

Zoom Recordings in Panopto

Zoom recordings to the cloud now automatically go into your Panopto account. These instructions will walk you through how to embed these from Panopto into a Canvas Page to share with your class. This is the current recommended practice for sharing Zoom recordings. Effective Dec 2020 Zoom recordings are only available in your Zoom account for 60 days and in your Panopto account indefinitely.

Activating Panopto in your Course

To be able to access your videos you need to add Panopto to your left hand menu. If you do not already see Panopto on your left-hand menu in your course, follow these steps to add it.

1. Open your course in Canvas.
2. Click on **Settings** all the way at the bottom of your left-hand menu.
3. Click on the **Navigation** tab across the top.
4. Find **Panopto Recordings** in the bottom set of tools and drag it to the top set. Alternatively click the three dots to the right hand side of the Panopto tool and select **Enable**.
5. Scroll to the bottom of the page and click **Save**.

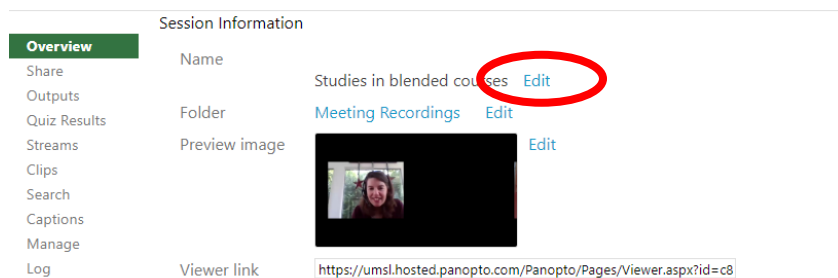
Uploading a video in Panopto

If you have recorded your video in another place you can upload it to the Panopto library. Note if you do not see **Panopto Recordings** as an option on your course left-hand navigation menu.

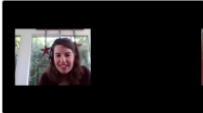
6. Open your course in Canvas.
7. Click on **Panopto Recordings** on your left-hand menu.
8. Click on the green **Create** button on your top navigation bar.
9. Click **Upload Media**.
10. Navigate to where your video is stored and select it or drag and drop the media in the pop up box.
11. Once the upload is complete, close the pop-up box.

Editing Name, folder, and Share settings in Panopto

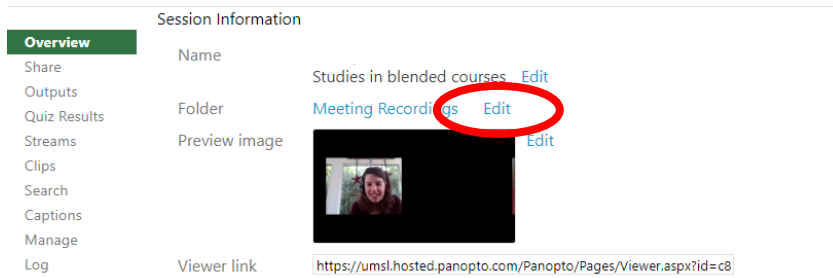
1. Navigate to your video, hover over it and click **Settings**.
2. To change the Name, click **Edit** next to the name of the video. Edit to something useful and memorable. Click the **Save** link directly under the name.



The screenshot shows the 'Session Information' page in Panopto. On the left is a navigation menu with 'Overview' selected. The main content area has a table with the following rows:

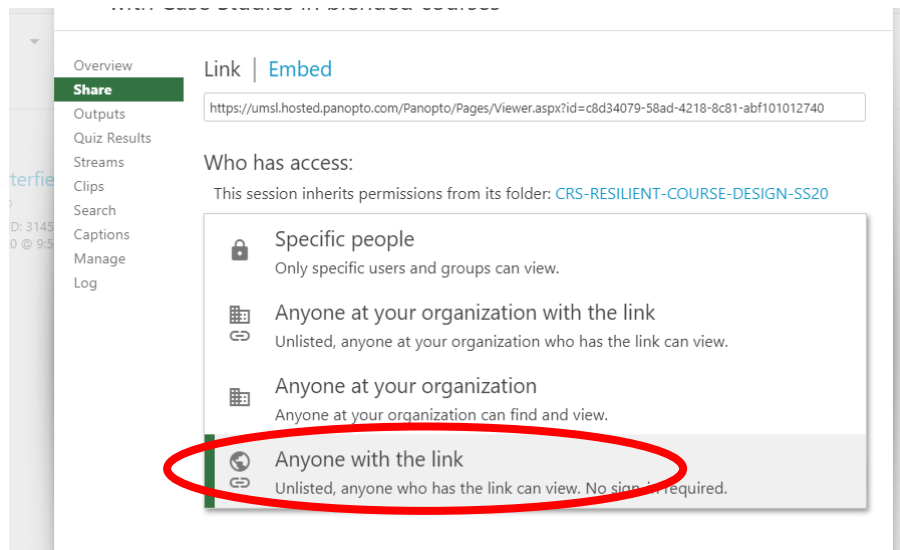
Session Information	
Name	Studies in blended courses Edit
Folder	Meeting Recordings Edit
Preview image	 Edit
Viewer link	https://umsl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c8

3. To change the Folder, click **Edit** next to the folder and select the folder for the course you want to move the recording into. Then click the **Save** link under the file name box.



4. Change the video share settings so anyone with the link can view. This assures students will not have access errors. Even if you have moved your video to your course folder, students might still have problems accessing the video. This additional step can help eliminate these difficulties.

- a. Under the video click **Share**.
- b. Under **Who has access**. Click the drop down next to **Specific people** and change this option to **Anyone with the link**.



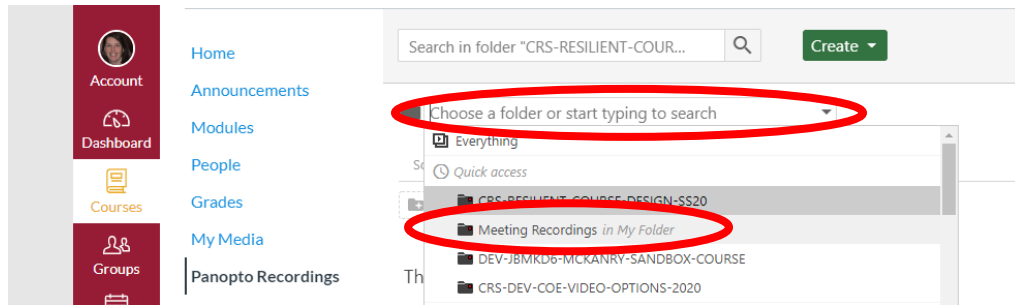
- c. Click the **Save changes** button.

Post Your Video in a Canvas Page

1. Click on the **Modules** tab.
2. In the heading of the Module where you want to post your video, click the + button. If necessary, add a new module using the orange +Module button at the top of the screen.
3. From the dropdown select **Page** as the type of media (note you can also embed media in a discussion, assignment, or announcement, if preferred select to one of those options instead).
4. Click **[New Page]**.
5. Enter a title for the page.
6. Click **Add Item**.
7. Click the title of the page you just added.
8. Click the **Edit** button.
9. Place your cursor in the textbox at the location you would like to embed your recording.
10. On the tools menu, select the green circle **Panopto Recordings Tool**.



11. Panopto will default to showing the folder for the current course.
 - a. If your Zoom video was recorded from a meeting created using the Canvas integration the video will probably appear in the course folder.
 - b. For all other Zoom videos, click the dropdown next to this folder and select the folder to **Meeting Recordings** (note for some people this is called **MyRecordings**).



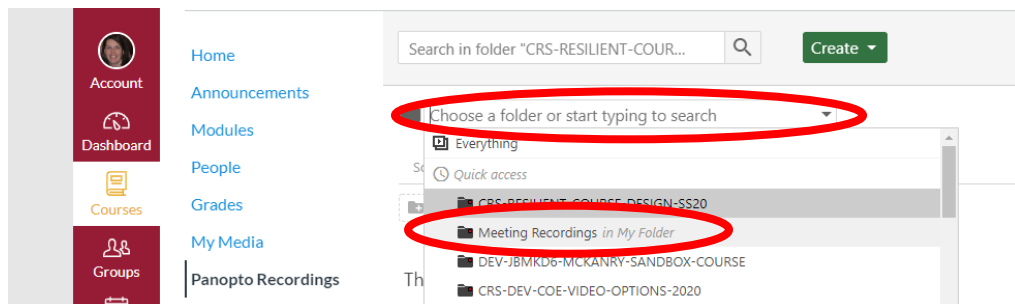
12. Click the video.
13. If desired, change the size and options for the video.
14. Click **Insert**.
15. Click **Save and Publish** (make sure your Module is also published or students will not see the content).

Post Your Video in a Discussion

1. Open the discussion.
2. If posting in the instruction area, click **Edit**. If posting within a discussion post, click **Reply**.
3. Place your cursor in the textbox at the location you would like to embed your recording.
4. On the tools menu, select the green circle **Panopto Recordings Tool**.



5. Panopto will default to showing the folder for the current course.
 - a. If your Zoom video was recorded from a meeting created using the Canvas integration (or you have moved it to the course folder) the video will appear in the course folder.
 - b. For all other Zoom videos, click the dropdown next to this folder and select the folder to **Meeting Recordings** (note for some people this is called **MyRecordings**).



6. Click the video.
7. If desired, change the size and options for the video.
8. Click **Insert**.
9. Click **Post Reply** (or **Save** if Editing the discussion instructions).