# Automatic Video Recording to Panopto Using Zoom

# Meeting

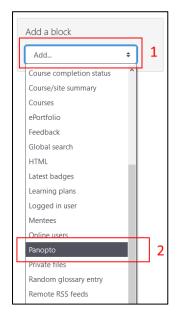
- I. Provision of a course folder in Panopto (once per course)
- II. Create a Zoom online class in Moodle
  - Adding the Zoom Moodle extension to your Moodle class (once per course)
  - Create a scheduled meeting / an online class
- III. Record a Class to the Zoom cloud service
- IV. Displaying Panopto 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.





5. In the newly-added block, click "Provision Course".

| Panopto                                   | + o - |
|---|-------|
| This course has not yet been provisioned. |       |
| Provision course                          |       |
| Add a block                               |       |
| Add                                       | •     |

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

| Provision courses<br>Dashboard / Panopto / Blocks / Panopto / Provision courses   |
|---|
|   |
|   |
| Course name ITSC Zoom Training: ITSC Zoom Training  |
| Synced user information   |
| Future users will automatically be synced according to your custom Panopto settings.  |
| Async tasks will cause a delay before syncing the users. This is usually 5-15 minutes but can change depending on the Moodle configuration. |
| The below users have been synced and should be ready to use Panopto.  |
| Publishers  |
| MoodleDev/mf4iau  |
| Creators  |
| MoodleDev\mf4lau  |
| Viewers   |
| No viewers.   |
| Result  |
| Successfully provisioned course folder with ld: 6837b155-243d-4ef8-bb20-ad900082dbda  |
|   |
| Back to course  |

7. Click "Turn editing off" at upper left

| eLearning@Moodle | 4 9 | 0.               |
|------------------|-----|------------------|
|                  |     |                  |
|                  |     | Turn editing off |

### 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'.

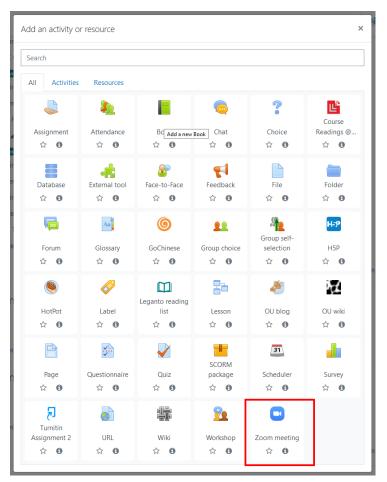




3. Click "Add an activity or resource". You are suggested to create the module in the same block with "Announcements".



4. From the list of activities click to select "Zoom Meetings"



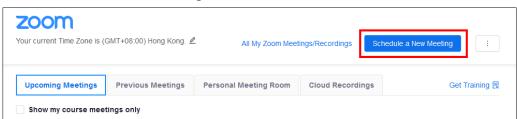


- 5. In the module details
  - Provides an activity name
  - Click either
    - Save and return to course Save settings and return to the course main page, or
    - Save and display Save settings and go to module content.

| 🛃 Adding a new External tool  |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| <ul> <li>General</li> <li>Activity name</li> <li>Show more</li> </ul> | Zoom Online Classes  Select content                 |  |  |  |  |  |
| Privacy   |   |  |  |  |  |  |
| ▶ Grade   |   |  |  |  |  |  |
| Common module settings  |   |  |  |  |  |  |
| Restrict access   |   |  |  |  |  |  |
| ▶ Tags  |   |  |  |  |  |  |
| <ul> <li>Competencies</li> </ul>                                      |   |  |  |  |  |  |
| There are required fields in this form marked 🔒 .                     | 2 Save and return to course Save and display Cancel |  |  |  |  |  |

#### 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).

| Course Meetings > Schedu | Je a Meeting                   |  |
|--------------------------|--------------------------------|--|
| Торіс                    | ITSC Zoom Moodle Class         |  |
| Description (Optional)   | Enter your meeting description |  |
| When                     |                                |  |



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.

| Security | ✓ Passcode 81  |
|----------|--|
|          | Only users who have the invite link or passcode can join the meeting   |
|          | ✓ Waiting Room<br>Only users admitted by the host can join the meeting |
|          | Require authentication to join   |
|          | Authenticated Lingnan Users V  |
|          | In.edu.hk,In.hk Edit   |

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.

| Mute participants upon entry  |
|---|
| Use Personal Meeting ID 3768479736  |
| ✓ Record the meeting automatically ○ On the local computer ● In the cloud |

6. Click "Save".

| Meeting Options                                     | Enable join before host   |  |  |  |
|---|---|--|--|--|
|   | Mute participants upon entry  |  |  |  |
|   | Use Personal Meeting ID 376 6                                       |  |  |  |
|   | Record the meeting automatically On the local computer In the cloud |  |  |  |
|   |   |  |  |  |
| VAdvanced Options (Schedule For, Alternative Hosts) |   |  |  |  |
|   | Save Cancel   |  |  |  |

## 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.

| Upcoming Meetings    | <b>1</b> revious Meetings | Personal Meeting Room | Cloud Recordings | Get Training   |
|----------------------|---------------------------|-----------------------|------------------|----------------|
| Show my course mee   | tings only                |                       |                  |                |
| Start Time           | Торіс                     |                       | Meeting ID       |                |
| Tomorrow<br>12:00 AM | ITSC Zoom Mo              | odle Online Class     | 787-712-790      | 2 Start Delete |



- 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".

| Zoom   | ×  |
|--|--|
|  | Home Chat Meetings Contacts Q. Search / Jump To                  |
| C Upcoming Recorded  | ÷ 2  |
| 37 6<br>My Personal Meeting ID (PMI)                       | ITSC Zoom Moodle Online Class                                    |
| Meeting hosted by <b>Me</b> ~                              | Host:<br>Meeting ID: 9   |
| ITSC Zoom Moodle Online Class<br>1:00 PM-2:00 PM<br>Host L | Stort b<br>G Copy Invitation / Edit X Delete<br>Join from a Room |
| Meeting ID: 9  | Show Meeting Invitation  |
| CRN 1234<br>Host: I<br>Meeting ID: 9                       |  |

3. If automatic recording is not enabled, click the record button and select "Record to the Cloud"

|              | Record on | this Computer  | Alt+R          |             |     |
|--------------|-----------|----------------|----------------|-------------|-----|
|              | Record to | the Cloud      | Alt+C          |             |     |
| Share Screen | Record    | Breakout Rooms | €<br>Reactions | •••<br>More | End |

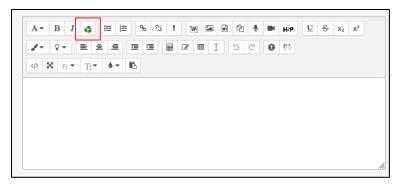
- 4. After class ended, please end the meeting / class as usual
- 5. Video recorded in Zoom cloud storage server will be copied to the course folder of Panopto once finished processing. Teacher can leave the classroom without waiting for the transfer to complete which will take around half an hour depending 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.





5. Videos stored in the course folder on Panopto will be displayed. Select the video(s) and click "Insert".

| Ins  | ert fr | rom Panopto               |                               |        |                        |                         | × |
|------|--------|---------------------------|-------------------------------|--------|------------------------|-------------------------|---|
|      | ITSC   | C Training: ITSC Training |                               |        | ▼ Search under "ITSC T | raining: ITSC Training" |   |
|      |        | Choose                    |                               | Upload |                        | Record                  |   |
|      |        | LACIN                     | ITSC Training #3<br>8/26/2021 |        |                        |                         |   |
|      |        | .cein                     | ITSC Training #2<br>8/26/2021 |        |                        |                         |   |
|      |        | iel                       | ITSC Training #2<br>8/26/2021 |        |                        |                         |   |
|      |        |                           | ITSC Training                 |        |                        |                         | Ŧ |
| Inse | rt     |                           |                               |        |                        |                         |   |

- 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

