

Panopto Instructor Guide

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Overview

- Panopto is a service which you can use 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



Quickstart on using Panopto with your Blackboard course

1. **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.
2. Enabling Panopto in your Blackboard Course
 - If you don't see the link "Panopto" in your Blackboard course menu, contact the support team at ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>) or elearning@cuhk.edu.hk ().
3. Uploading videos and sharing them with students using Panopto service
 - 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>))
4. Record your session using Panopto recorder software
 - You can **record your lectures using classroom computers** (<https://help.edtech.cuhk.edu.hk/docs/panopto-classroom-recording>).

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- You could also install Panopto recorder software on your own computers and record your video anytime anywhere.
- After recording, you can upload the video directly to a specific Panopto folder and the respective Blackboard course users can view the video right away.
 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 “Open in Panopto”.
 3. On the new window, 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>))
 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>))

5. Notes:

1. Please make sure Audio Stream is selected. Recording without audio will NOT be usable.
2. 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.

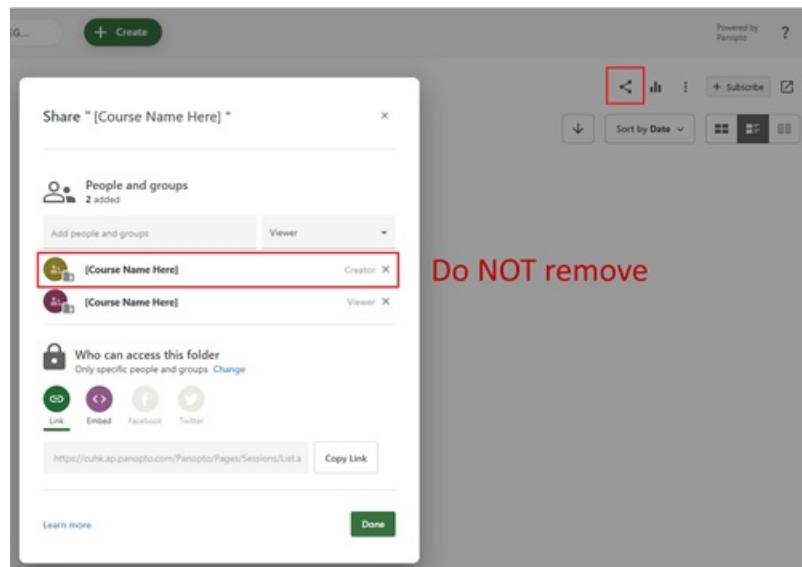
Notes on Panopto User Role Definitions

- **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.
- Special notes on re-using your Blackboard course and shared videos on Panopto. Details: **Batch Copy and Move** (<https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos>).
- **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) (<https://help.edtech.cuhk.edu.hk/docs/introduction-to-blackboard-panopto-and-zoom>)

Feature Highlights (2021/22)

- [Panopto Mobile App](https://help.edtech.cuhk.edu.hk/docs/how-to-log-in-to-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) (<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) (<https://help.edtech.cuhk.edu.hk/docs/how-to-control-the-availability-of-videos-on-panopto>)

Feature Highlights (2020/21)

- [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) (<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) (<https://help.edtech.cuhk.edu.hk/docs/submit-video-assignment-panopto-cloud>)

Additional Resources

1. [Panopto Support Website](https://support.panopto.com/s/) (<https://support.panopto.com/s/>) - best place to search for specific functions
2. [Panopto Support Page](https://www.edtech.cuhk.edu.hk/video/cms-panopto) (<https://www.edtech.cuhk.edu.hk/video/cms-panopto>) (by ITSC EdTech)
 - [FAQs](https://cuhk.service-now.com/sp?id=kb_category&kb_category=da9aa3420fe77200eb3dc19ce1050e74&spa=1) (https://cuhk.service-now.com/sp?id=kb_category&kb_category=da9aa3420fe77200eb3dc19ce1050e74&spa=1)
 - [On-demand Recording @ Classrooms](https://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto_Classroom_Record.pdf) (https://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto_Classroom_Record.pdf)
 - [Scheduled Recording @ Selected Lecture Theatres](https://help.edtech.cuhk.edu.hk/docs/panopto-scheduled-recording) (<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) (<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) (http://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto-DownloadRecorder-Blackboard.pdf)

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- 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. **ITSC Online Service Desk** (<https://servicedesk.itsc.cuhk.edu.hk/>)
- 5. **Related resources on eLearning@CUHK** (<https://www.elearning.cuhk.edu.hk/>):
 - **Teaching with Tech** (<https://www.cuhk.edu.hk/eLearning/download/TeachingWithTechOverview2021.pdf>) **Overview**
 - **Learning with Tech** (<https://www.cuhk.edu.hk/eLearning/download/LearningWithTechOverview2021.pdf>) **Overview**

Further Questions?

- Email: elearning@cuhk.edu.hk ()
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