

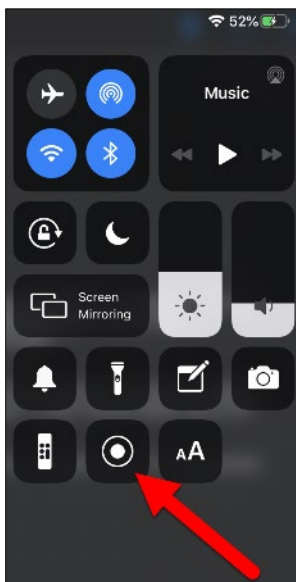
USING AN IPAD TO RECORD A VIDEO AND ADD TO WTCLASS

There are two ways to record videos on your iPad:




1. Recording the screen (audio or no audio)
2. Recording yourself

RECORDING THE SCREEN ON IPAD

1. Swipe from the top-right corner of the iPad to bring up the Control Center.
2. Look for the Screen Recording button.



If the Screen Recording button does not appear in your Control Center, please Customize Control Center to add the Screen Recording option to the Control Center:

- Go to Settings  > Control Center.
 - Look for the Screen Recording option and press the  button
 - To rearrange controls, touch  next to a control, then drag it to a new position.
3. If you are **not recording your voice** select the Screen Recording button and skip the next step.
4. If **recording your voice** along with the screen, press and hold down the Screen Recording button.
 - a. Turn on the Microphone if it is not already on (microphone button will be red if ON)

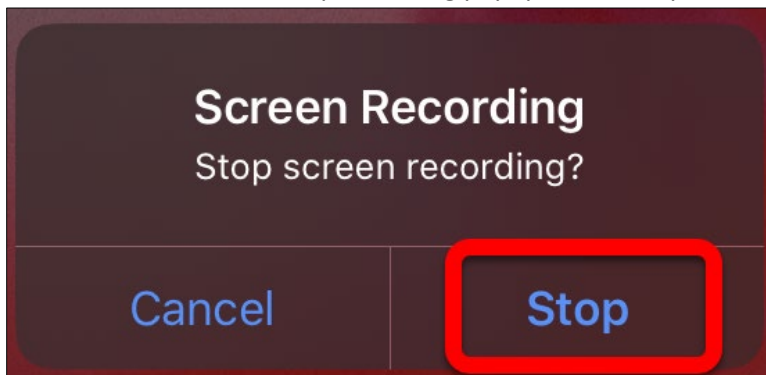
b. Press Start Recording.



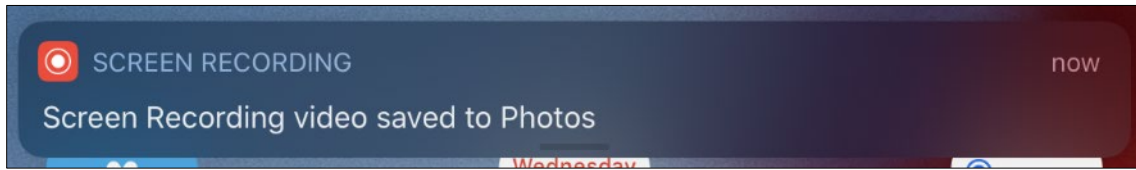
5. The Screen Recording button will begin to count down. The iPad will start recording after it reaches zero (0).
6. Close out of the screens by pressing off of the Screen Recording area (if necessary), and Control Panel to return to the main screen of the iPad.
7. The recording icon will appear in the top-right corner of the iPad to show it is still recording. To STOP recording, press this recording area.



8. On the confirmation to stop recording popup, select Stop.

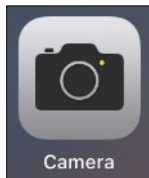


9. A notification will appear at the top notifying you that the Screen Recording was saved to Photos. Selecting the notification will open Photos and allow you to watch the video you just created.

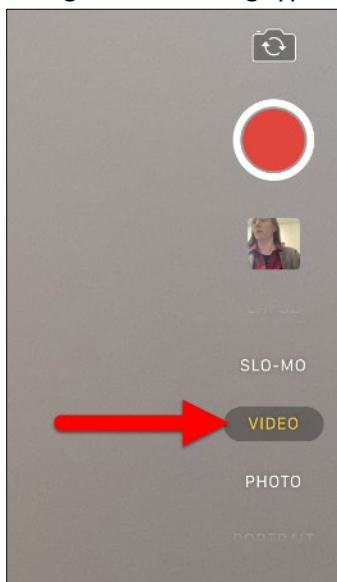


RECORDING YOURSELF ON IPAD

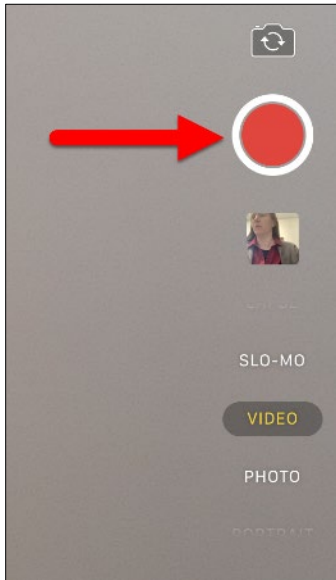
1. Open the Camera app.



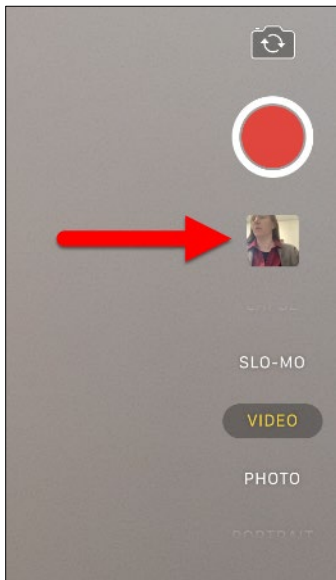
2. Change the recording type to Video.



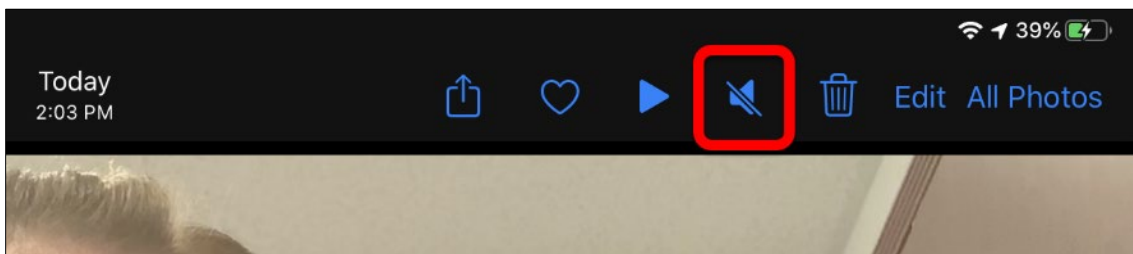
3. Push the Red button to start recording.



4. Push the Red Square (where red button was) to stop recording.
5. To review your video, press the thumbnail image below the recording button.



6. Typically, the volume is muted upon playback on iPad, click the volume button to hear the audio.

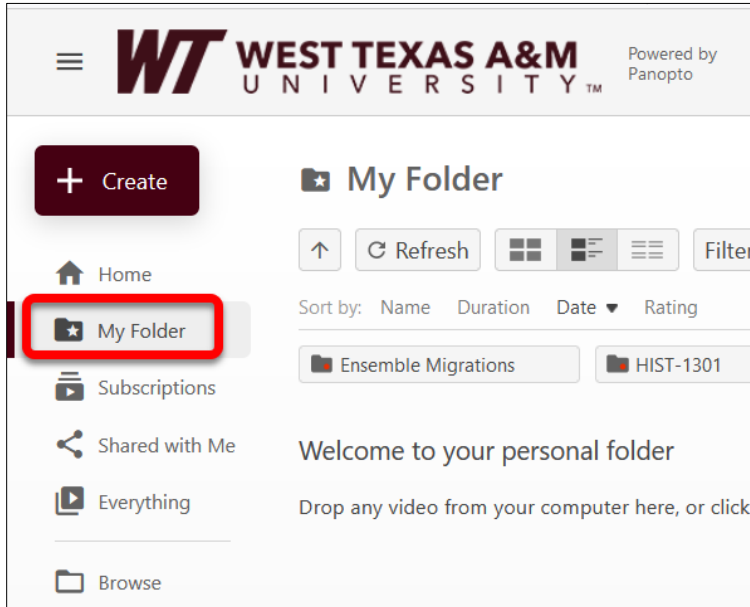


UPLOADING VIDEO TO PANOPTO

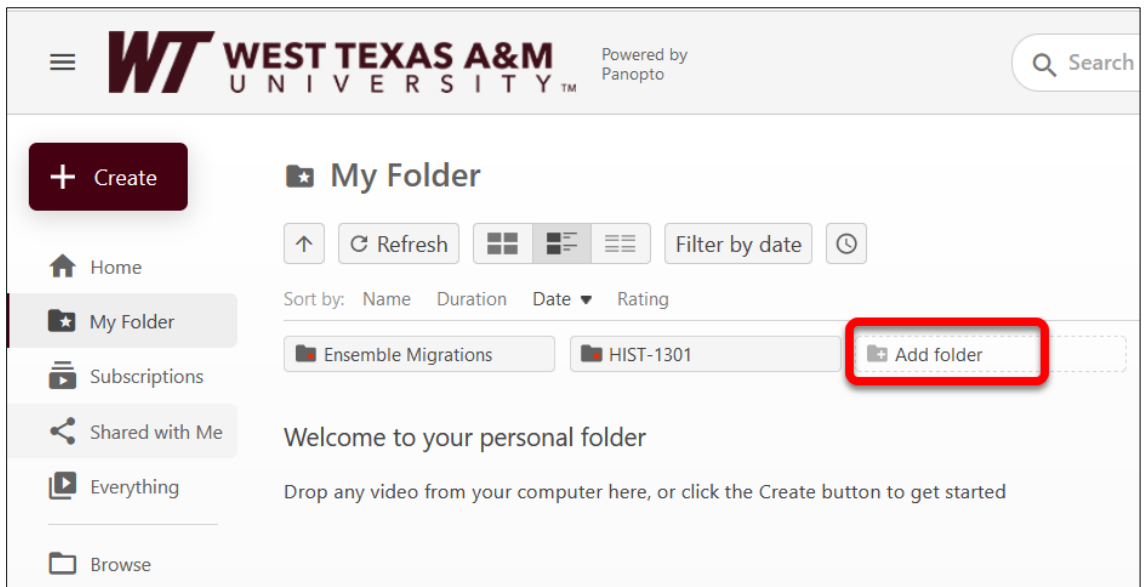
Video within Panopto needs to have a folder to upload the video to. If you have already created a folder within Panopto, you may skip to the next section on [Uploading Your Video](#).

ADDING A FOLDER IN PANOPTO

1. Open Safari and access the Panopto website at <https://wtamu.hosted.panopto.com>.
2. Click on the **My Folder** area.

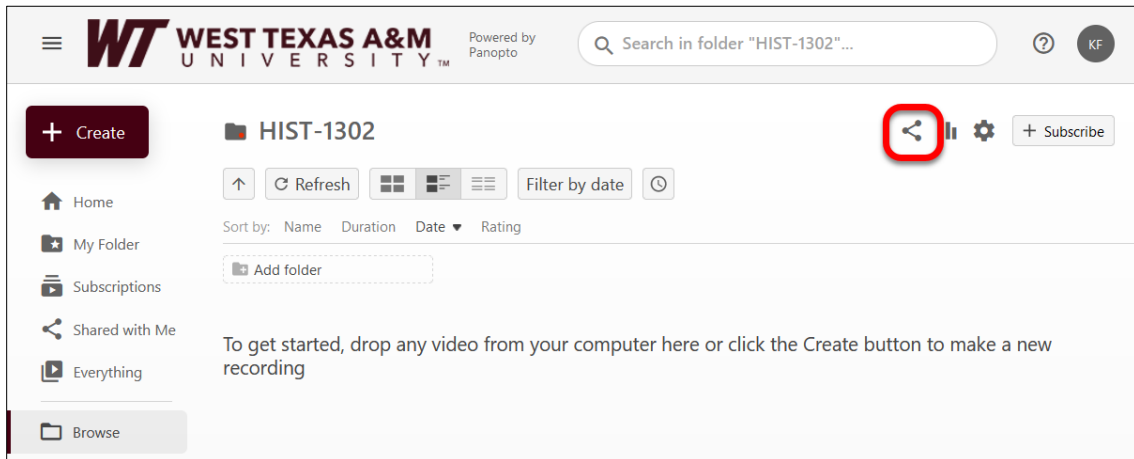


3. Click on the **Add folder** button.

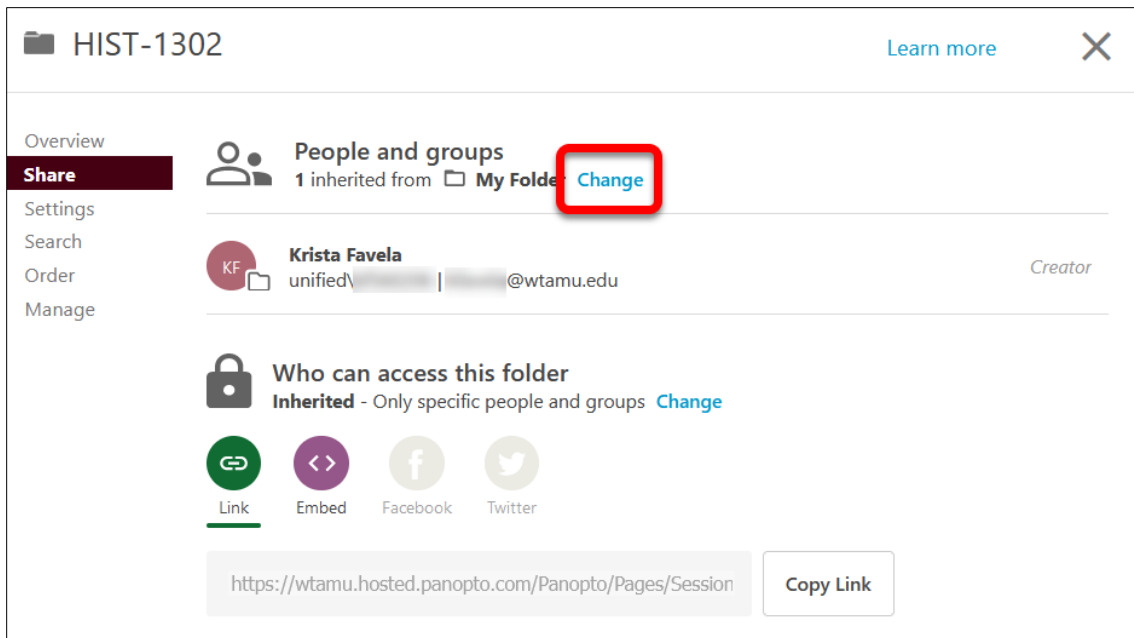


4. Enter the **title** of your folder and press **Enter**.
5. Click on your newly created **folder** to open the folder.

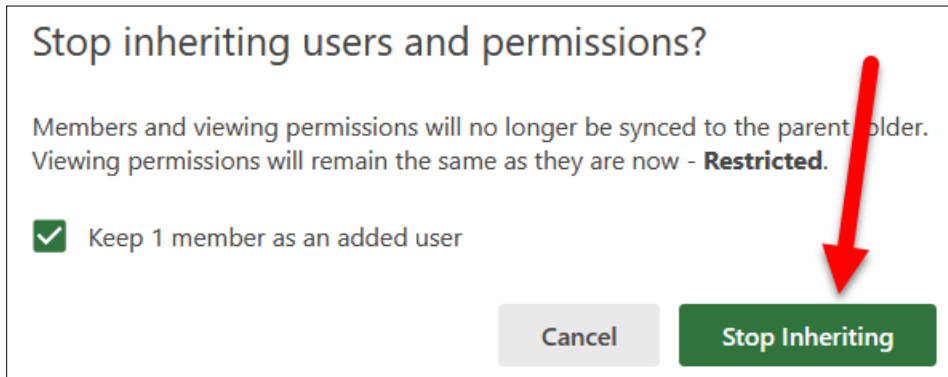
6. Click on the **Share** icon.



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



8. Select the **Stop Inheriting** button.



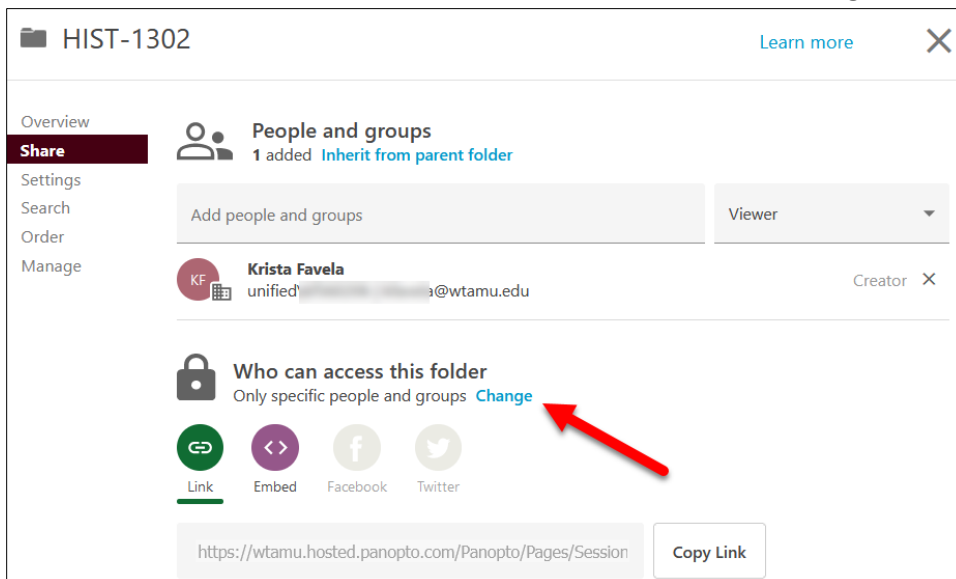
You have two options for how you can setup your videos for student access: 1) Anyone with a link can access or 2) Only students within a specific WTClass course. If you have additional or specific questions about which is the best option for your course and/or videos, please talk to a member of the Academic Technology department.

- [Anyone with a link can potentially access](#) – Similar to how Ensemble was setup. Only users with WTClass accounts can access videos, and ONLY if they have the URL to the specific video.
- [Only students within a specific WTClass course](#) – More locked down, but may require more steps each semester. Ensures that only students on the roster of a specific course can access the video.

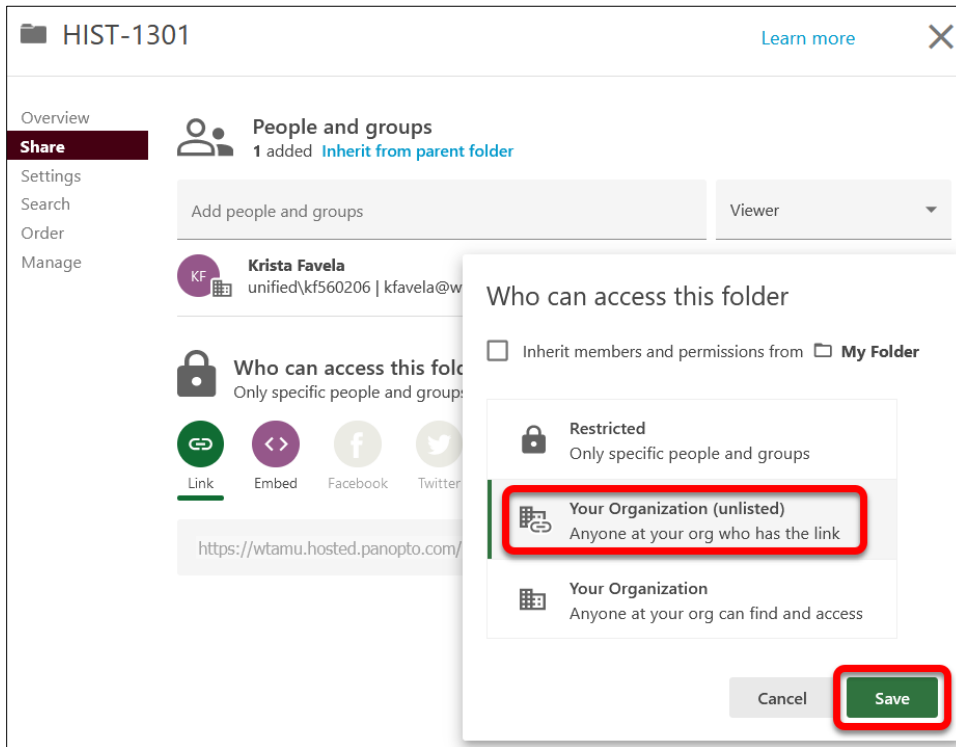
ANYONE WITH A LINK CAN POTENTIALLY ACCESS VIDEOS

If you plan to allow for any WTClass user who has a link to access videos, complete the following steps:

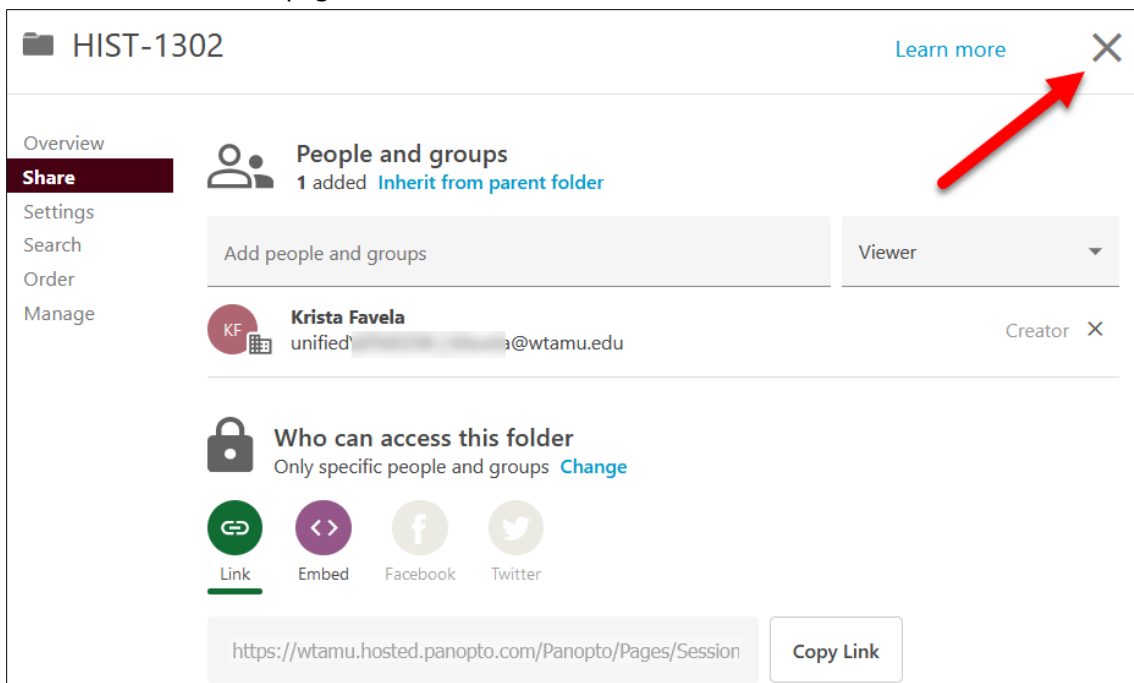
1. On the **Share** tab, under the **Who can access this folder**, click the **Change** link.



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



3. Click the **X** to leave this page.

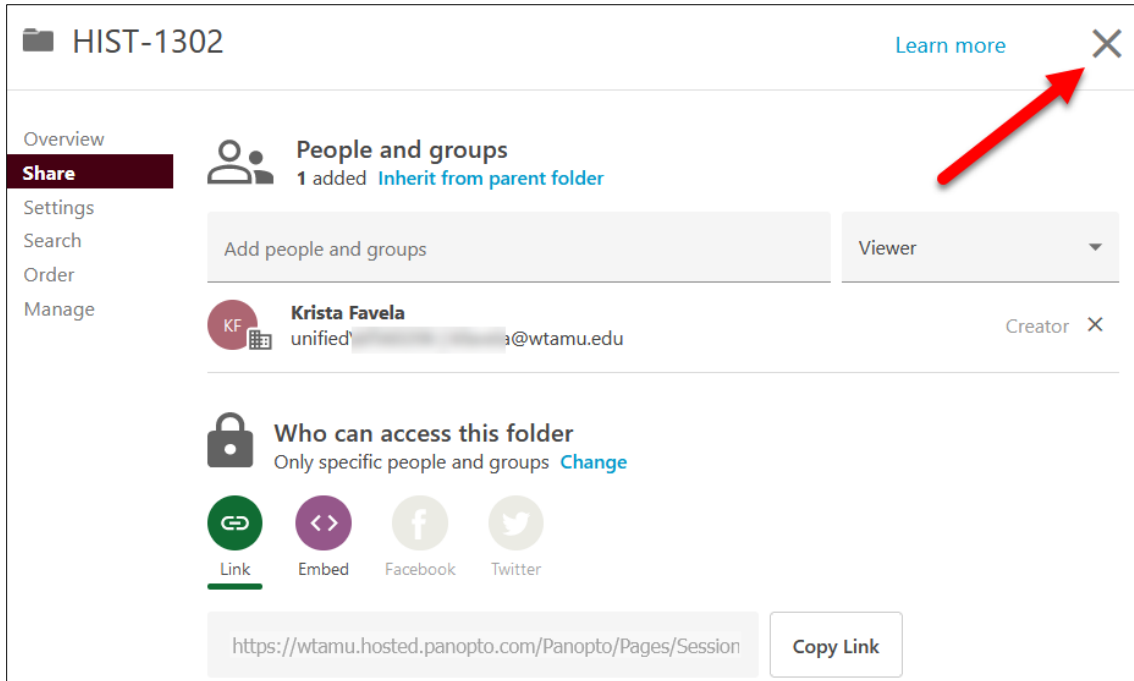


You may now add videos, or move videos into this folder.

ONLY STUDENTS WITHIN A SPECIFIC WTCLASS COURSE CAN ACCESS VIDEO

If you plan to only allow students within specific course(s) to access a video, complete the following step:

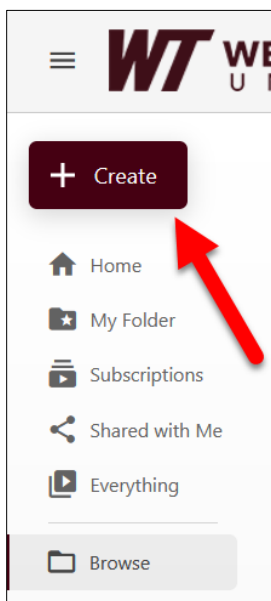
1. Click the **X** to leave this page.



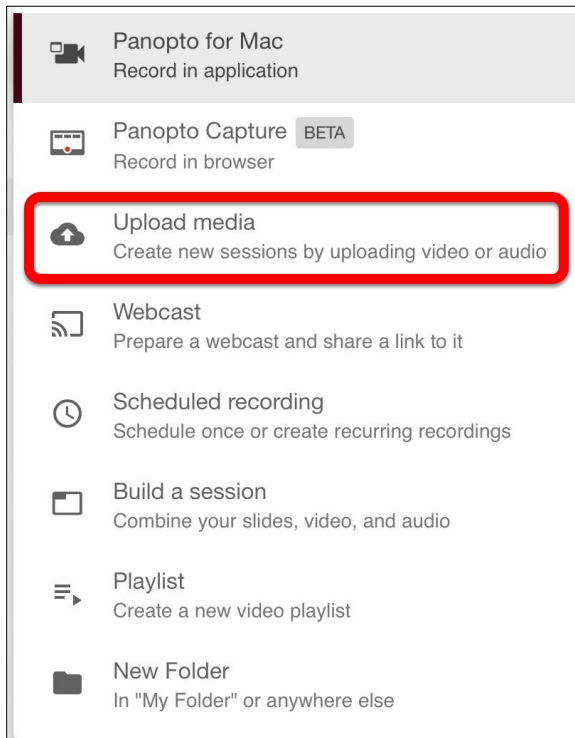
You may now add videos, or move videos into this folder.

UPLOADING YOUR VIDEO TO YOUR PANOPTO FOLDER

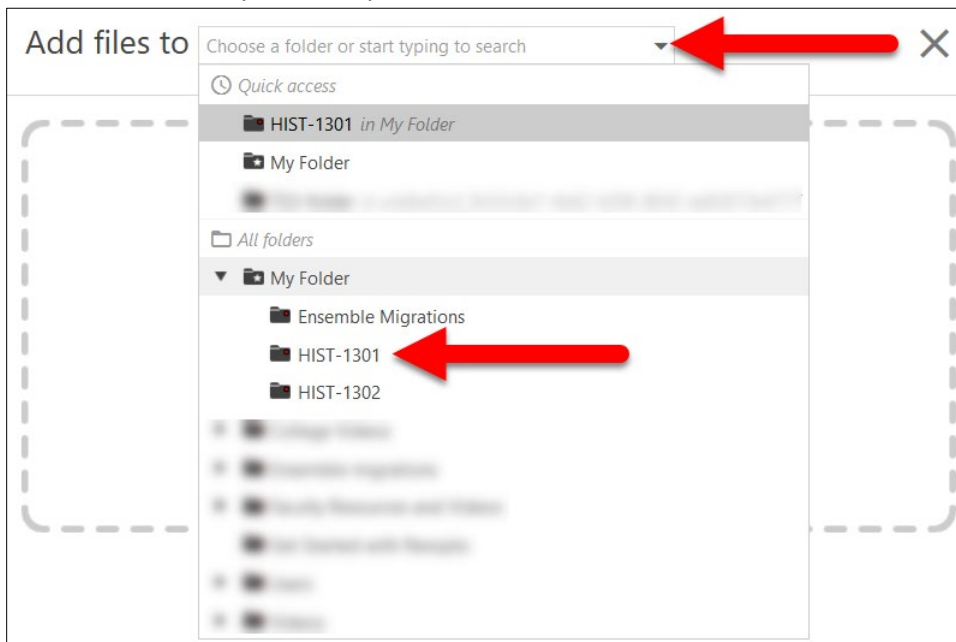
1. Click on the **Create** button.



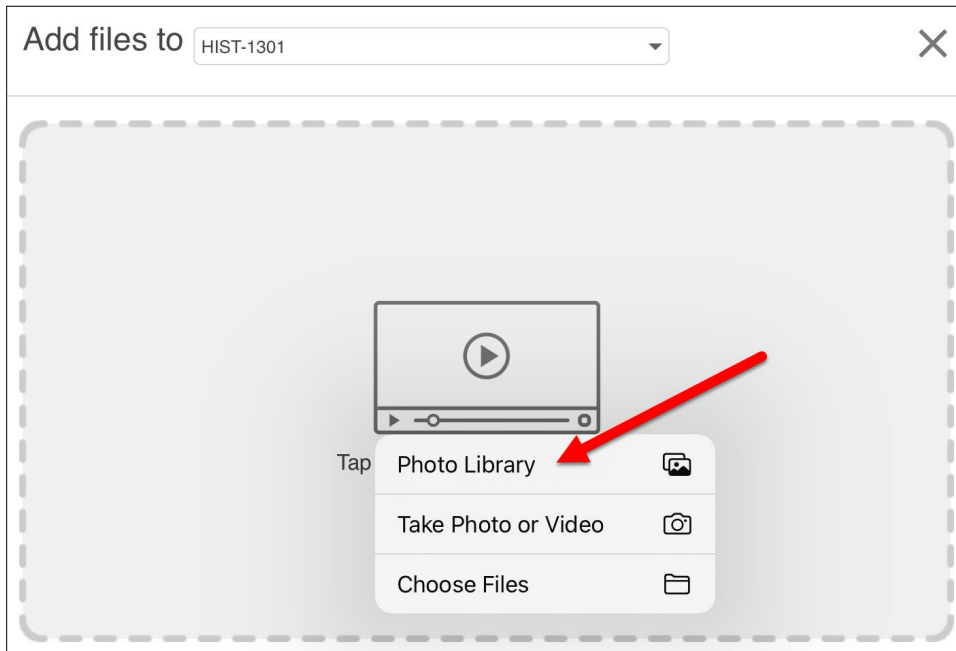
2. Select the **Upload media** option.



3. Select the **folder** area, and change it to your desired folder. You can expand the My Folder area to locate the folder you already created.



4. **Tap in the box**, and select **Photo Library**.



5. **Select your video from your library.** Your video will begin uploading. Click the **X** to close this window.

ADDING VIDEO TO WTCLASS

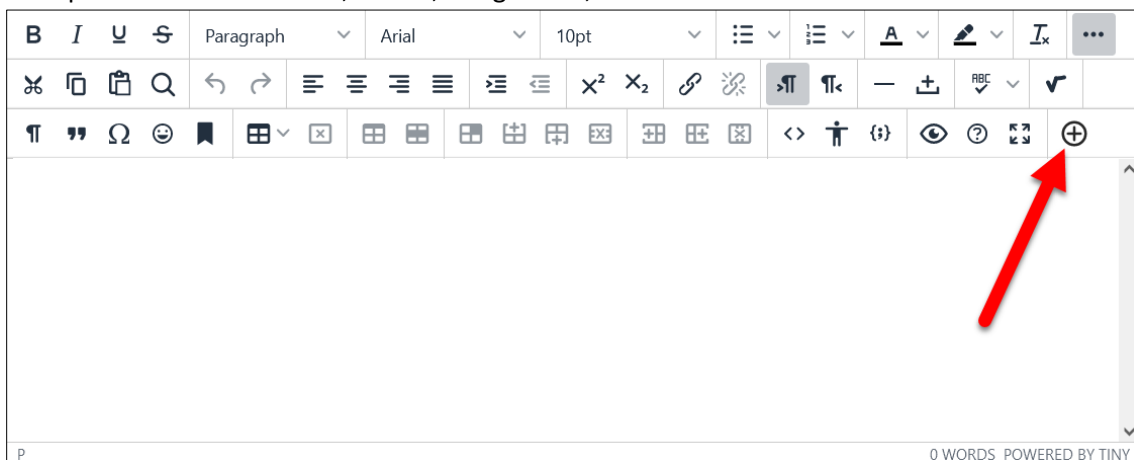
There are two main ways to add video into your course.

1. [Embedding in a Textbox](#)
2. [Using the Build Content Panopto Option](#)

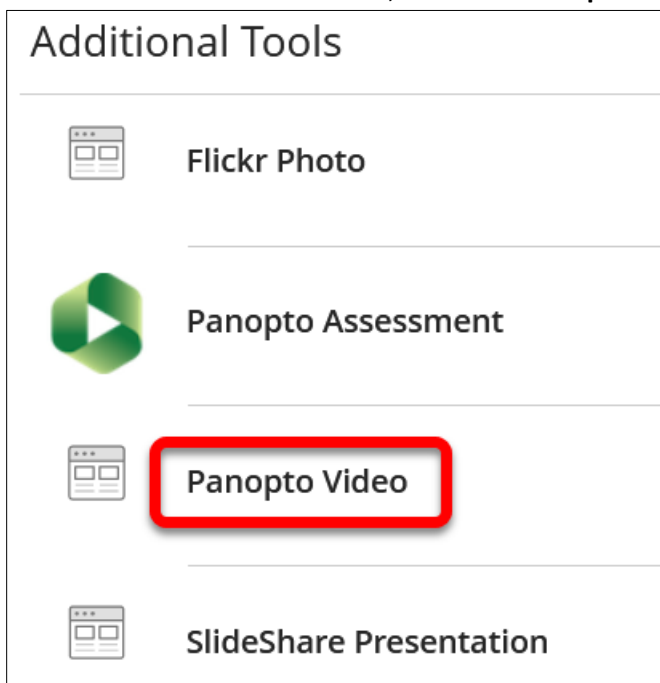
EMBEDDING IN A TEXTBOX

Panopto videos can be embedded anywhere the textbox editor is visible. This option is available for either method of sharing files within Panopto (Organization (Unlisted) or Only Students within Specific Course)

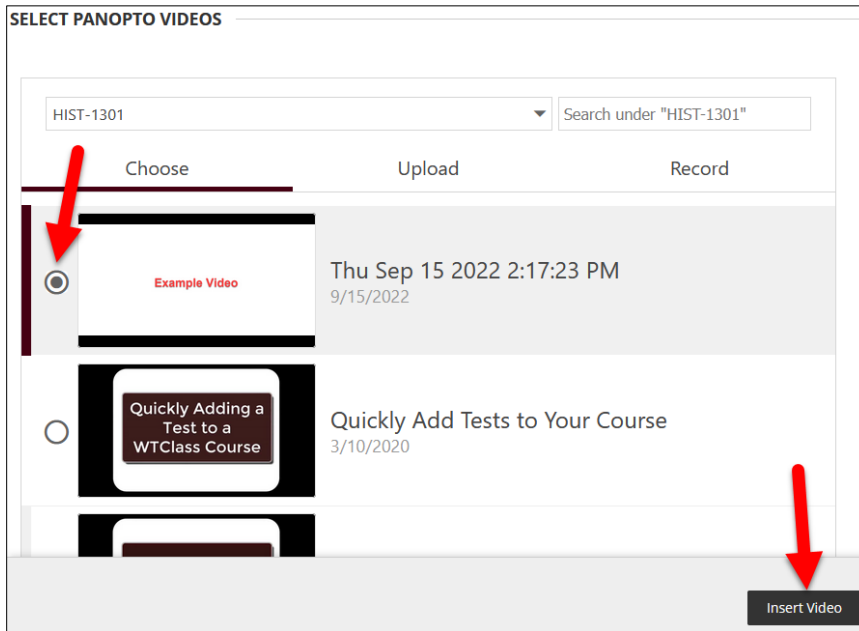
1. Locate and select the **plus sign (+)** on the toolbar.
Example textbox areas: Item, Folder, Assignment, etc.



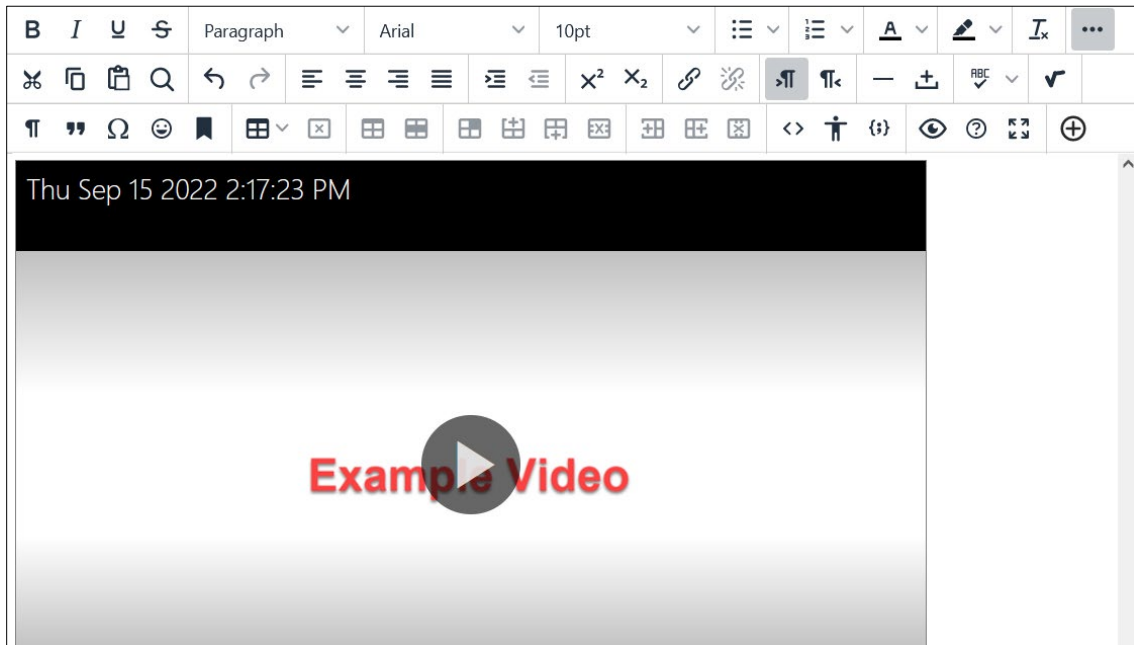
2. Under the **Additional Tools** area, select the **Panopto Video** option.



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.

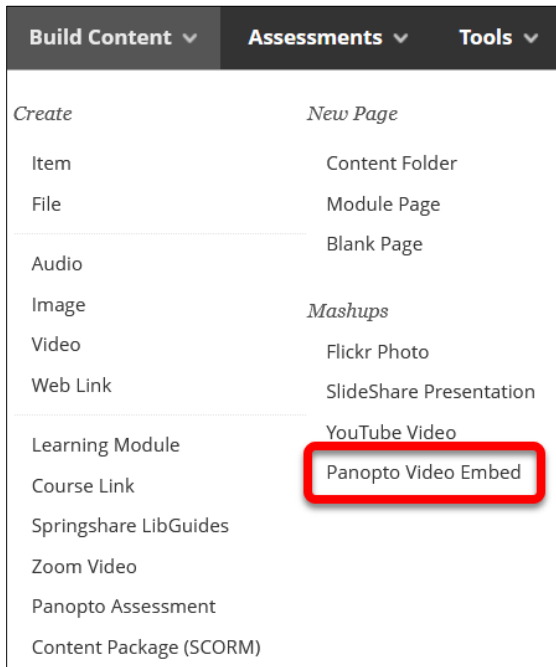


BUILD CONTENT

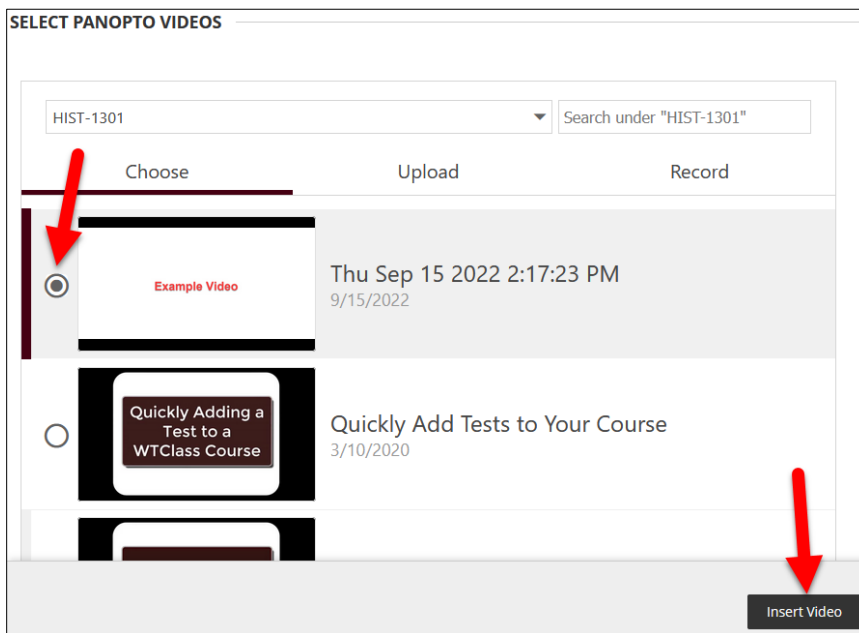
This option is only available if you plan to only allow students within your course to have access to videos. If you have provisioned your course (gone through Tools and connected your course to a specific folder in WTClass) you can also add Panopto videos through Build Content. For directions on how to Provision a course please visit the

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.