

Panopto for Staff: Crafting and Sharing Videos

Winthrop Office of Online Learning



Why Panopto?

Why use Panopto for your videos?

- Winthrop pays for video storage
- Easy editing (cut, add slides, etc.)
- Accessible (auto-captioned)
- Secure (you can set share options for different audiences)
- Collaborative (can create shared folders or add editors to individual videos)

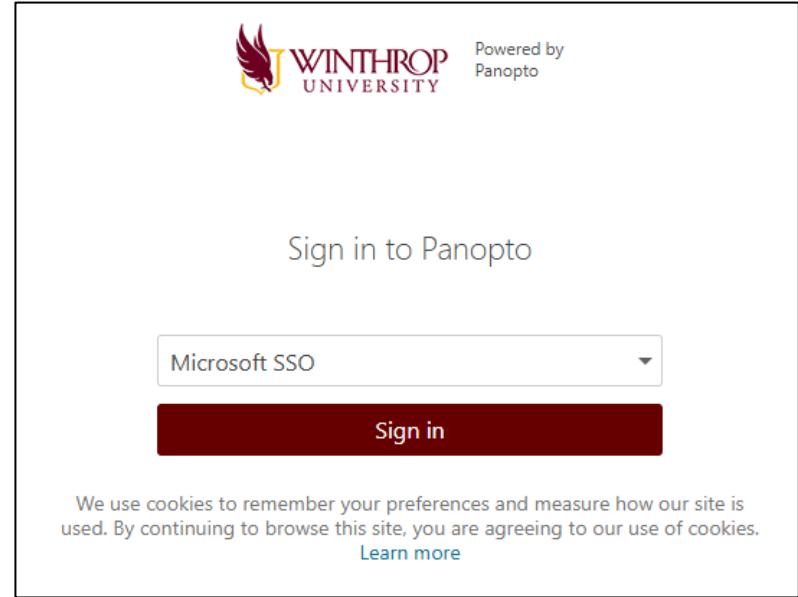
Use Cases:

- Add Videos to your dept website to:
 - Introduce your Office
 - For Recruitment - Student Testimonials, Faculty Spotlights, etc.
 - To provide information about your services for Students, Faculty or Staff
- Training Videos
 - These can be posted on the website, shared using a link, or accessed directly through Panopto's website
- Keeping Records
 - You can keep recordings forever on the Panopto site. You can upload/download.



Access Panopto

1. Go to the [Panopto Login Page](https://winthrop.hosted.panopto.com) (<https://winthrop.hosted.panopto.com>)
2. From the drop down menu, select Microsoft SSO.
3. Click Sign in, then use your Winthrop credentials to complete the sign in process. *Note: If you are already signed into your SSO, you will be taken directly into the Panopto site.*



WINTHROP UNIVERSITY Powered by Panopto

Sign in to Panopto

Microsoft SSO

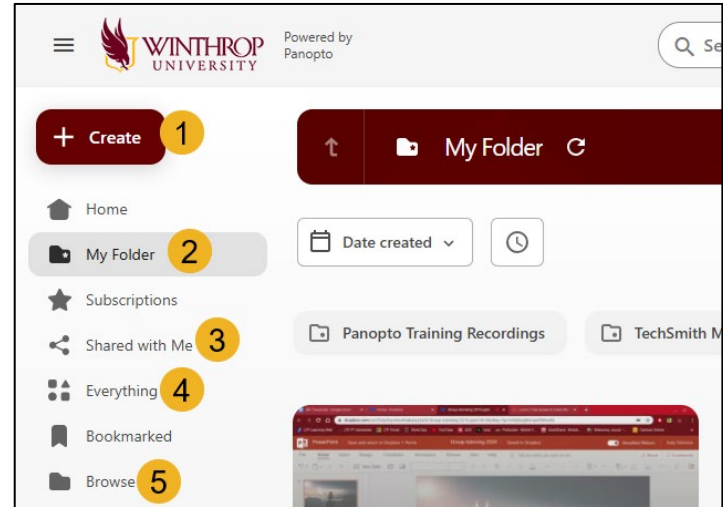
Sign in

We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies. [Learn more](#)



Navigate within Panopto

1. Create button
 - a. Recording
 - b. Uploading
 - c. Playlist
2. My Folder - personal videos
3. Shared with Me - videos shared with *you* (includes courses/orgs you are enrolled in)
4. Everything - videos that are public
5. Browse - to access other folders



Record a Video and Set Background

1. Two recording options

- a. Panopto for Windows/Mac - downloadable, allows pause during recording
- b. Panopto Capture - browser based

2. Set your recording preferences

- a. Audio source
- b. Video source
- c. Screens and Apps - share an application or whole screen

3. Additional Settings (gear icon)

- a. Background - blur, default, or upload an image (you can use the [UCM Desktop Wallpapers](#))



Editing Videos

Editing options

- Clip sections out
- Add additional streams (audio or video)
- Upload PowerPoint Slides
- Add or edit Table of Contents
- **Add or edit Captions - this is required for accessibility**
- Add quiz questions - true/false or multiple choice

For more information about editing: [Editing Videos in Panopto Tutorial](#)



Share a Video and Set the Permissions

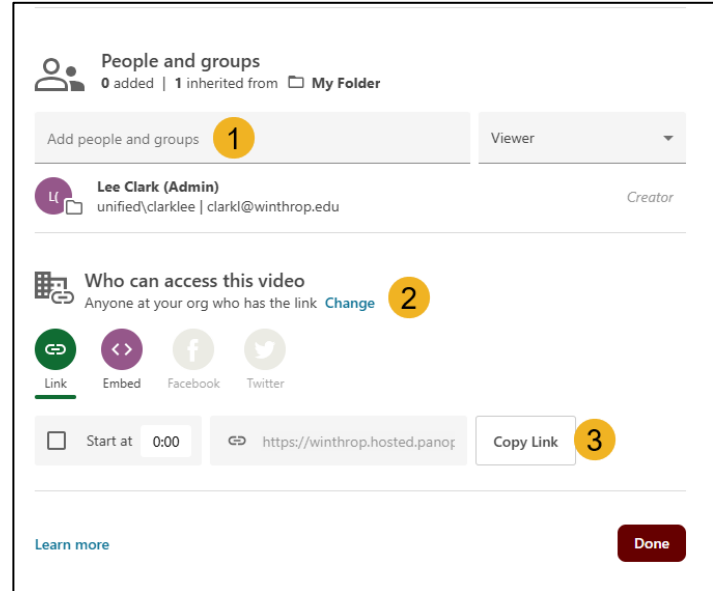
1. Share Icon

2. Permissions

- a. Share with an Individual
 - i. viewer, viewer with link (unlisted), editor
- b. Share within Winthrop
 - i. Who Can Access this Video - Your Org
- c. Share publicly
 - i. Who Can Access this Video - Public

3. Link or Embed (for website and emails)

- a. Must set permissions accordingly
- b. Can start at a specific time too

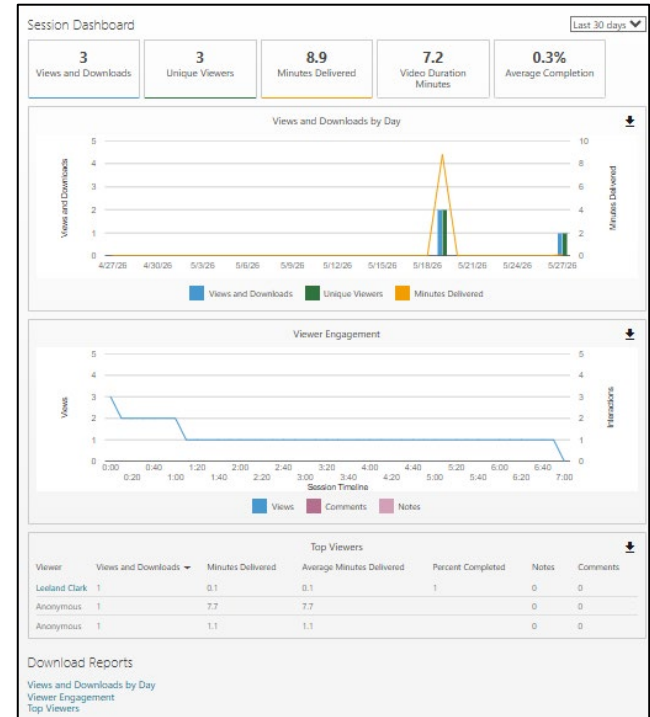


The screenshot shows a video sharing interface with three numbered callouts. Callout 1 points to the 'Add people and groups' input field. Callout 2 points to the 'Who can access this video' section, which is currently set to 'Anyone at your org who has the link'. Callout 3 points to the 'Copy Link' button. The interface also shows a 'Viewer' dropdown menu, a list of users including 'Lee Clark (Admin)', and options for 'Link', 'Embed', 'Facebook', and 'Twitter'. A 'Start at' field is set to '0:00' and a URL is displayed as 'https://winthrop.hosted.pano...'. A 'Done' button is visible at the bottom right.

Video Analytics

See how much interaction your video has had!

- Engagement over time
 - Number of views/downloads, Number of unique viewers, Minutes watched
- Who watched the video
 - You can get a list of all Winthrop users who are logged in when they view your video
 - Any users not logged into Winthrop's SSO (Blackboard/Wingspan) when viewing the video will show up in the list as Anonymous



Resources

Need help? Who you gonna call?

- Winthrop Office of Online Learning (WOOL)
 - blackboard@winthrop.edu
 - 803-323-2212
 - Or send a message to me on Teams



Scan the QR code to access these slides!

