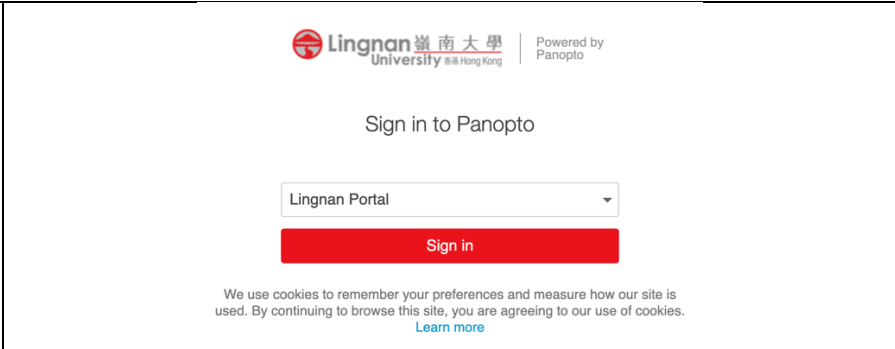



Recording and posting video and audio lectures with Panopto™

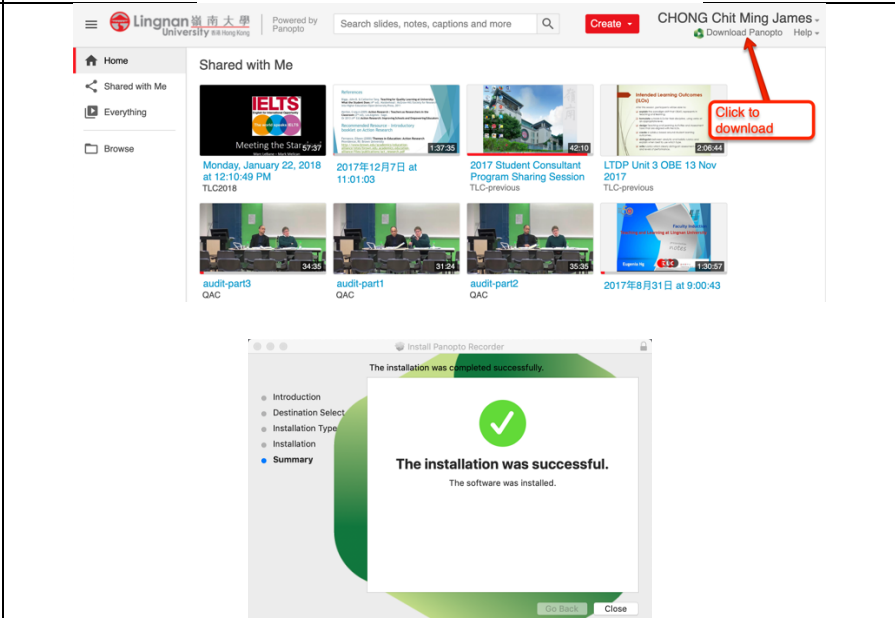
Equipment required:

- **For recording:** a **computer with a webcam and mic**. In general, a **notebook computer** comes with both nowadays. *Alternatively, you can use a **smartphone** to do the recording. If you opt to use a smartphone to do recording, you will still need a computer to post your video/audio files.*
- **For posting (and editing):** a computer with Internet access.

1 On your computer, go to <https://lingnan.ap.panopto.com>, choose "Lingnan Portal" to sign in.

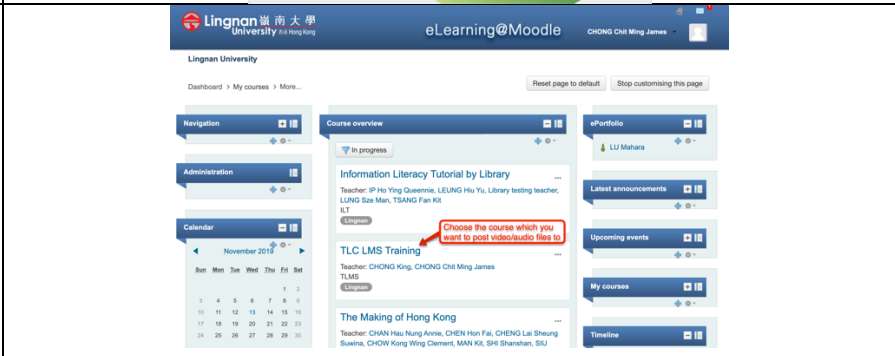


2 Click the  Download Panopto Link to download the software and click on **run** or **double click on the file downloaded to** install it.



3 After installing Panopto, go to Lingnan Moodle via Portal or use the link below: <https://lms.ln.edu.hk> **Sign in to Moodle and choose a course you want to post your video/audio files to.**

In this example, I use a sample course titled "TLC LMS Training"



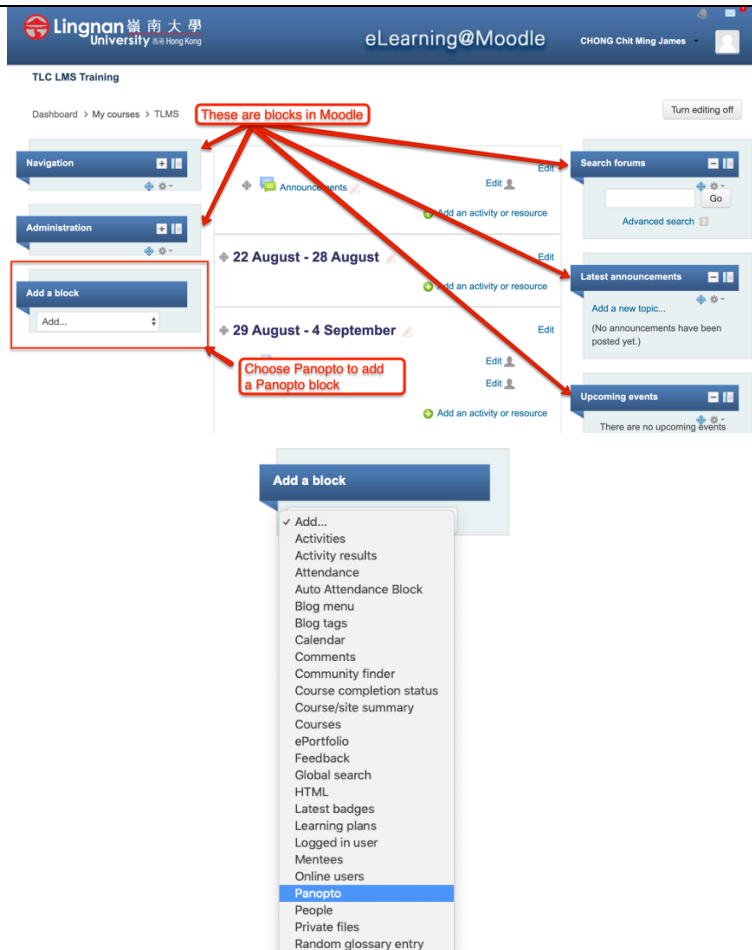
4 Enter the Moodle course, turn on editing by clicking

Turn editing on

Located on the upper right section.

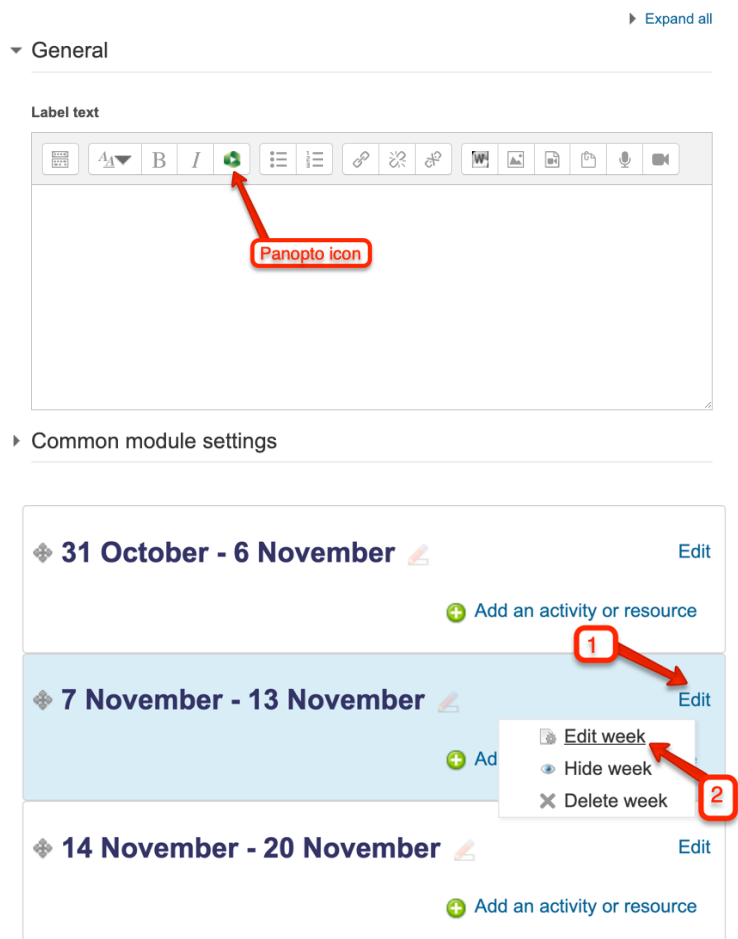
Add a Panopto block and click the **Provision Unit** link on that block. Depending on your setting, you might receive a notice saying that your **provision** is successful. Regardless whether you see the notice, you can now use Panopto inside Moodle.


By **provisioning**, it will create a connection between your Moodle course and a Panopto folder which provides access control that only the students in your course can view the video or audio files posted by you for the course.

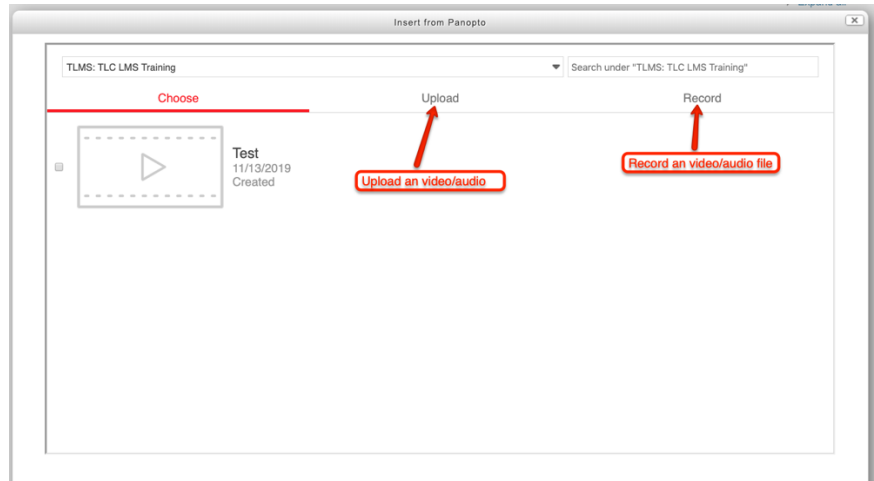


5 You can now see an additional **Panopto Icon** on all items (e.g. section title, topic title, label, forum item, activity description, and assignment description etc.) which is editable by the build-in text editor

A simple use is to edit a section title (i.e. the topic or the week) and put add a video/audio on it by clicking the Edit link next to the title



6 Click on the Panopto icon

embedded on the Text editor



7 **You can now choose a video/audio file that you previously created, upload a video/audio file you have recorded on your smart phone or by other means, and start a new recording.**

If necessary, please also refer to the video on the link below from Monash University which demonstrates the steps:

<https://www.monash.edu/learning-teaching/innovation/userguides/panopto-quick-start-guide>

If you need any professional support, please contact please contact Mr James CHONG, Education Manager (Technology) of TLC (email: jameschong@LN.edu.hk; phone: 2616 8420) and/or Dr King CHONG, Educational Development Manager of TLC (email: kingchong@LN.edu.hk; phone: 2616 7584).