

# ADDING NEW PANOPTO PREMIUM CONTENT VIDEOS FOR ONLY STUDENTS ON YOUR ROSTER TO ACCESS

Panopto is used for sharing premium videos with students in your classes that you plan to use for more than one semester.

For faculty that want to ensure only students who are registered for your class are able to get access to your videos, you will setup your Panopto folder settings, setup a connection to the Panopto folder, and change the default folder access to your desired folder.

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# 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 settings for course access only.

- 1. Access Panopto on the web: https://wtamu.hosted.panopto.com
- 2. If you are not already logged in, you will be asked to login to SSO.
- 3. Click on the My Folder area.



4. Click on the **Add folder** button.

	C Search
+ Create	My Folder
A Home	↑     C Refresh       ■     ■       ■     ■       ■     ■       ■     ■   Filter by date
My Folder	Sort by: Name Duration Date ▼ Rating
Subscriptions	Ensemble Migrations
Shared with Me	Welcome to your personal folder
Everything	Drop any video from your computer here, or click the Create button to get started
Browse	

- 5. Enter the title of your folder and press Enter.
- 6. Click on your newly created **folder** to open the folder.
- 7. Click on the Share icon.



8. On the Share tab, under the People and groups, click the Change link.

HIST-130	02	Learn more	×
Overview Share Settings Search	People and groups 1 inherited from My Folde Change		
Order Manage	Who can access this folder Inherited - Only specific people and groups Change		Creator
	Embed     Facebook     Twitter  https://wtamu.hosted.panopto.com/Panopto/Pages/Session     Copy Link		

9. Select the Stop Inheriting button.



#### 10. Click the X to leave this page.

HIST-130	02	Learn more	×
Overview Share Settings	People and groups 1 added Inherit from parent folder		
Search Order	Add people and groups	Viewer	*
Manage	Krista Favela unified <sup>1</sup> a@wtamu.edu	Creat	tor X
	Who can access this folder Only specific people and groups Change		
	Link Embed Facebook Twitter		
	https://wtamu.hosted.panopto.com/Panopto/Pages/Session	Link	

You may now add videos, or move videos into this folder.

## CONNECT COURSE TO PANOPTO

- 1. In WTClass, access your course.
- Click on the **Tools** link within your course menu.
   If you do not have the **Tools** link, please complete the following additional steps:
  - a. In your course menu, select the plus sign, and then select Tool Link.



b. Enter a **Name** (Ex: Tools), select the **Tools Area** as the Type, and then click the **Submit** button. Leave the *Available to Users* option NOT checked.



- c. Click the newly created **Tools** area at the bottom of the Course Menu.
- 3. Click on the Hide Link button next to Panopto Content.



4. Click on the Panopto Content link.

۵ 🖕	Panopto Content	Show Link
This link is bader the tor everywhe Panopto Content	from students on this pare, use the 'Tool Availabi	age. To turn off lity' page.

5. Select the **Configure** button.

-
Panopto Content
· ·········
This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.
Configure
Configure

6. Select the Add Course to Panopto button.

(	nfigure Panopto Course
	wtamu.hosted.panopto.com V
	Add Course to Panopto
	<i>Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.</i>
	Once the course has been added to Panopto you may associate additional Panopto folders to the course.

7. Select the **Configure more folders** button.

Config	gure Panopto Connector
Pro	visioning Results:
C	Course Name DEV_ITS_6000
I	nstructors
1	Feaching Assistants No teaching assistants.
S	<b>Students</b> No students.
l	Jsers without access to Panopto folder (no one)
F	Result Successfully provisioned course DEV_ITS_6000
Confi	igure more folders Return to course

8. Locate your folder previously created in the **Available Folders** area (A), and then select the **Add** >> button (B) to move your folder to the **Selected Folders** box.

′ou may update the list of Panopto folders a nstructors of this course will be able to crea	issociated with this course. te content in any folder associated with it and students will be able to view th	е
content.		
The first folder in the 'Selected Folders' list w	ill be designated as the primary external folder for the course.	
his primary external joider will be the joide	r used as the parent for the course's student submissions forder.	
Available Folders.	Selected Folders.	
The second se	DEV ITS 6000 0983544; DEV ITS 60	000
Theory Publishings		
HIST-1301		
HIST-1301 HIST-1302	Add >>	
HIST-1301 HIST-1302	Add >> << Remove	

9. In the **Select Folders** box, select the semester course, and then click the **<< Remove** button.



#### 10. Click Submit.

Configure Panopto Course				
You may update the list of Panopto folders associated with Instructors of this course will be able to create content in al content. The first folder in the 'Selected Folders' list will be designate This primary external folder will be the folder used as the p	this course. ny folder associatea d as the primary ex arent for the course	l with it and students w ternal folder for the co 's Student Submissions	ill be able to view the urse. folder.	
Available Folders:		Selected Fold	ders:	
134162: 2021SP TEST CLASS ONLY (TEST-1234-01)	Add >> << Remo	HIST-1302	~	Ι
				Cancel Submit

# ADDING NEW VIDEOS INTO WTCLASS

You can add videos through Build Content or by embedding them within textbox areas.

BUILD CONTENT > PANOPTO VIDEO EMBED

- 1. Within your WTClass course, access the location you want your video to be added.
- 2. Move your mouse over Build Content, and select Panopto Video Embed.



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



4. Your video will appear at the bottom of the page you are on.

## EMBEDDING IN A TEXTBOX

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

1. Locate and select the **plus sign (+)** on the toolbar. Some examples are Items, Folders, Assignments, etc.



2. Under the Additional Tools area, select the Panopto Video option.



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

ECT PAN	NOPTO VIDEOS		
HIST-13	301	▼ Se	earch under "HIST-1301"
	Choose	Upload	Record
0	Example Video	Thu Sep 15 2022 2:17:23 9/15/2022	PM
0	Quickly Adding a Test to a WTClass Course	Quickly Add Tests to You 3/10/2020	ır Course
			Insert Vide

4. The video will appear within the textbox.



#### TOOLS > PANOPTO VIDEO LINK

Faculty can also create a link to a specific video without embedding a video into an area of a course.

1. Within a content area, such as Lessons, a Folder, or a Learning Module, move your mouse over the **Tools** option and select **Panopto Video Link**.



2. In the Folder dropdown, select the mapped folder under Mapped Folders.



3. Please wait. Once the **Lecture** dropdown menu updates, select the dropdown and chose the video you want to link to.



4. If desired, you may change the **Title** to the link to the video and add a **Description**. **Please note**: You must use HTML code for any formatting you want to use.

	, ,,
Insert Panopto Video	
<b>☆</b> Folder	HIST-1301 V
* Lecture	Where is My Course Content? V
* Title	Where is My Course Content?
Description	
	Use HTML to include additional links, images, formatting, etc. in the description

## 5. Click Submit.

The link to your video will appear at the bottom of your course area.

