

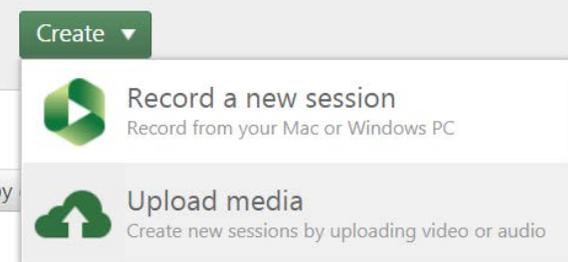
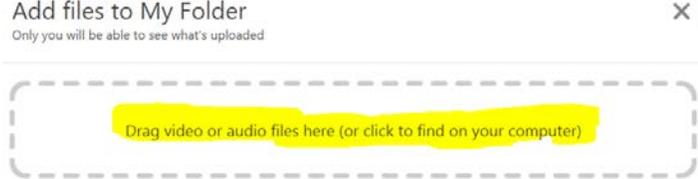
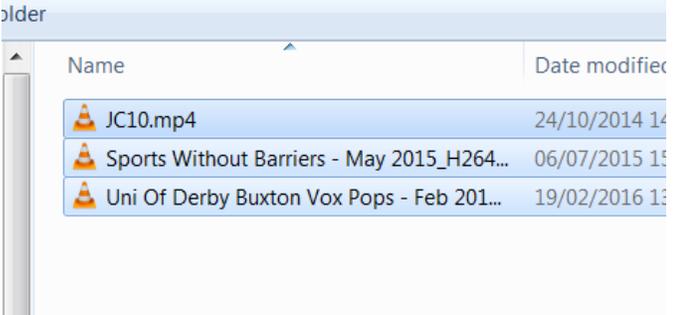
Uploading media to Panopto

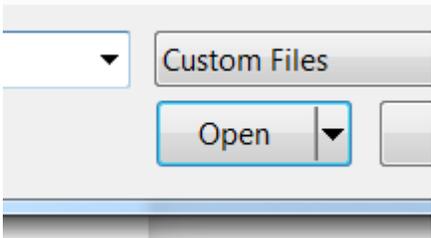
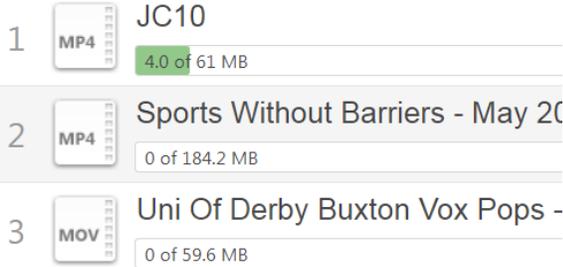
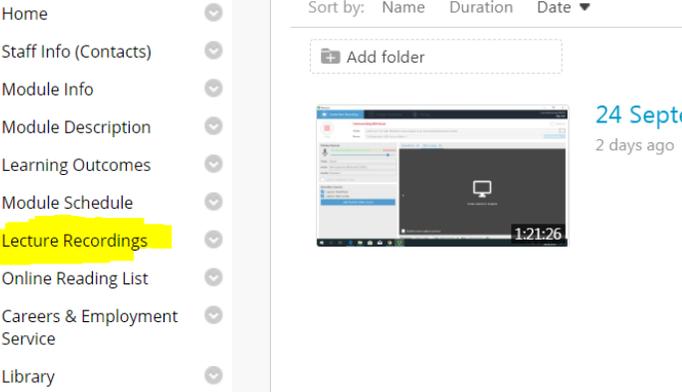
Contents

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

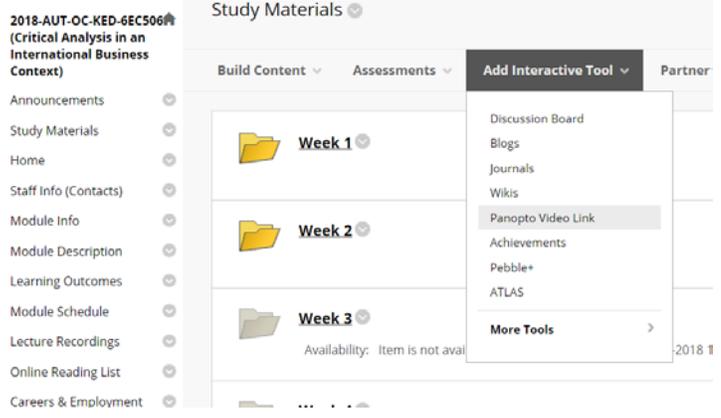
Uploading media to a module

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.

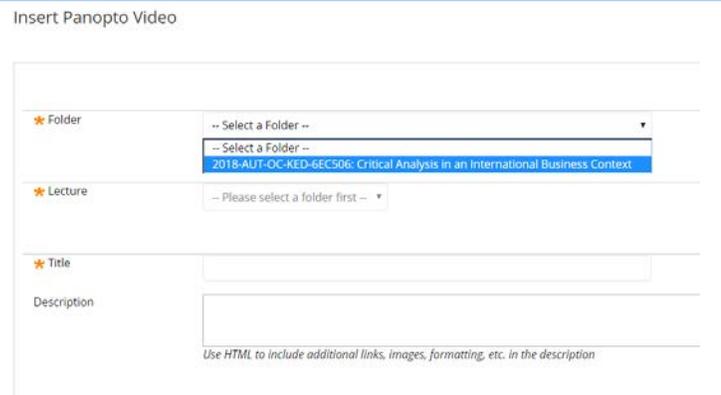
| | |
|---|--|
| <p>1 Navigate to your Lecture Recordings folder in the desired module on Course Resources</p> | <p>https://courseresources.derby.ac.uk</p> |
| <p>2 Click on Create > Upload media.</p> |  |
| <p>8 Click inside the dashed box.</p> |  |
| <p>9 A file browser will open.</p> <p>Navigate to 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> | |
| <p>14 The media is available for module enrollees in the module's Lecture Recording folder.</p> |  |
| <p>15 Optionally, add the media to a module folder like Study Materials.</p> | |

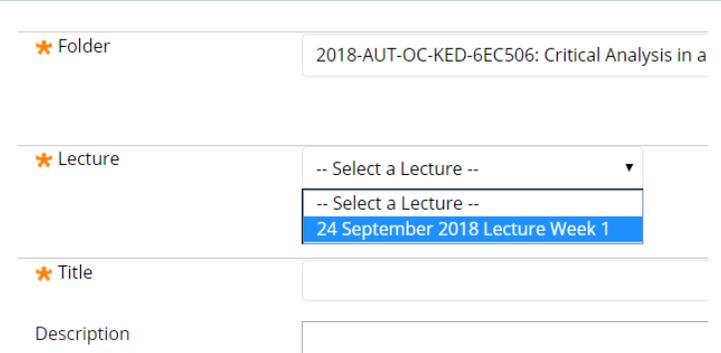
16 Navigate to the desired folder and click on **Add Interactive Tool > Panopto Video Link**



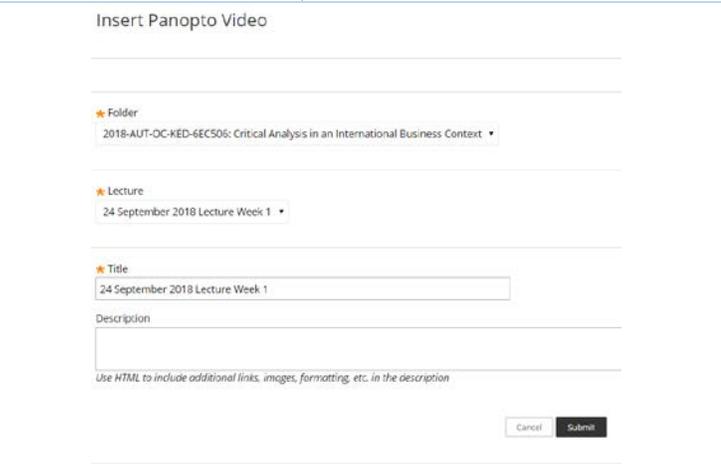
17 Select the folder from the Folder drop down.



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



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

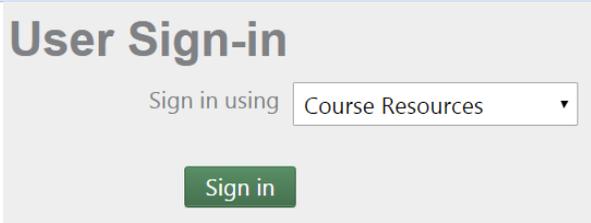
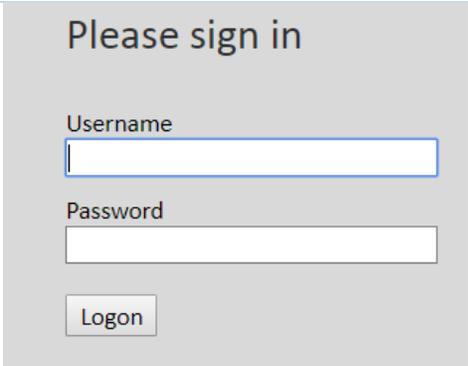


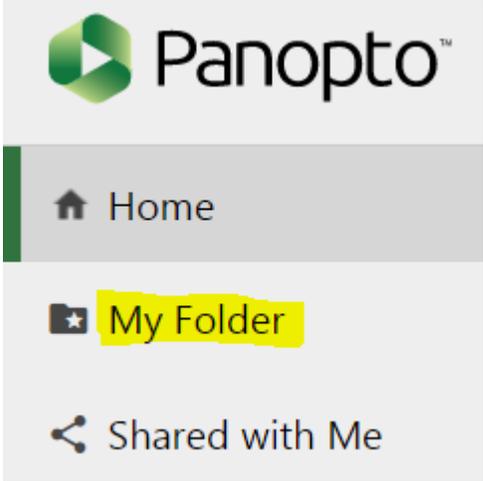
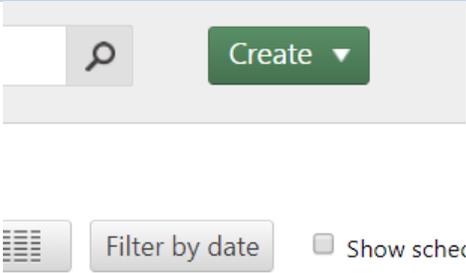
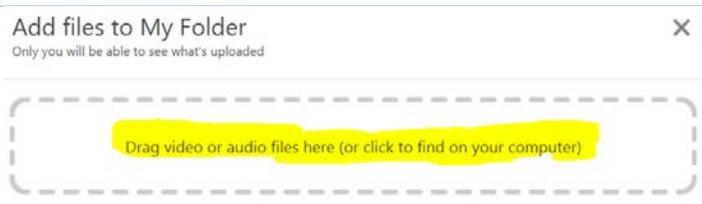
| | |
|-----------------------------|---|
| 20 The link is now inserted | <p style="text-align: right;">Availability: Item is not available. It will be available</p> <hr/> <div style="display: flex; align-items: center;">  24 September 2018 Lecture Week 1 ▼ </div> |
|-----------------------------|---|

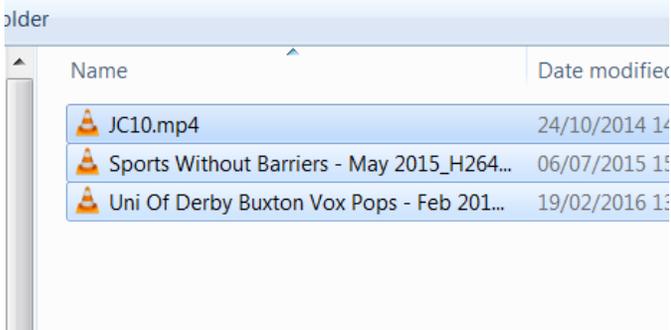
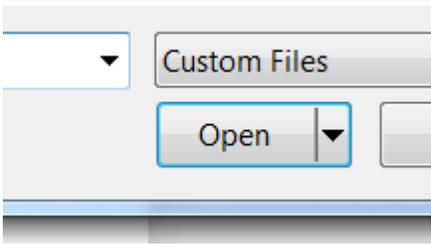
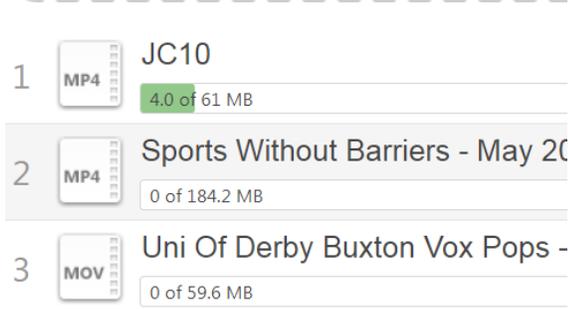
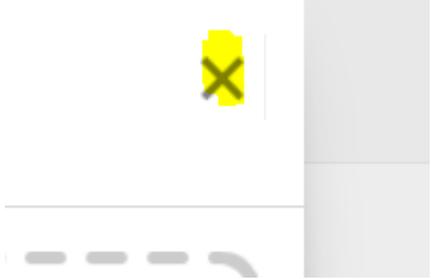
Uploading to My Folder in Panopto

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 . |  |
| 4 You might be asked to enter your University username and password. Use your normal details. |  |

| | |
|--|---|
| <p>5 Click on My Folder.</p> |  <p>The screenshot shows the Panopto logo at the top. Below it is a navigation menu with three items: 'Home' with a house icon, 'My Folder' with a star icon and highlighted in yellow, and 'Shared with Me' with a share icon.</p> |
| <p>6 Click on Create.</p> |  <p>The screenshot shows a search bar with a magnifying glass icon and a green 'Create' button with a dropdown arrow. Below this is a 'Filter by date' button and a 'Show schedule' checkbox.</p> |
| <p>7 Click on Upload media.</p> |  <p>The screenshot shows the 'Create' dropdown menu open. It contains two options: 'Record a new session' with a Panopto logo icon and the subtext 'Record from your Mac or Windows PC', and 'Upload media' with a cloud upload icon and the subtext 'Create new sessions by uploading video or audio'.</p> |
| <p>8 Click inside the dashed box.</p> |  <p>The screenshot shows a dialog box titled 'Add files to My Folder' with a close button (X) in the top right. Below the title is the text 'Only you will be able to see what's uploaded'. At the bottom is a dashed rectangular box containing the text 'Drag video or audio files here (or click to find on your computer)', which 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.](#)

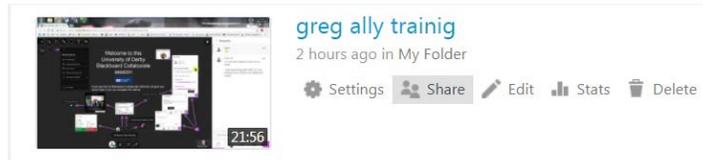
How to get a link or embed code for sharing on email or website

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?id=c4&v=1" width="720" height="405" style="padding: 0px; border: 0px; allowfullscreen allow="autoplay"></iframe>
```

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

Who has access:

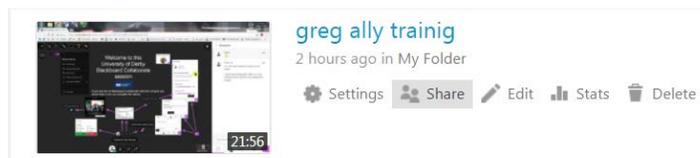
This session inherits permissions from its folder: My Folder

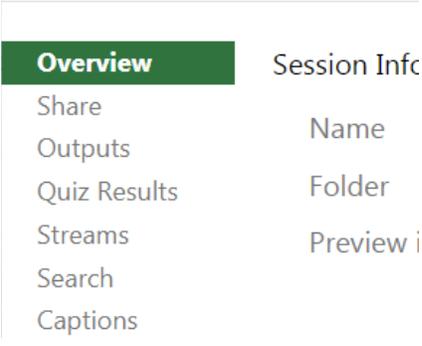
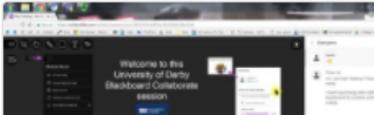


To add to a Lecture Recordings folder in Course Resources

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

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



| | |
|--|--|
| <p>5.1 Click on Overview</p> |  |
| <p>5.2 Click Edit next to Folder</p> | <p>Session Information</p> <p>Name greg ally trainig Edit</p> <p>Folder My Folder Edit</p> <p>Preview image </p> |
| <p>5.3 Click in the Folder box and type your module code. A list of matches appears automatically.</p> | <p>Session Information</p> <p>Name greg ally trainig Edit</p> <p>Folder <input type="text" value="6nu"/></p> <p>Preview image </p> |
| <p>5.4 Select the module code - ensure you get the correct year!.</p> | <p>Session Information</p> <p>Name greg ally trainig Edit</p> <p>Folder <input type="text" value="vlin 2012-6NU146"/></p> <p>Save Cancel</p> <p>Preview image </p> |

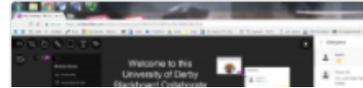
5.5 Click Save. The video is now available in the module's Lecture Recordings folder.

Name greg ally trainig [Edit](#)

Folder vlin 2012-6NU146

Save [Cancel](#)

Preview image



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.

<https://digitalhandbook.wp.derby.ac.uk/menu/toolbox/panopto-lecture-recording/>