

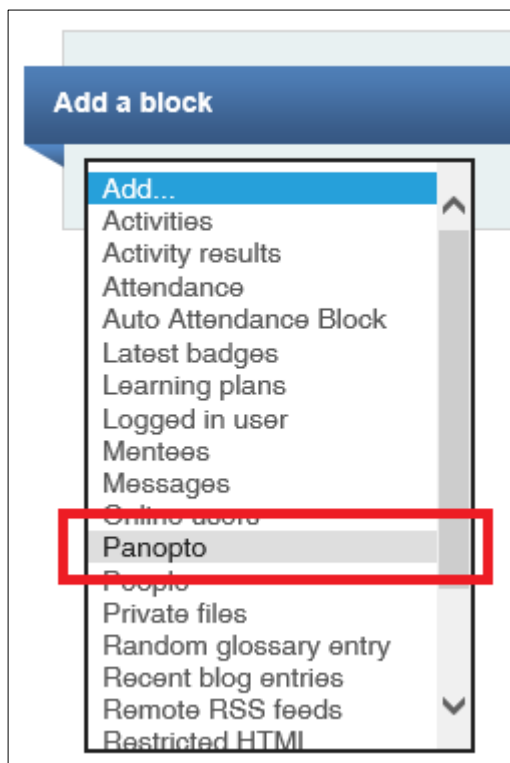
# Publishing Videos in Moodle

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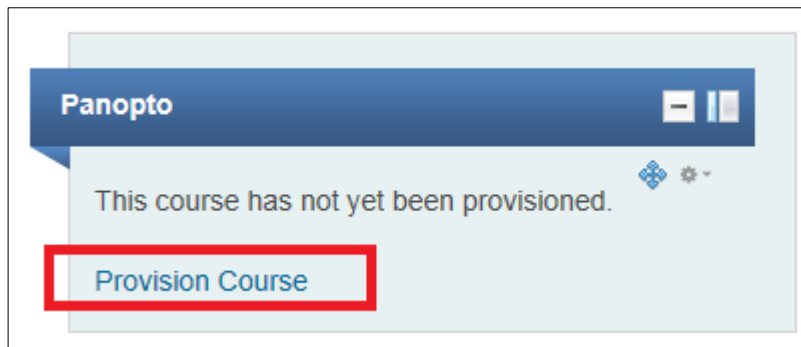
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## 1 **Create a Panopto item for each of your Moodle courses.**

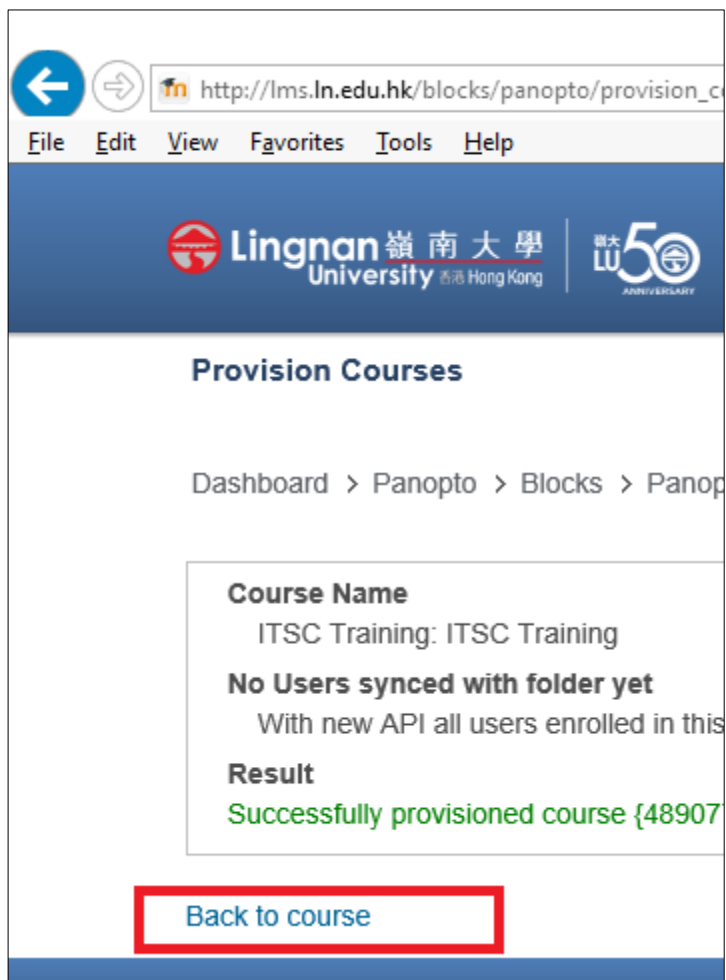
- 1.1 \* Each semester, you need to do this once for each course. \*
- 1.2 Log in Moodle.
- 1.3 Go to that course.
- 1.4 Turn editing on.
- 1.5 Under “Add a block” at the bottom left, select “Panopto”.



- 1.6 Under the newly-added “Panopto” block at the bottom left, click “Provision Course”.

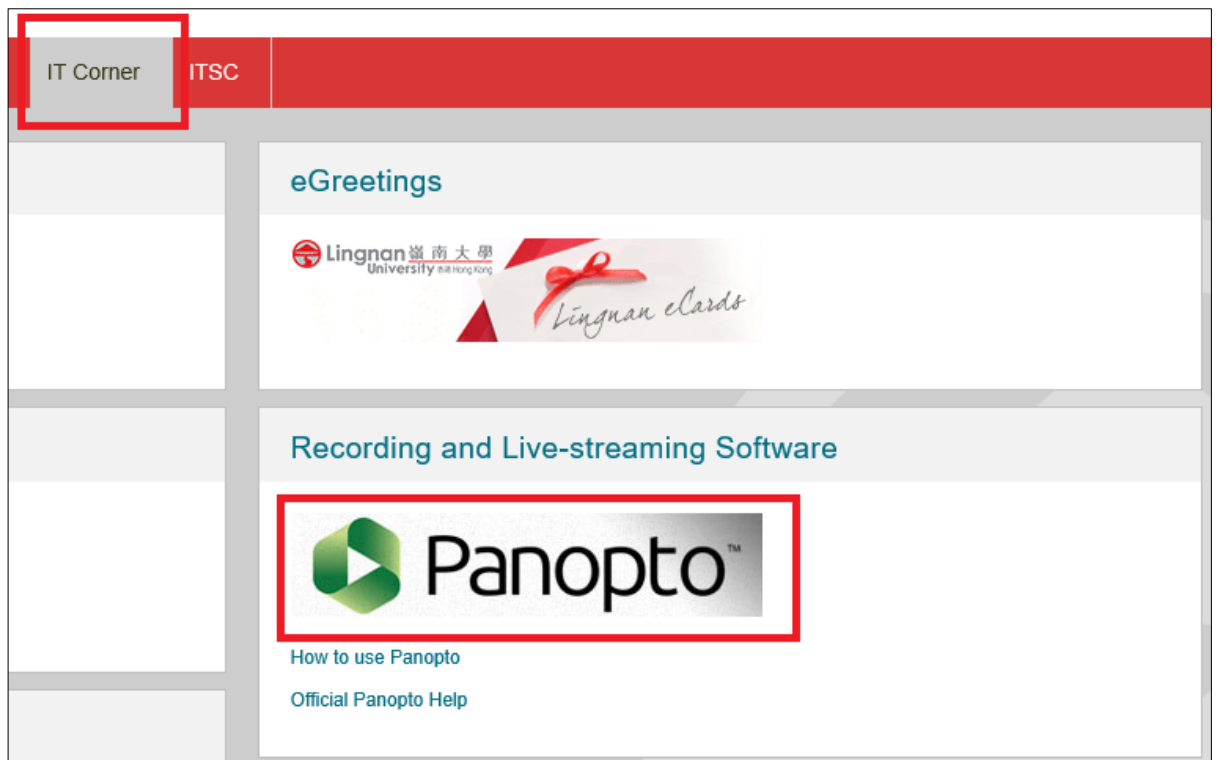


- 1.7 Then click “Back to course”.

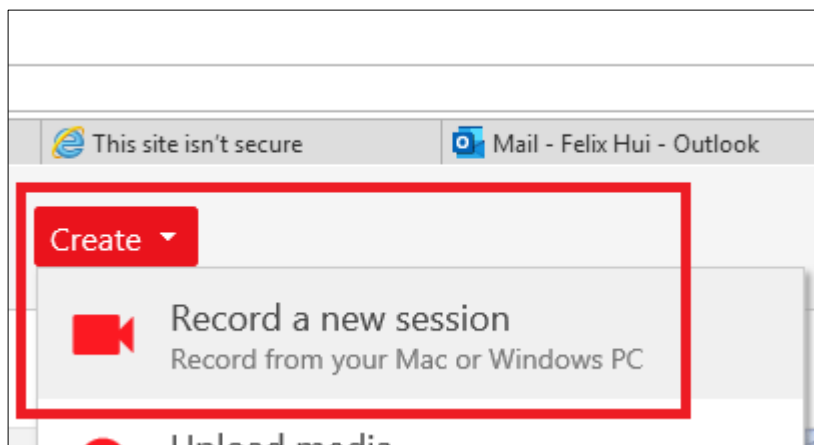


## 2 How to record videos with Panopto?

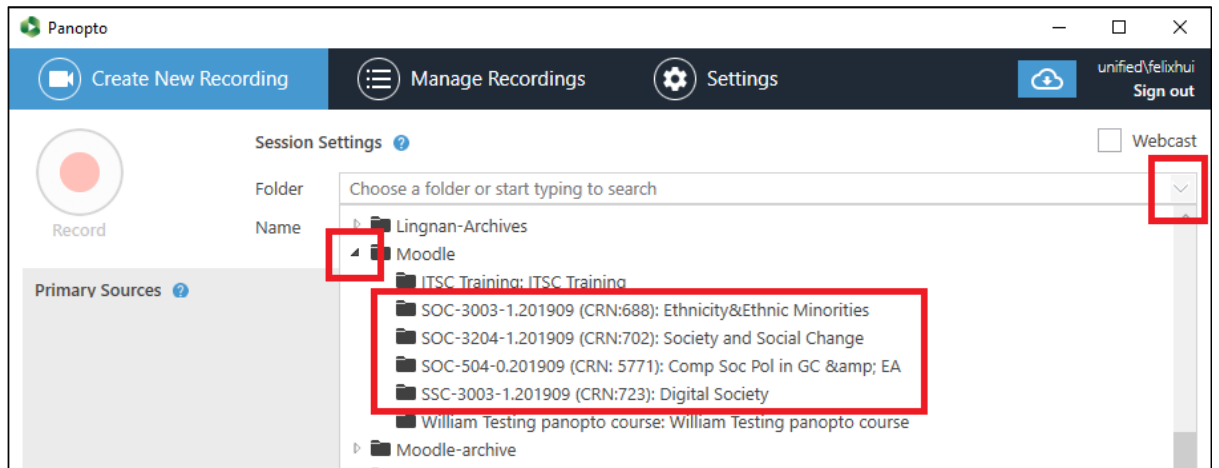
2.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.



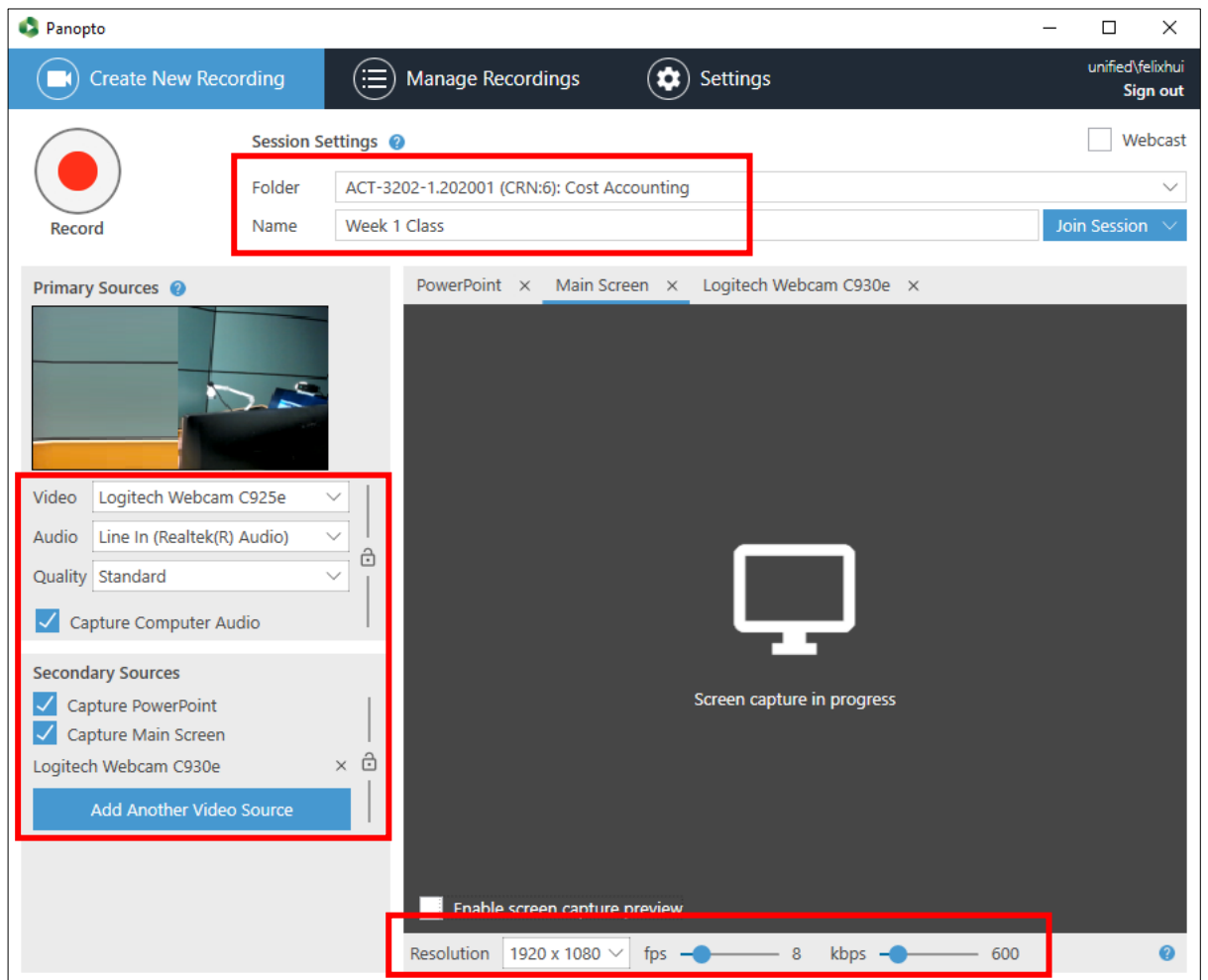
2.2 Click “Create” > “Record a new session”.



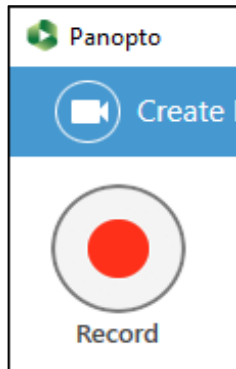
2.3 Click to select your course folder as below. Your video will be saved there.



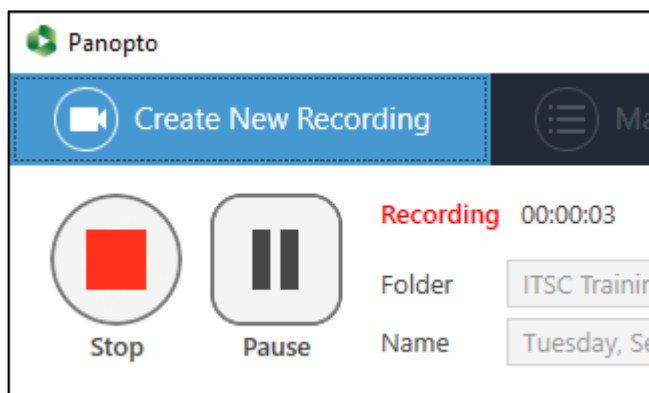
2.4 Adjust the following settings to suit your need. The following is a typical example.



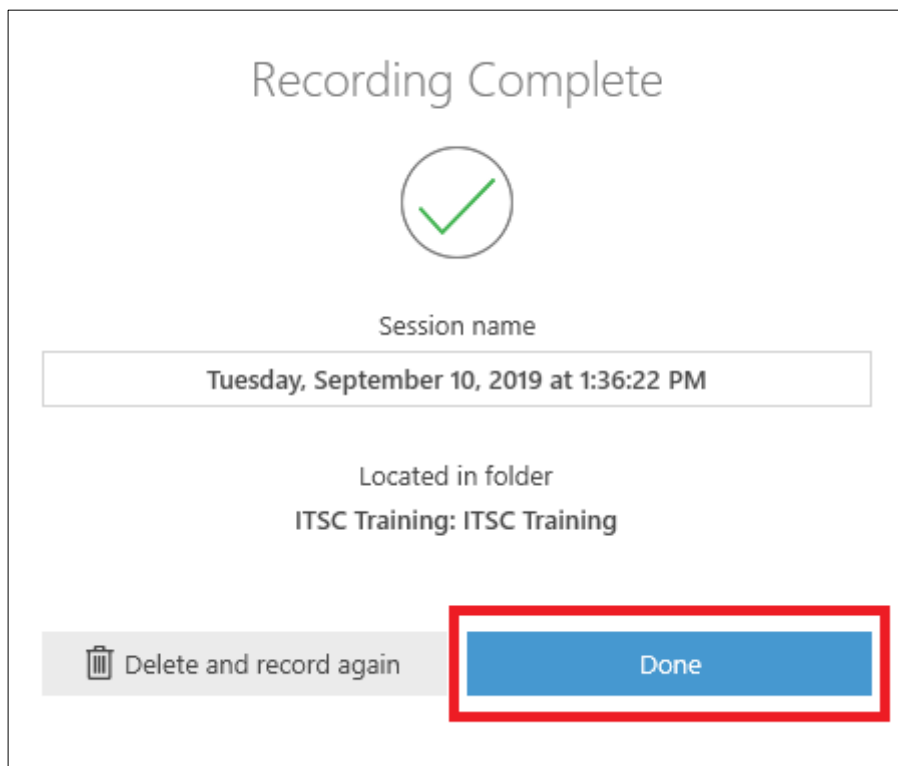
2.5 Then press to start recording.



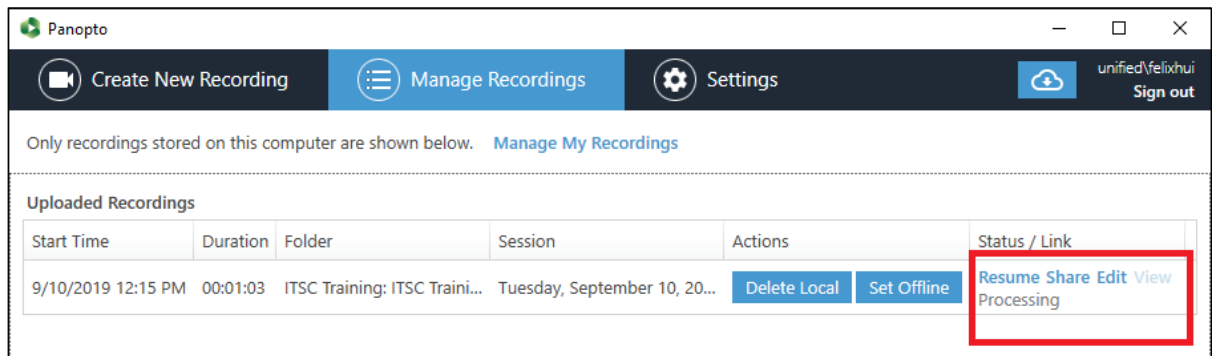
2.6 After finish recording, press to stop.



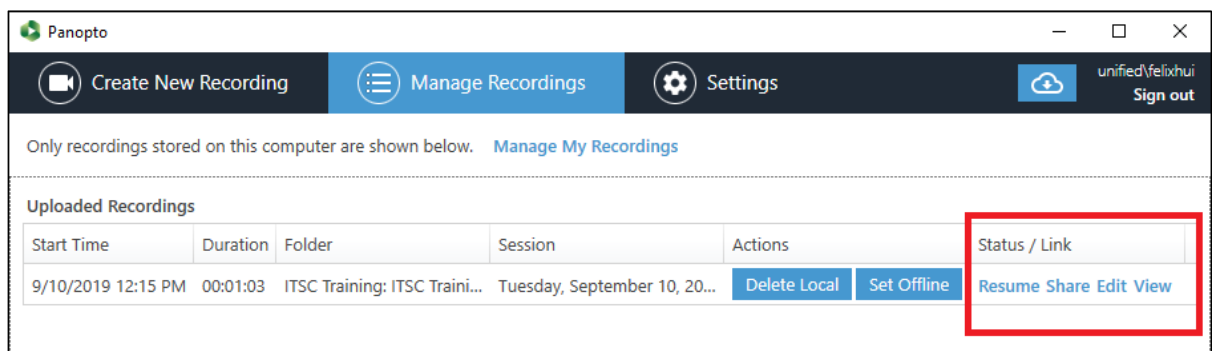
2.7 Click "Done" to upload the recording.



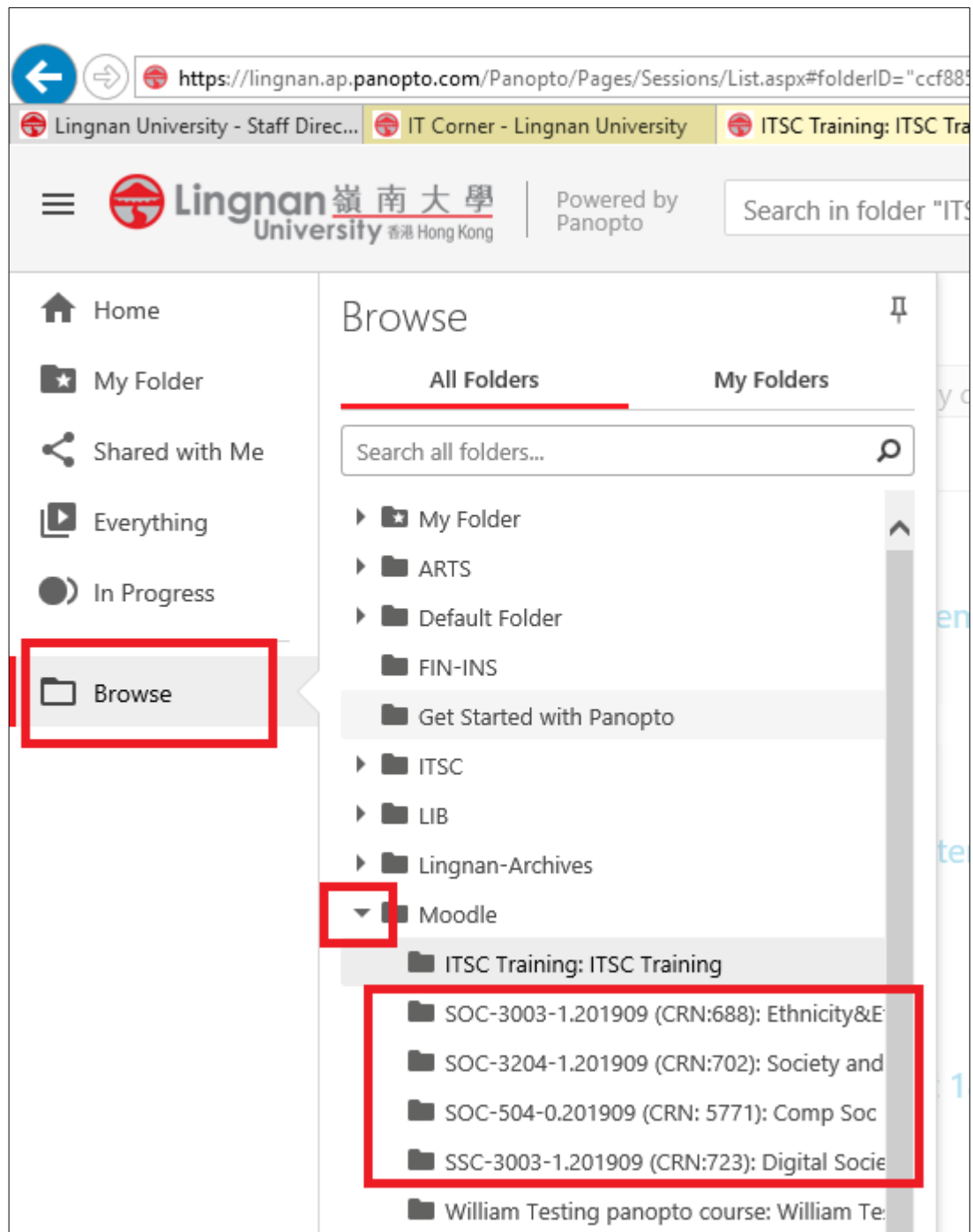
2.8 Wait for the upload to finish. It will usually take a few minutes.



2.9 When "Processing" disappears, the upload is done.

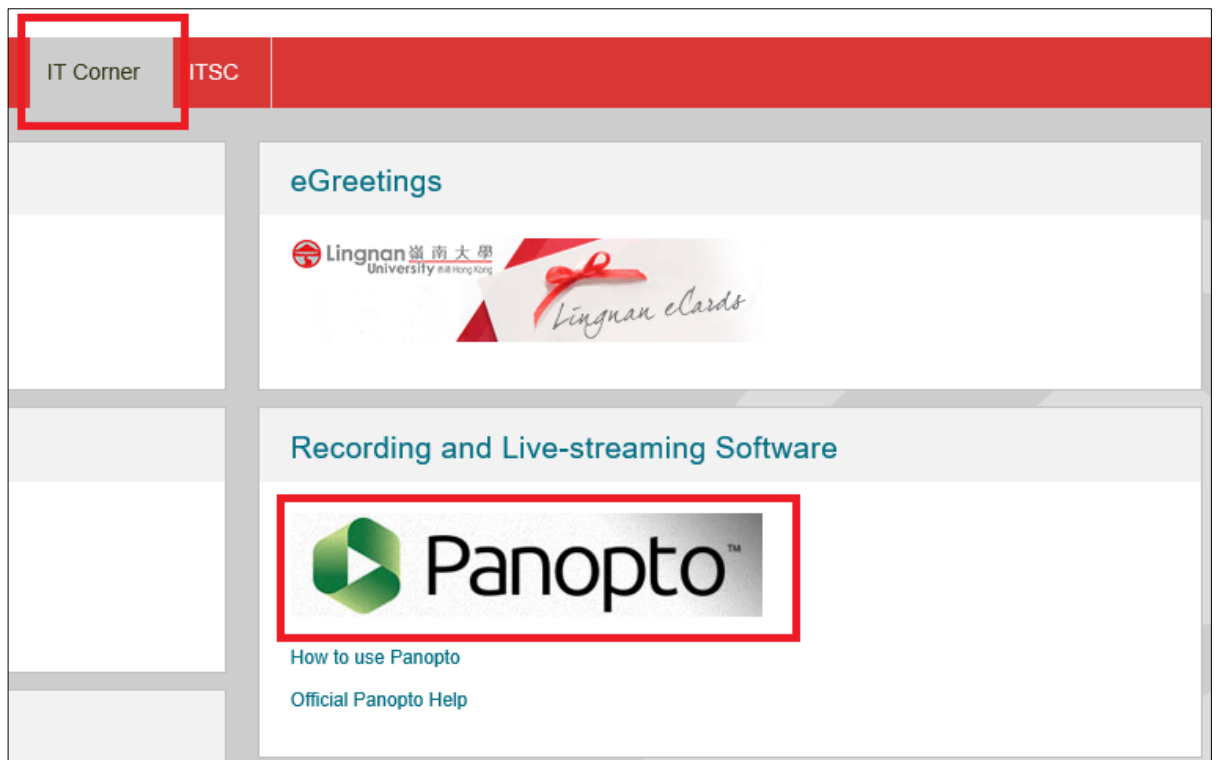


2.10 Go to your course folder to confirm the recording.

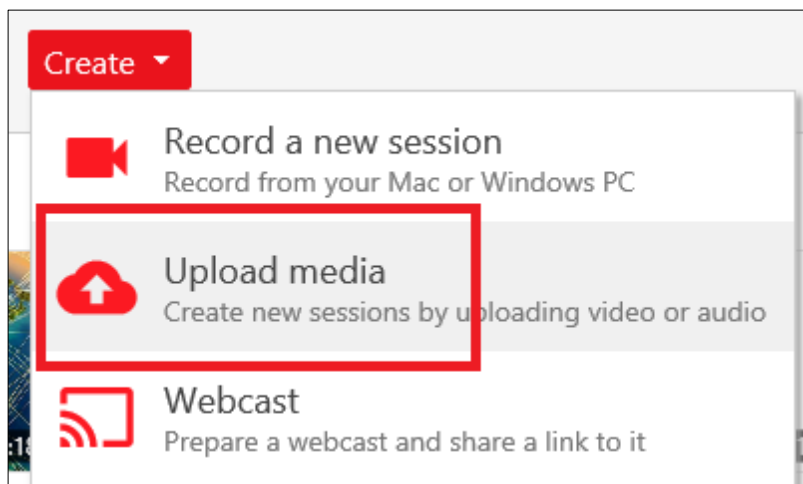


### 3 **How to upload videos to Panopto?**

3.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.

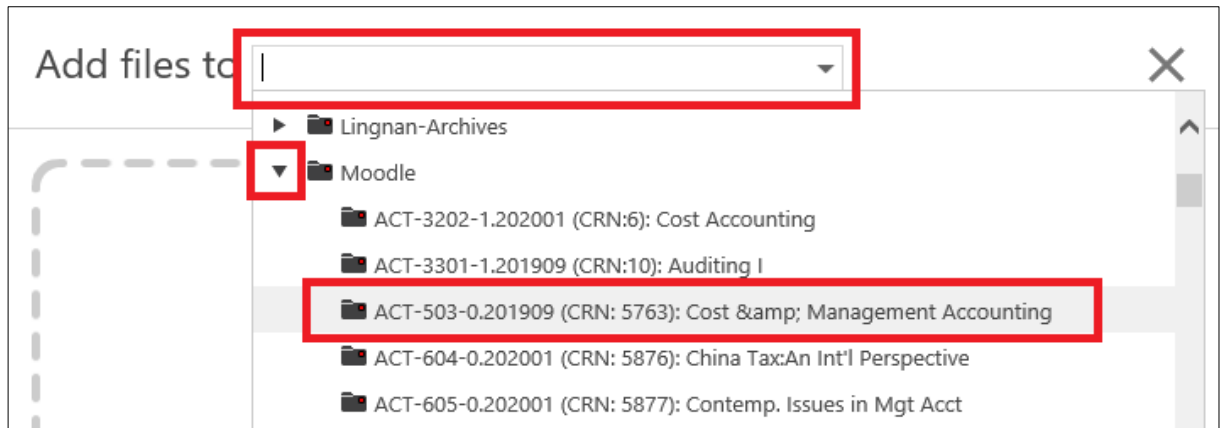


3.2 Click “Create” > “Upload media”.

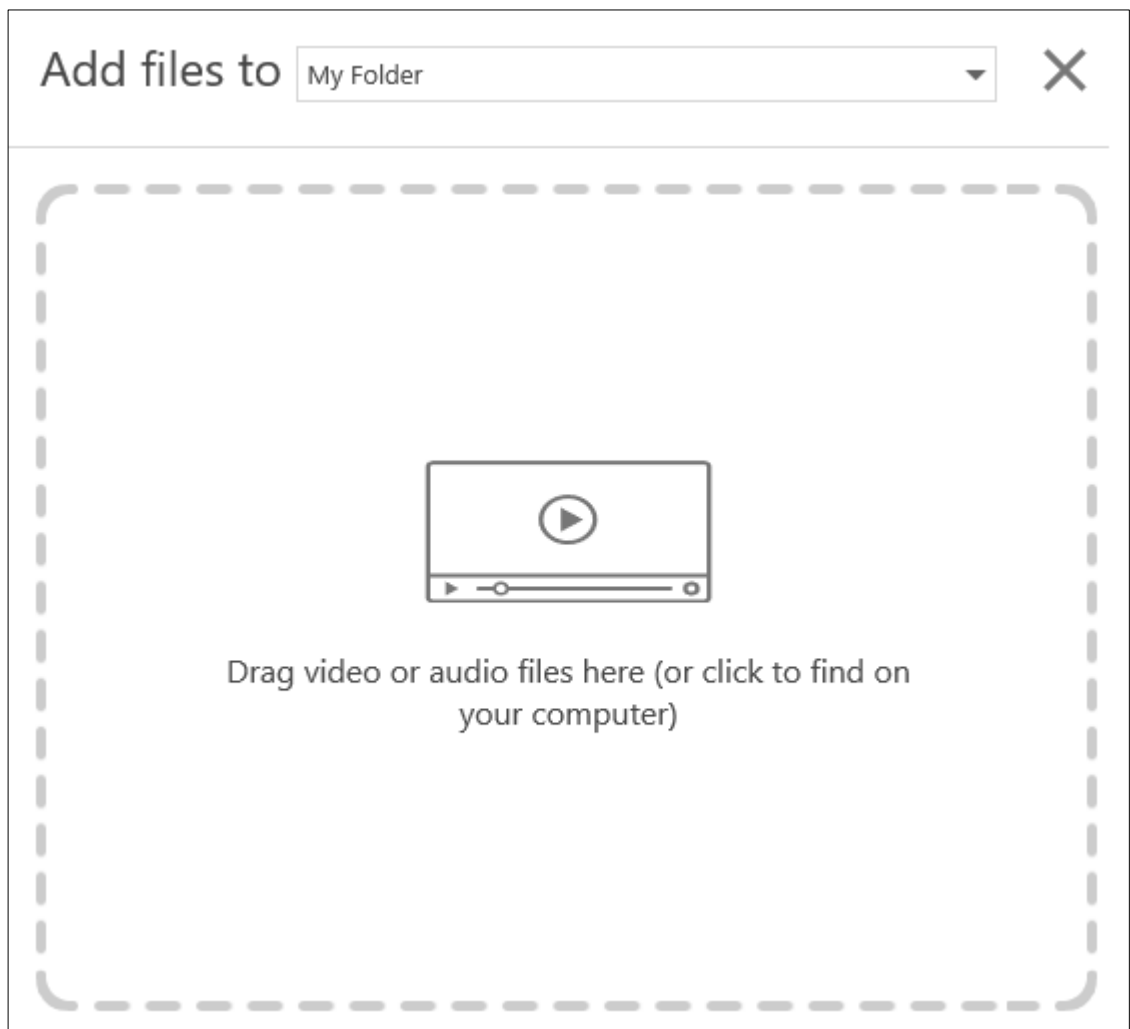




3.3 Click to select your course folder as below. Your video will be saved there.



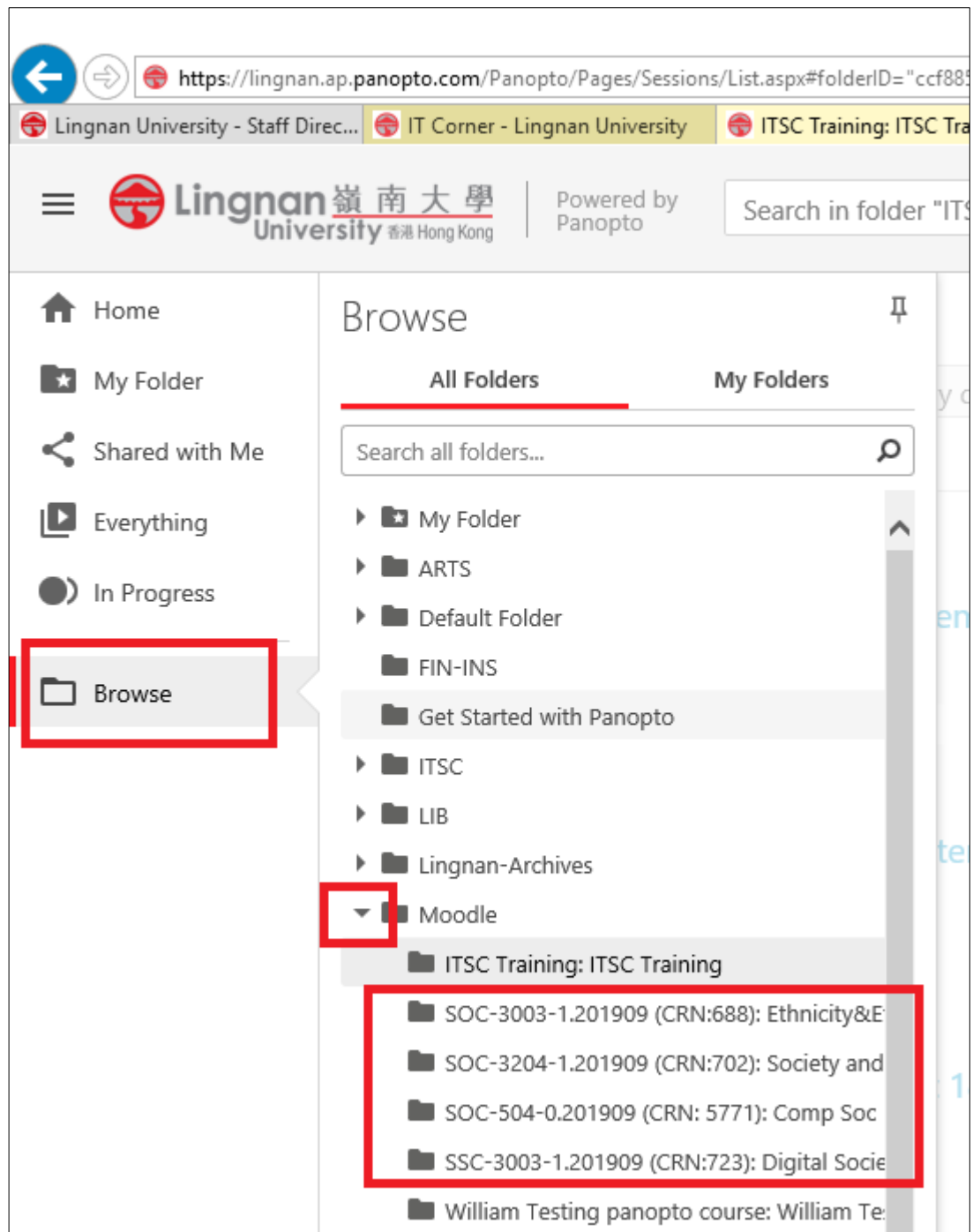
3.4 Upload your video files.



3.5 Close the following window after the upload.

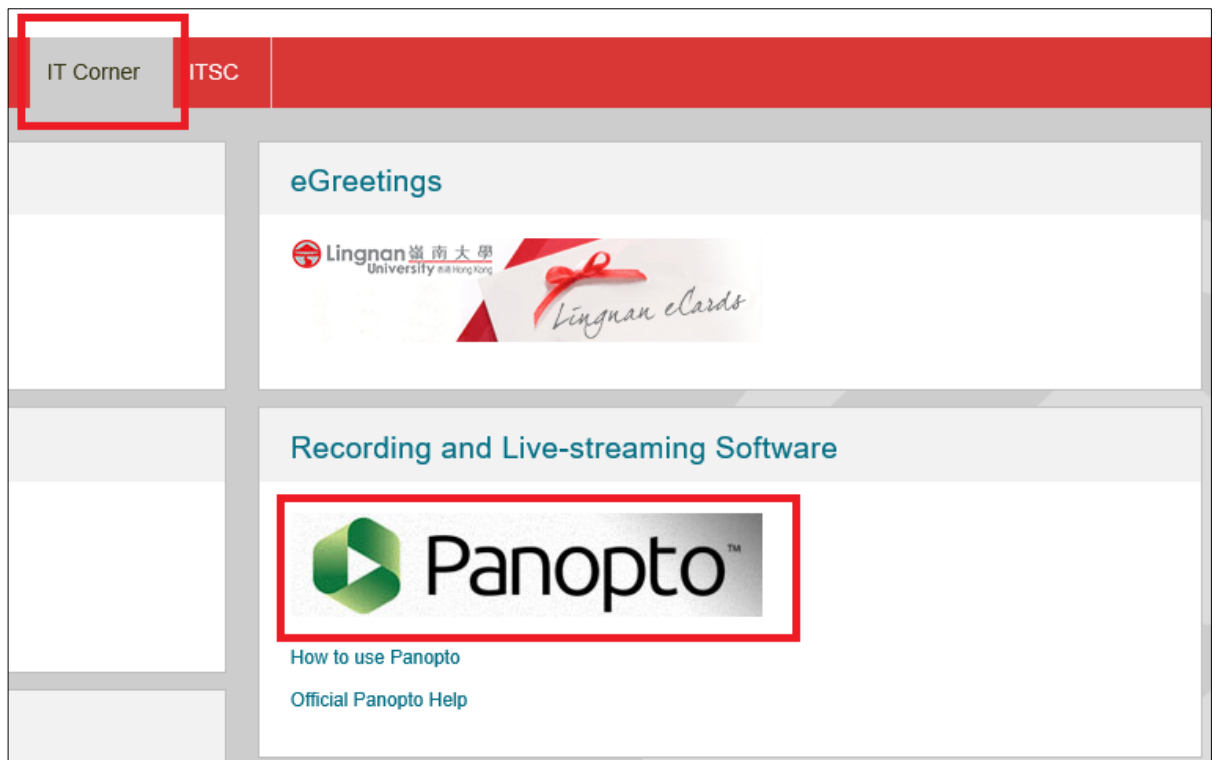


3.6 Go to your course folder to confirm the recording.

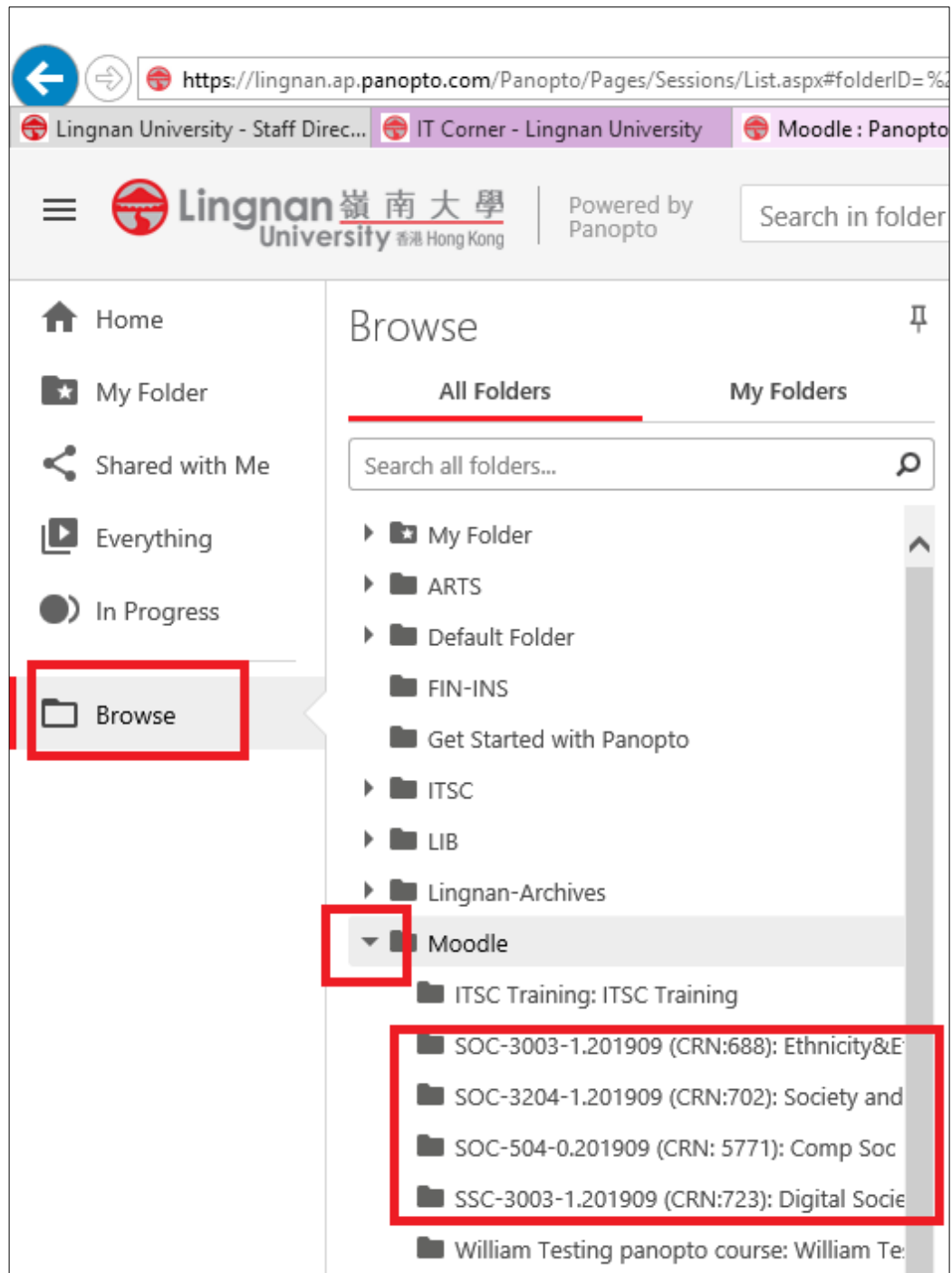


**4 Make sure your videos are in the correct folders in Panopto.**

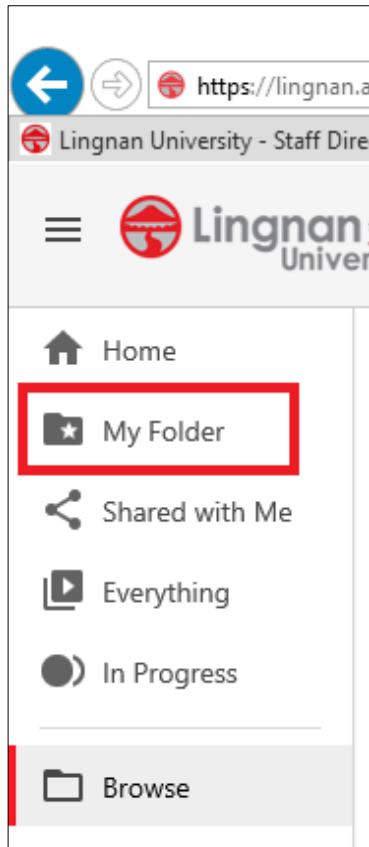
4.1 Log in myLingnan Portal > click the “IT Corner” tab > click to open the Panopto webpage.



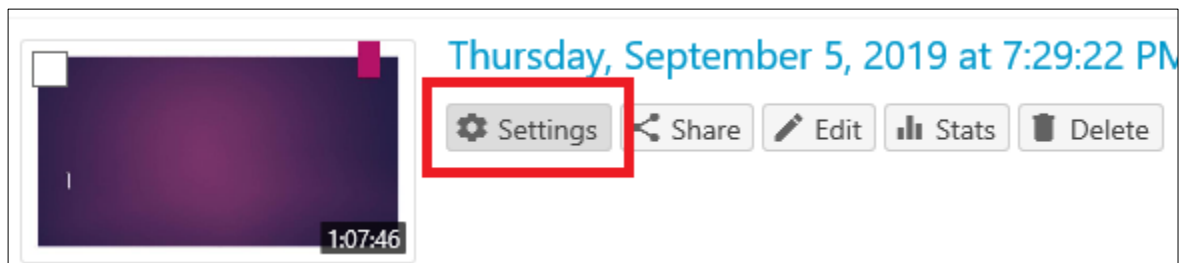
- 4.2 Click “Browse” > “the arrow beside Moodle” > your course and make sure your videos are there. Otherwise, perform the steps below.



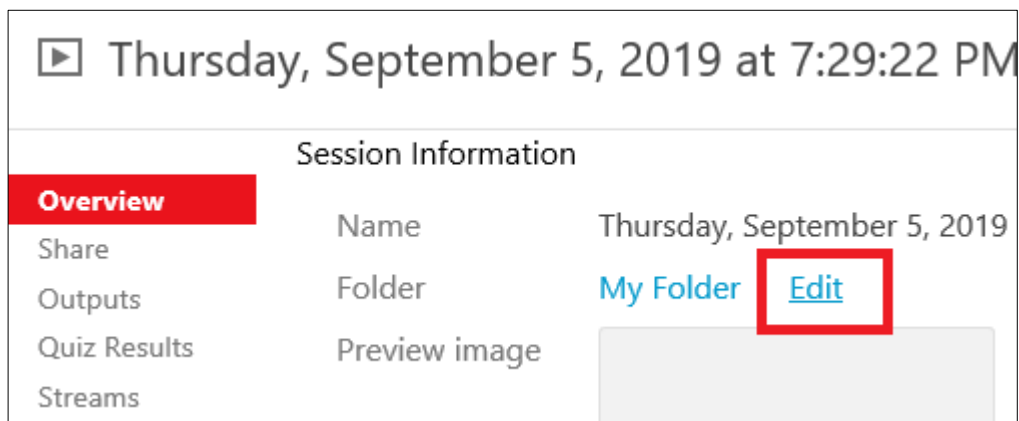
4.3 Click "My Folder".



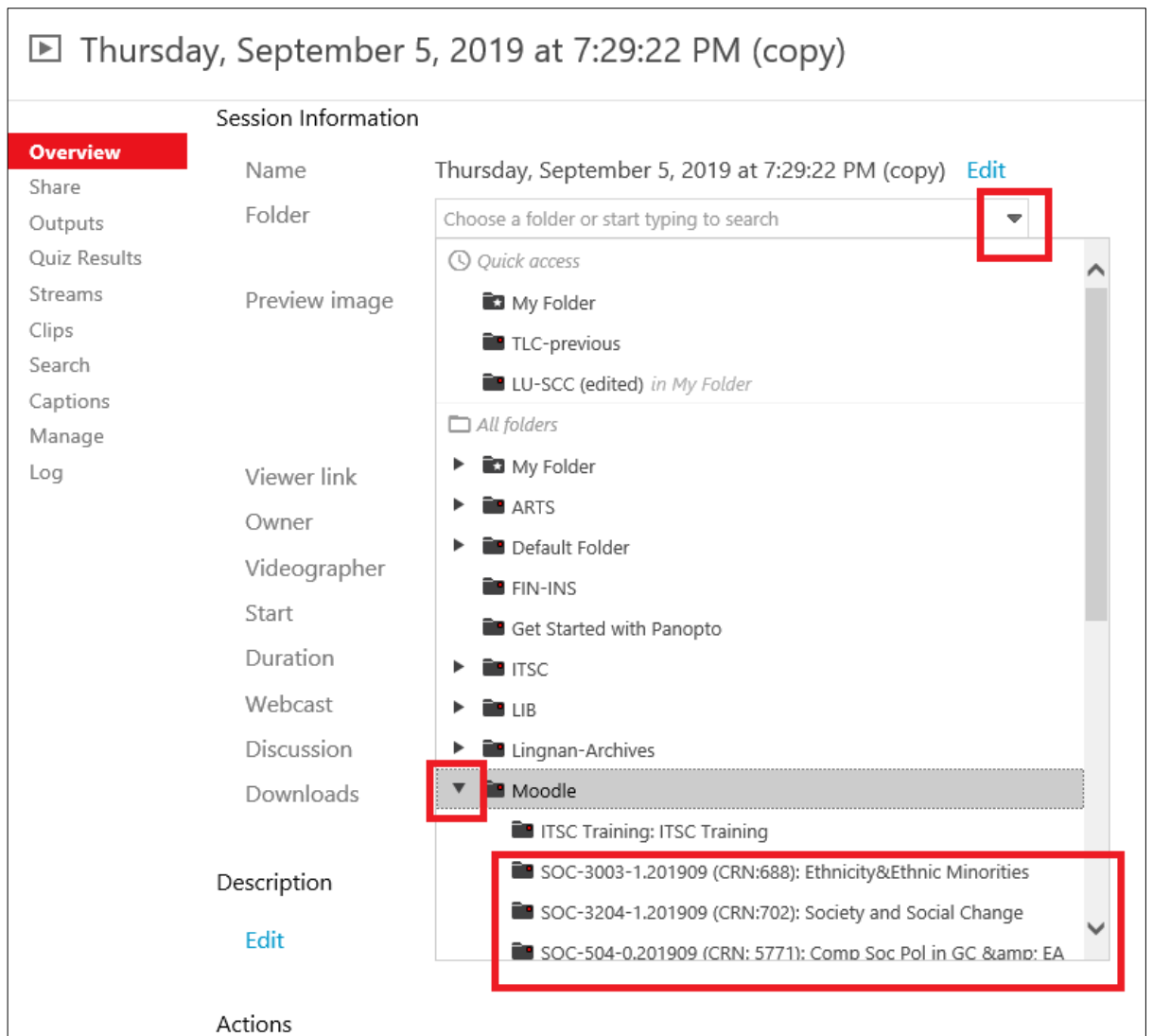
4.4 Mouse over the video and then click "Settings".



4.5 Click "Edit" on the line "Folder".

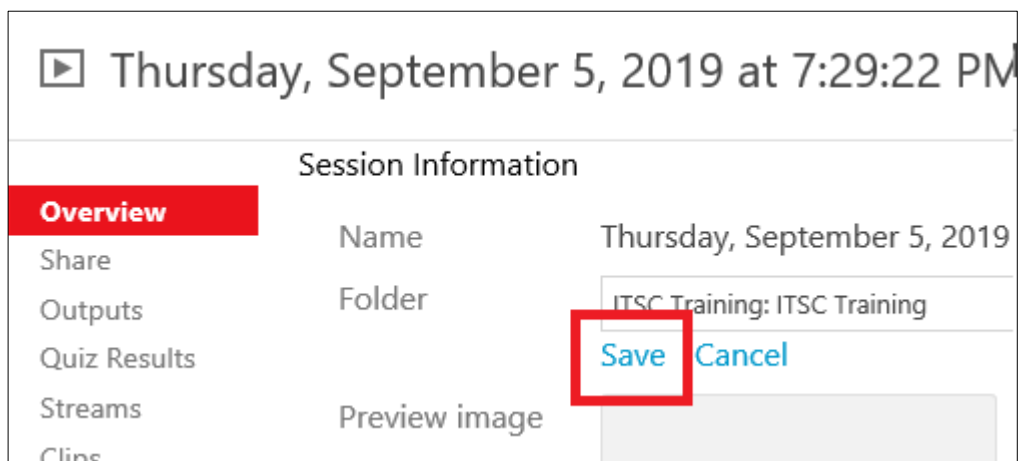


4.6 Click to locate your course folder as below.



The screenshot shows the 'Session Information' page in Moodle. The title is 'Thursday, September 5, 2019 at 7:29:22 PM (copy)'. On the left is a navigation menu with 'Overview' selected. The 'Folder' field is active, showing a search bar and a list of folders. A red box highlights the dropdown arrow in the search bar. Another red box highlights the 'Moodle' folder in the list. A third red box highlights the course folders: 'SOC-3003-1.201909 (CRN:688): Ethnicity&Ethnic Minorities', 'SOC-3204-1.201909 (CRN:702): Society and Social Change', and 'SOC-504-0,201909 (CRN: 5771): Comp. Soc Pol in GC & EA'. Other fields like 'Name', 'Preview image', 'Viewer link', 'Owner', 'Videographer', 'Start', 'Duration', 'Webcast', 'Discussion', 'Downloads', 'Description', and 'Actions' are also visible.

4.7 Click "Save".

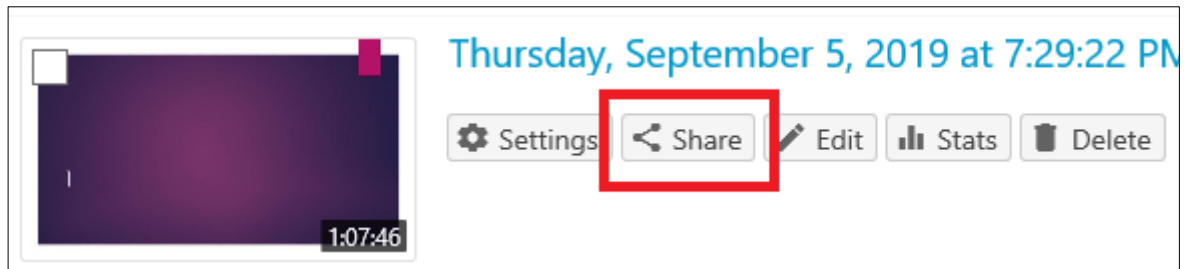


The screenshot shows the 'Session Information' page with the 'Folder' field set to 'ITSC Training: ITSC Training'. A red box highlights the 'Save' button. The 'Name' field is 'Thursday, September 5, 2019'. Other fields like 'Overview', 'Share', 'Outputs', 'Quiz Results', 'Streams', and 'Clips' are visible in the navigation menu.

4.8 Go back to step 4.2 to make sure your videos are in your course folder.

**5 Get the video link and announce it in Moodle.**

5.1 Mouse over the video and then click “Share”.



5.2 Copy the video link and announce it in Moodle.

