

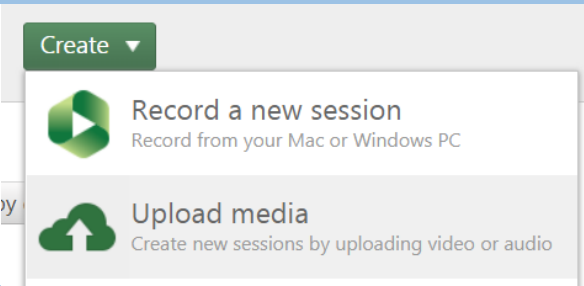
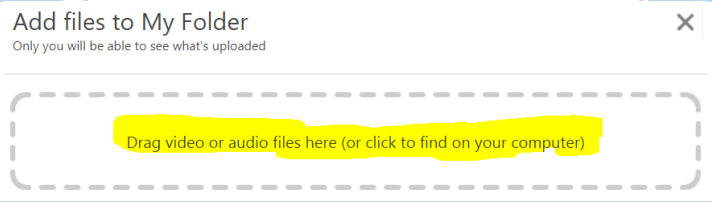
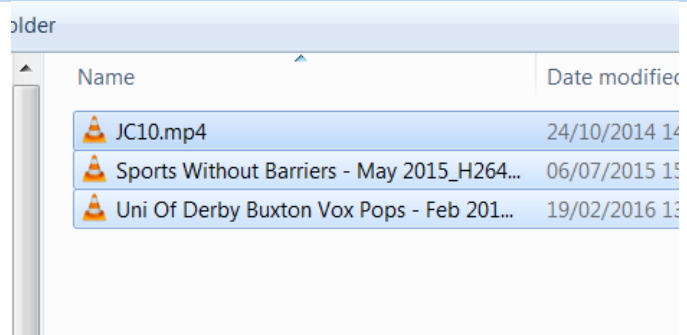
Uploading media to Panopto

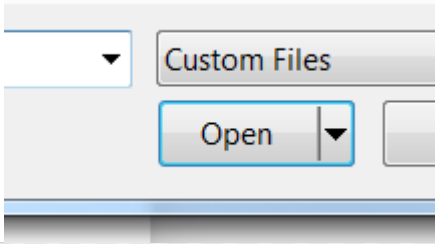
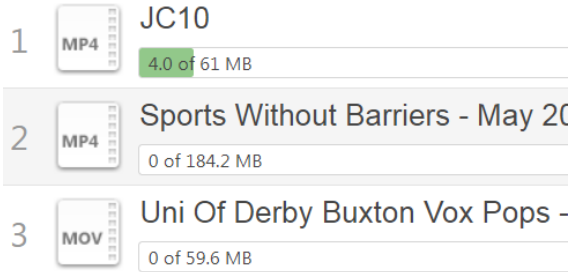
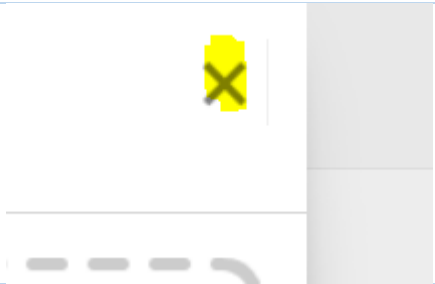
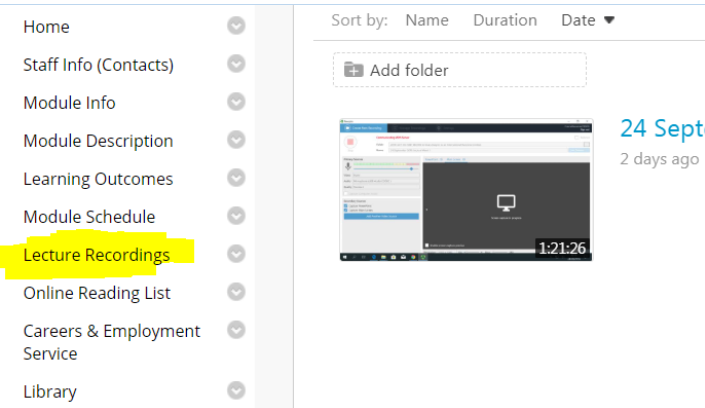
Contents

| | |
|---|---|
| Uploading media to a module | 1 |
| Uploading to My Folder in Panopto | 4 |
| Sharing content..... | 6 |

Uploading media to a module

If you want to add some video or audio to a module, you can store it directly in the Lecture Recordings folder. This will be available for students to view in the Lecture Recordings folder. You can also optionally add the video to another folder like Study Materials.

| | |
|--|---|
| 1 Navigate to your Lecture Recordings folder in the desired module on Course Resources | https://courseresources.derby.ac.uk |
| 2 Click on Create > Upload media . |  |
| 3 Click inside the dashed box. |  |
| 4 A file browser will open. Navigate to the location of the files you want to upload (e.g. Downloads folder) You can select multiple files for bulk upload. You can upload video and audio files. |  |

| | |
|---|--|
| 5 Click Open . |  |
| 6 The files will start to upload. |  |
| 7 When all the files have uploaded you can close the upload dialog box by clicking the X. |  |
| 8 The files will process, and you will receive an email to tell you when they are ready to use. | |
| 9 The media is available for module enrollees in the module's Lecture Recording folder. |  |
| 10 Optionally, add the media to a module folder like Study Materials. | |

11 Navigate to the desired folder and click on **Add Interactive Tool > Panopto Video Link**

The screenshot shows the Panopto interface. On the left is a navigation menu with items like 'Announcements', 'Study Materials', 'Home', 'Staff Info (Contacts)', 'Module Info', 'Module Description', 'Learning Outcomes', 'Module Schedule', 'Lecture Recordings', 'Online Reading List', and 'Careers & Employment'. The 'Study Materials' section is expanded, showing a list of folders: 'Week 1', 'Week 2', and 'Week 3'. The 'Week 3' folder is selected. On the right, the 'Add Interactive Tool' dropdown menu is open, showing options: 'Discussion Board', 'Blogs', 'Journals', 'Wikis', 'Panopto Video Link' (which is highlighted), 'Achievements', 'Pebble+', 'ATLAS', and 'More Tools'. The 'Panopto Video Link' option is the one to be selected.

12 Select the folder from the Folder drop down.


The screenshot shows the 'Insert Panopto Video' form. The 'Folder' dropdown menu is open, showing a list of folders: '2018-AUT-OC-KED-6EC506: Critical Analysis in an International Business Context'. The 'Lecture' dropdown menu is also open, showing a list of lectures: '24 September 2018 Lecture Week 1'. The 'Title' and 'Description' fields are empty. The 'Description' field has a placeholder text: 'Use HTML to include additional links, images, formatting, etc. in the description'.

13 Wait for the screen to reload, and then select the recording from the Lecture dropdown.

The screenshot shows the 'Insert Panopto Video' form. The 'Folder' dropdown menu is open, showing a list of folders: '2018-AUT-OC-KED-6EC506: Critical Analysis in an International Business Context'. The 'Lecture' dropdown menu is also open, showing a list of lectures: '24 September 2018 Lecture Week 1'. The 'Title' and 'Description' fields are empty. The 'Description' field has a placeholder text: 'Use HTML to include additional links, images, formatting, etc. in the description'.

14 Change the title and add a description if desired, then click Submit to insert the video.

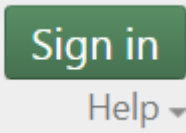
The screenshot shows the 'Insert Panopto Video' form. The 'Folder' dropdown menu is open, showing a list of folders: '2018-AUT-OC-KED-6EC506: Critical Analysis in an International Business Context'. The 'Lecture' dropdown menu is also open, showing a list of lectures: '24 September 2018 Lecture Week 1'. The 'Title' field is filled with '24 September 2018 Lecture Week 1'. The 'Description' field is empty. The 'Description' field has a placeholder text: 'Use HTML to include additional links, images, formatting, etc. in the description'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

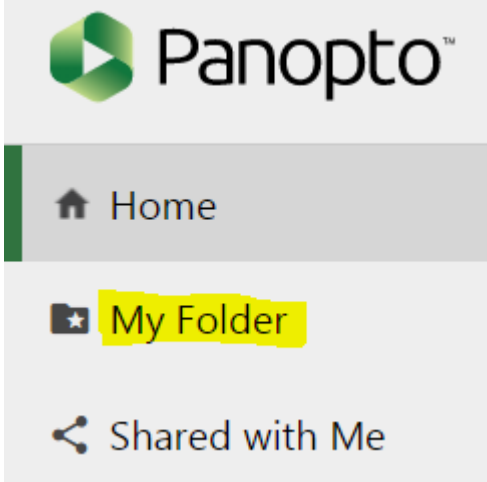
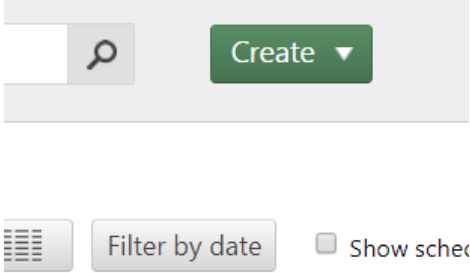
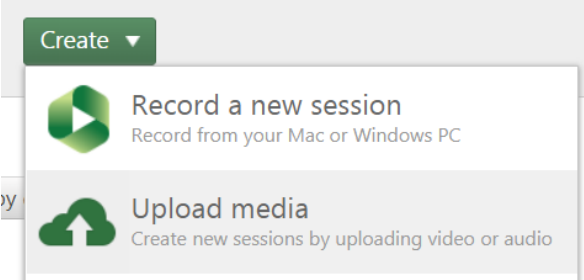
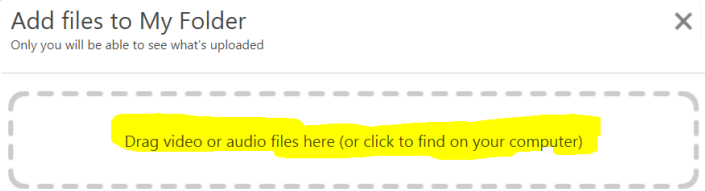
| | |
|-----------------------------|---|
| 15 The link is now inserted | <div>Availability: Item is not available. It will be available</div> <div>  24 September 2018 Lecture Week 1 </div> |
|-----------------------------|---|

Uploading to My Folder in Panopto

My Folder is a personal area on the Panopto website that is not linked to Course Resources. You can use this in a similar way to a private channel on YouTube. You can upload media into this folder, then edit it if desired and then either move it into a module folder or share it out at different levels.

Uploading media into My Folder is set to share with only yourself by default. You must then grant access to each video through the sharing options (see Sharing below).

| | |
|--|--|
| 1 Navigate to the Panopto website: | https://revision.derby.ac.uk |
| 2 Click Sign in . |  |
| 3 Choose Sign in using Course Resources and click Sign in . | <div> User Sign-in </div> <div> Sign in using Course Resources ▼ </div> <div> Sign in </div> |
| 4 You might be asked to enter your University username and password. Use your normal details. | <div> Please sign in </div> <div> Username <input type="text"/> </div> <div> Password <input type="password"/> </div> <div> Logon </div> |

| | |
|----------------------------------|--|
| 5 Click on My Folder . |  <p>The image shows the Panopto navigation menu. At the top is the Panopto logo. Below it are three options: 'Home' with a house icon, 'My Folder' with a star icon and highlighted in yellow, and 'Shared with Me' with a share icon.</p> |
| 6 Click on Create . |  <p>The image shows the 'Create' button in the Panopto interface, which is a green button with a downward arrow. Below it are two filter buttons: 'Filter by date' and 'Show schedule'.</p> |
| 7 Click on Upload media . |  <p>The image shows the 'Create' dropdown menu. It has two options: 'Record a new session' with a play icon and the text 'Record from your Mac or Windows PC', and 'Upload media' with a cloud upload icon and the text 'Create new sessions by uploading video or audio'. The 'Upload media' option is highlighted.</p> |
| 8 Click inside the dashed box. |  <p>The image shows a dialog box titled 'Add files to My Folder' with a close button (X) in the top right corner. Below the title is a dashed box containing the text 'Drag video or audio files here (or click to find on your computer)'. The text is highlighted in yellow.</p> |

| | |
|---|--|
| <p>9 A file browser will open.</p> <p>Navigate to the location of the files you want to upload (e.g. Downloads folder)</p> <p>You can select multiple files for bulk upload.</p> <p>You can upload video and audio files.</p> | |
| <p>10 Click Open.</p> | |
| <p>11 The files will start to upload.</p> | |
| <p>12 When all the files have uploaded you can close the upload dialog box by clicking the X.</p> | |
| <p>13 The files will process, and you will receive an email to tell you when they are ready to use.</p> | |

Sharing content

You can set a variety of different levels of sharing permissions for your media content. You can restrict media to specific people, allow anyone at the university organization to view it which means they have to log in, or open it up worldwide by making it public. [Click here to see what the different sharing options are.](#)

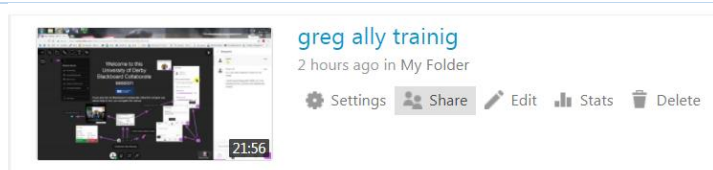
How to get a link or embed code for sharing on email or website

How to change the sharing permissions

1 Log into the Panopto website and navigate to My Folder (see above).

<https://revision.derby.ac.uk>

2 Hover over the media and click on Share.



3 The link is available.

Click on Specific people area to change sharing options.

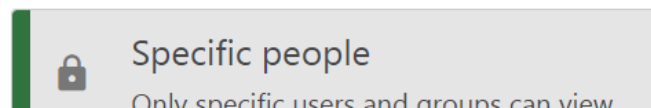
[Click here to see what different sharing options are.](#)

Link | Embed

<https://derby.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=c4>

Who has access:

This session inherits permissions from its folder: My I



4 To get an Embed code click on Embed and copy the code.

Click on Specific people area to change sharing options.

[Click here to see what different sharing options are.](#)

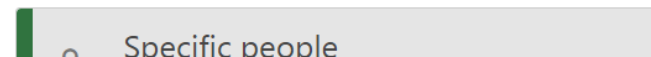
Link | Embed

```
<iframe src="https://derby.cloud.panopto.eu/Panopto/Pages/Embed.aspx?
a8ba0095657c&v=1" width="720" height="405" style="padding: 0px; bor
d=1" frameborder="0" allowfullscreen allow="autoplay"></iframe>
```

Copy the code above to embed this session into a website. [Learn more](#)

Who has access:

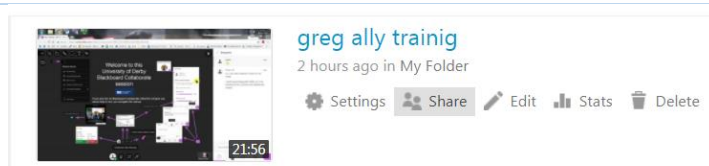
This session inherits permissions from its folder: My Folder

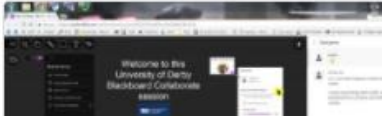









To add to a Lecture Recordings folder in Course Resources

This will automatically make it available to people enrolled in the module.

5.0 Locate the video and click on the **Settings** cog.



| | |
|---|---|
| 5.1 Click on Overview | <div> <div>Overview</div> <div> Share Outputs Quiz Results Streams Search Captions </div> </div> <div>Session Info</div> <div> <div>Name</div> <div>Folder</div> <div>Preview image</div> </div> |
| 5.2 Click Edit next to Folder | <div>Session Information</div> <div> <div>Name</div> <div>Folder</div> <div>Preview image</div> </div> <div> <div>greg ally trainig</div> <div>My Folder</div> <div>  </div> </div> <div> Edit Edit </div> |
| 5.3 Click in the Folder box and type your module code. A list of matches appears automatically. | <div>Session Information</div> <div> <div>Name</div> <div>Folder</div> <div>Preview image</div> </div> <div> <div>greg ally trainig</div> <div>6nu</div> <div> <div>  vlin 2012-6NU146  2013-AUT-6NU501: Child Developm  2016-6NU501: Child Development  2016-6NU536: Return to Practice  v-lin 2012-6nu145 </div> </div> </div> <div> Edit </div> |
| 5.4 Select the module code - ensure you get the correct year!. | <div>Session Information</div> <div> <div>Name</div> <div>Folder</div> <div>Preview image</div> </div> <div> <div>greg ally trainig</div> <div> <div> <div>vlm 2012-6NU146</div> <div>Save Cancel</div> </div> <div>  </div> </div> </div> <div> Edit </div> |

| | |
|--|--|
| <p>5.5 Click Save. The video is now available in the module's Lecture Recordings folder.</p> | <p>Session Information</p> <div> <div>Name</div> <div>greg ally trainig Edit</div> </div> <div> <div>Folder</div> <div> <div>vlin 2012-6NU146</div> <div> Save Cancel </div> </div> </div> <div> <div>Preview image</div> <div>  </div> </div> |
| <p>5.6 Note. This will remain in the module folder so if you want to make it available in a new module, you'll have to copy or move it. Instructions on how to do this are available here.</p> | <p>https://digitalhandbook.wp.derby.ac.uk/menu/toolbox/panopto-lecture-recording/</p> |