



## Panopto D2L Guide

For additional training, please contact [FITS@depaul.edu](mailto:FITS@depaul.edu)

OR

<https://support.panopto.com>

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**Law Technology Team (LTT) Offices:** 313-315 OM **Hours:** 8:30am – 5:30pm **email:** [ltt@depaul.edu](mailto:ltt@depaul.edu)

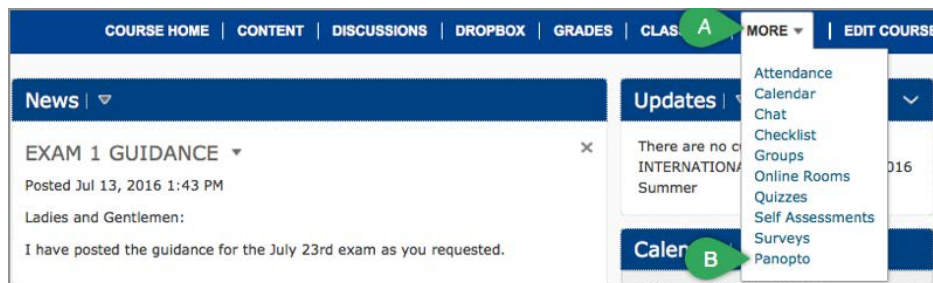
## Adding Panopto to your D2L course

Before using Panopto, faculty members must create a Panopto folder to their D2L course site. Please see the two methods below to enable Panopto for your course.

### Method One – Course Navigation Bar

**Please note**, if your D2L course page have a custom navigation bar, method one may not work.

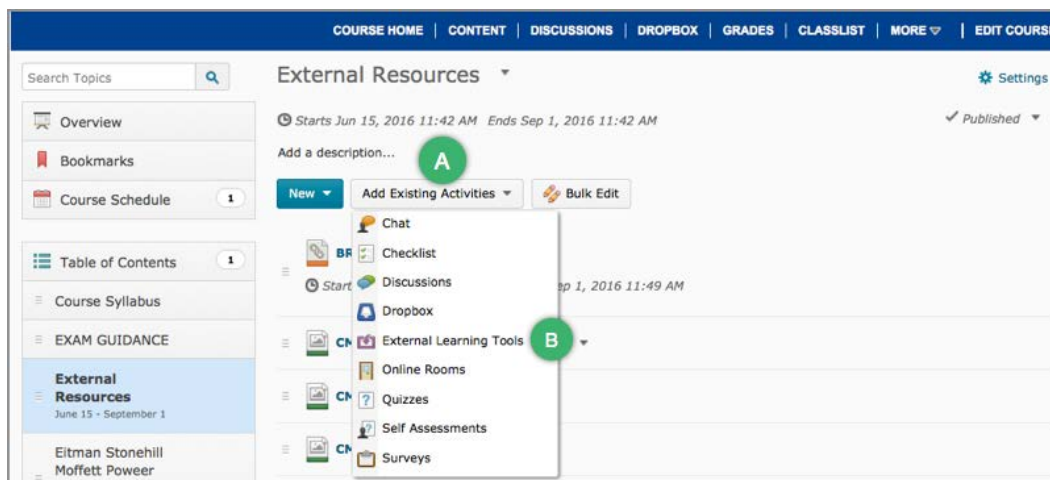
1. Log into your D2L account
2. Go to the course site you wish to activate Panopto on
3. Click (A) **More** in the navigation bar
4. Select (B) **Panopto** from the drop down menu



5. A new window will open displaying the Panopto folder for your class

### Method Two – Content Area Folder

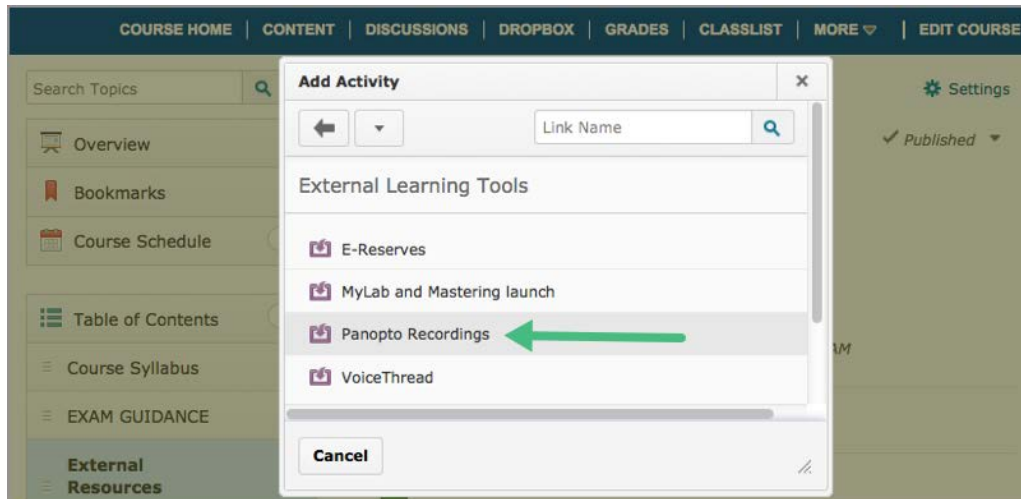
1. Log into your D2L account
2. Go to the course site you wish to activate Panopto on
3. Select **Content** in the course navigation bar
4. Open the module you wish to add the Panopto link in
5. Click the (A) **Add Existing Activities** button, then select (B) **External Learning Tools** on the drop down menu





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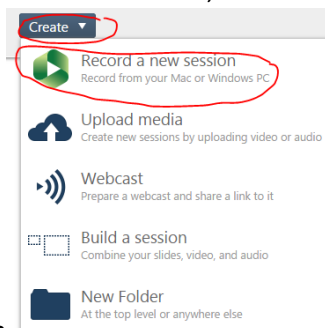
- A pop up will appear, click **Panopto Recordings**. The window will close and a link to Panopto will appear as a topic within the module



- Click the **Panopto Recordings** link. This will open your Panopto account within D2L, displaying your Panopto class folder.

## Downloading and Installing Panopto Recorder

- Log into D2L
- Navigate to your course site
- Navigate to and select your Panopto Videos folder – this will open your Panopto account inside of D2L
- On the top right, you will see a **Create** button, select this.



- Select **Record a new session**
- You will see options to launch or download Panopto, select **Download Panopto**
- Once downloaded, open the installer file
- Follow all on-screen instructions to install the recorder

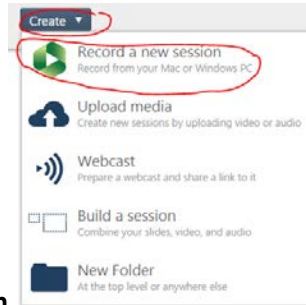
## Recording a Session

- Log into Panopto
  - Log into D2L
  - Navigate to your course site

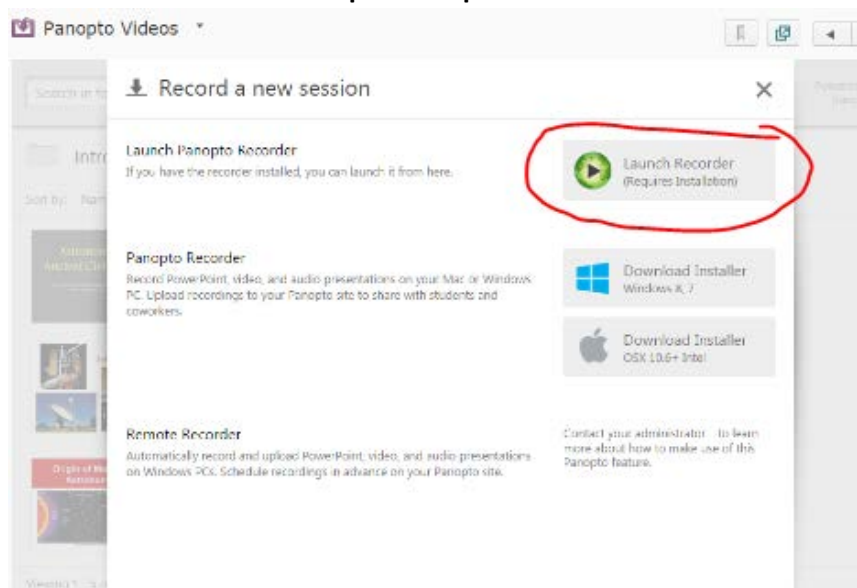


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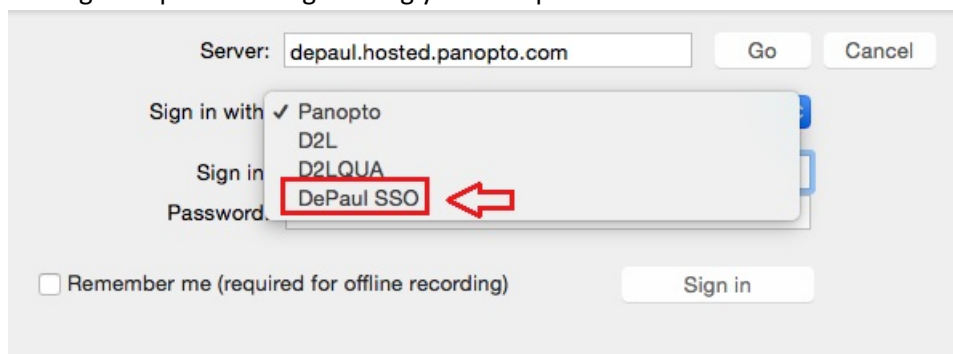
- c. Navigate to and select your Panopto Videos folder – this will open your Panopto account inside of D2L
- d. On the top right, you will see a **Create** button, select this.



- e. Select **Record a new session**
- f. Select **Launch Recorder** or **Open Panopto**



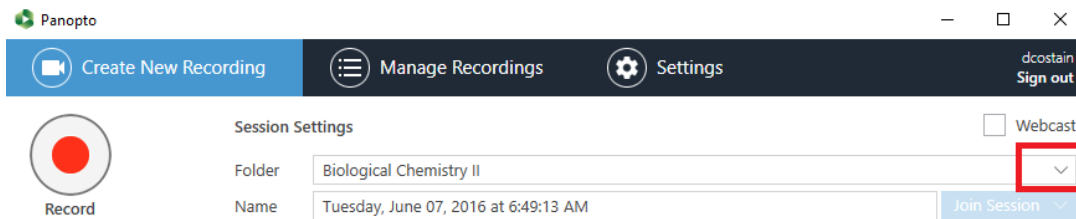
2. Your Panopto Recorder should open **if** it is already installed on your computer. If this is not the case, please follow instructions above to download and install the recorder.
3. The Panopto Recorder should automatically log you in. If this does not, please select the DePaul SSO sign in option and log in using your Campus Connection credentials



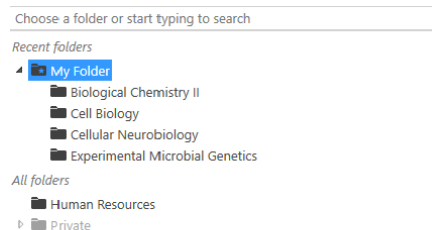


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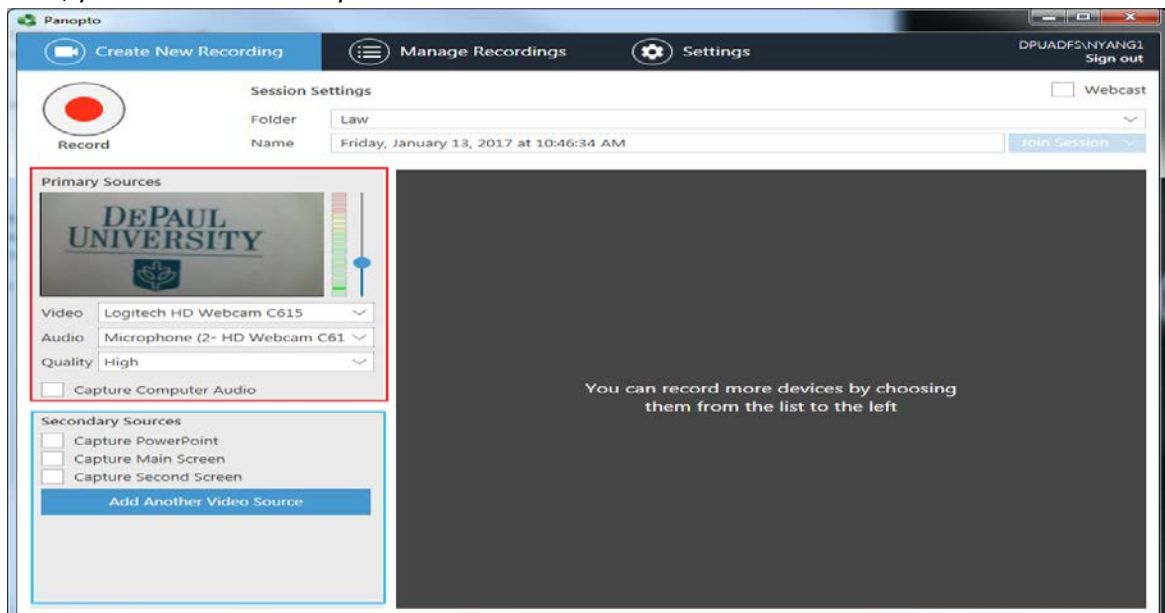
4. Once the Panopto Recorder is open, you will need to select a folder:

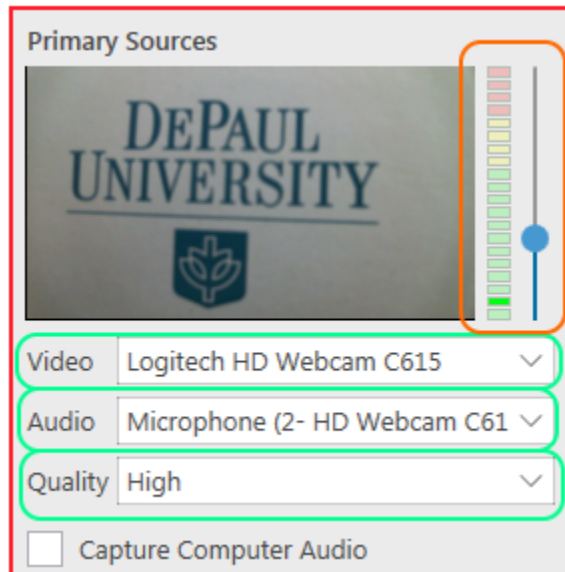


- a. You will want to locate the Panopto folder you created for your course



5. Now, you will choose **what** you wish to record:



a. **Primary Sources** (Red Box)

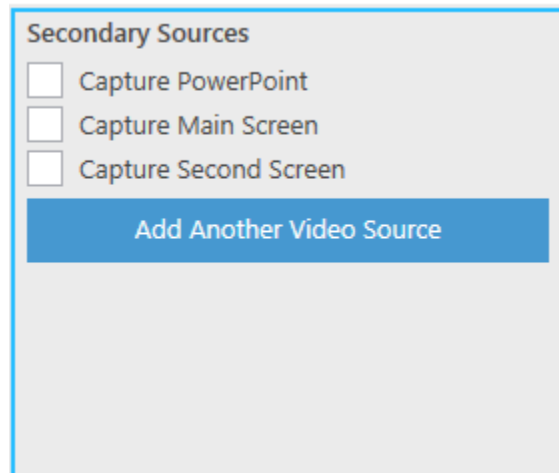
i. **Video** – In the drop down menu, you will want to select your video source. Usually, this will be a web-camera. Once you have selected the proper source, you should see your picture pop up

i. **Audio** – In the drop down menu, you should select the audio input source. Usually, this is the computer or web-camera microphone. You will see the audio bar (highlighted in orange) light up, indicating it is picking up sound

i. **Quality** – In the drop down menu, you can select the recording quality you wish to use. This selection depends on

the hardware you are using. If you are not certain, please use Standard or High.

iv. **Capture Computer Audio** – if you wish to show items on the computer that have sound, you will want to check this box. This enables capturing any sound that the computer makes. If your presentation does not have any sound, you can leave this unchecked.

b. **Secondary Sources** (Blue Box)

i. **PowerPoint** – This option allows you to open a PowerPoint presentation through the Panopto Recorder. When you use this option, your presentation becomes searchable using keywords. In addition, Panopto allows viewers to skip to when the slides are changed in the recording.

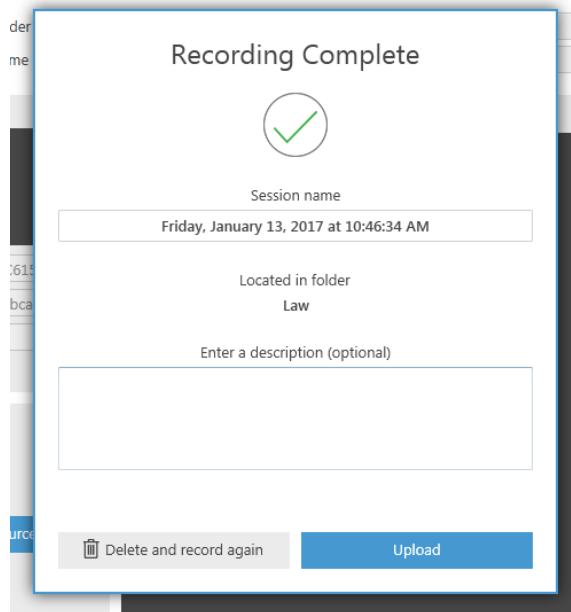
ii. **Main Screen** – Checking this option allows you to record all actions and items on the main screen.

ii. **Capture Second Screen** – This option allows you to record items on a secondary screen or display if you use dual monitors.

iv. **Add Another Video Source** – This button allows you to add other options such as another web-camera or device.

**Record!**

6. Once you have all sources selected and are ready to begin recording, hit
7. During the recording, you can Pause your recording and Resume
8. When you are done, press **Stop** and a pop up will appear

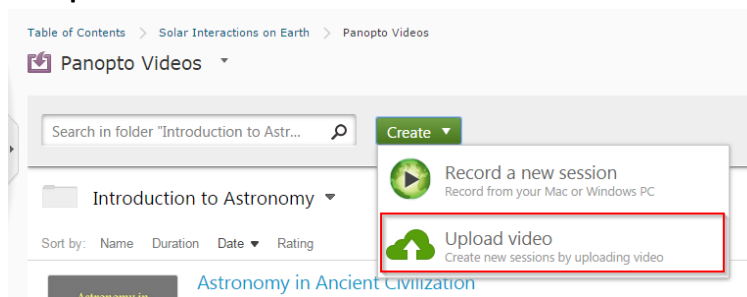


A screenshot of a 'Recording Complete' dialog box. At the top, it says 'Recording Complete' with a green checkmark icon. Below this, there are three fields: 'Session name' with the value 'Friday, January 13, 2017 at 10:46:34 AM', 'Located in folder' with the value 'Law', and 'Enter a description (optional)' with an empty text area. At the bottom, there are two buttons: 'Delete and record again' (with a trash icon) and 'Upload' (in blue).

9. When you are ready, you may press the **Upload** button to upload your session to Panopto

## Uploading a Session in D2L

1. Log into Panopto
  - a. Log into D2L
  - b. Navigate to your course site
  - c. Navigate to and select your Panopto Videos folder – this will open your Panopto account inside of D2L
2. Once you are logged in, select the **Create** button
3. Select **Upload Video**



4. Select the video(s) you wish to upload
5. **Make sure to leave the upload window open** until all files are finished uploading!





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## Embed a Session in D2L for Viewing

Please note, in order to view your Panopto recordings, you must embed them on a page. Please follow instructions below to do so.

1. Log into D2L
2. Navigate to your course site
3. Navigate to Content or the section in which the video should appear under (Content, Quizzes, Dropbox, Discussion Topics, etc)
4. Click the **New** button, then select **Create a File** from the dropdown menu. A new page will be created in your course website. The HTML editor will be displayed

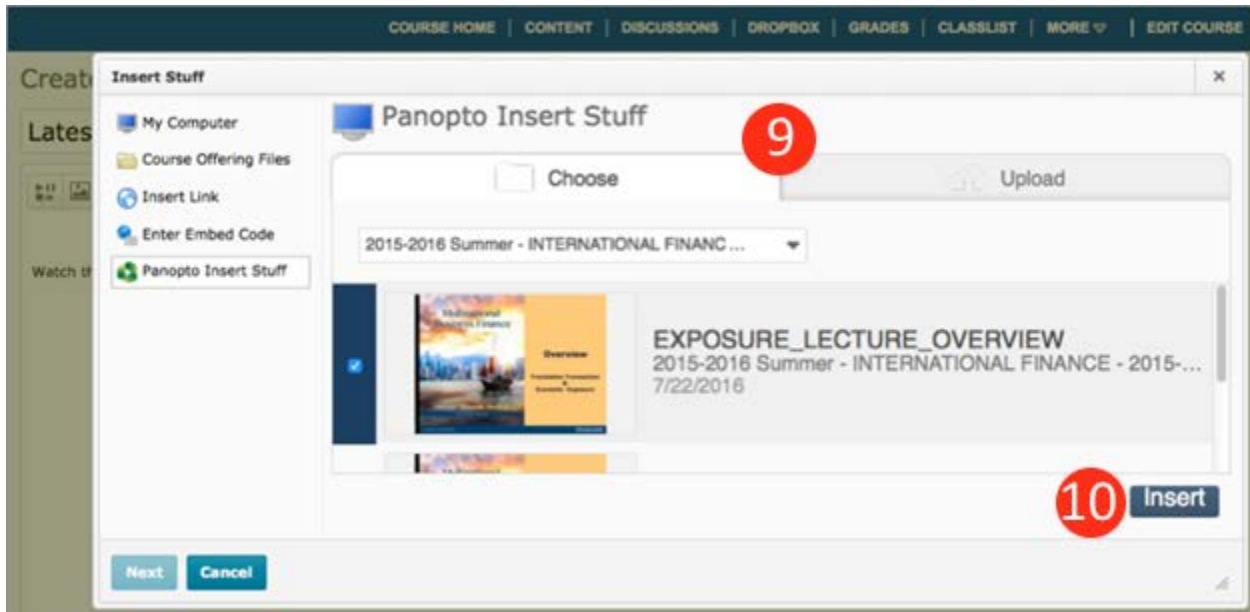
5. Enter a title/name for your new page
6. Add any text you want to appear with the video in the large text box
7. Click the **Insert Stuff** icon (first link on the left in the text editor)
8. Choose the **Panopto Insert Stuff** option in the left sidebar. A pop-up window will appear with your Panopto account





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9. Find your video:
  - a. *If you have not uploaded the video yet*, click the **Upload** tab, then find the video file you wish to add
  - b. *If you have already uploaded the video*, simply select the video from your list in the **Choose** tab



10. Click the **Insert** button on the bottom right corner. If you do not see this button, please expand the window by pulling on the lower right corner
11. Your video will be viewable on the page you have created

## Creating Student Submission Folders

In order for your students to use and upload videos to D2L using Panopto, all faculty members must create a separate folder. Students will be able to embed their videos in discussion posts, quizzes, or other after a folder is created.

1. Log into D2L
2. Navigate to your Panopto folder – can be accessed by clicking **More** in the top right, then selecting **Panopto** OR find your folder under **Content**
3. Click on the **Gear Icon** in the top right corner
4. Click **Create an Assignment Folder** and complete creating a new folder
5. Students now have the ability to create videos via Panopto