

# Panopto Guide

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## Account and Folder Creation

Contact the Centre for Teaching & Learning by emailing [ctl@mohawkcollege.ca](mailto:ctl@mohawkcollege.ca) to request a Panopto account, folder and the link for downloading the Panopto Recorder.

## Installing the Panopto Recorder

Once you have downloaded and installed the Panopto Recorder:

1. Launch the application from your desktop or programs menu.
2. Select Sign In (Figure 1). You will then be taken to Panopto’s website.

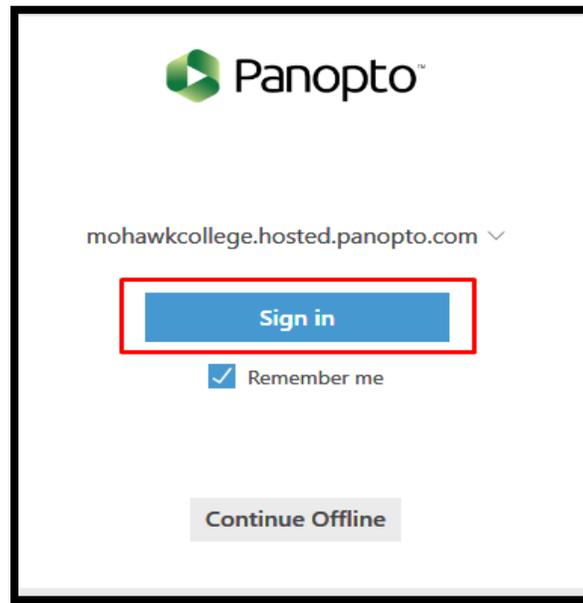


Figure 1

3. From here, select MyCanvas from the dropdown list, then choose sign in. (Figure 2)
4. You will be taken to Mohawk's SSO page, where you can log in using your MyCanvas credentials. To skip the login step in the future, check the "Remember me" box upon signing in. Be sure to **authorize** Panopto's request to access your account.

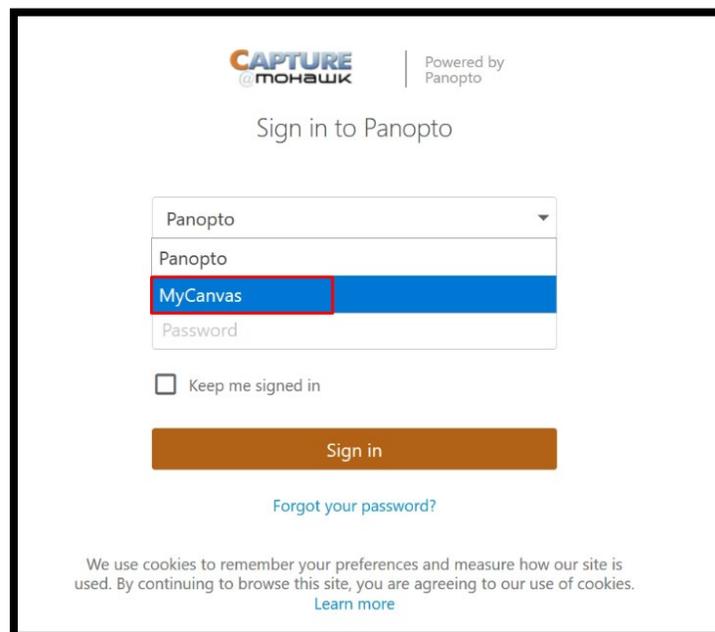


Figure 2

## Recording Video Media

Once logged in, you can now record video media. Follow the links below for How-To videos on recording media:

- [PC: How to Record with Panopto](#)
- [Mac: How to Record with Panopto](#)

CTL recommends recording to the folder that was created for you. This folder is labelled “First Name Last Name’s Folder”. To choose your personal folder when recording, click the dropdown menu labelled Folder and choose the folder with your name – e.g. “Jane Doe’s Folder.”

- Select your personal folder from the folder dropdown in the Panopto Recorder (Figure 3)

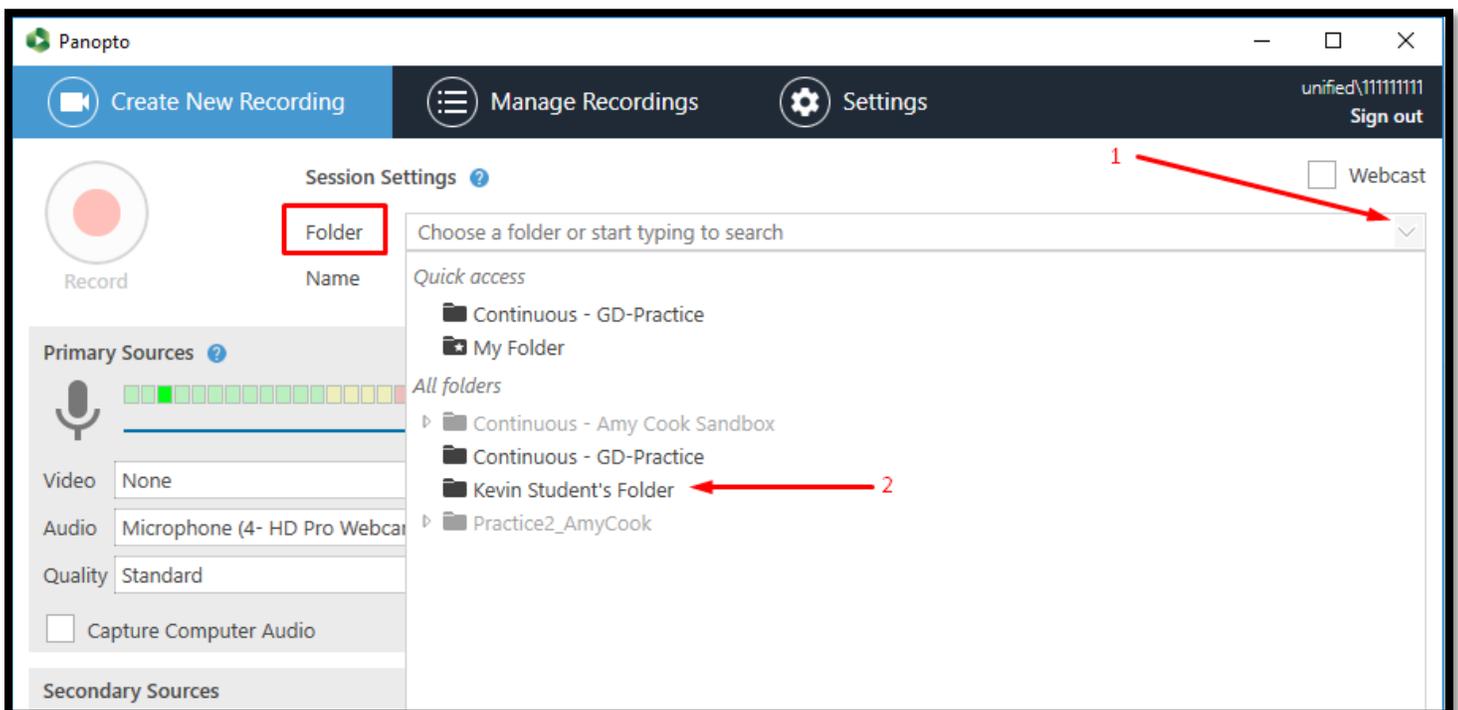


Figure 3

## Embedding Recordings

Once Panopto media has been created, these videos can be embedded into your MyCanvas course(s) through pages. When editing a page select the apps icon (figure 4) and choose Panopto from the list.



Figure 4

Using the dropdown menu, select the folder that contains your recorded media (usually your personal folder “First Name Last Name’s folder). Then choose the video you want to embed on the page.

## Zoom Recordings

Instructors who have a Mohawk College Business Pro Zoom license can have their cloud-recorded Zoom sessions automatically sent to Panopto. This allows recordings to be easily added into course(s).

Set your Zoom session to record to the cloud. Once you have finished the Zoom recording, you will notice a new folder in Panopto titled ‘Meeting Recordings.’ (Figure 5) Your Zoom recording will be saved to this folder.

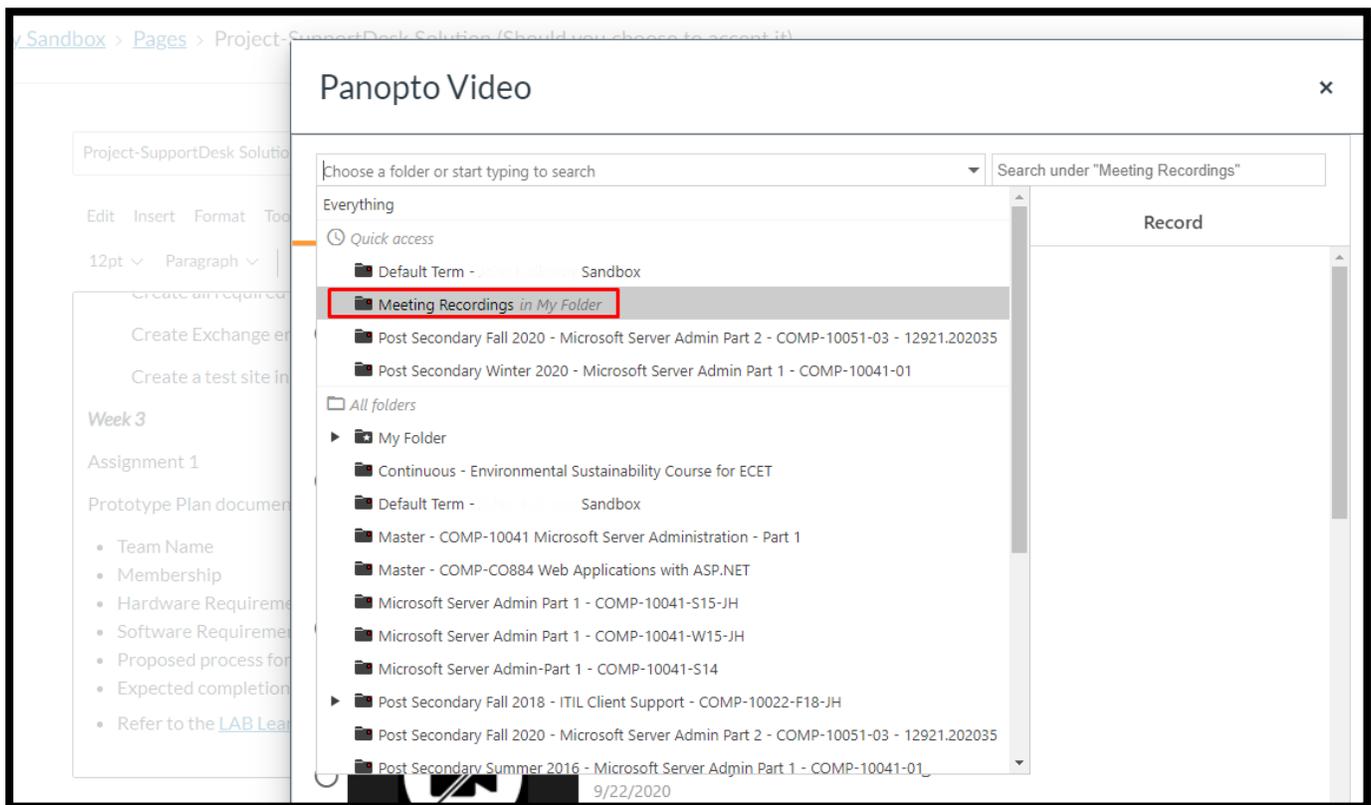


Figure 5

If you are accessing Panopto via your browser to manage your recordings, you will also see the ‘Meeting Recordings’ folder there, under the ‘My Folder’ area: (Figure 6)

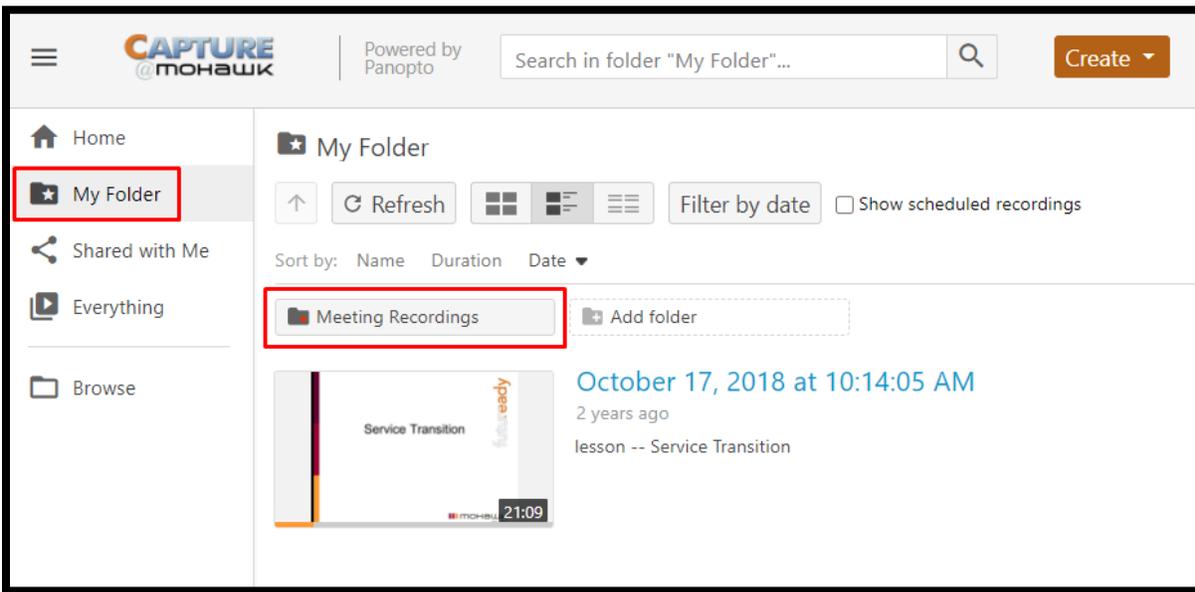


Figure 6

## Closed Captioning in Panopto

You can add Closed Captioning (CC) to your Panopto videos via an automatic or manual process.

**Import automatic captions:** Panopto includes Automatic Speech Recognition (ASR) software to create machine-generated captions. These captions will need to be reviewed for accuracy.

**Upload or request captions:** If you would like to create your own custom caption file for a video, instructions for creating and formatting a caption file can be found in the Panopto documentation. Click here for the process on [How to Upload a Caption File for a Video](#). **Note:** The **request captions** option sends the request to Accessible Learning Services and will require direct payment for the service.

### Adding Captions

To add either Automatic or a written captions file to a recording, find and open the video or session in Panopto.

1. Select the pencil icon from the toolbar to Edit the video: (Figure 7)

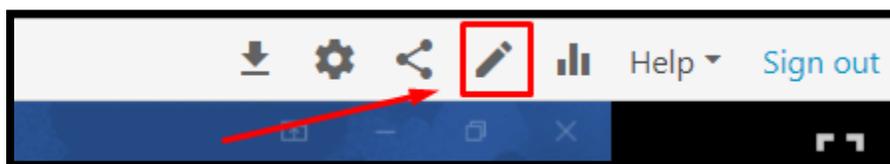


Figure 7

- Once the video Editor is open, select 'Captions' from the left side of the editor, and then click on the 'Import Captions' drop-down: (Figure 8)

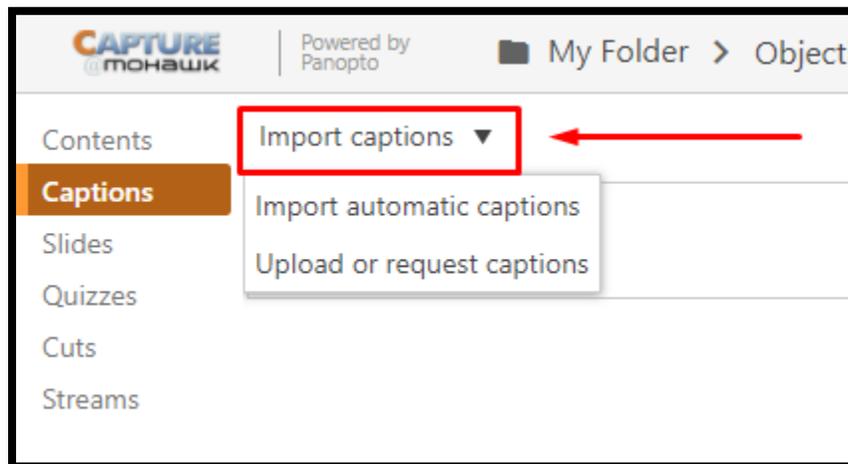


Figure 8

If there are no captions for the video or session already, you will either select 'Import automatic captions' from the drop-down; or 'Upload or request captions' to be taken to the video settings where you can upload your file. **Note:** It can take time – up to a day – for the automatic captions to process and appear in the editor for a video after it has been uploaded.

Once either 'Import automatic captions' or 'Replace with automatic captions' has been clicked, Automatic Speech Recognition (ASR) generated captions will appear with timestamps: (Figure 9)

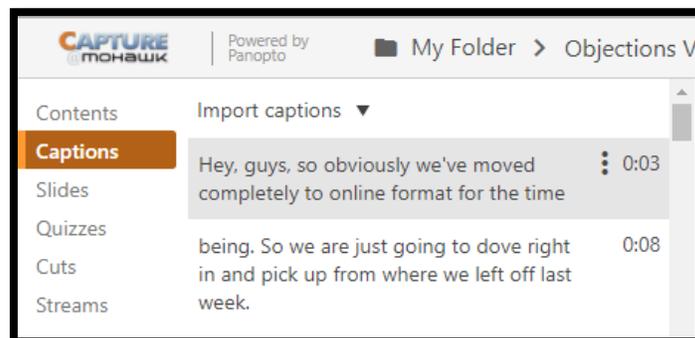


Figure 9

Once captions have been processed and appear, reviewing and revising captions is necessary to ensure the greatest accuracy between what the caption reads and the narrator says. To edit captions, click the three vertical dots next to the caption then click 'Edit' from the menu: (Figure 10)

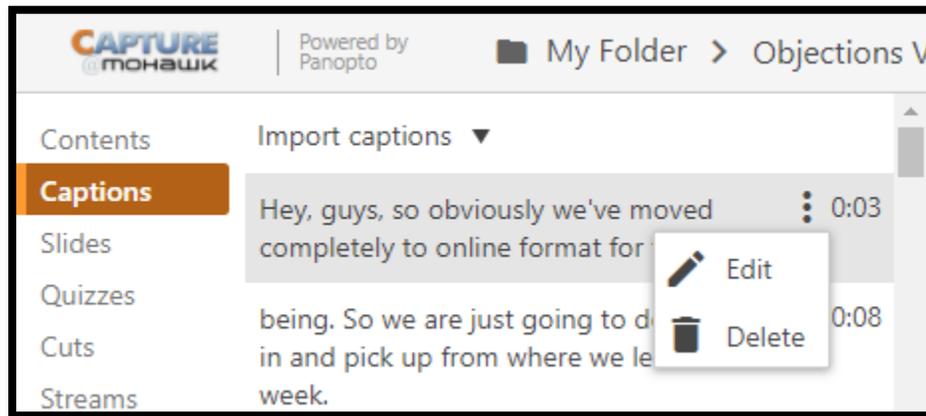


Figure 10

Clicking the 'Delete' option removes the caption entirely. Clicking the 'Edit' option brings up the 'Edit Caption' area, edit the caption and click 'Save'. (Figure 11)

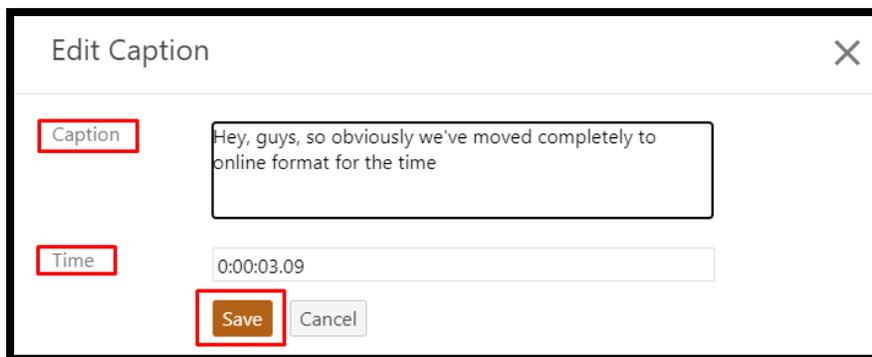


Figure 11

Once captions have been imported and edited, make the changes final by clicking 'Apply' in the top right of the Captions area: (Figure 12)

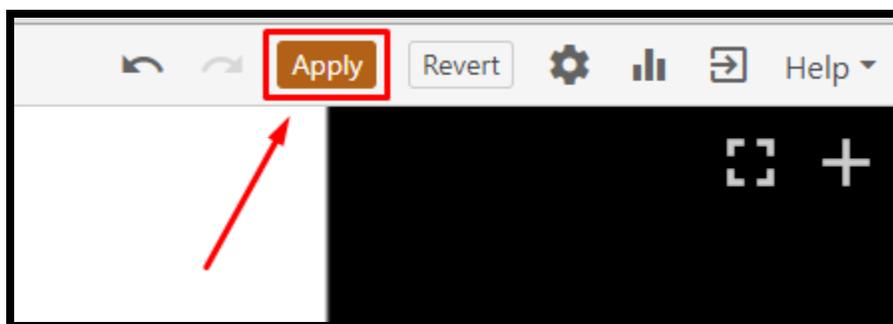


Figure 12

## View Permissions to Restrict or Allow

To change the access setting for a video, find the video in either MyCanvas or Panopto that needs to have permissions changed, hover over the video and click on the 'Share' icon: (Figure 13)

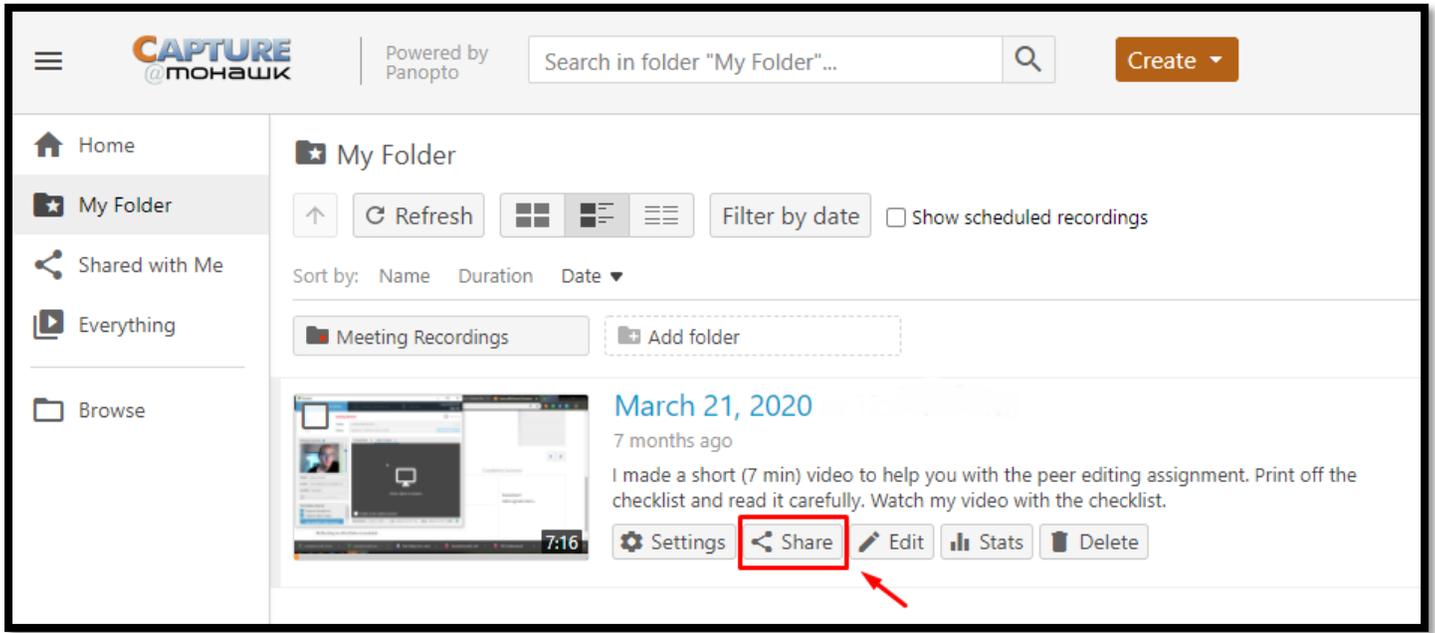


Figure 13

The Settings menu for the video will appear. Use the drop-down (Figure 14) under 'Who has access' to change the access permissions from 'Specific people' to 'Anyone with the link'. Click 'Save changes' to make permission final. (Figure 15)

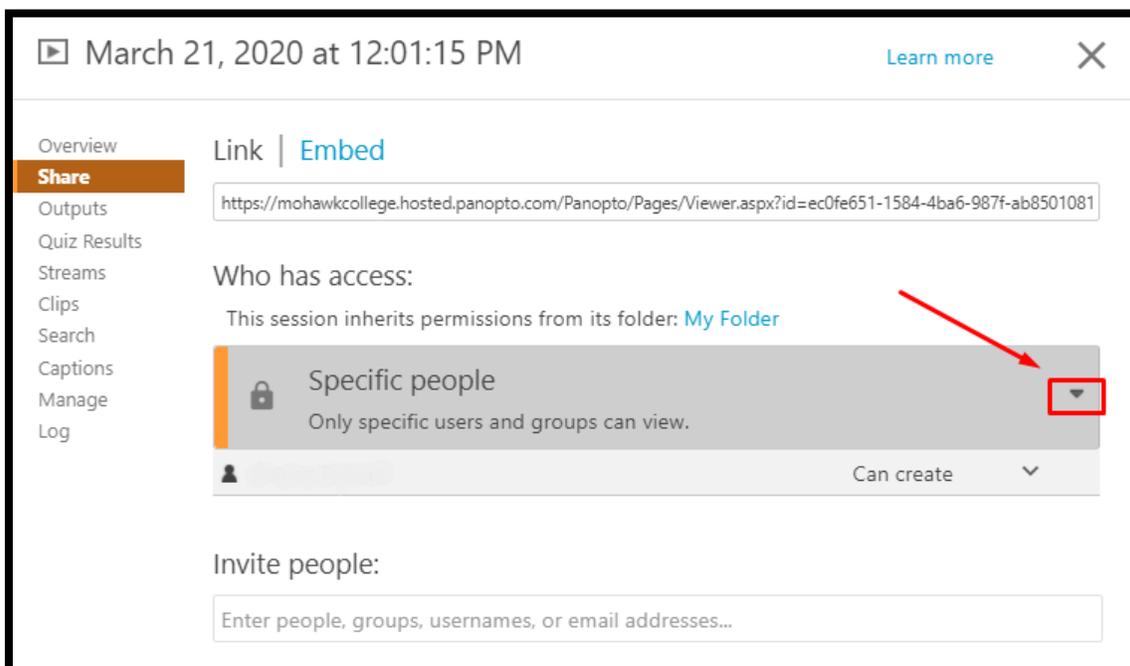


Figure 14

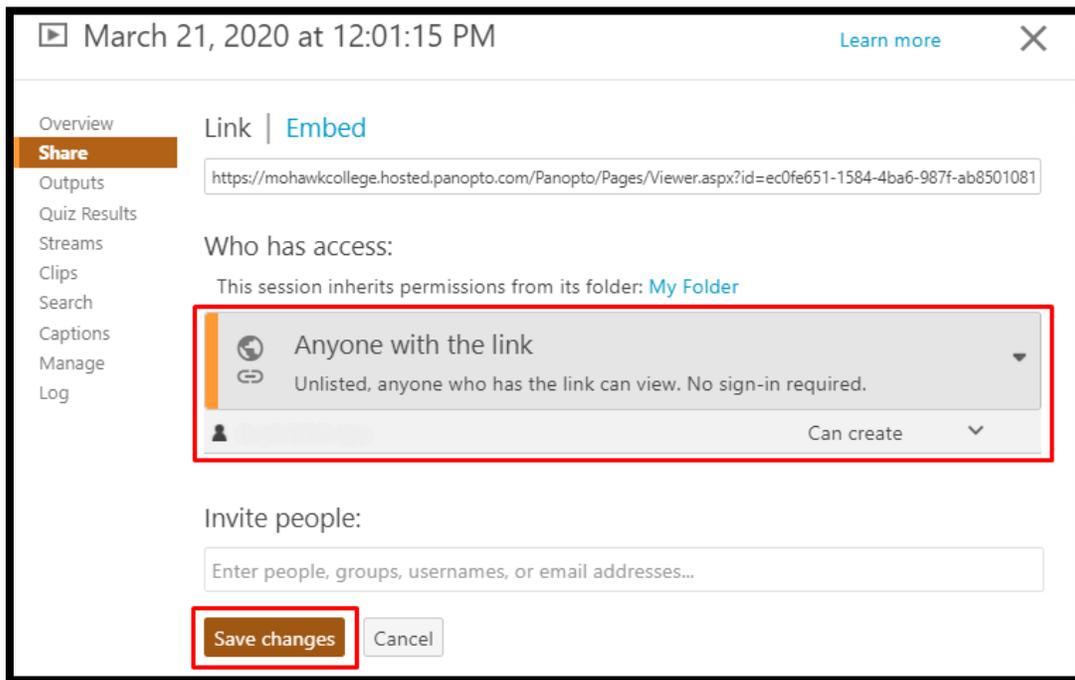


Figure 15

By default, your personal folder is set to 'Anyone with the link', which applies to all videos in the folder.

## Uploading Videos to Panopto

Panopto also allows users to upload video files created by the user to Panopto; providing a space to host your videos. These uploaded videos can then be added to your various MyCanvas courses for students to watch. Below outlines the three ways to upload personal content into Panopto.

### Option 1: Uploading via Panopto Using the 'Create' Button

To upload a video via a MyCanvas course:

1. Navigate to the course where the video will be displayed.
2. From the Course Navigation bar, click Panopto Video. If Panopto Video is not visible, you can enable it using these instructions. [How Do I Manage Course Navigation Links?](#)
3. Click the 'Create' button. (Figure 16)

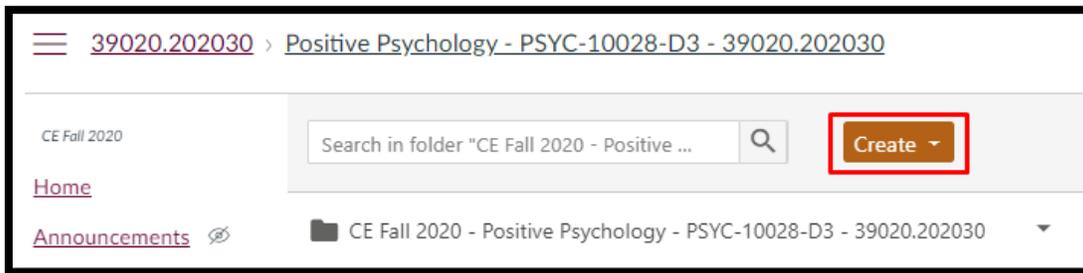


Figure 16

4. Select 'Upload media'. (Figure 17)

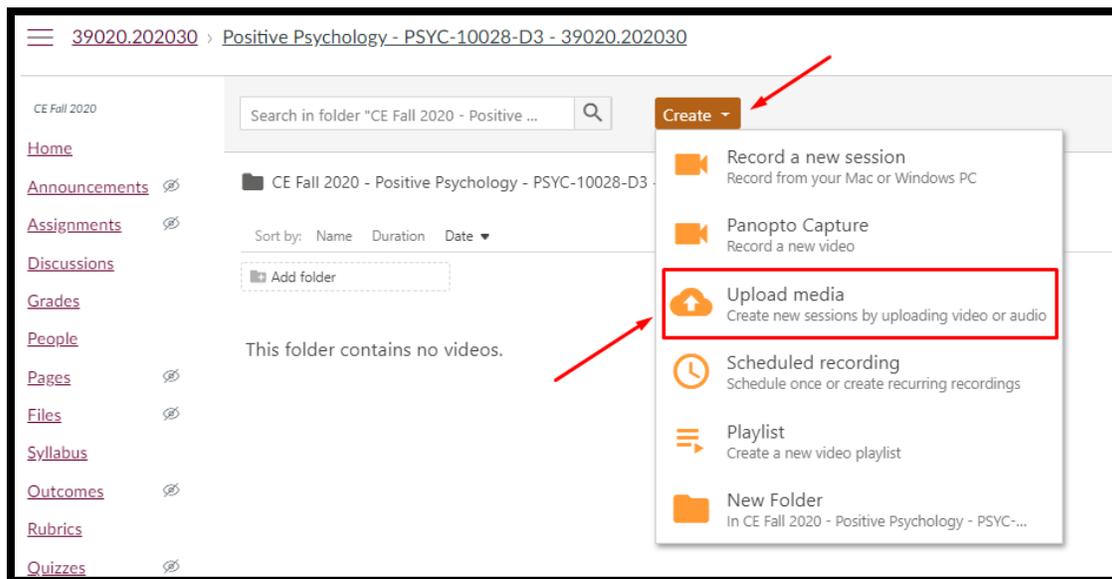


Figure 17

5. Add audio or video files by either dragging from the computer or click to find the file on the computer. Wait for the video to finish uploading. (Figure 18).

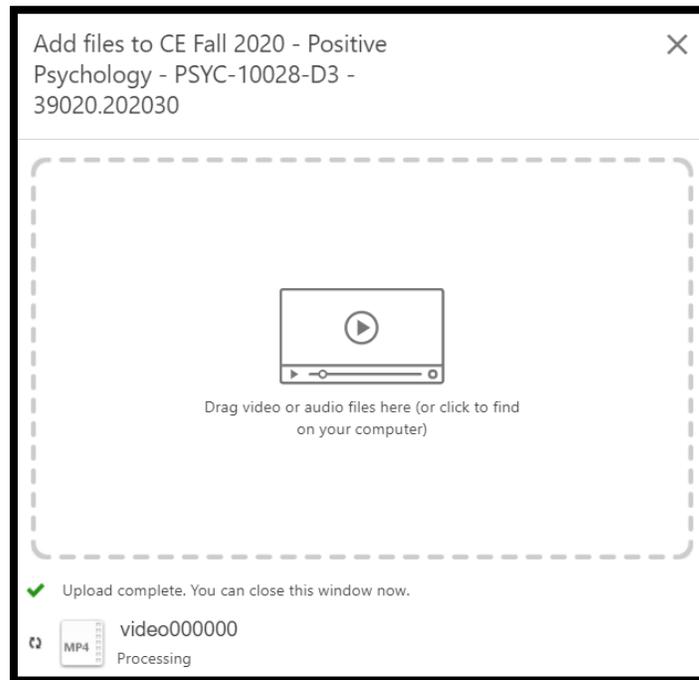


Figure 18

- To upload video files on the Panopto website, log in to the site using your Mohawk credentials, and use the same 'Create' button to upload into the site directly. This allows for further folder organization if wished.

### Option 2: Upload and embed in the Rich Content Editor

- To upload a video using the 'Upload' option while editing MyCanvas content, navigate to the Module and Page you wish to upload a video to, and enter the MyCanvas editor by clicking 'Edit'. (Figure 19)

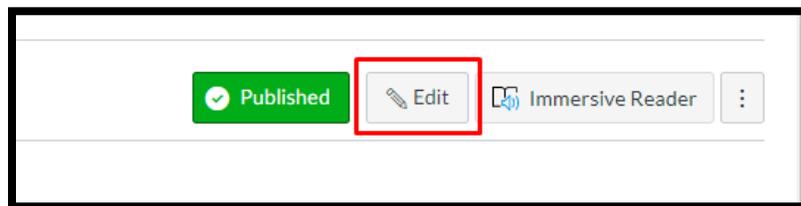


Figure 19

- Select the 'Apps' icon from the tray in the editor, and choose 'View all': (Figure 20)



Figure 20

3. When the 'Select App' menu appears, scroll and select Panopto Video: (Figure 21)

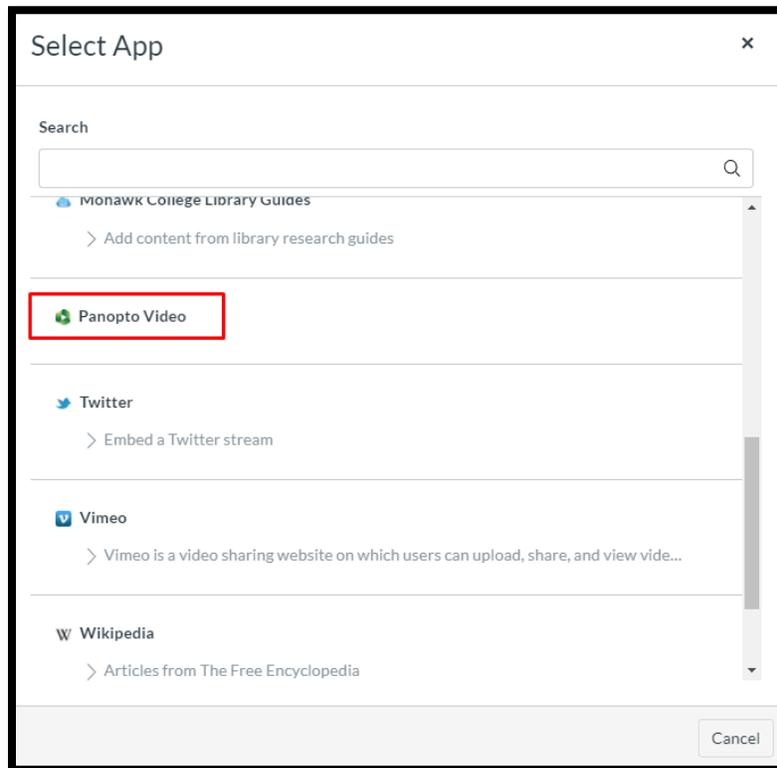


Figure 21

4. When the Panopto Video app loads, select the 'Upload' tab: (Figure 22)

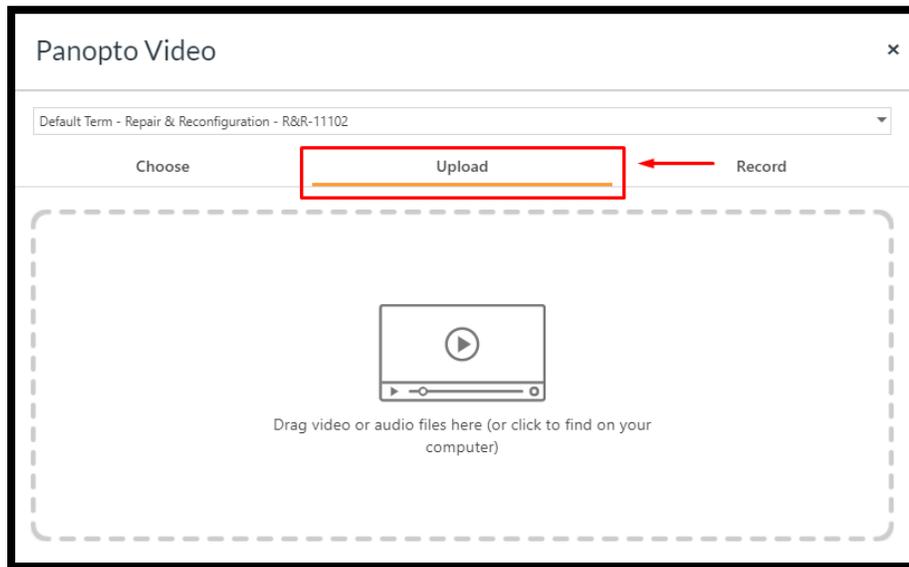


Figure 22

5. Add audio or video files by either dragging from the computer or click to find the file on the computer. Once the video is selected, it will upload and begin to process. (Figure 23)

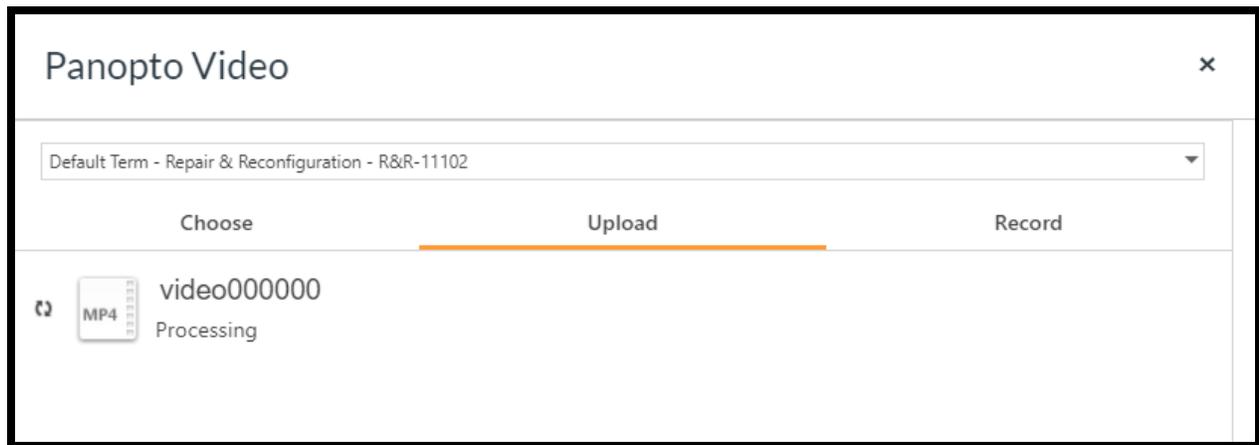


Figure 23

6. You are able to change options for embedding the uploaded video by clicking on 'Video Embed Options', making changes, and clicking 'Insert' at the bottom of the Panopto Video app to embed the uploaded video in the Page.

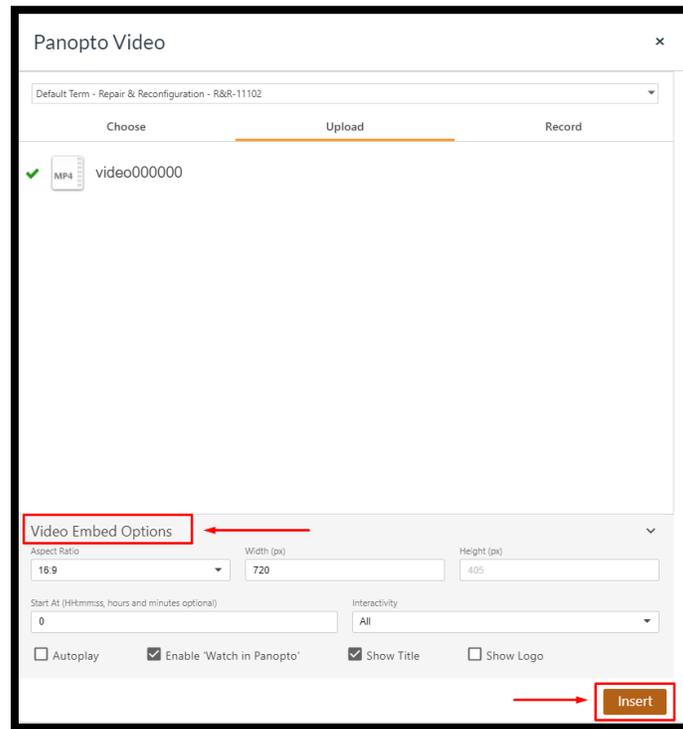


Figure 24

7. Remember to make changes to the Page final by clicking 'Save' at the bottom of the Editor: (Figure 25)



Figure 25

## Questions?

Please contact [ctl@mohawkcollege.ca](mailto:ctl@mohawkcollege.ca) or your [Educational Technology Specialist \(ETS\)](#).