Instructions to Enable and Use Panopto Cloud on Canvas

1) Select a course in Canvas, and Navigate to **Settings**

Attendance

People

USF Photo Roster

SCORM

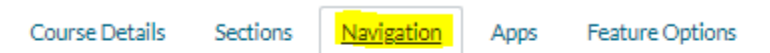Conferences   Ø

Collaborations   Ø

Outcomes   Ø

Files   Ø

Settings

2) Select the **Navigation** Tab

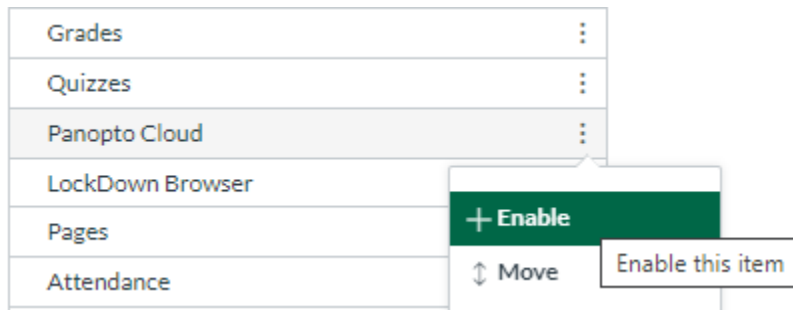Course Details   Sections   Navigation   Apps   Feature Options

Drag and drop items to reorder them in the course navigation.

3) Locate Panopto Cloud on the bottom list of available items

Page disabled, won't appear in navigation

Panopto Cloud
Page disabled, won't appear in navigation   ⋮

Box Drive
Page disabled, won't appear in navigation   ⋮

Google Drive
Page disabled, won't appear in navigation   ⋮

iClicker Sync
Page disabled, won't appear in navigation   ⋮

My Reviewers
Page disabled, won't appear in navigation   ⋮

Turning Point 2.0
Page disabled, won't appear in navigation   ⋮

Zoom
Page disabled, won't appear in navigation   ⋮

USF Writes
Page disabled, won't appear in navigation   ⋮

OneNote Class Notebook
Page disabled, won't appear in navigation   ⋮

4) Hold your mouse and drag Panopto Cloud to the top list. The position where it is dropped will be the position it will show on the Menu.

5) Click on the three vertical and select **Enable**

Grades	⋮
Quizzes	⋮
Panopto Cloud	⋮
LockDown Browser	
Pages	✛ **Enable**
Attendance	↕ Move Enable this item

6) Go to the bottom of the Navigation Page and lick on **Save**

Page disabled, won't appear in navigation

Zoom	⋮
Page disabled, won't appear in navigation	
USF Writes	⋮
Page disabled, won't appear in navigation	
OneNote Class Notebook	⋮
Page disabled, won't appear in navigation	

Save
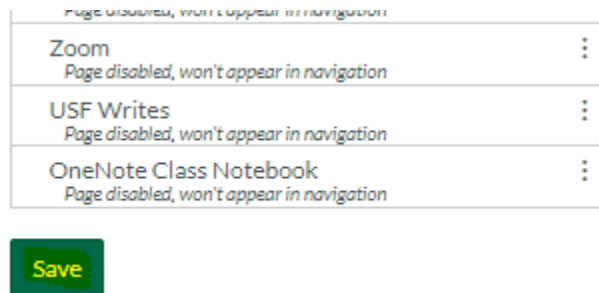
7) Panopto Cloud should be visible on the left side menu

Panopto Cloud

Conferences	⌀
Collaborations	⌀
Outcomes	⌀
Files	⌀

Settings
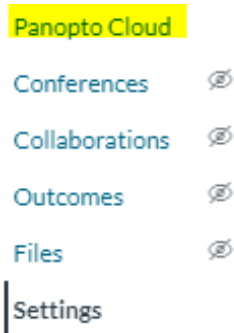
8) Click on Panopto Cloud to Create a new recording
9) Select Create→Record a new session to create a new recording session

Create ▾

📹   Record a new session
     Record from your Mac or Windows PC

☁   Upload media
     Create new sessions by uploading video or audio

≡▶   Playlist
     Create a new video playlist

📁   New Folder
     In SandBox2S20 or anywhere else
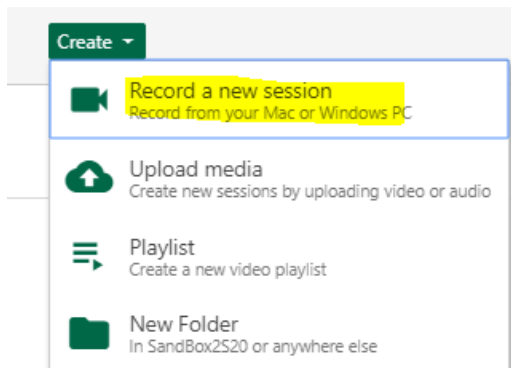
10) Download and install Panopto Recorder
11) Once the recorder is installed, Click on **Open Panopto**

⬇ Record a new session

Open Panopto
If you have Panopto installed, you can open it from here
installed the latest version of Panopto below.

Open Panopto

12) The Panoto recorder will open where you can customize the **Name** of the recording, as well as the **Audio**and **Video** input devices to select for the recording, as well as the **Quality** of the recording.
   a. Adjust settings until the desired configuration is achieved.

Panopto

| ▣ Create New Recording | ≣ Manage Recordings | ⚙ Settings |

Session Settings ❓

Record

Folder   SandBox2S20
Name   Test Recording

Primary Sources ❓

PowerPoint ✕   Main Screen ✕

Video   Logitech Webcam C925e
Audio   Microphone (Logitech Webcam C
Quality Standard

☐ Capture Computer Audio

Secondary Sources
☑ Capture PowerPoint
☑ Capture Main Screen
☐ Capture Second Screen

Add Another Video Source

Screen capture in progress

13) If screen Capture is desired, the check box should be selected

☑ Enable screen capture preview

Resolution 1920 x 1080 ⌄   fps ——●—— 8   kbps ——●—— 600

14) Once the desired settings are selected, perform a short test video recording of approximately 30 seconds to one minute by pressing the round **Record/Stop** button. A **Delete** or **Done** option is presented.

   a. If **Delete** is selected will remove the current recording from the computer and not sync it to the cloud, alternatively, If **Done** is selected Panopto will synchronize the local copy of the recording with the Canvas space of your course, were the recording will be kept after processing is done.

   b. The **Manage Recoding** menu will allow to Delete, Share, View, and Edit the Recordings. This menu will also allow to check the status of each recording.


   Note that the longer the video recording, the longer it will take to upload to Canvas and process the video. In average, a 30 mins. video recording will take 15 mins to upload and process.

15) After the processing of the video is finished, the recording becomes available for Viewing, Editing, and Sharing on Canvas.
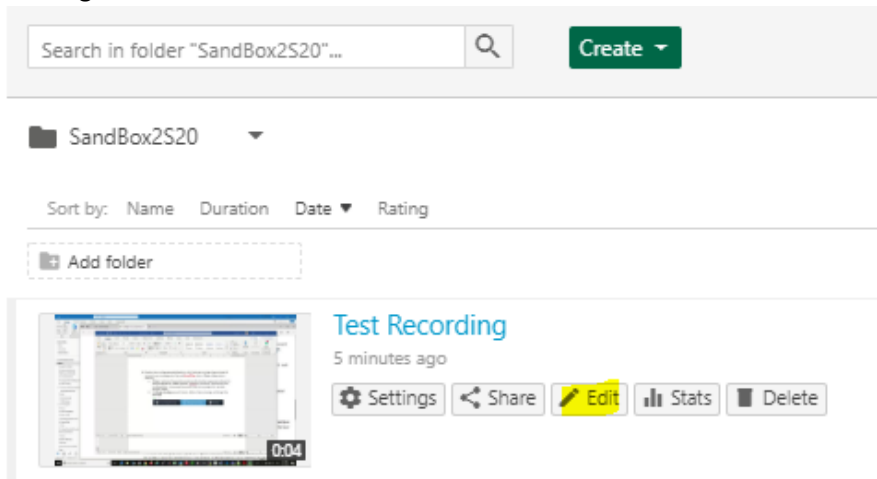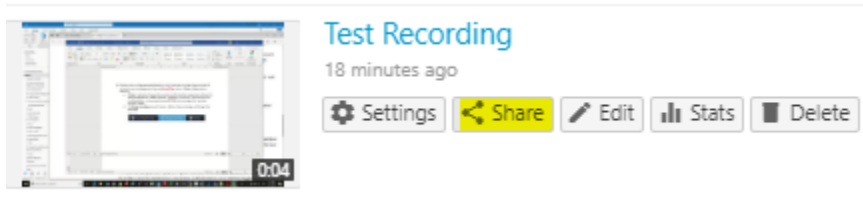

   a) The **Edit** option allow video editing and customization with the trimming and coarse/fine manipulation of the timeline
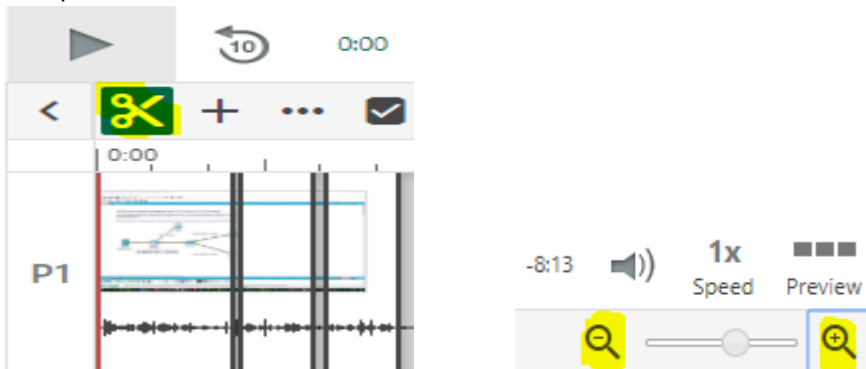
16) When Editing is done select Apply at the top

17) To post the video on Canvas select the Share option. The options to Link or Embed the video recording will be presented.

   a. **Link** the video by copying and pasting the URL with https on the page of your course
   b. **Embed** the video as part of an HTML page using the Copy Embed Code. With this option the users will see the video as part of the page, not the URL link to it.

   Note. For the Embed option, it is useful to create a table on the page where the video will be embedded. That way the videos can be organized and laid out properly on the page.