

Panopto Content Management for Students

i NOTE: You DO NOT need to install the Panopto application to submit or share content. Video or audio recordings created from other programs or devices can be uploaded to the Panopto site.

In Panopto, students can create and share their content with instructors within a shared folder.

How to access a folder the instructor created:

1. Log in to the Fredonia Panopto site: <https://fredonia.hosted.panopto.com/>



Sign in to Panopto

Fredonia eServices ▼

Sign in

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2. Copy and paste the link provided by your instructor.
3. The folder shared by your instructor will either be empty or full of content.

If you cannot see content within a course folder, or only see certain recordings, make sure you have permission to view content in that folder and that certain content is not private.

How to create and edit video in Panopto to be turned in to the instructor:

1. Content can be created using the Panopto application available on Windows, Macintosh, Android or iOS. You will need a microphone and webcam or camera to create content.

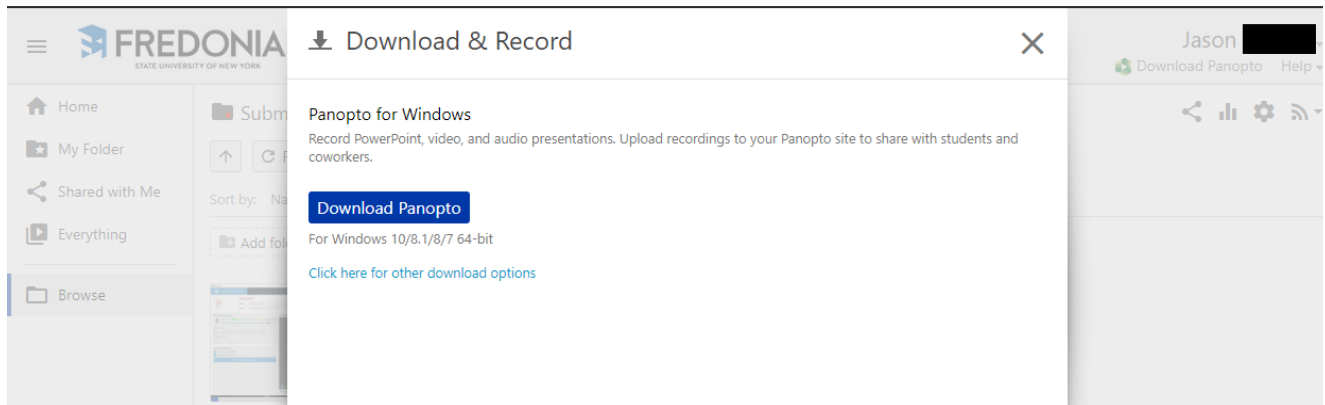
A camera is not required to create content but consult with your instructor on what type of content they require; video and audio or audio only.

You can record yourself, yourself with a computer or device's screen, or voiceover with your computer or device's screen.

2. Although a majority of campus computers have Panopto installed, not all of them are equipped with a microphone and webcam. We recommend installing Panopto on your personal computer.

Most laptops, tablets, and smartphones have a microphone and webcam built in.

3. You can install Panopto on your computer by going to the Fredonia Panopto site, signing in with your eServices account and under your name, in the upper right-hand corner, click "Download Panopto".



To install Panopto for mobile devices like smartphones and tablets, visit the Google Play Store on Android devices or the App Store on iOS/Apple devices and search "Panopto".

NOTE: At this time, you will see two Panopto applications under this search. Download ONLY the Panopto application labeled "Panopto NEW"



. DO NOT download the application labeled "Panopto (LEGACY)".

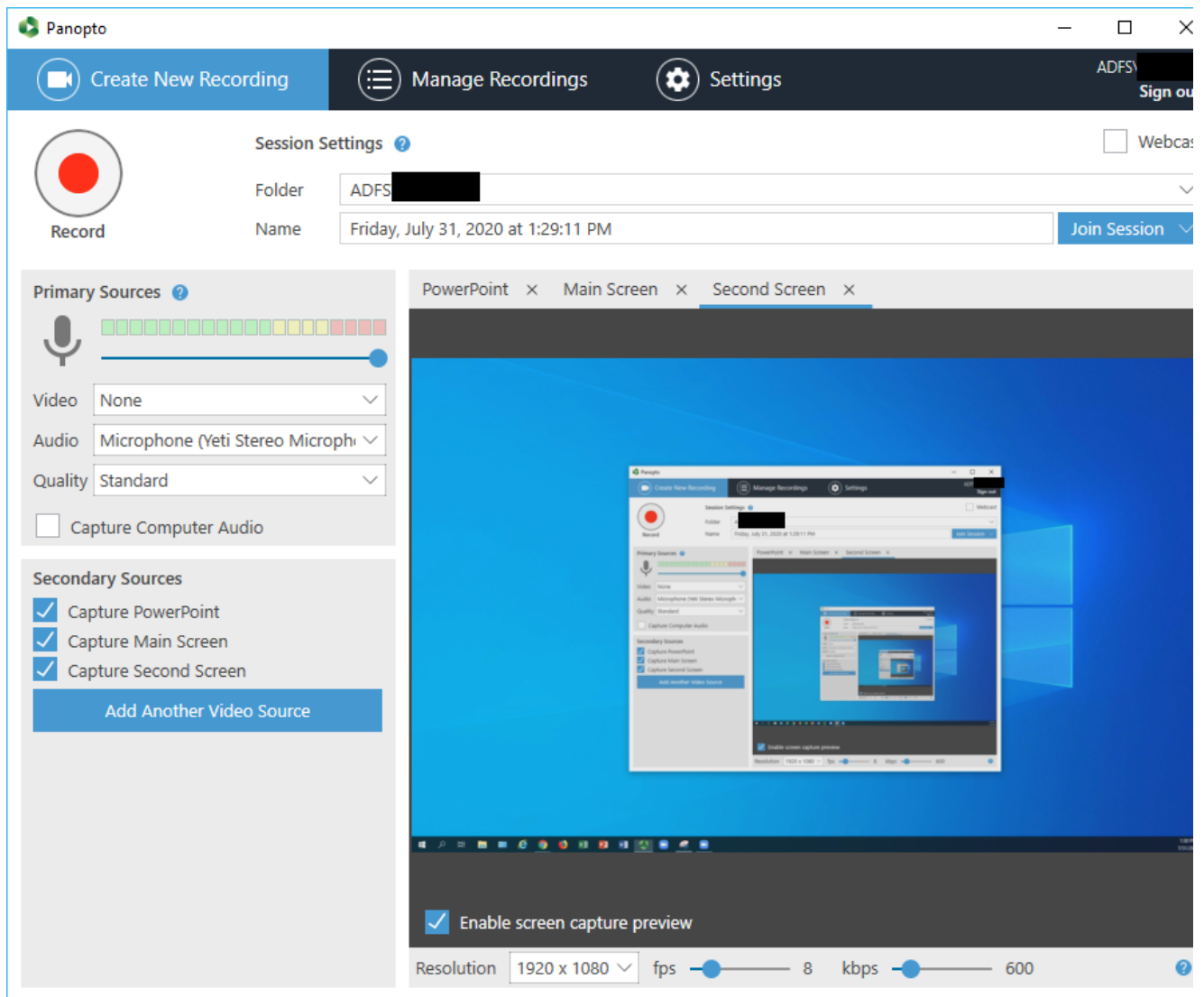
4. Within the Panopto application, sign in to the Fredonia Panopto site, the domain is fredonia.hosted.panopto.com.

You can share your screen or a specific application like PowerPoint, capture computer audio, or just voice over a screen capture.

Once you're done recording and signed in to the application, your recording will automatically upload to the Fredonia Panopto site and your account.

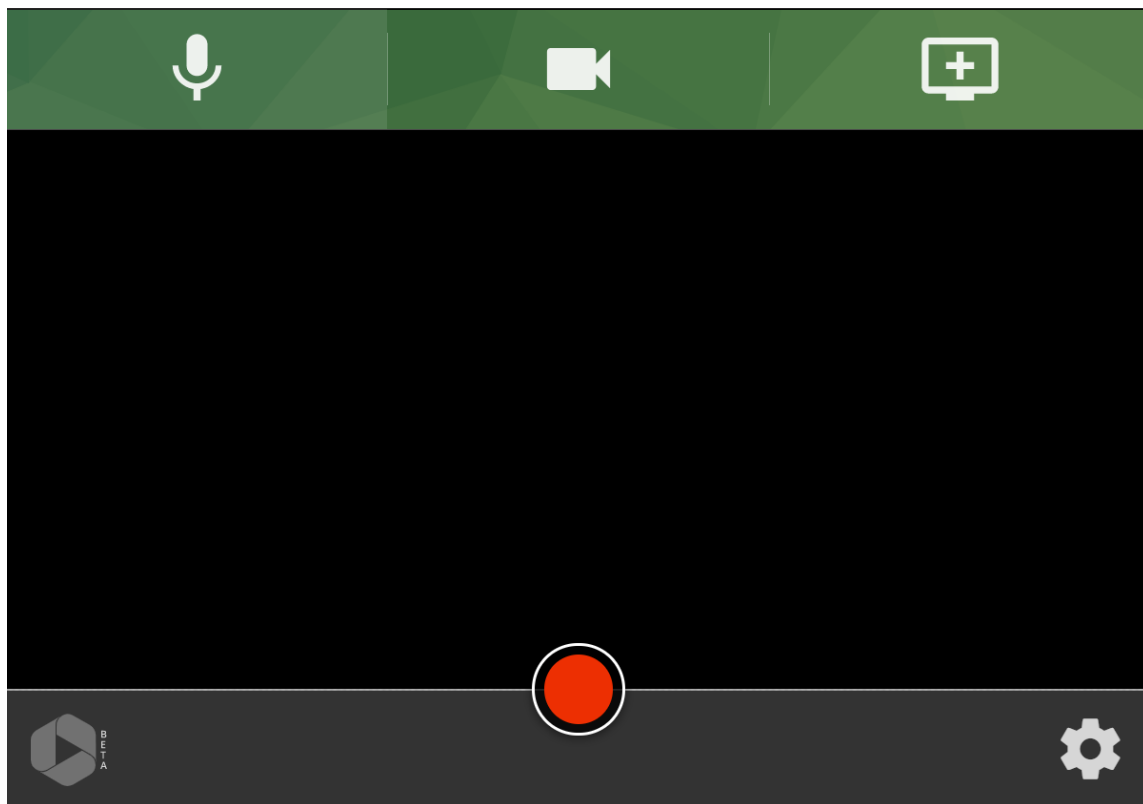
You can share from the application itself or visit the Fredonia Panopto site to see more settings including editing.

PLEASE NOTE: Processing times tend to vary depending on the length of the recording and internet speed. Please anticipate ample time for the processing of content.



5. Although not officially supported or widely used, you can create content on the Fredonia Panopto site using your browser. Under the Create button **Create**, select "Panopto Capture BETA".

Your browser will ask permission for your camera and microphone. The interface is very basic and settings are limited compared to the Panopto application.



6. To edit content, open a recording. In the upper right-hand corner, click on the pencil icon .

When editing a recording, you can trim audio and video, add content from other sources, add captions to video either manually or by caption file, include a slideshow, and much more.

This functionality can be applied to uploaded content as well with fewer features.

How to upload a video file made somewhere else:

1. You can upload your own content to Panopto, either video or audio files.
2. To upload content, log in to the Fredonia Panopto site <https://fredonia.hosted.panopto.com/> with your eServices account.

3. Under the Create button , select "Upload media" and select the folder you would like to upload to.

If you are sharing content to an instructor's folder, that particular folder will be listed under the drop-down menu.

If you don't see a folder you want to upload to, make sure you have permission to create within that folder.

4. Once a folder has been selected, drag and drop or locate content on your computer.

PLEASE NOTE: Processing times tend to vary depending on the length of the recording and internet speed. Please anticipate ample time for the processing of content.

How to view videos submitted by classmates:

1. Copy and paste the link provided by your instructor. This link should be for a shareable folder that you and your classmates can upload and view content.
2. As either a creator or viewer of this folder (determined by your instructor), you can view the content of others. Click on any of the recordings and a new tab will open to view or listen to the content.

NOTE: Once content is uploaded to a folder, all students (your classmates) included in share settings for that folder will be able to view ALL content.

We recommend sharing content privately (through email or Google Drive) with your instructor for approval before uploading or sharing with them through Panopto.

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