

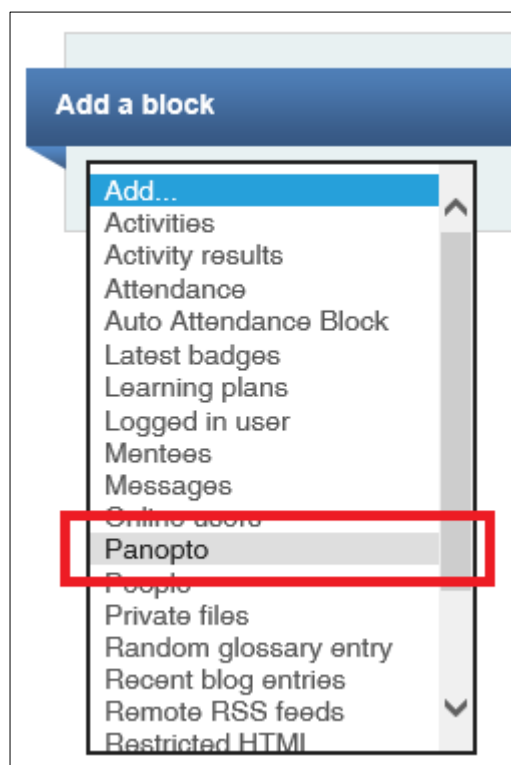
Publishing Videos in Moodle

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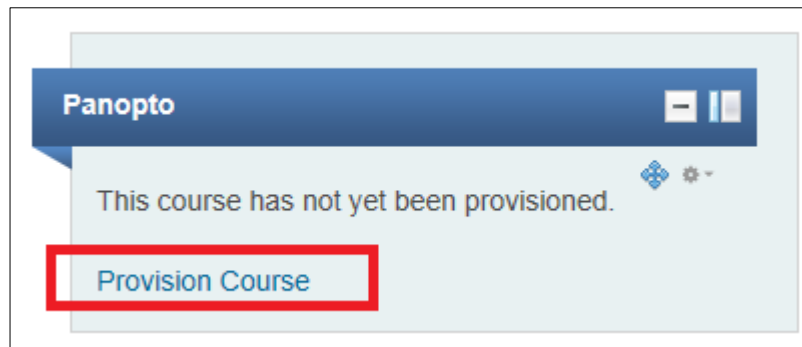
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1 **Create a Panopto item for each of your Moodle courses.**

- 1.1 * Each semester, you need to do this once for each course. *
- 1.2 Log in Moodle.
- 1.3 Go to that course.
- 1.4 Turn editing on.
- 1.5 Under “Add a block” at the bottom left, select “Panopto”.



- 1.6 Under the newly-added “Panopto” block at the bottom left, click “Provision Course”.

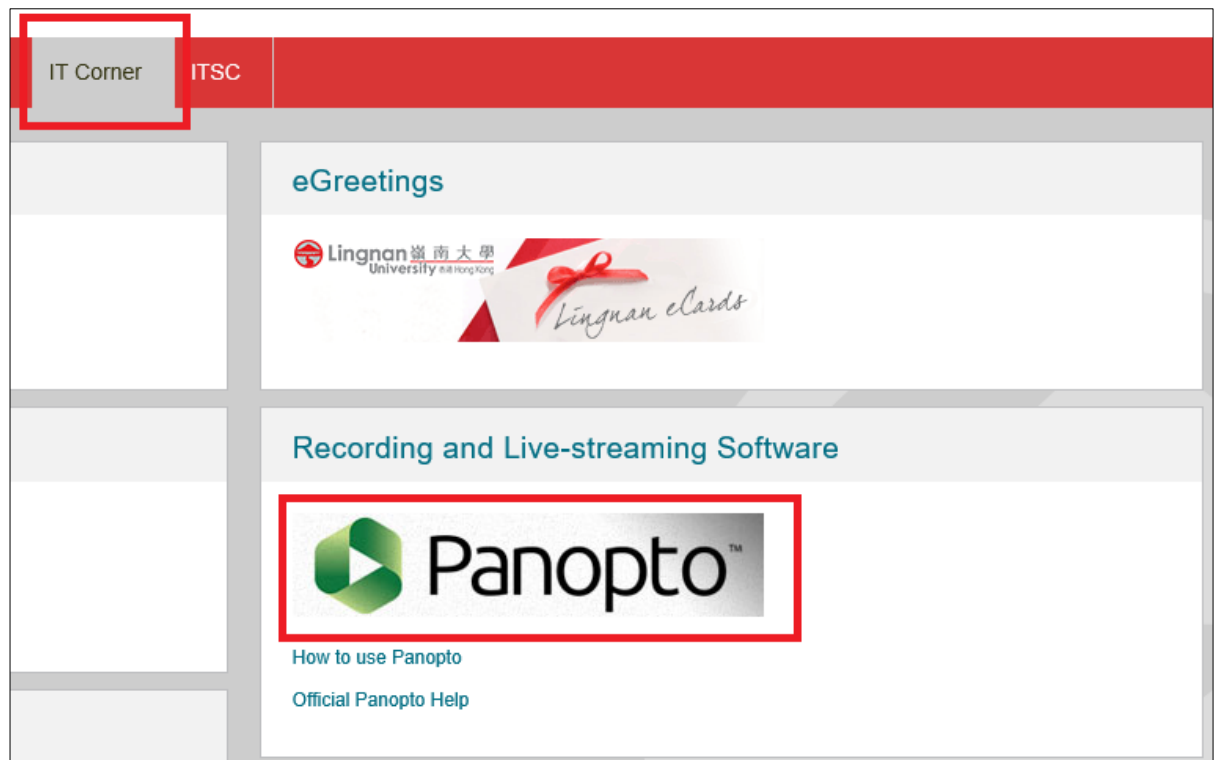


- 1.7 Then click “Back to course”.

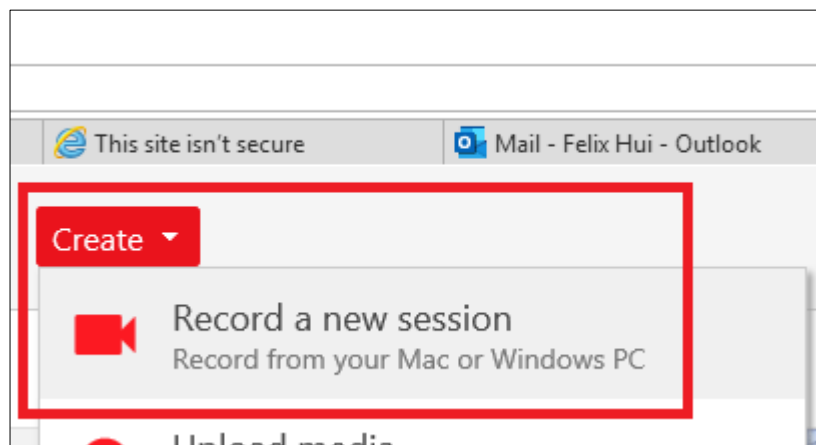


2 How to record videos with Panopto?

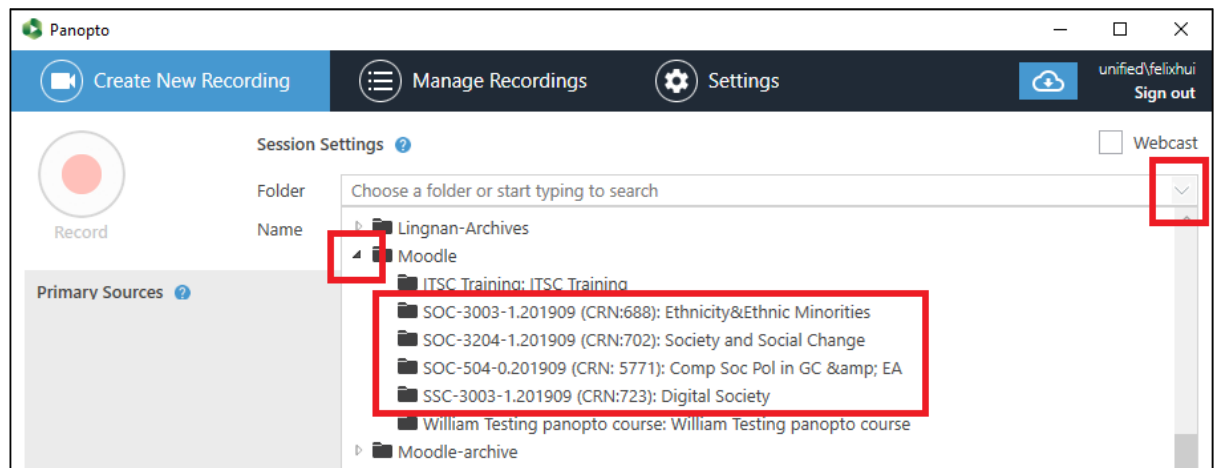
2.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.



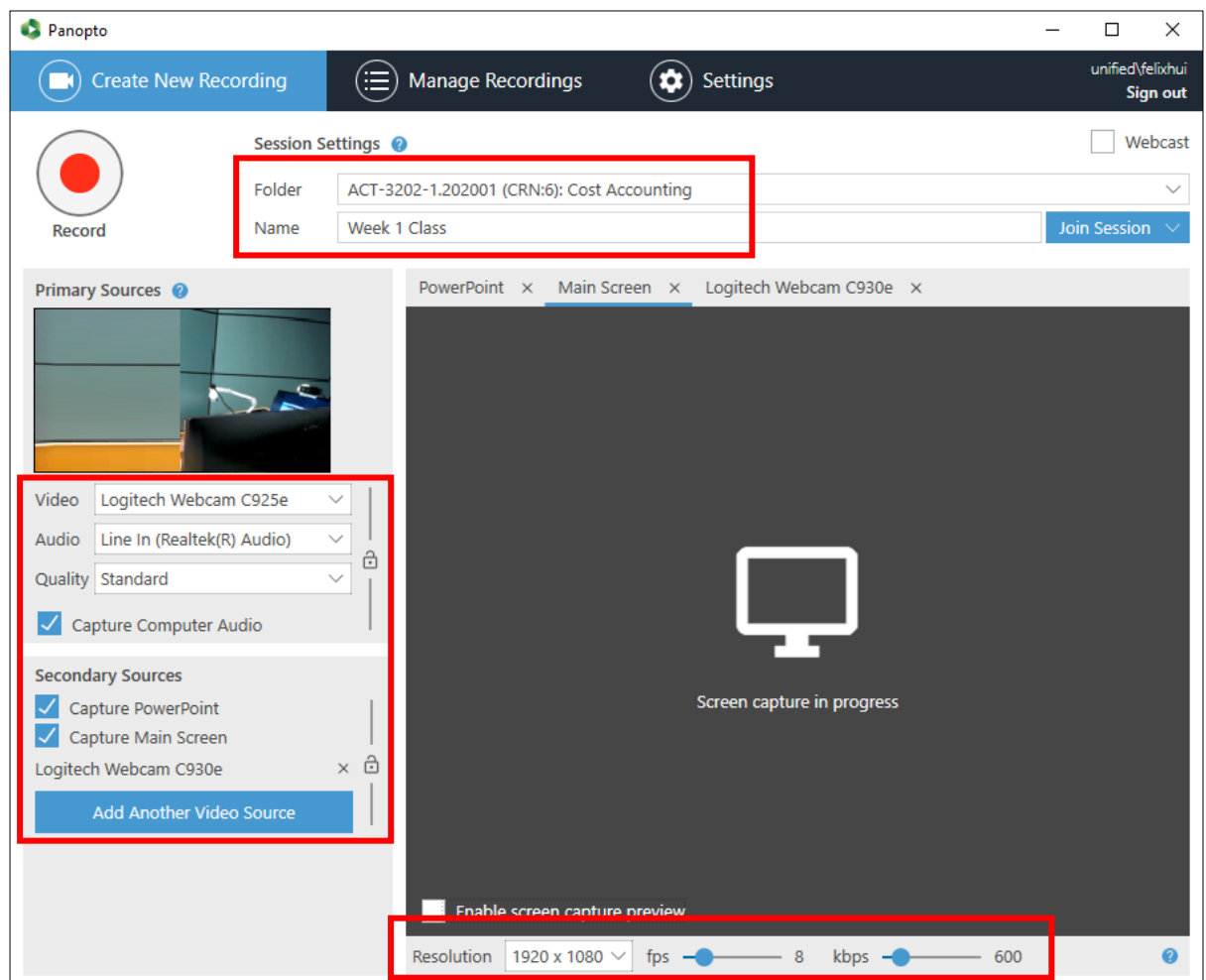
2.2 Click “Create” > “Record a new session”.



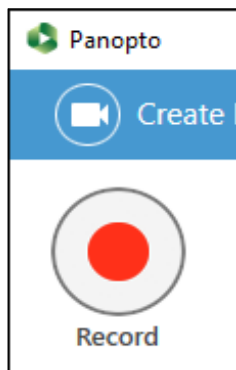
2.3 Click to select your course folder as below. Your video will be saved there.



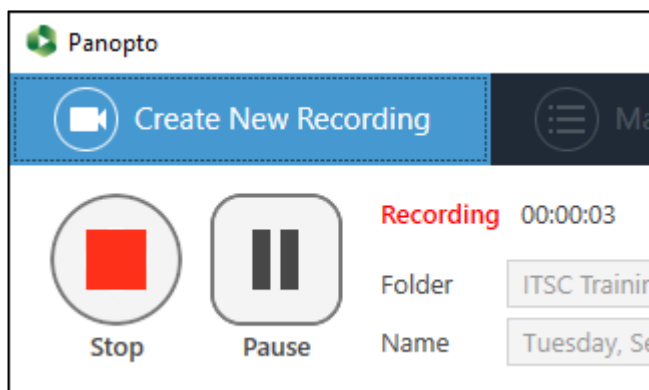
2.4 Adjust the following settings to suit your need. The following is a typical example.



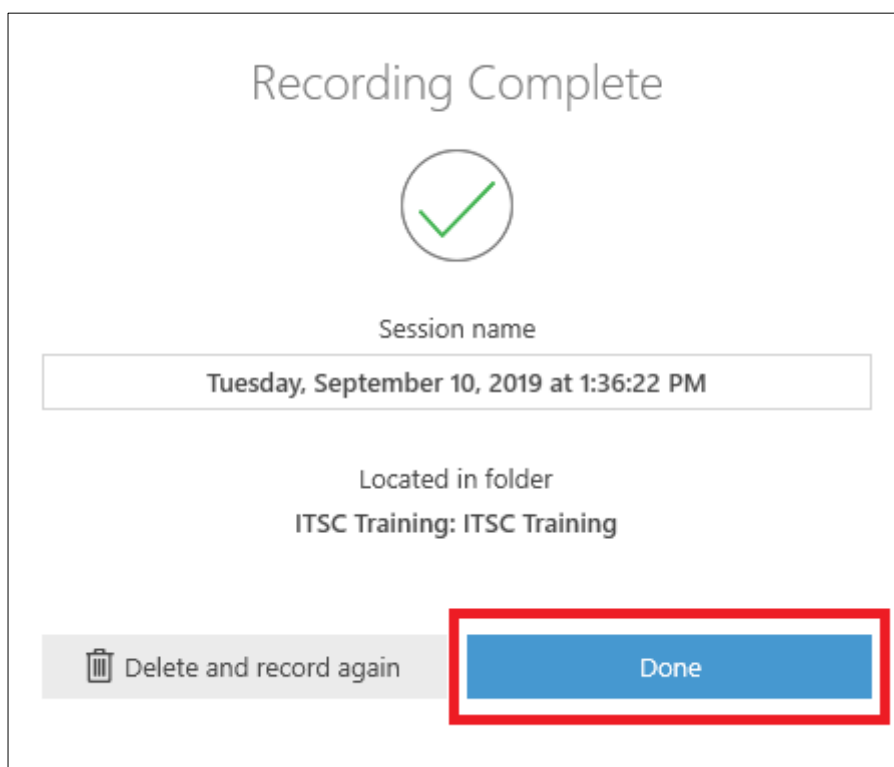
2.5 Then press to start recording.



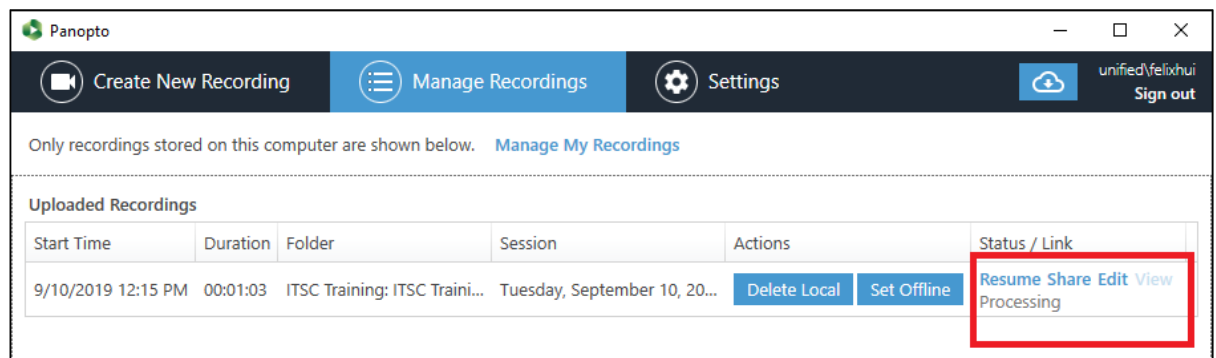
2.6 After finish recording, press to stop.



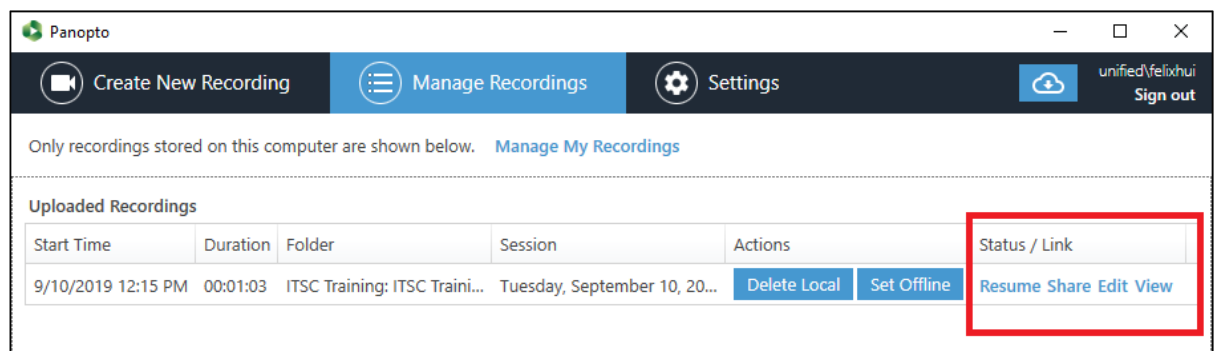
2.7 Click "Done" to upload the recording.



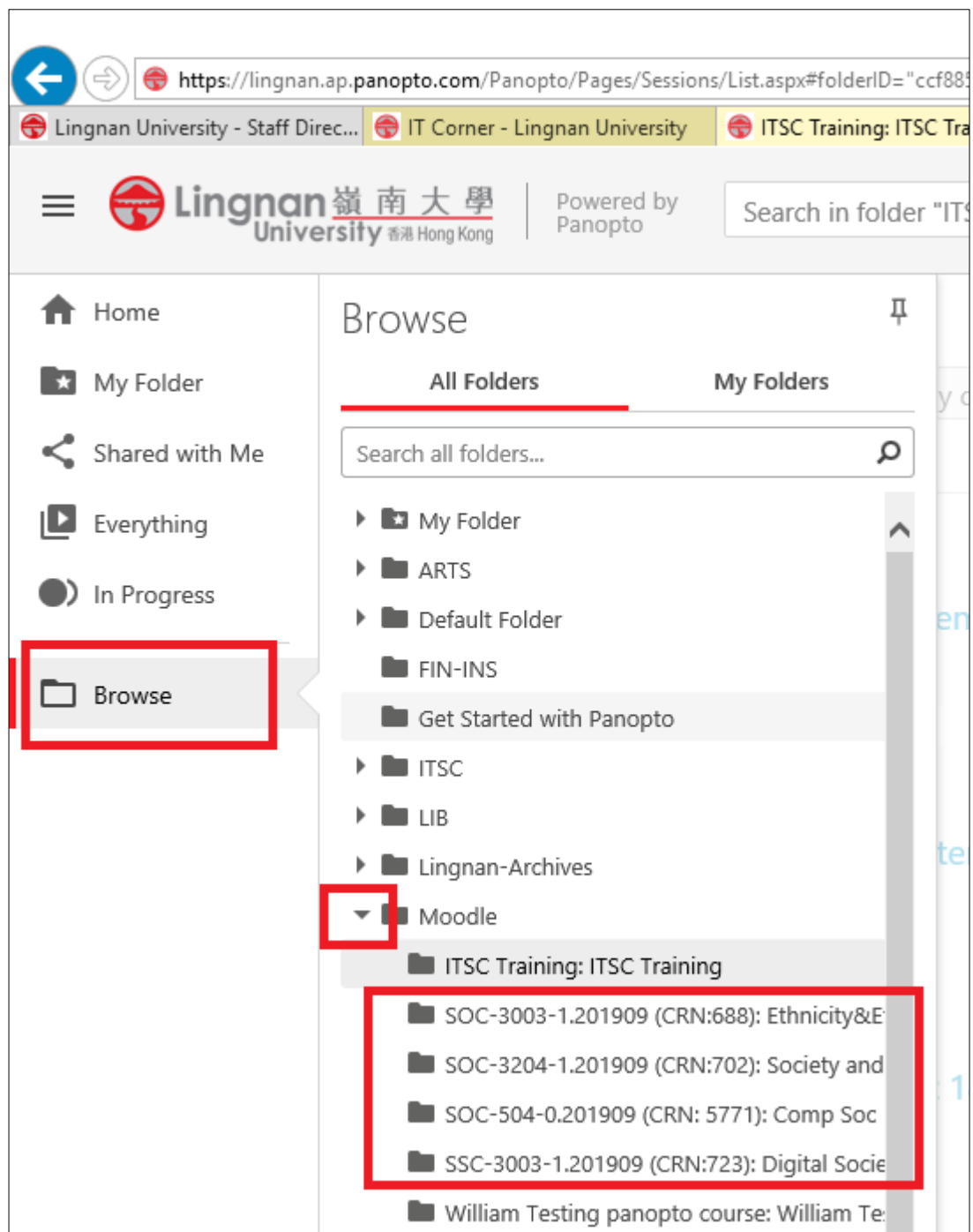
2.8 Wait for the upload to finish. It will usually take a few minutes.



2.9 When "Processing" disappears, the upload is done.

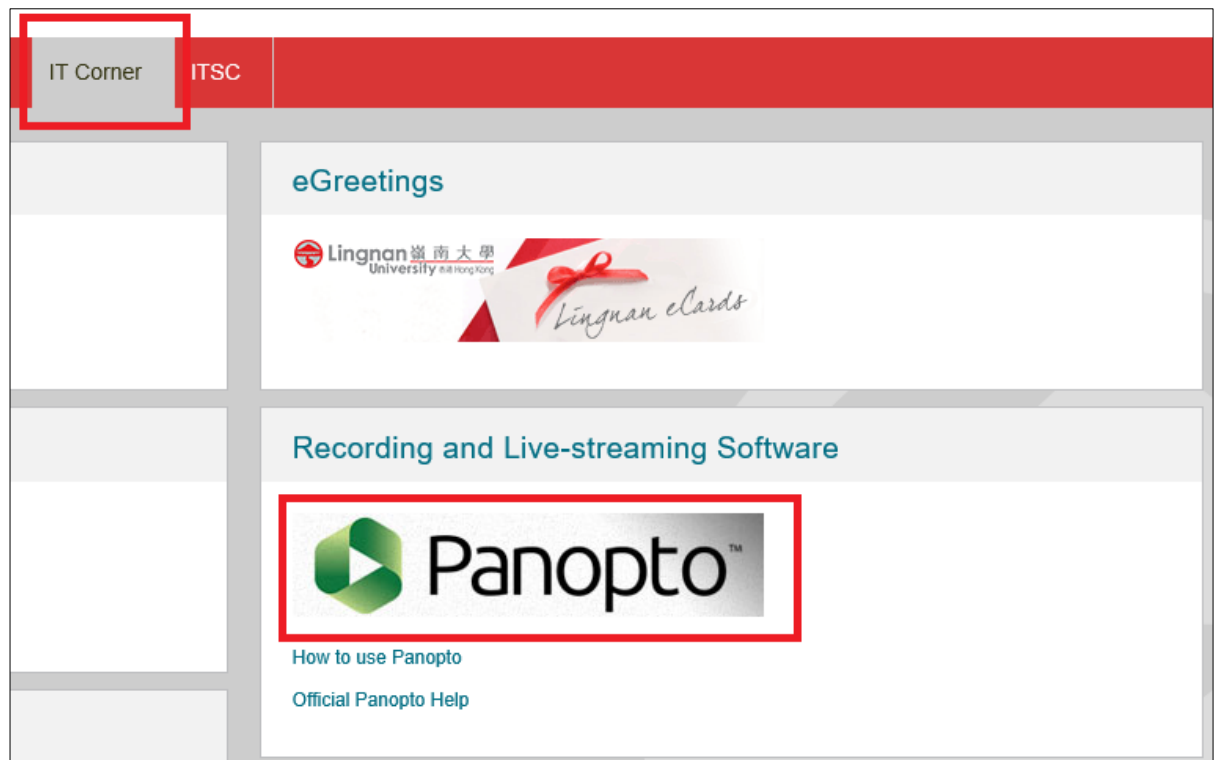


2.10 Go to your course folder to confirm the recording.

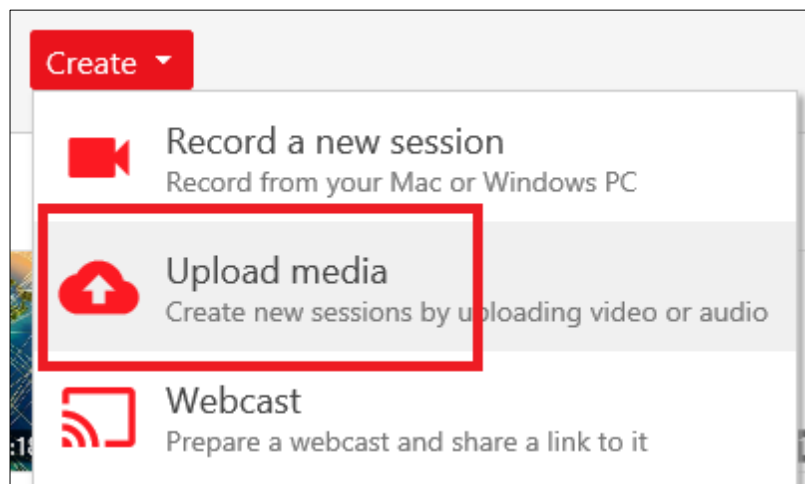


3 How to upload videos to Panopto?

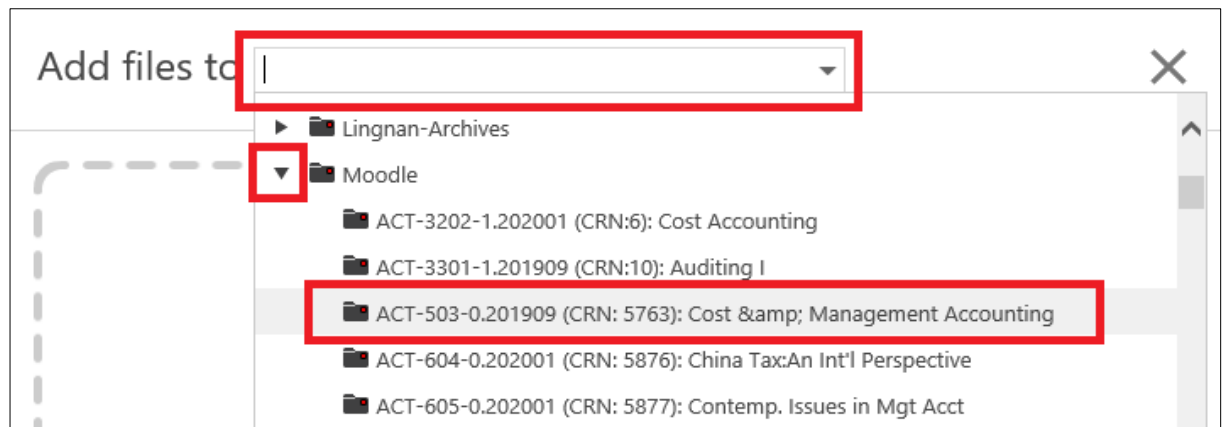
3.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.



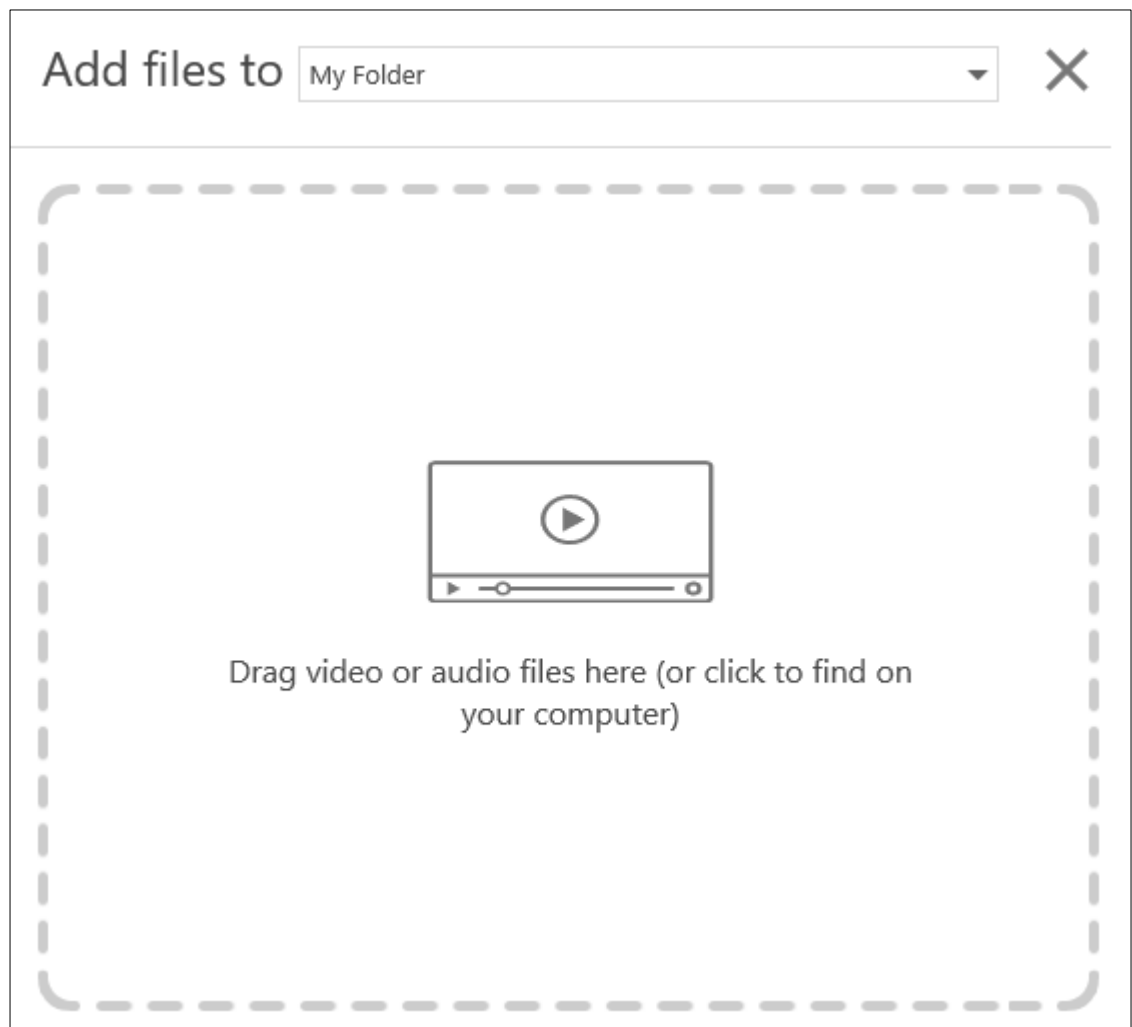
3.2 Click “Create” > “Upload media”.



3.3 Click to select your course folder as below. Your video will be saved there.



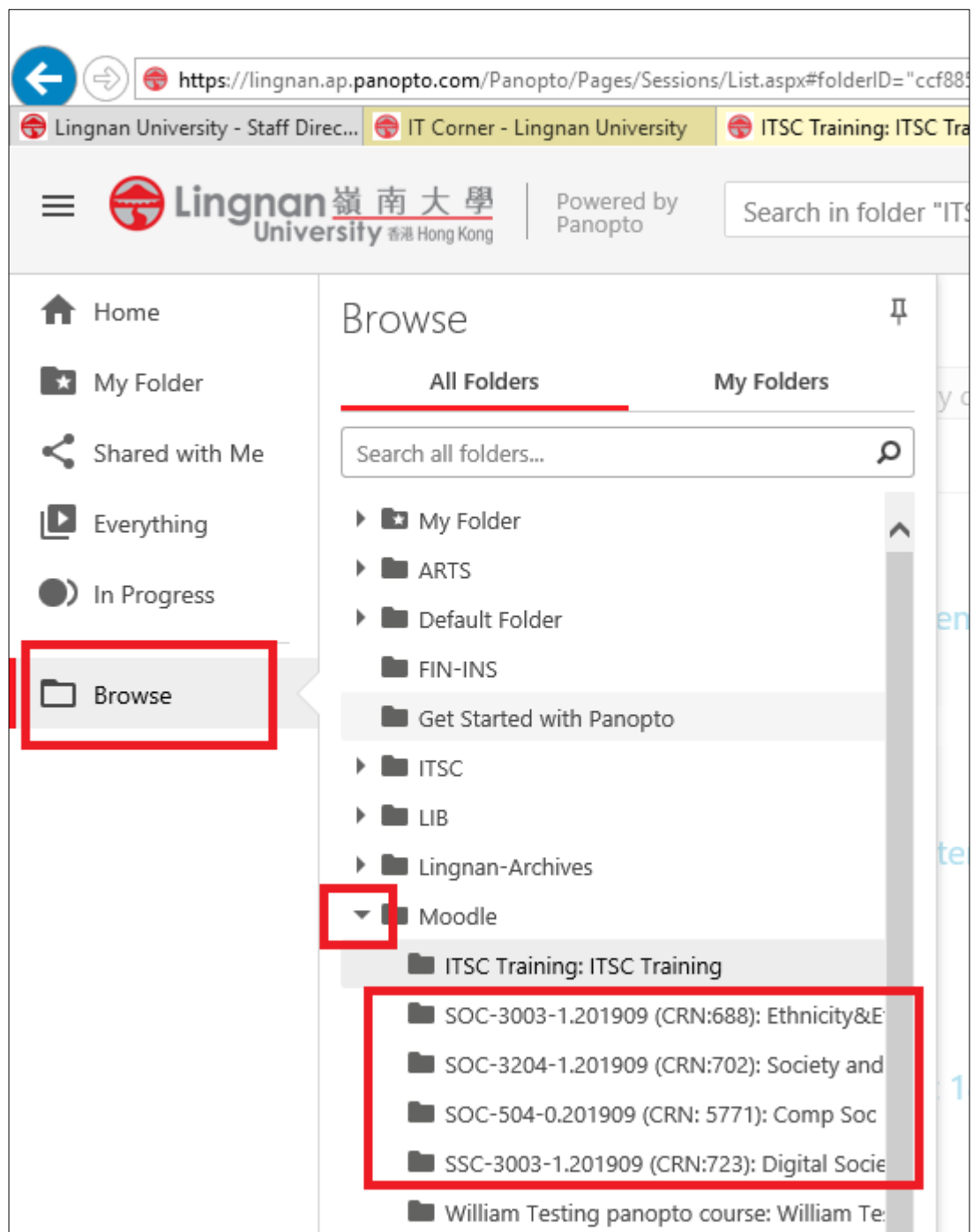
3.4 Upload your video files.



3.5 Close the following window after the upload.

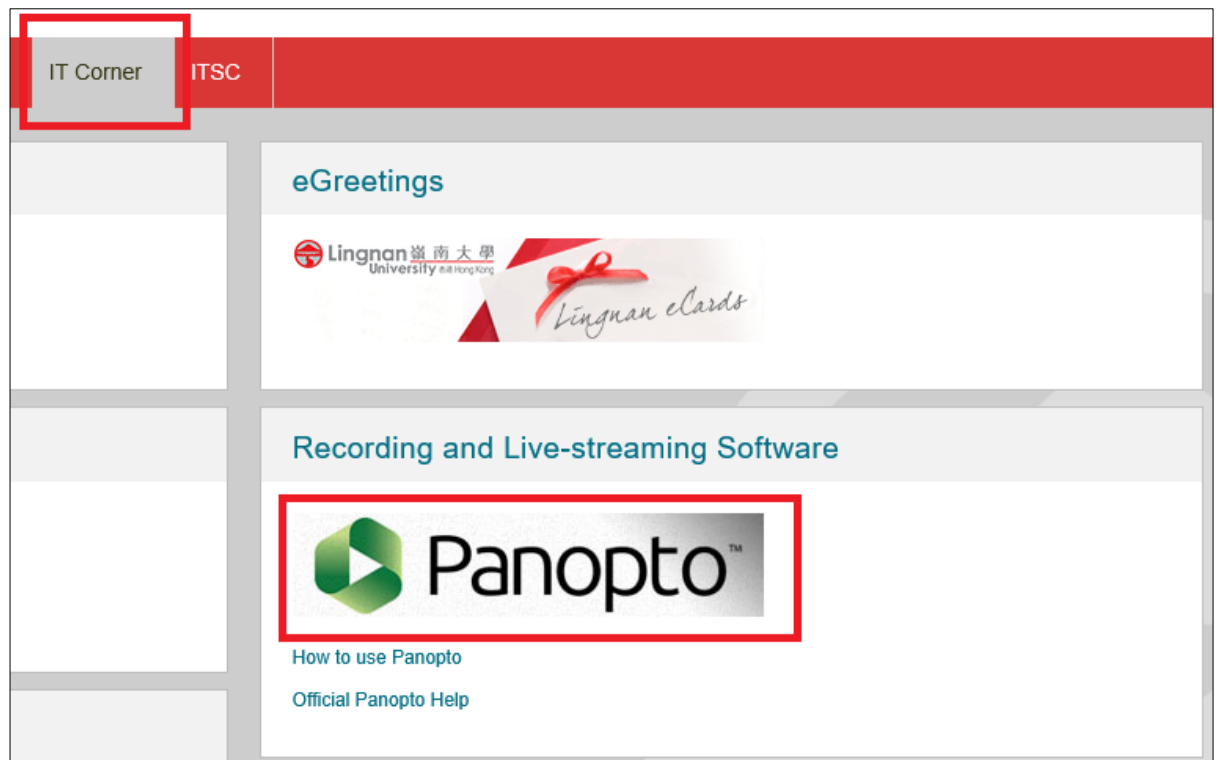


3.6 Go to your course folder to confirm the recording.

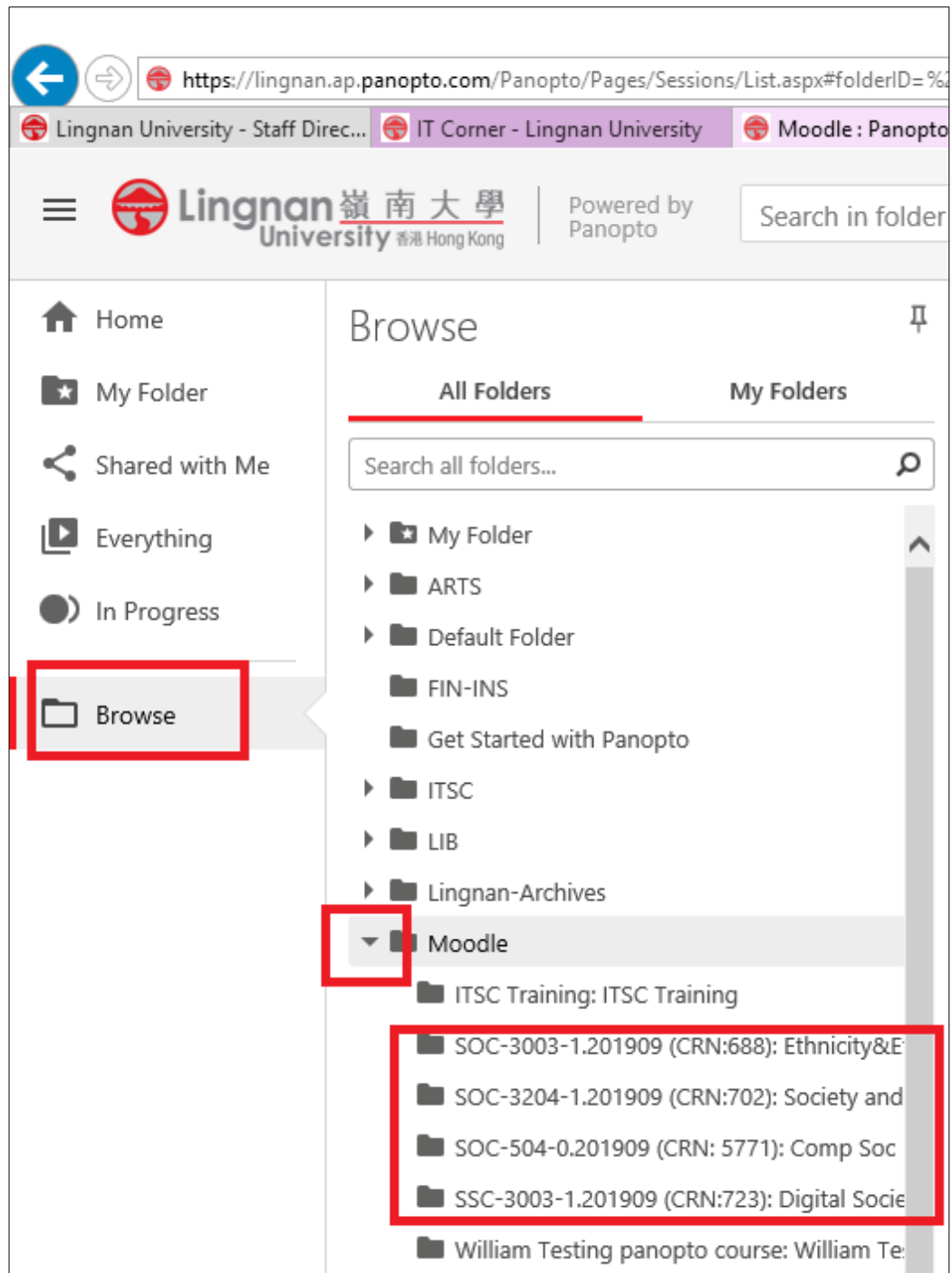


4 Make sure your videos are in the correct folders in Panopto.

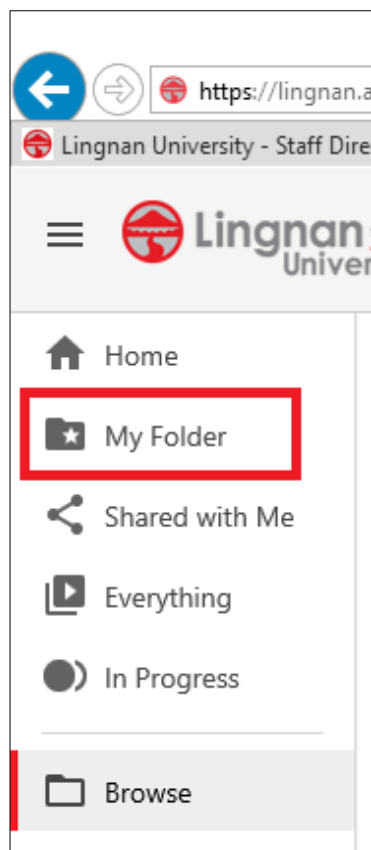
4.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.



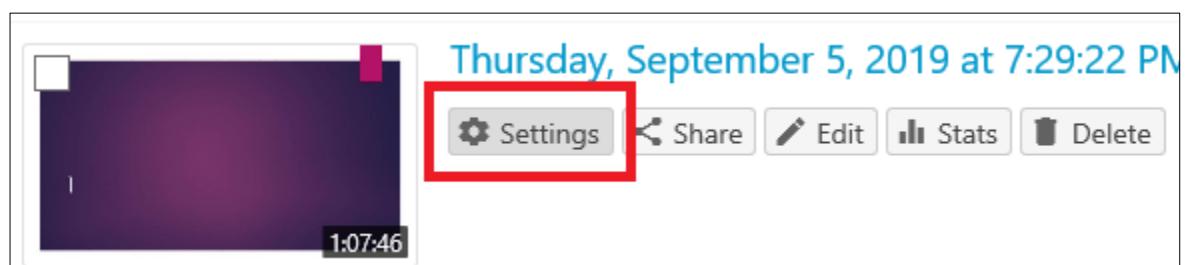
- 4.2 Click “Browse” > “the arrow beside Moodle” > your course and make sure your videos are there. Otherwise, perform the steps below.



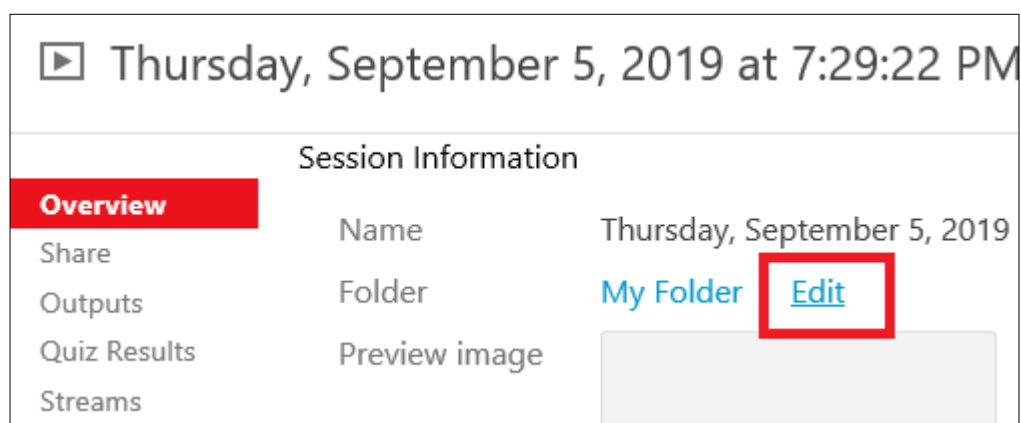
4.3 Click “My Folder”.



4.4 Mouse over the video and then click “Settings”.



4.5 Click “Edit” on the line “Folder”.



4.6 Click to locate your course folder as below.

Thursday, September 5, 2019 at 7:29:22 PM (copy)

Session Information

Overview

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

Manage

Log

Name Thursday, September 5, 2019 at 7:29:22 PM (copy) [Edit](#)

Folder Choose a folder or start typing to search

Quick access

- My Folder
- TLC-previous
- LU-SCC (edited) in My Folder

All folders

- My Folder
- ARTS
- Default Folder
- FIN-INS
- Get Started with Panopto
- ITSC
- LIB
- Lingnan-Archives
- Moodle**
- ITSC Training: ITSC Training
- SOC-3003-1.201909 (CRN:688): Ethnicity&Ethnic Minorities
- SOC-3204-1.201909 (CRN:702): Society and Social Change
- SOC-504-0.201909 (CRN: 5771): Comp Soc Pol in GC & EA

Preview image

Viewer link

Owner

Videographer

Start

Duration

Webcast

Discussion

Downloads

Description

[Edit](#)

Actions

4.7 Click "Save".

Thursday, September 5, 2019 at 7:29:22 PM

Session Information

Overview

Share

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Quiz Results

Streams

Clips

Name Thursday, September 5, 2019

Folder ITSC Training: ITSC Training

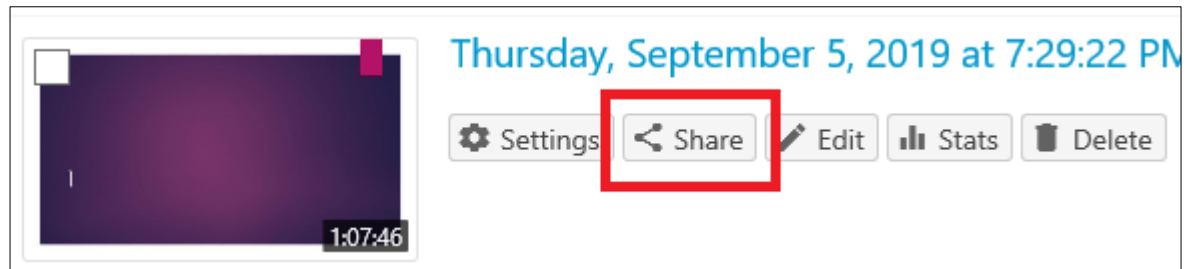
[Save](#) [Cancel](#)

Preview image

4.8 Go back to step 4.2 to make sure your videos are in your course folder.

5 **Get the video link and announce it in Moodle.**

5.1 Mouse over the video and then click “Share”.



5.2 Copy the video link and announce it in Moodle.

