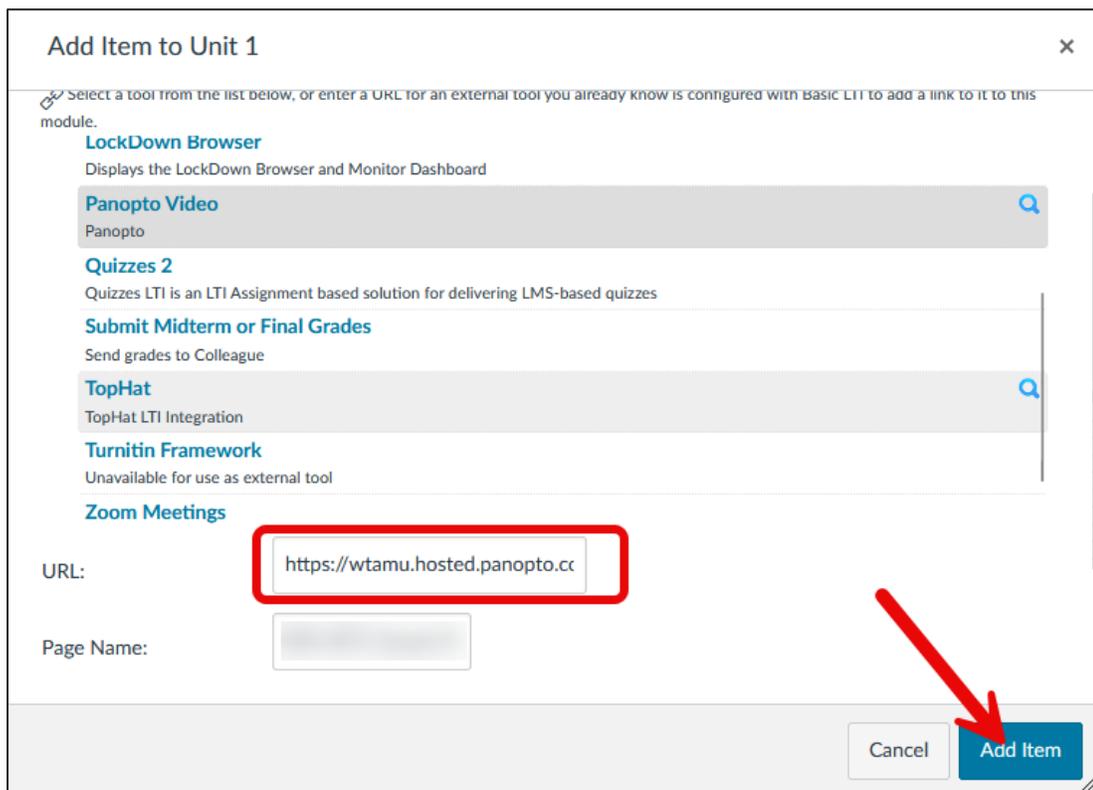
Note: If your desired folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder name (C).



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



9. In the Add Item page, the URL for the video will show in the URL box. Click the “Add Item” button in the bottom right corner of that page.



10. The video link will now be listed in the module:



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!