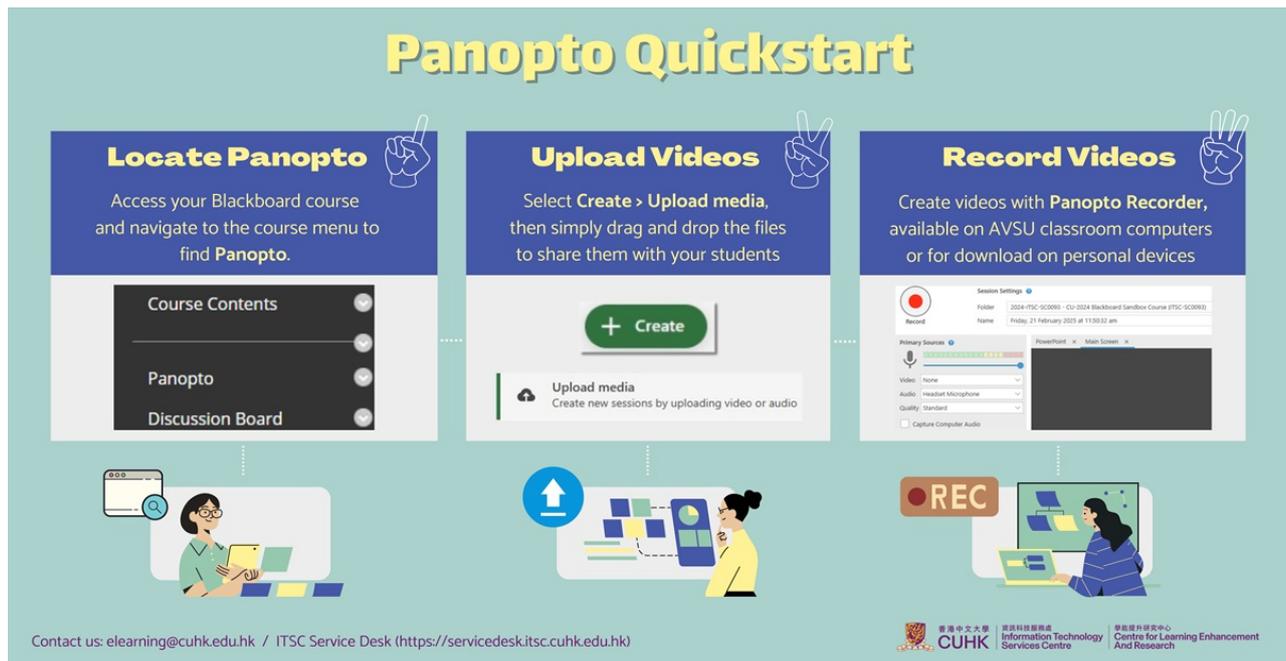


Panopto Instructor Guide

Last Modified on 19/03/2025 3:43 pm HKT

Overview

- Teaching and Learning Video Service @CUHK is jointly supported by the Centre for Learning Enhancement And Research (CLEAR) and ITSC.
- You can use Panopto to share video files to your students for teaching and learning purposes.
- You can use the Panopto recorder in classrooms and LTs for lecture recording.
- You can also use Panopto to collect video assignment from students



Panopto Quickstart

Locate Panopto
Access your Blackboard course and navigate to the course menu to find **Panopto**.

Upload Videos
Select **Create > Upload media**, then simply drag and drop the files to share them with your students

Record Videos
Create videos with **Panopto Recorder**, available on AVSU classroom computers or for download on personal devices

Contact us: elearning@cuhk.edu.hk / ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)

CUHK 香港中文大學
資訊科技服務中心
Information Technology Services Centre
學習及研究卓越中心
Centre for Learning Enhancement And Research

Quickstart on using Panopto with your Blackboard course

1. Locate Panopto

- **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is required for accessing Panopto and Blackboard.
- In case you cannot see the link **Panopto** in your Blackboard course menu, you could add the link following [this article](https://support.panopto.com/s/article/Provision-Individual-Courses-Faculty-Staff) (<https://support.panopto.com/s/article/Provision-Individual-Courses-Faculty-Staff>). Please contact us at ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>) or elearning@cuhk.edu.hk () if you need further assistance.

2. Upload videos

- You can upload videos to Panopto and share them with your class via Blackboard.
 1. Access Panopto via your **Blackboard** (<https://blackboard.cuhk.edu.hk/>) **Course**.
 2. Upload videos to Panopto (**Documentation** (<https://support.panopto.com/s/article/Batch-Upload-Video-Files>) | **Videos** (<https://panopto.cuhk.edu.hk/Panopto/Pages/Sessions/List.aspx#folderID=%224cdb49fa-bf39-4ff0-837a-6fa5c1b009ff%22>))

3. Record videos

- You can **record your lectures using classroom computers** (<https://help.edtech.cuhk.edu.hk/docs/panopto-classroom-recording>).
- You could also install Panopto recorder software on your own computers and record your video anytime anywhere.

Questions: elearning@cuhk.edu.hk

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1. **Access Panopto via your Blackboard** (<https://blackboard.cuhk.edu.hk/>) **Course**. This is necessary for you to get the Creator access of the video folder (before you can use the recorder software).
2. Click **Create**.
3. Click **Download Panopto** to download Panopto recorder software Installer (**Windows** (<https://support.panopto.com/s/article/Install-Panopto-for-Windows>) | **Mac** (<https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac>)). Or, select **Open Panopto** to open the software if you have already installed it on your computer.
4. Record session (**Documentation** (<https://support.panopto.com/s/article/Record-a-Video>) | **Videos** (<https://panopto.cuhk.edu.hk/Panopto/Pages/Sessions/List.aspx#folderID=%224cdb49fa-bf39-4ff0-837a-6fa5c1b009ff%22>))
 - After recording, the video will be uploaded to a specific Panopto folder directly and the respective Blackboard course users can view the video right away.
 - Notes:
 - Ensure you have selected the correct folder before starting the recording.
 - Please make sure Audio Stream is selected. Recording without audio will NOT be usable.
 - Remember to **make sure upload is completed** (<https://help.edtech.cuhk.edu.hk/docs/panopto-make-sure-upload-is-completed>) before closing the Panopto recorder.

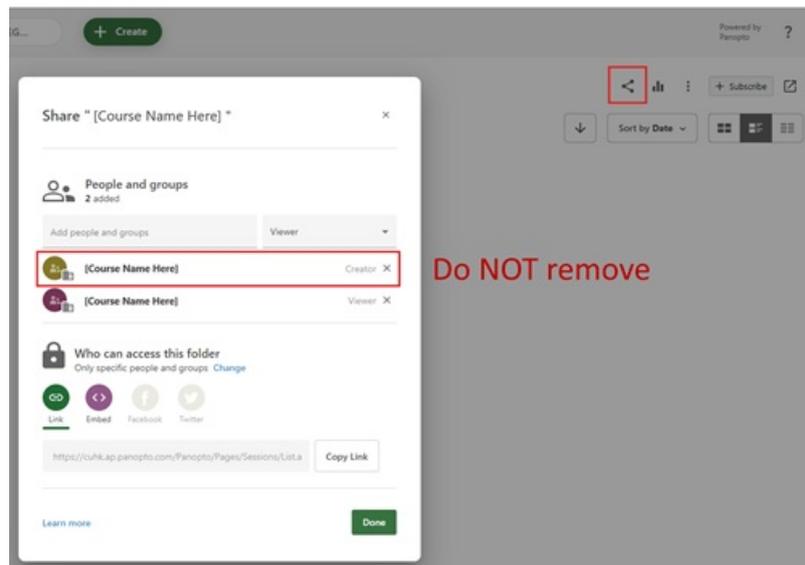
Notes on Panopto User Role Definitions

- **Creator**
 - Users with **Creator** role in a video folder on Panopto can upload videos and create videos into the video folder for sharing with other users.
 - Instructors and TA/Support Staff in a Blackboard course (with Panopto enabled) have been assigned **Creator** role by default to manage the corresponding video folder on Panopto.
- **Viewer**
 - Users who can only view videos in a video folder on Panopto.
 - Students in a Blackboard course have been assigned **Viewer** role by default to allow them to view videos in the corresponding video folder on Panopto.

To learn more, please see **User Permission (6. User Type Breakdown)** (<https://support.panopto.com/s/article/user-permissions-0>).

Additional Notes

- Time is needed to process the files after video upload. You can wait for the email notification from the system.
- Setting a Blackboard Courses “**unavailable to students**” has **no effect** on the accessibility of the videos shared in the corresponding **video folders** on Panopto. Remember to update the “**Availability**” or “**Who has access:**” settings of the corresponding video folders on Panopto as well.
- You can copy Panopto videos from one Panopto folder to another. Details: **Batch Copy and Move** (<https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos>). If you have embedded Panopto videos in Blackboard course areas and plan to copy them to another Blackboard course, please check the access rights of the **videos** (<https://support.panopto.com/s/article/Share-a-Video>) or **folders** (<https://support.panopto.com/s/article/Share-a-Folder>) in the destination Blackboard course.
- **DO NOT REMOVE** the **Creator** access right from the **Share** page.



If you mistakenly remove the **Creator** access right, please contact us for assistance at ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>) or elarning@cuhk.edu.hk ().

Online Training

- **Introduction to Blackboard, Panopto, and Zoom** (<https://help.edtech.cuhk.edu.hk/docs/introduction-to-blackboard-panopto-and-zoom>)

Other Features

- **Panopto Mobile App** (<https://help.edtech.cuhk.edu.hk/docs/how-to-log-in-to-panopto-mobile-app>)
- **Share a Panopto folder** with specific students in class (<https://help.edtech.cuhk.edu.hk/docs/share-a-panopto-folder-with-specific-students-in-class>)
 - **How to control the availability of videos** on Panopto? (<https://help.edtech.cuhk.edu.hk/docs/how-to-control-the-availability-of-videos-on-panopto>)
- **Students' Video Assignment Collection**
 - **Create Video Assignment Folder (by Teachers, TAs, and Support Staff)** (<https://help.edtech.cuhk.edu.hk/docs/create-video-assignment-folder-on-panopto>)
 - **Submit Video Assignment (by Students)** (<https://help.edtech.cuhk.edu.hk/docs/submit-video-assignment-panopto-cloud>)

Additional Resources

1. **Panopto Support Website** (<https://support.panopto.com/s/>) - best place to search for specific functions
2. **Panopto Support Page** (<https://www.edtech.cuhk.edu.hk/vidocms-panopto>) (by ITSC EdTech)
 - **FAQs** (https://cuhk.service-now.com/sp?id=kb_category&kb_category=da9aa3420fe77200eb3dc19ce1050e74&spa=1)
 - **Scheduled Recording @ Selected Lecture Theatres** (<https://help.edtech.cuhk.edu.hk/docs/panopto-scheduled-recording>)
 - **"Getting Started with Panopto" Videos** (<https://panopto.cuhk.edu.hk/Panopto/Pages/Sessions/List.aspx?folderID=4cdb49fa-bf39-4ff0-837a-6fa5c1b009ff>)
 - **On Demand Recording**
 - **Panopto Recorder Download** (http://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto-DownloadRecorder-Blackboard.pdf)
 - **Panopto Recorder Software: Windows** (<https://support.panopto.com/s/article/Install-Panopto-for-Windows>) | **Mac** (<https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac>)
3. **Creator Training PPT** (https://www.cuhk.edu.hk/eLearning/c_systems/panopto/PanoptoCreatorTrainingPPT2017.pdf)
4. **eLearning@CUHK** (<https://www.elearning.cuhk.edu.hk/>)

Questions: elarning@cuhk.edu.hk

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Further Questions?

- ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)
 - Email: elearning@cuhk.edu.hk ()
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