

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.

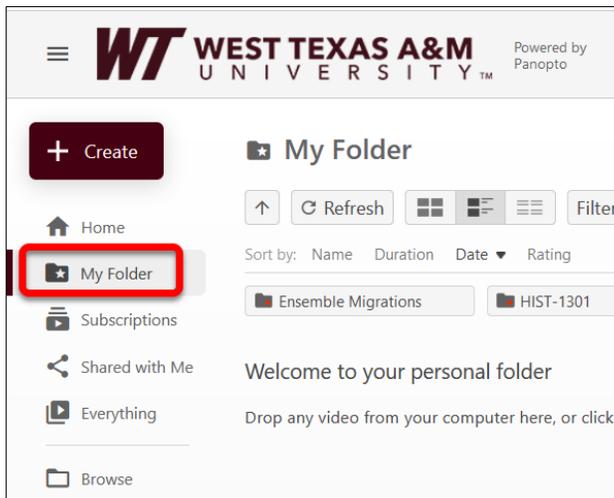
For faculty that want to ensure only students who are registered for your class are able to get access to your videos, you will setup your Panopto folder settings, setup a connection to the Panopto folder, and change the default folder access to your desired folder.

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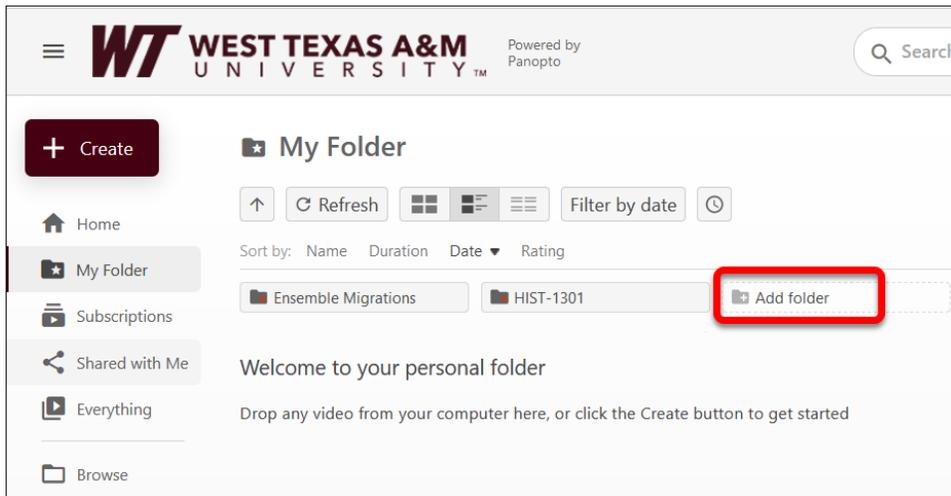
PANOPTO FOLDER SETUP

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.

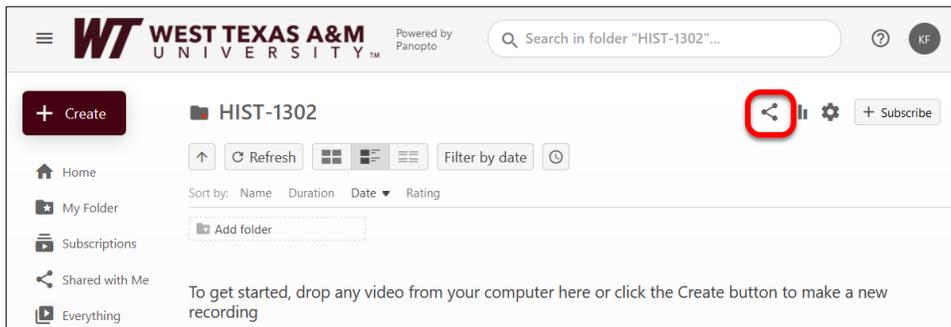
1. Access Panopto on the web: <https://wtamu.hosted.panopto.com>
2. If you are not already logged in, you will be asked to login to SSO.
3. Click on the **My Folder** area.



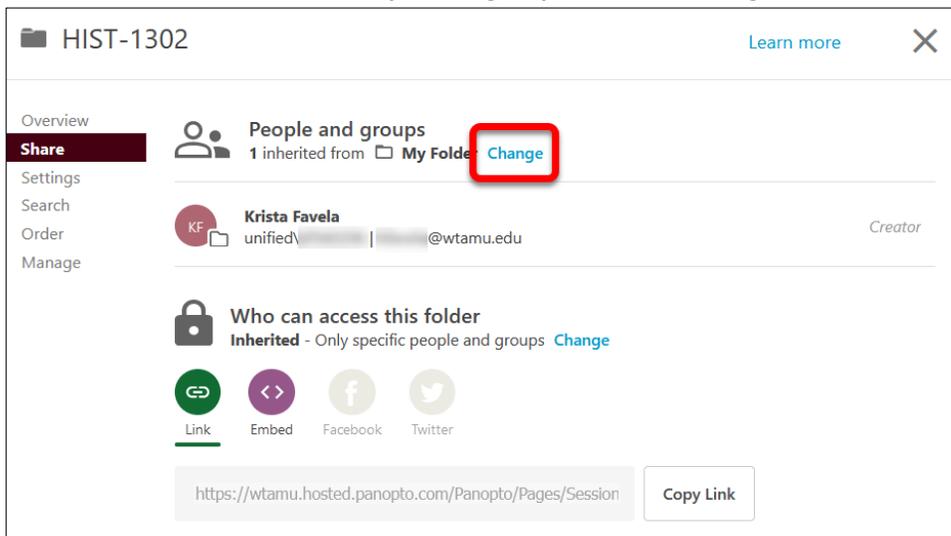
- Click on the **Add folder** button.



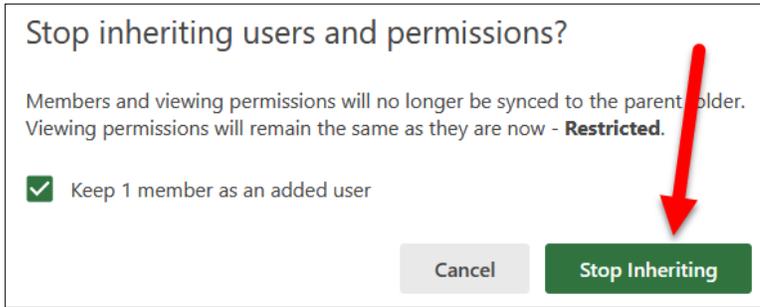
- Enter the **title** of your folder and press **Enter**.
- Click on your newly created **folder** to open the folder.
- Click on the **Share** icon.



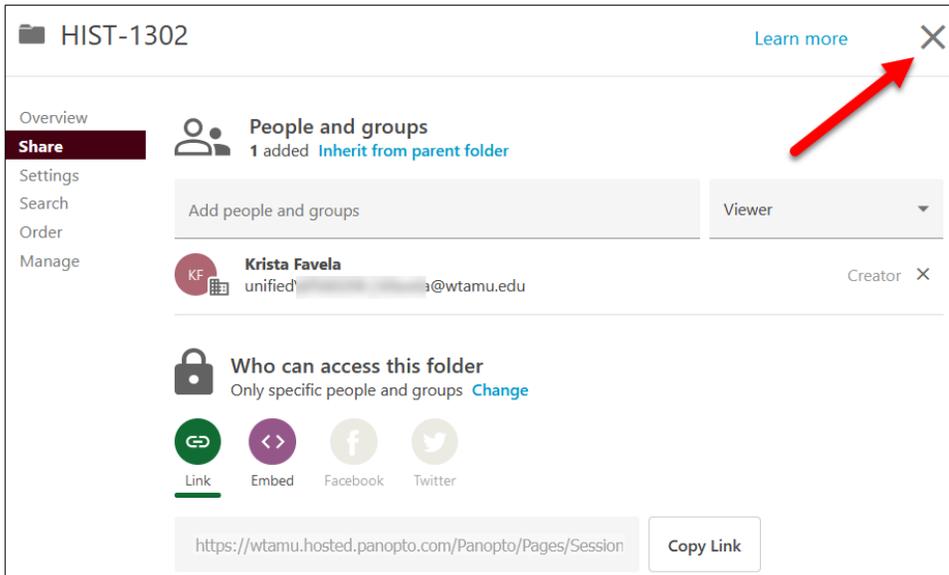
- On the **Share** tab, under the **People and groups**, click the **Change** link.



9. Select the **Stop Inheriting** button.



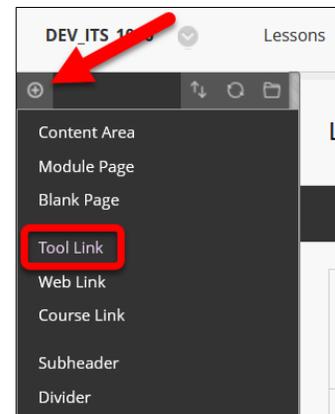
10. Click the X to leave this page.



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

CONNECT COURSE TO PANOPTO

1. In WTClass, access your course.
2. 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.

Add Tool Link

* Name:

Type: ▼

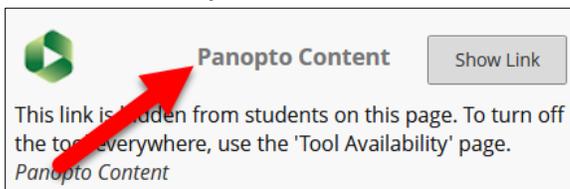
Available to Users

- c. Click the newly created **Tools** area at the bottom of the Course Menu.

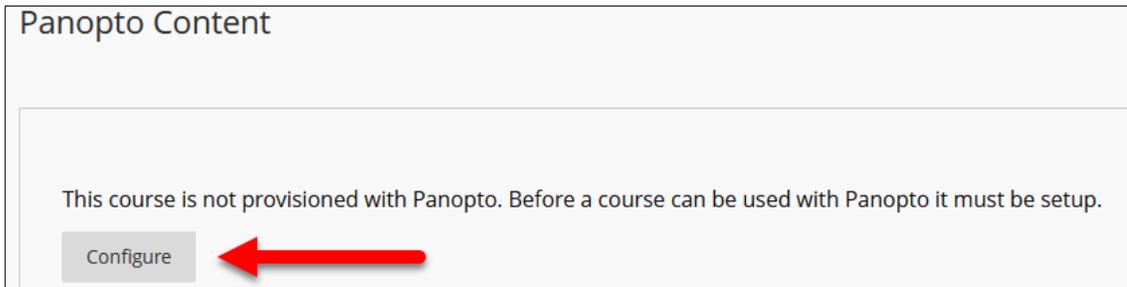
3. Click on the **Hide Link** button next to **Panopto Content**.



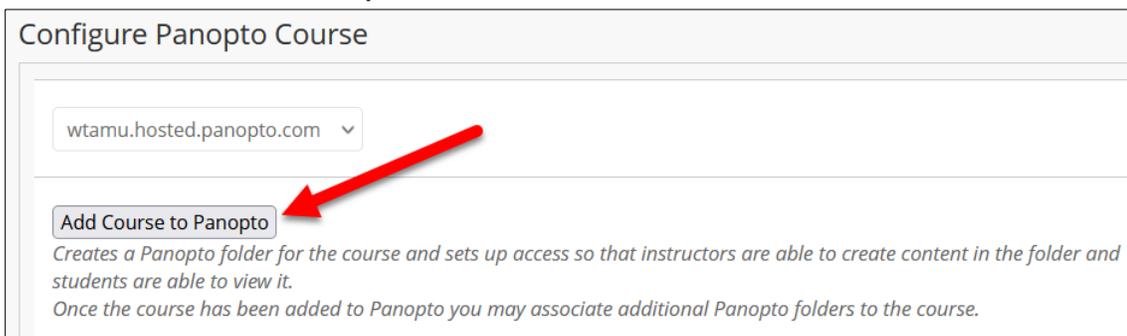
4. Click on the **Panopto Content** link.



5. Select the **Configure** button.



6. Select the **Add Course to Panopto** button.



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

Configure Panopto Connector

Provisioning Results:

Course Name
DEV_ITS_6000

Instructors
[Redacted]

Teaching Assistants
No teaching assistants.

Students
No students.

Users without access to Panopto folder
(no one)

Result
Successfully provisioned course DEV_ITS_6000

Configure 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.

Configure Panopto Course

*You may update the list of Panopto folders associated with this course.
Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.
The first folder in the 'Selected Folders' list will be designated as the primary external folder for the course.
This primary external folder will be the folder used as the parent for the course's Student Submissions folder.*

Available Folders: (A)

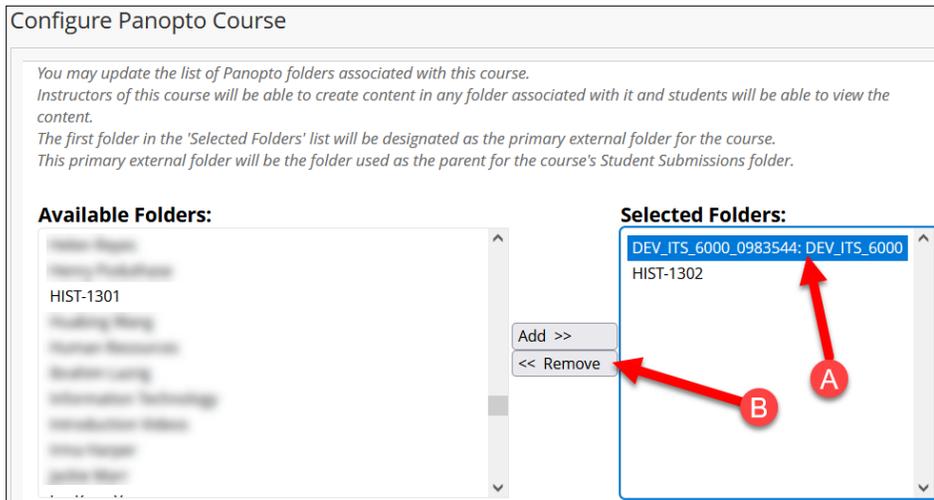
- HIST-1301
- HIST-1302**

Selected Folders: (B)

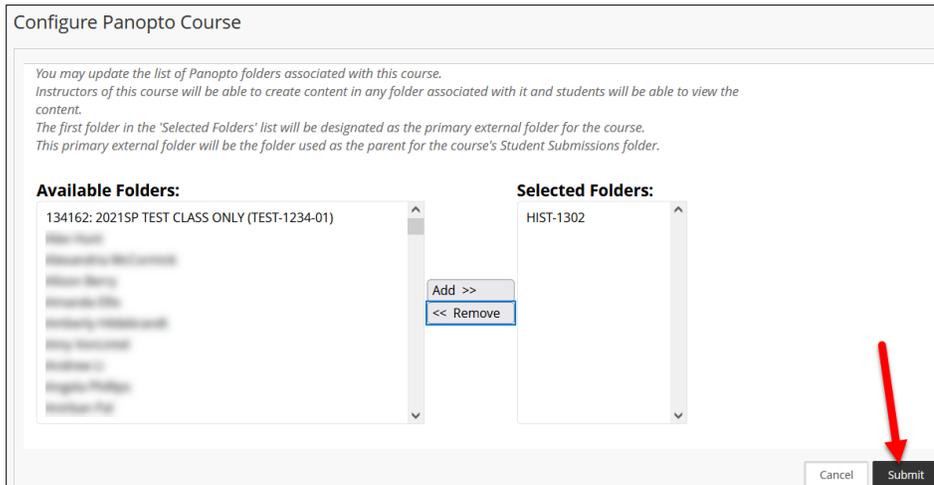
- DEV_ITS_6000_0983544: DEV_ITS_6000

Add >>
<< Remove

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



10. Click **Submit**.

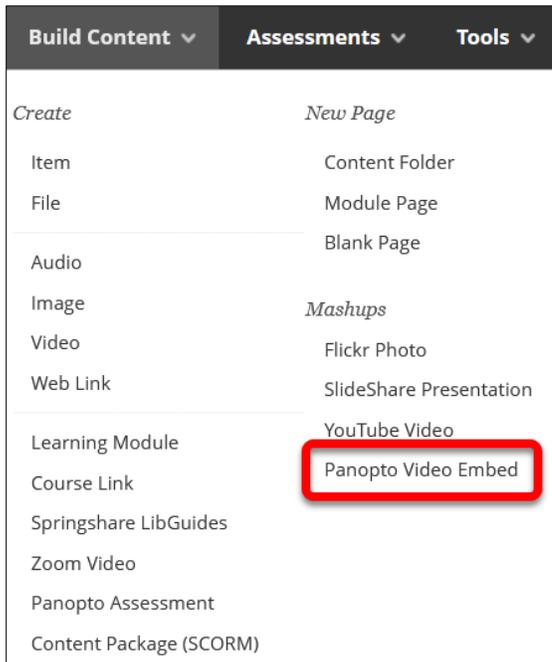


ADDING NEW VIDEOS INTO WTCLASS

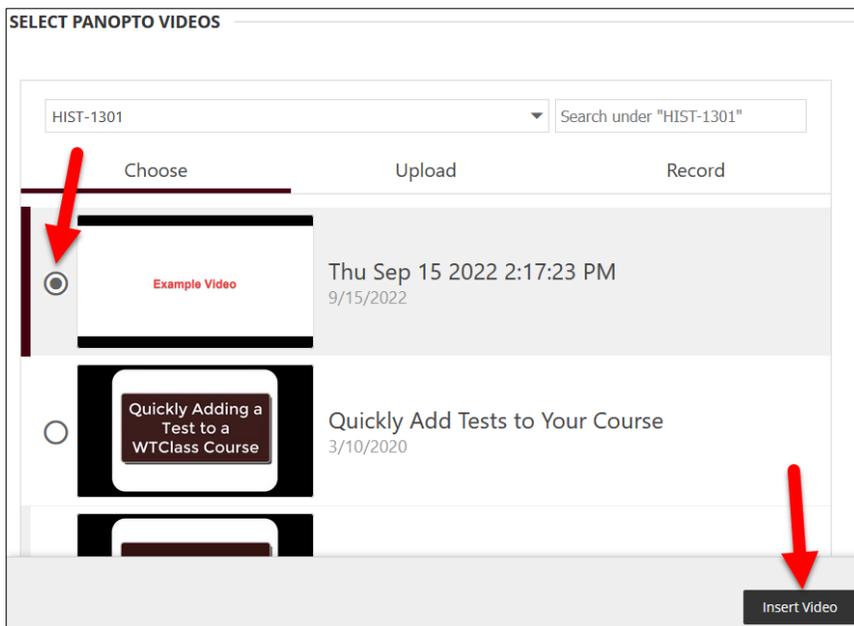
You can add videos through Build Content or by embedding them within textbox areas.

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.

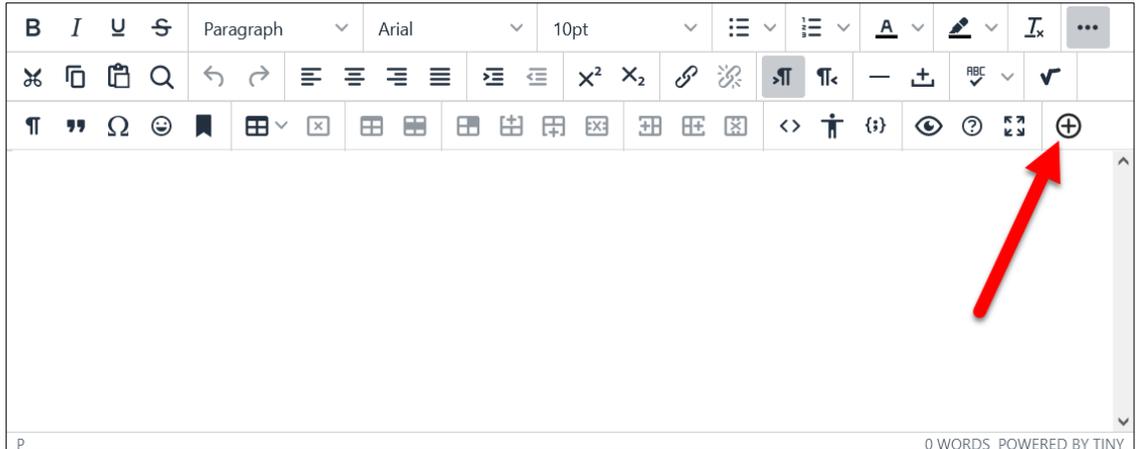


4. Your video will appear at the bottom of the page you are on.

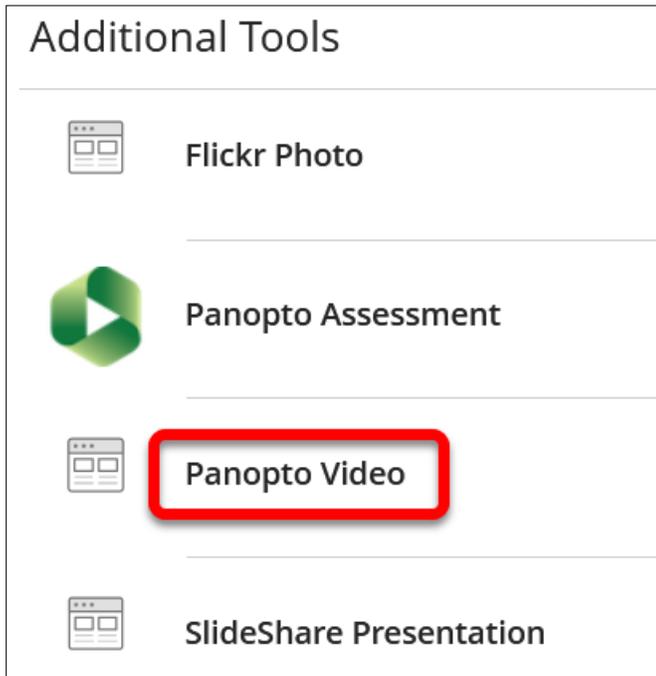
EMBEDDING IN A TEXTBOX

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

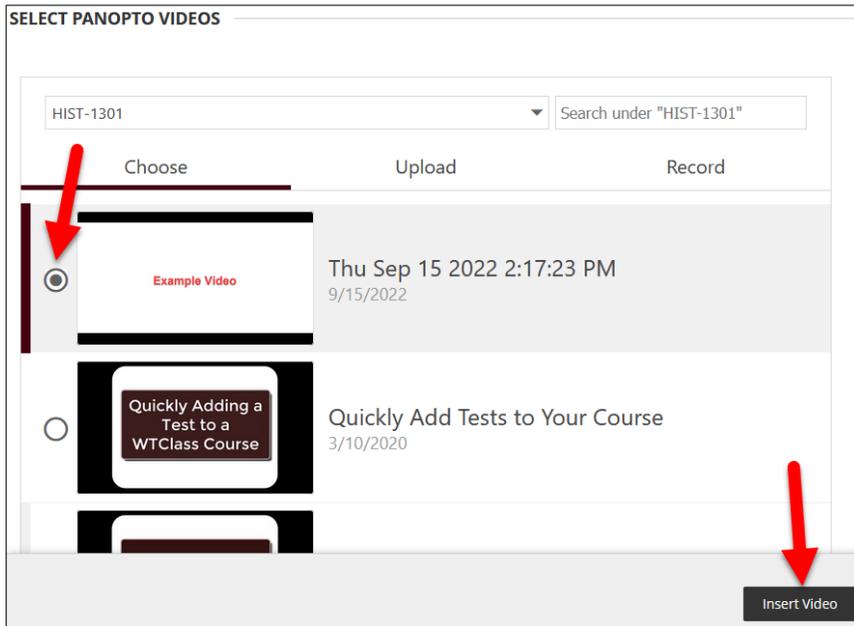
1. Locate and select the **plus sign (+)** on the toolbar. Some examples are Items, Folders, Assignments, etc.



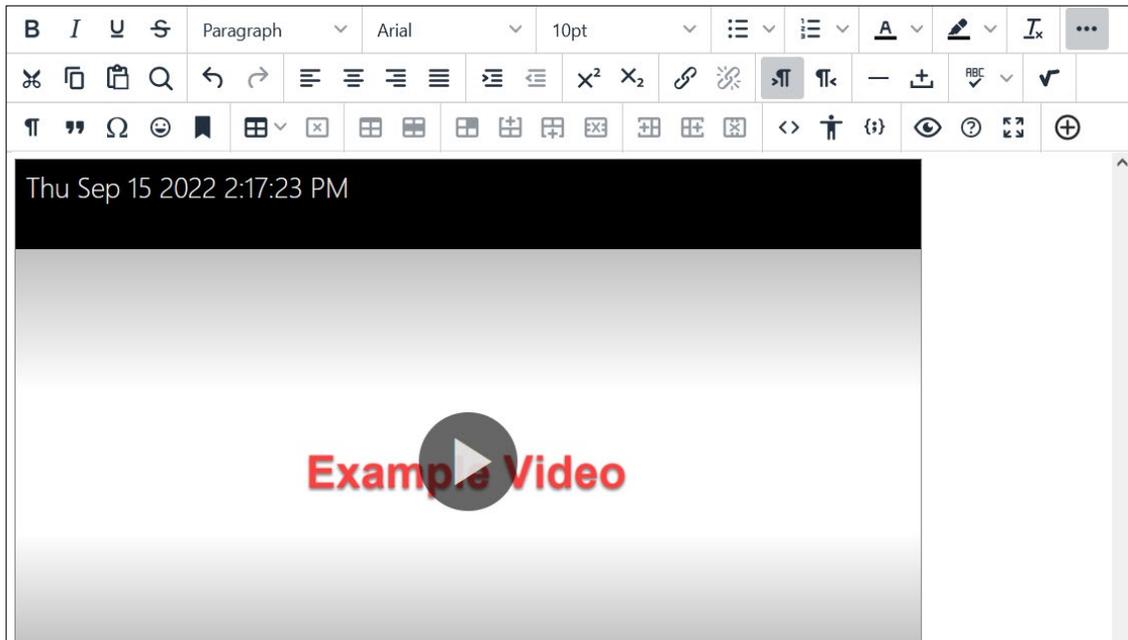
2. Under the **Additional Tools** area, select the **Panopto Video** option.



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

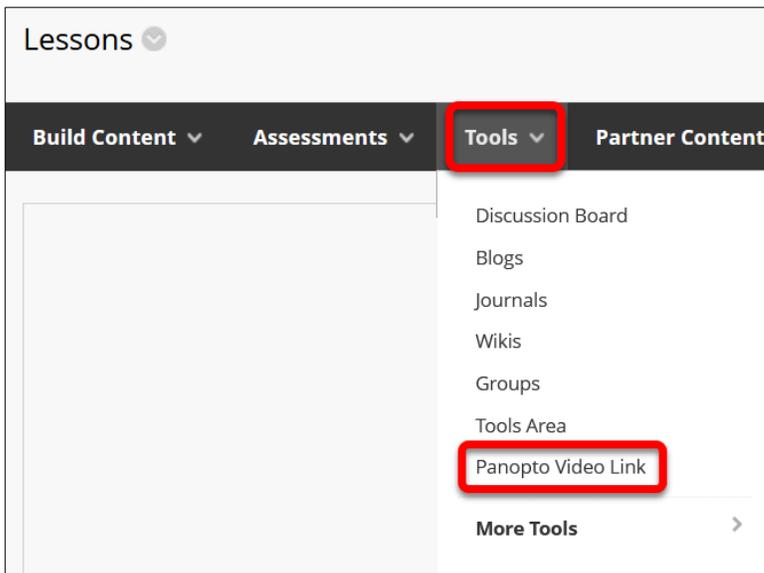


4. The video will appear within the textbox.

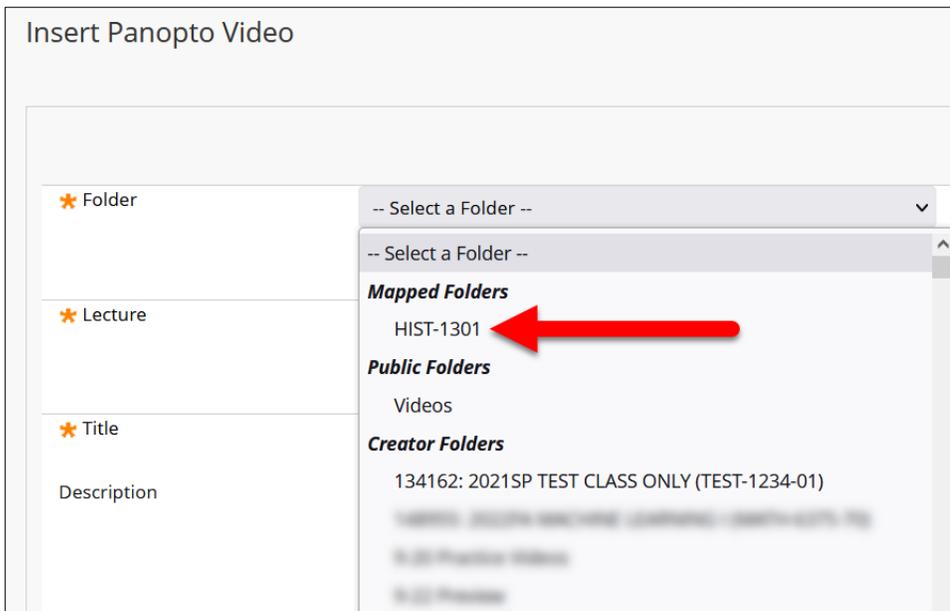


Faculty can also create a link to a specific video without embedding a video into an area of a course.

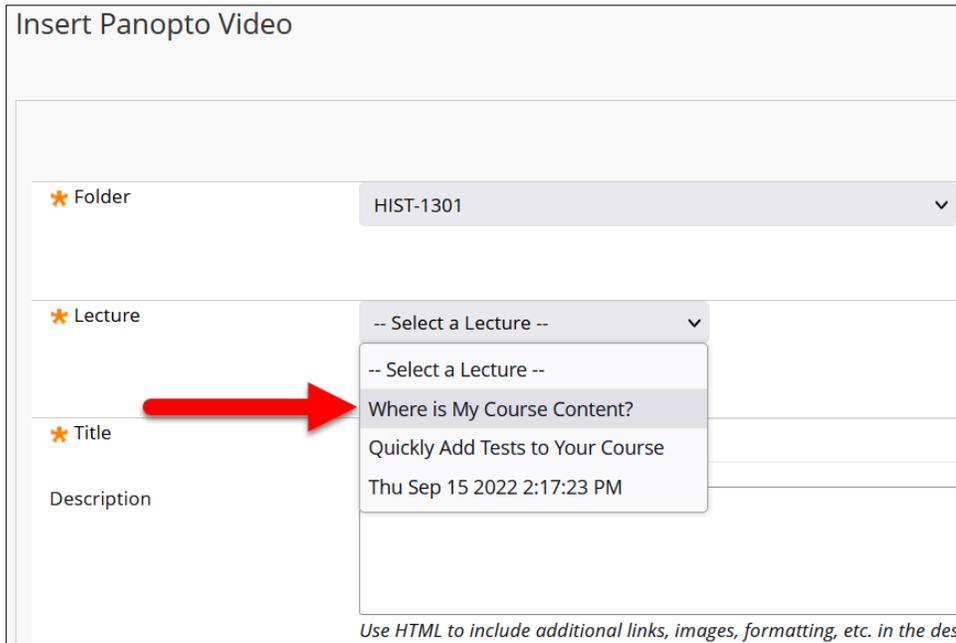
1. Within a content area, such as Lessons, a Folder, or a Learning Module, move your mouse over the **Tools** option and select **Panopto Video Link**.



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

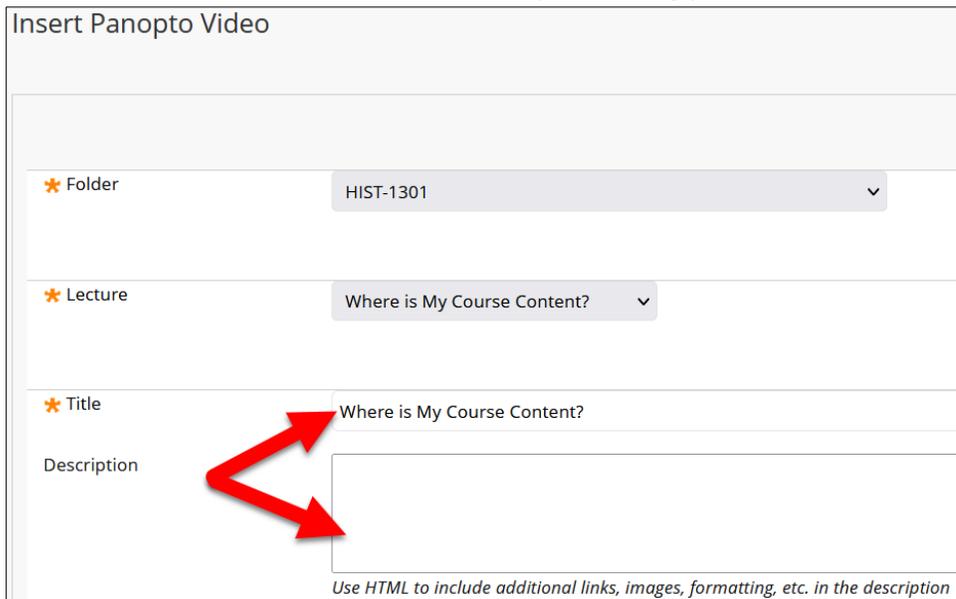


3. Please wait. Once the **Lecture** dropdown menu updates, select the dropdown and chose the video you want to link to.



The screenshot shows the 'Insert Panopto Video' form. The 'Folder' dropdown is set to 'HIST-1301'. The 'Lecture' dropdown menu is open, showing options: '-- Select a Lecture --', '-- Select a Lecture --', 'Where is My Course Content?', 'Quickly Add Tests to Your Course', and 'Thu Sep 15 2022 2:17:23 PM'. A red arrow points to the 'Where is My Course Content?' option. The 'Title' and 'Description' fields are empty. At the bottom, it says 'Use HTML to include additional links, images, formatting, etc. in the description'.

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.



The screenshot shows the 'Insert Panopto Video' form. The 'Folder' dropdown is set to 'HIST-1301'. The 'Lecture' dropdown is now set to 'Where is My Course Content?'. The 'Title' field contains 'Where is My Course Content?'. The 'Description' field is empty. Two red arrows point to the 'Title' and 'Description' fields. At the bottom, it says '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.

