

Sharing lecture recording videos across modules

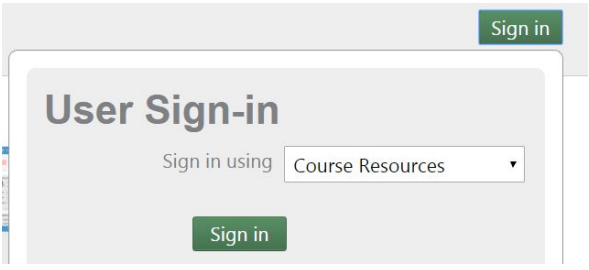
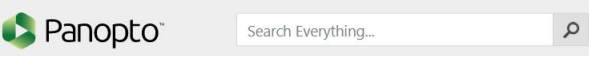
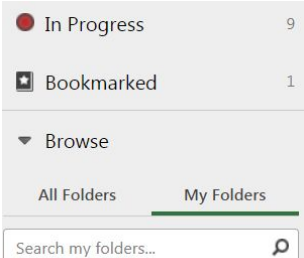
There are four scenarios when you might want to share recordings. Please read the detailed instructions below for how to do each option.


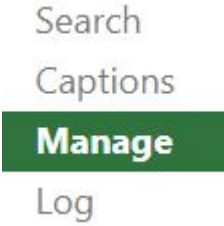
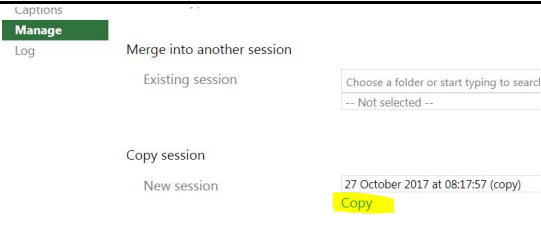



1. **Only one recording from Module A needs to be available in Module B.**
 - a. Make a copy of the recording in module A and change the folder to module B.
2. **All recordings from Module A need to be available in Module B, Module B has no recordings of its own.**
 - a. Remove Module B's lecture recording folder and substitute it for Module A's.
3. **All recordings from Module A need to be available in Module B, but Module B also has it's own recordings.**
 - a. Add Module A's folder to Module B's folder
4. **One recording from Module A needs to be made available in multiple modules.**
 - a. Make a copy of the recording in module A and change the folder to other modules.

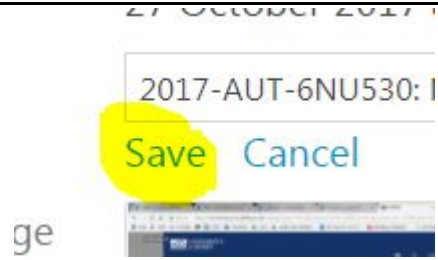
Detailed instructions

1. Only one recording from Module A needs to be available in Module B.

Make a copy of the recording in module A and change the folder to module B.

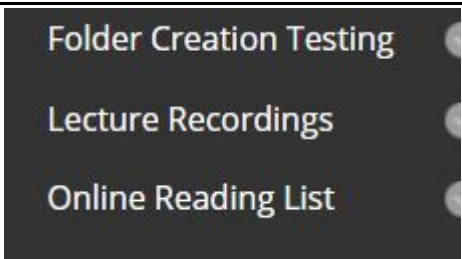
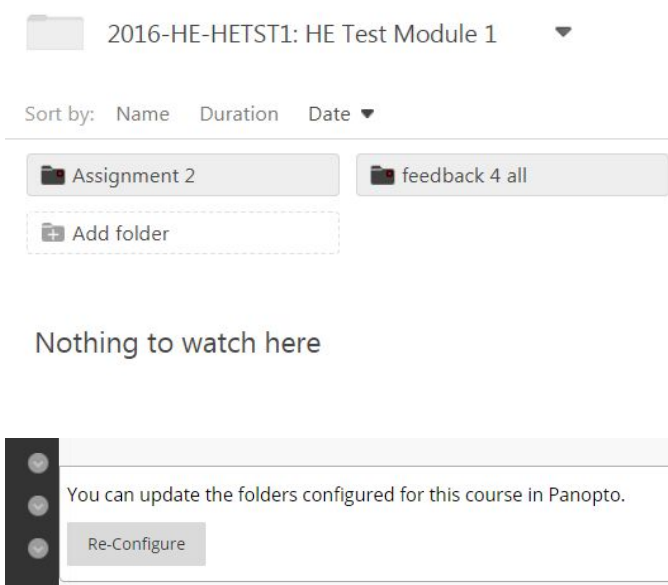
<p>1 Log in to Panopto website</p> <p>Click 'Sign in', then sign in with Course Resources</p> <p>Enter university username and password if prompted</p>	<p>https://derby.cloud.panopto.eu</p> 
<p>2 Locate your recording</p> <p>Search for keywords in the top search bar</p> <p>Search for module code in the side menu browse bar</p>	<p>Top search bar:</p>  <p>Side menu browse search bar:</p> 

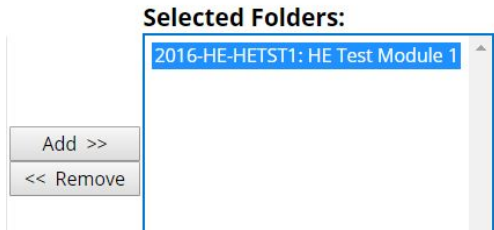

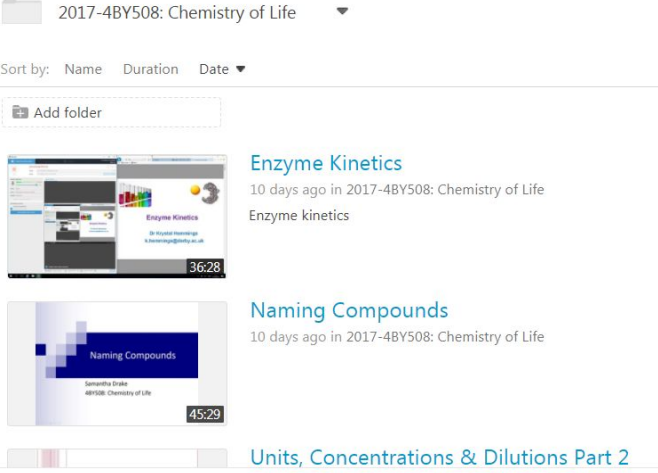
<p>3 Enter Settings</p> <p>Hover over the video, click 'Settings'</p>	 <p>27 October 2017 at 08:17:57 an hour ago in 784648 feedback</p>
<p>4 Enter Manage</p> <p>Click on 'Manage' on the side bar</p>	
<p>5 Make a copy</p> <p>Click on 'Copy'</p> <p>Click on OK to confirm</p> <p>You are now working on the copy</p>	
<p>6 Enter Overview</p> <p>Click 'Overview'</p>	
<p>7 Edit folder</p> <p>Click on 'Edit' next to the folder name</p>	
<p>8 Enter target folder</p> <p>Click on dropdown to enable typing</p> <p>Type module code into search box</p> <p>Select correct module from the list</p> <p>DOUBLE CHECK THE YEAR</p>	

<p>9 Save</p> <p>Click 'Save'</p> <p>The copy is now in the target module, "Module B"</p> <p>All members of Module B can now view the recording.</p>	
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2. All recordings from Module A need to be available in Module B, Module B has no recordings of its own.

- a. Remove Module B's lecture recording folder and substitute it for Module A's

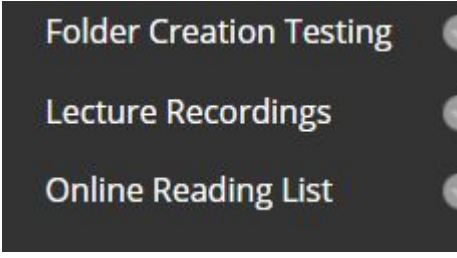
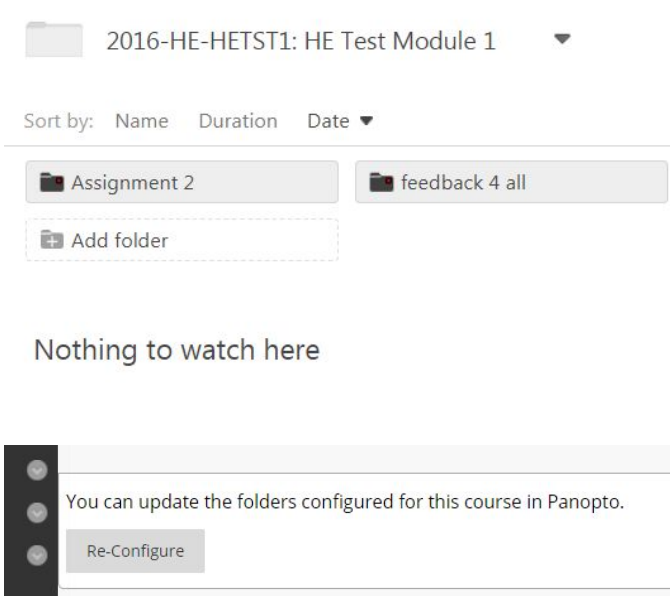
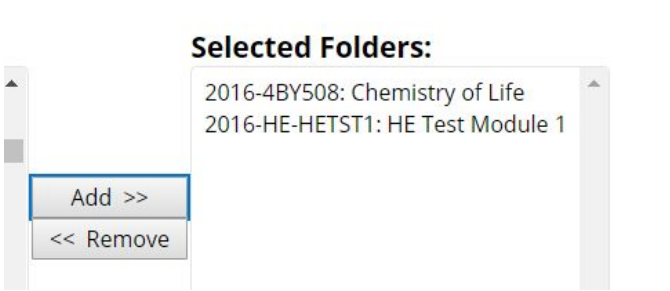
<p>1 Log in to Course Resources</p>	
<p>2 Navigate to your module</p> <p>Visit the target module, "Module B".</p>	
<p>3 Lecture Recordings</p> <p>Click on 'Lecture Recordings' folder</p>	
<p>4 Reconfigure</p> <p>Scroll down and click on 'Re-Configure'</p> <p>You must be a Module Tutor to see this button</p>	

<p>5 Remove Module B</p> <p>On the right box “Selected folders”, click Module B’s folder and click ‘Remove’</p>	
<p>6 Add Module A</p> <p>On the left “Available folders”, locate the source module where all recordings are stored</p> <p>Click to select it</p> <p>Click on ‘Add’</p> <p>The module will appear on the right box</p>	
<p>7 Submit</p> <p>Click ‘Submit’</p> <p>The Lecture Recordings folder now contains all recordings from source Module A</p> <p>Anything recorded into Module A will appear in Module B as well</p> <p>Warning! This is not a copy</p> <p>If you delete recordings from Module B, they will also be deleted from Module A, and vice versa</p>	

3. All recordings from Module A need to be available in Module B, but Module B also has it's own recordings.

- a. Add Module A’s folder to Module B’s folder

<p>1 Log in to Course Resources</p>	
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<p>Visit the target module, "Module B"</p>	
<p>3 Lecture Recordings</p> <p>Click on 'Lecture Recordings' folder</p>	
<p>4 Reconfigure</p> <p>Scroll down and click on 'Re-Configure'</p> <p>You must be a Module Tutor to see this button</p>	
<p>5 Add Module A</p> <p>On the left "Available folders", locate Module A which you want to add to Module B</p> <p>Click to select it</p>	<p>Available Folders:</p> <ul style="list-style-type: none"> 2016-UDOL-2017-01-30-6IM505: Issues in Global Business & Strategic Concepts 2016-UDOL-2017-01-30-6IM995: Applied Research Project 2016-UDOL-2017-01-30-6IM997: Independent Study 2016-UDOL-2017-01-30-6MK507: Digital and Social Media Marketing 2016-UDOL-2017-01-30-6MK517: Strategic Marketing Management 2016-UDOL-2017-01-30-6NU503: Ethical and Legal Issues in Healthcare Policy and Practice 2016-UDOL-2017-01-30-6NU521: Diabetes: A Contemporary Approach 2016-UDOL-2017-01-30-6NU527: Evidence Based Practice
<p>6 Add</p> <p>Click 'Add'</p> <p>Module A will appear on the right box.</p>	

<p>7 Submit</p> <p>Click Submit</p> <p>Both Module A and Module B recordings are available in Module B</p>	<p>Panopto Folder for: 2016-4BY508: Chemistry of Life</p> <ul style="list-style-type: none"> Introduction to Module Structure & Bonding Part 1 Atomic Structure and Bonding Part 2 Atomic Structure and Bonding Part 3 Test 21st Sept 21 September 2016 at 16:27:53 YouTubeStarlings Structure & Bonding Part 4 Numbers & Logarithms Naming Compounds Acids, Bases & pH (Acids, Bases & pH for Tutors) Acids, Bases & pH Moles & Molar Ratio - Part 1 M&MR - Part 1a Moles & Molar Ratio - Part 2 Moles & Molar Ratio - Part 3 Balancing Equations Balancing Equations - Part 2 Units & Concentrations - Part 1 Organic Chemistry Recording Correction Organic Chem Units & Concentrations - part 2 Audio Podcast (RSS) Video Podcast (RSS) Panopto Folder Settings Links Download Panopto Recorder (Windows Mac) <p>Panopto Folder for: 2016-HE-HETST1: HE Test Module 1</p> <ul style="list-style-type: none"> No recordings. Audio Podcast (RSS) Video Podcast (RSS)
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4. One recording from Module A needs to be made available in multiple modules.

- a. Make a copy of the recording in module A for each of the other modules, and change the folder to other modules.

This process is the same as part one. Repeat the procedure from part one above and make a copy for each target module.

Getting Help

For technical support please call ITS x 1234.

For further help with using technology in teaching please contact TEL@derby.ac.uk.