Automatic Video Recording to Panopto Using Zoom Meeting

I. Provision of a course folder in Panopto (once per course)

II. Create a Zoom online class in Moodle

- Adding the Zoom Moodle extension to your Moodle class (once per course)
- Create a scheduled meeting / an online class

III. Record a Class to the Zoom cloud service

IV. Displaying Panopto Videos in Moodle for Students' Access
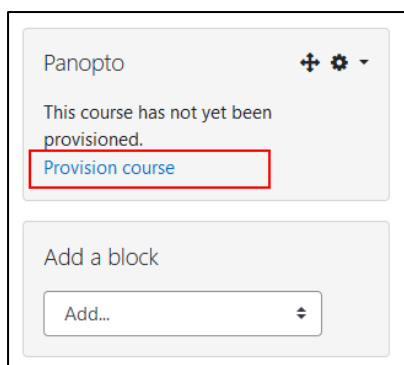
I. Provision of a course folder in Panopto

1. Log in Moodle.
2. Access to the course.
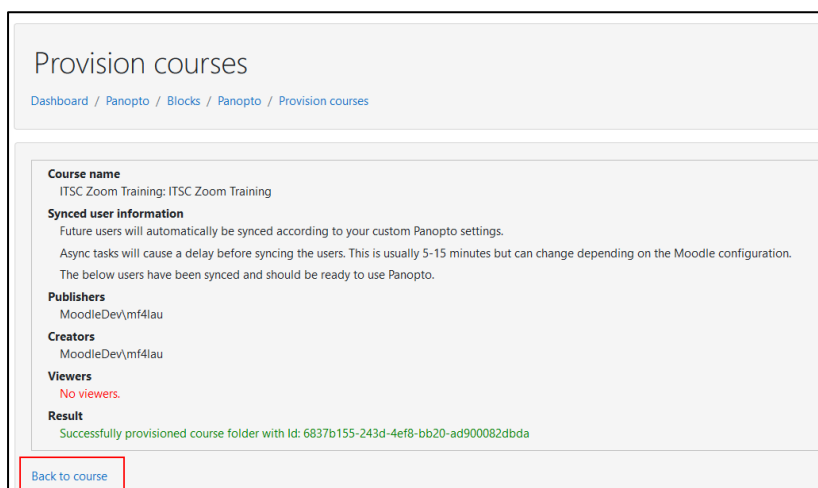3. Click "Turn editing on" at upper left.
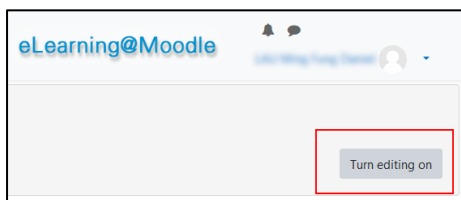
4. Under "Add a block" at the bottom left, select "Panopto" from the list.

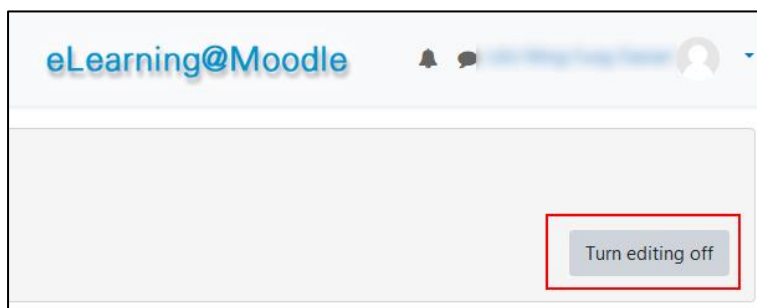Information Technology Services Centre
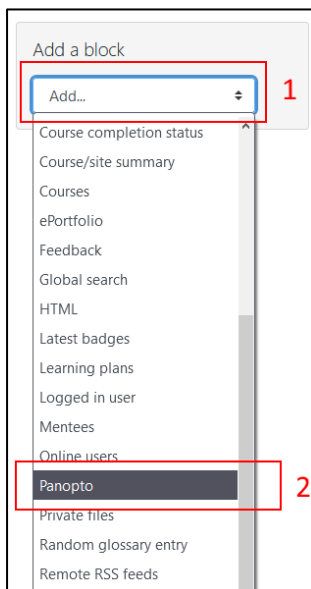
5. In the newly-added block, click "Provision Course".

6. Wait until the provision is completed and then click "Back to course"

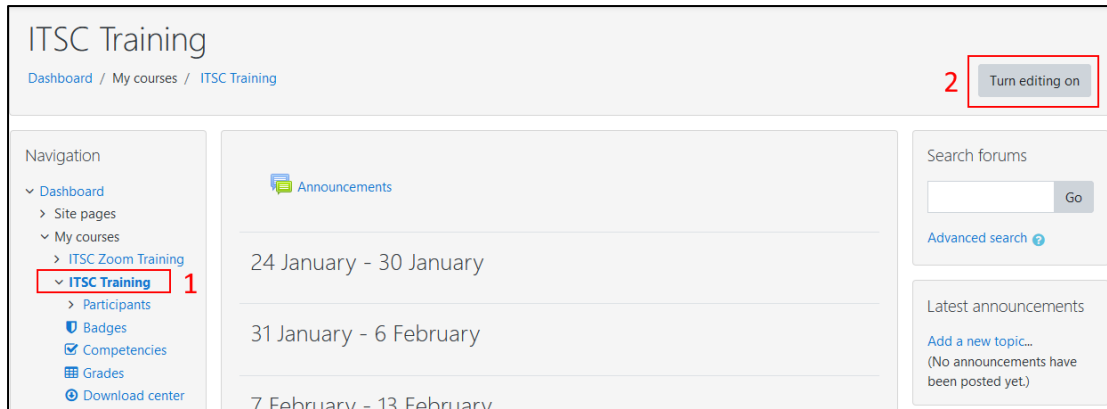7. Click "Turn editing off" at upper left


II. Create a Zoom online class in Moodle

A. Adding the Zoom Moodle extension to your Moodle class

In order to create online classes in your Moodle course, you need to add a Zoom module to your course once.
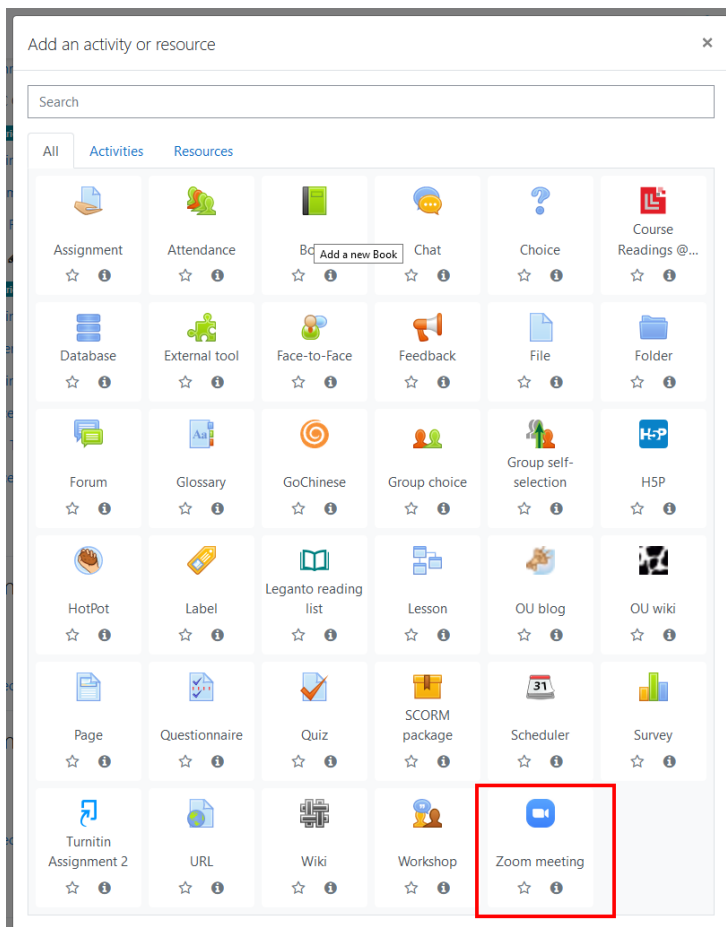
1. Login to Moodle and access to your course.
2. Click 'Turn editing on'.

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3. Click "Add an activity or resource". You are suggested to create the module in the same block with "Announcements".
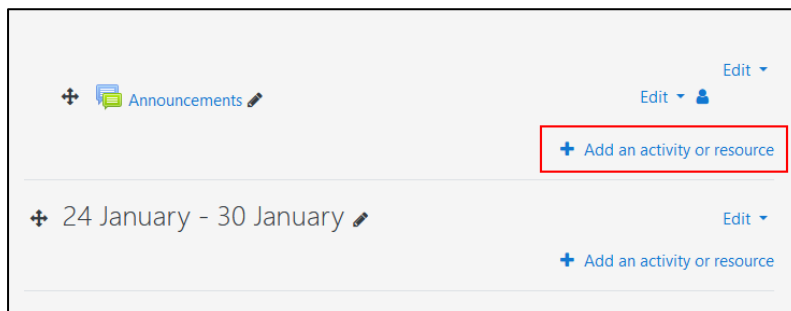
4. From the list of activities click to select "Zoom Meetings"

5. In the module details
- Provides an activity name
- Click either
    - Save and return to course – Save settings and return to the course main page, or
    - Save and display – Save settings and go to module content.

B. Create a Scheduled Meeting / an Online Class
1. Access to the Zoom Moodle Extension on Moodle.
2. Click "Schedule a New Meeting".

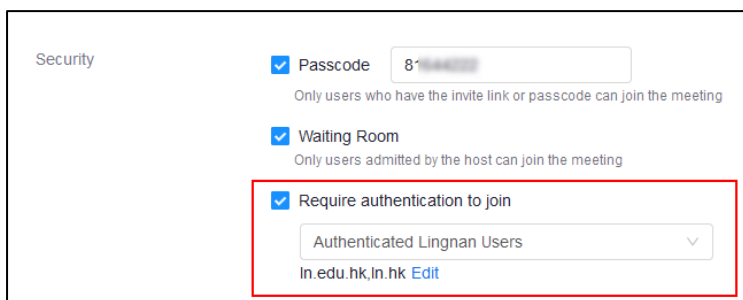3. Enter meeting / class information and make necessary changes (for example, date & time and meeting options).

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4. In order to facilitate attendance checking, you have to confirm that the option "Require authentication to join" is enabled and "Authenticated Lingnan Users" is selected for your meeting / class. The option is located in the security section of the meeting.
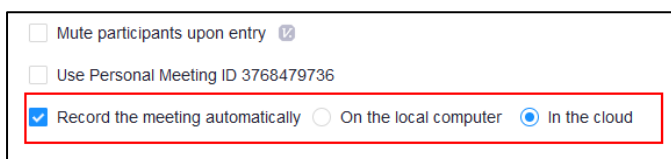

5. To facilitate the recording and transfer of the Zoom video to Panopto, please turn on automatic recording by selecting "Record the meeting automatically – In the cloud" in the Meeting Options.
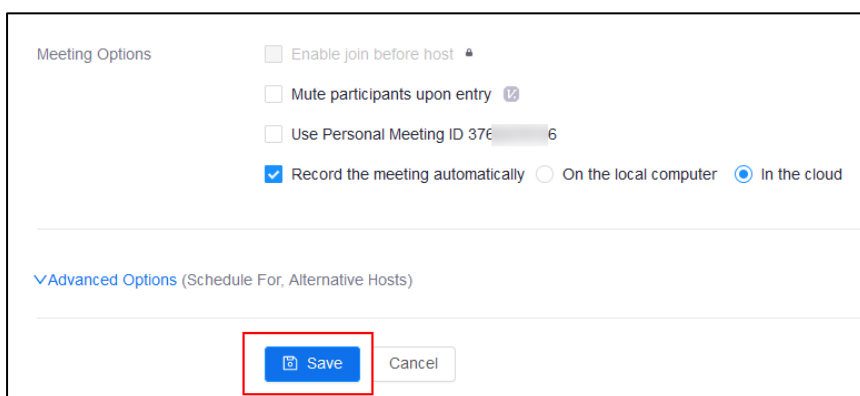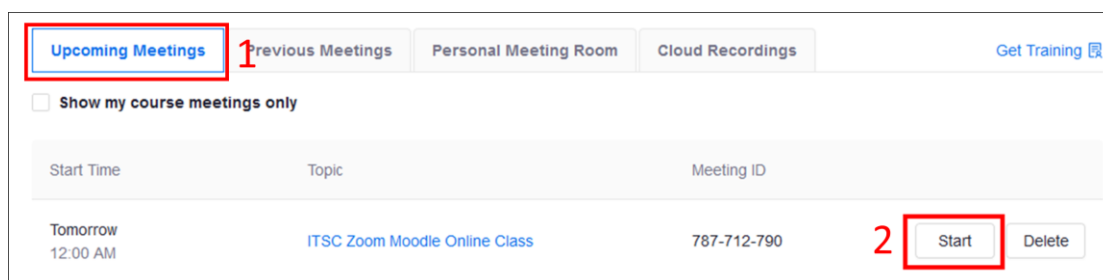

6. Click "Save".

III. Record a Class to the Zoom cloud service

You can start a scheduled online class or meeting either from Moodle or your installed Zoom App (desktop/mobile).

A. Start your scheduled online class in Moodle

From the main screen of Zoom Moodle Module, select "Upcoming Meetings" and click "Start" button besides the meeting / online class you want to start. Your installed Zoom Client will be launched.
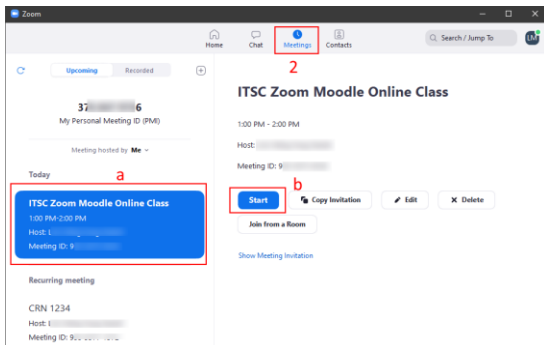

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B. Start your schedule online class using Zoom app
1. Launch your Zoom app and login with your Lingnan username and password.
2. From the "Meetings" tab,
   a. Select the course meeting on the left.
   b. Click "Start".

3. If automatic recording is not enabled, click the record button and select "Record to the Cloud"
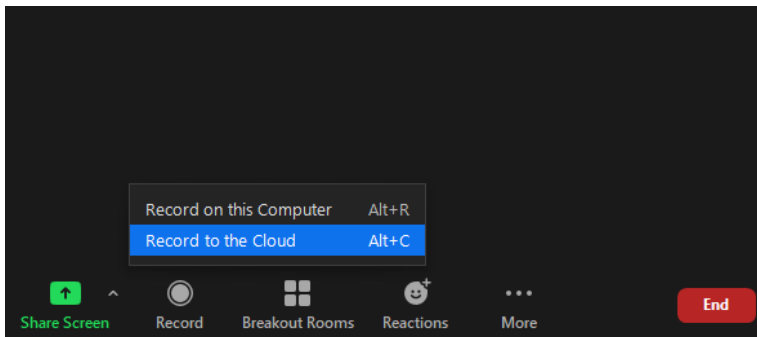
4. After class ended, please end the meeting / class as usual
5. Video recorded in Zoom cloud storage server will be copied to the course folder of Panopto once finished processing. Teacher can leave the classroom without waiting for the transfer to complete which will take around half an hour depending on the video size.

IV. Displaying Panopto video in Moodle for Students' Access

Once a video is stored in the Panopto course folder, you can present it directly in your Moodle course activities.
1. Access to your Moodle course.
2. Turn editing on.
3. Create a new one or access to an existing activity with a description field (e.g. Announcement, URL, assignment, etc.)
4. Click the Panopto button in the text editing tools.

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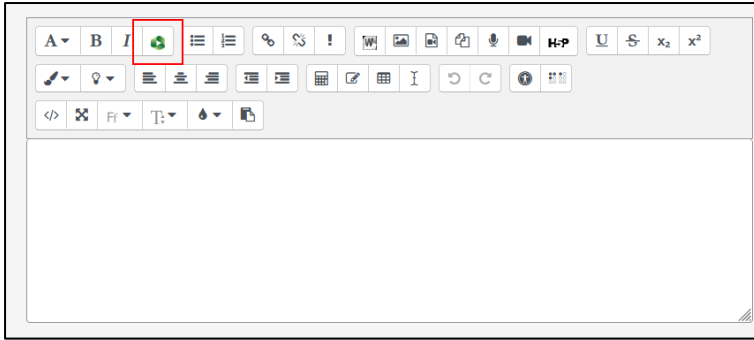
5. Videos stored in the course folder on Panopto will be displayed. Select the video(s) and click "Insert".
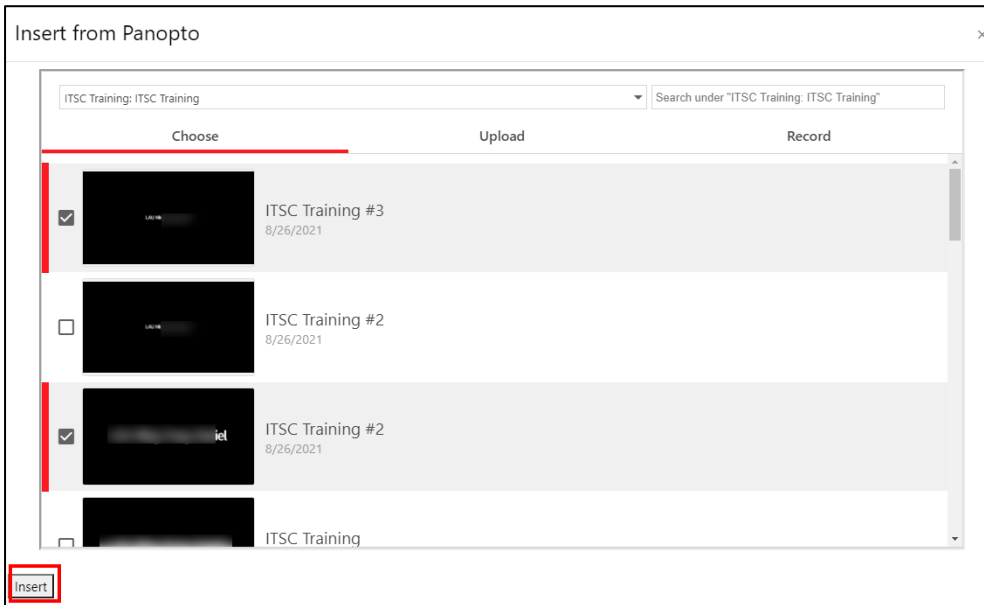
6. Finish editing the activities by filling necessary information and click "Save and return to course" or "Save and display".

7. The video inserted will be displayed and accessible by the course students

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