

How to share a Panopto recording with your

You can share Panopto recordings in many different places in your course.



Anywhere you can access the content rich editor toolbar, you can place a recording. The most common use of Panopto recordings is to supplement the course materials and offer insights on the materials to your students.

You can place Panopto recordings:

- on a page
- in a discussion
- in an assignment
- in announcements

Placing a Panopto recording on a page

To place a Panopto recording on a page

1. Click Modules
2. Click the page where you need to share your presentation (or create a new page)
3. Click edit
4. Click the Panopto Recordings Icon
5. Click the recording you want to share
6. Click Insert
7. Click Save

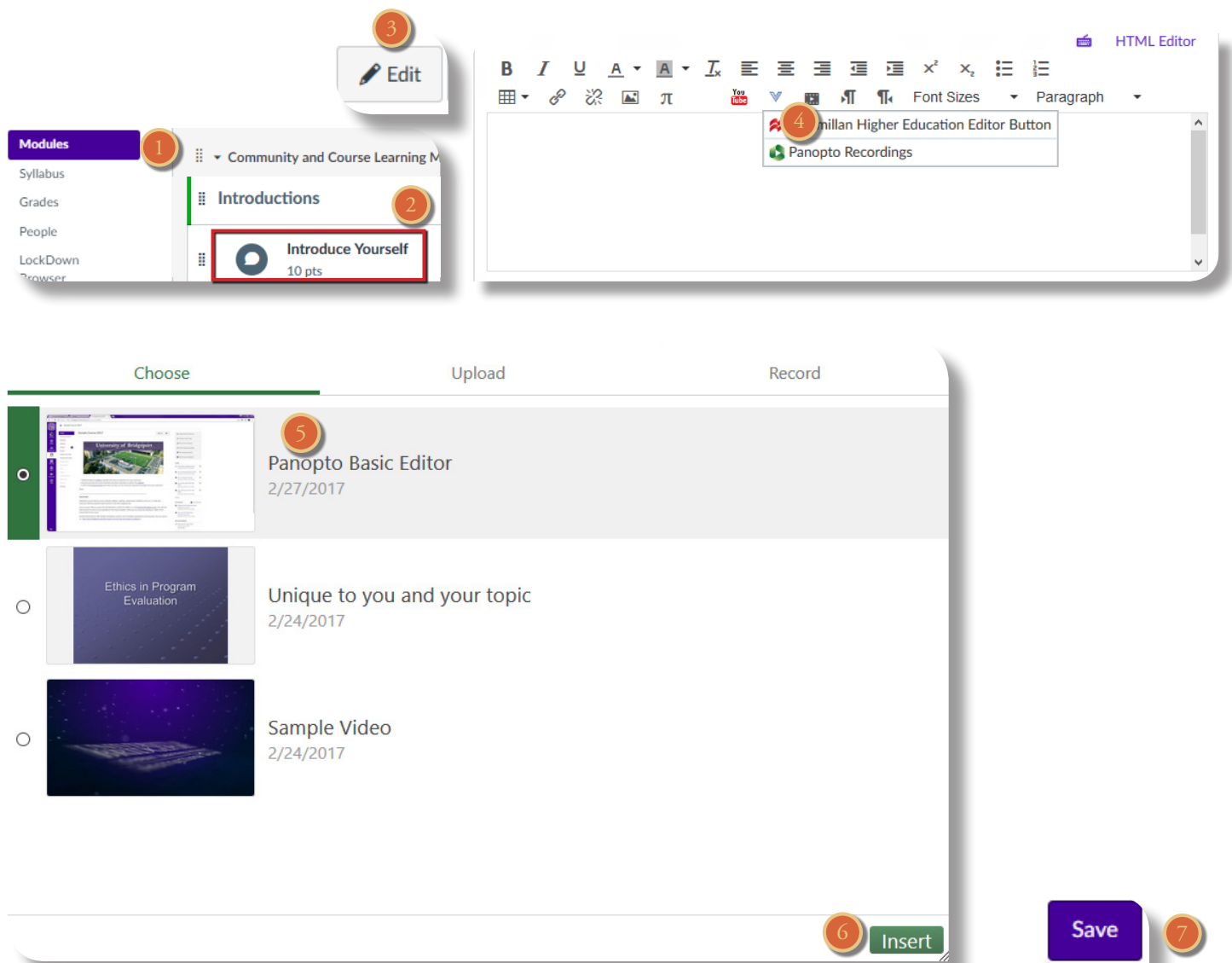
The image shows a sequence of seven screenshots illustrating the steps to insert a Panopto recording into a page:

1. The 'Modules' sidebar is open, and 'Instructor Introduction' is selected.
2. The 'Assignments' section is expanded, and 'Instructor Introduction' is highlighted.
3. The 'Edit' button is clicked.
4. The 'Panopto Recordings' icon is selected in the 'Millan Higher Education Editor Button' dropdown menu.
5. The 'Panopto Basic Editor' recording is selected in the 'Choose' tab.
6. The 'Insert' button is clicked.
7. The 'Save' button is clicked.

Placing a Panopto recording in a discussion

To place a Panopto recording in a discussion

1. Click Modules
2. Click the discussion where you need to insert your Panopto recording
3. Click edit
4. Click the Panopto Recordings Icon
5. Click the recording you want to share
6. Click Insert
7. Click Save



The screenshot illustrates the process of inserting a Panopto recording into a discussion. It is divided into two main sections: the course navigation area and the HTML editor.

Course Navigation Area:

- Step 1:** The "Modules" menu is highlighted.
- Step 2:** The "Introductions" discussion is selected.
- Step 3:** The "Introduce Yourself" discussion (10 pts) is highlighted with a red box.
- Step 3:** The "Edit" button is highlighted.

HTML Editor Area:

- Step 4:** The "Panopto Recordings" icon is highlighted in the editor's toolbar.

Recording Selection Area:

- Step 5:** The "Panopto Basic Editor" recording (2/27/2017) is selected.
- Other recordings shown include "Unique to you and your topic" (2/24/2017) and "Sample Video" (2/24/2017).

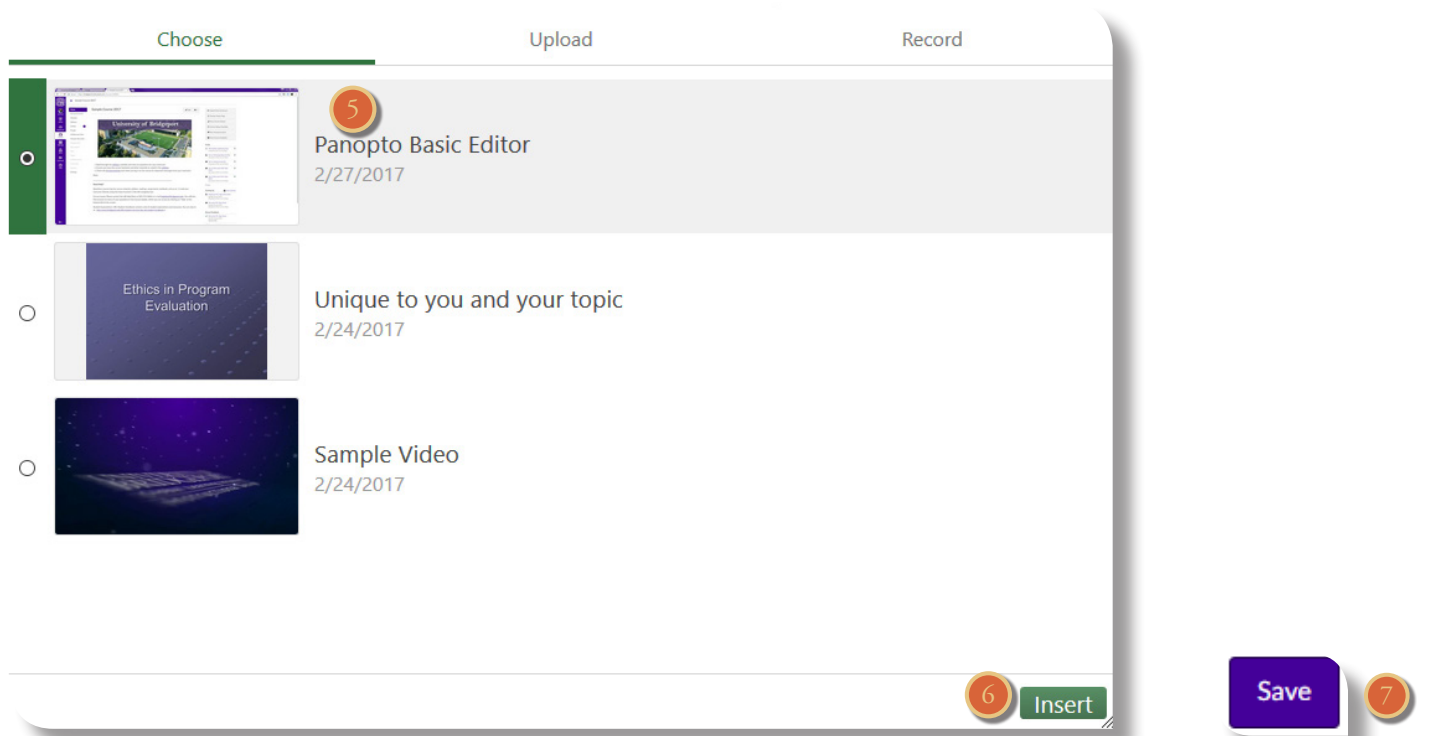
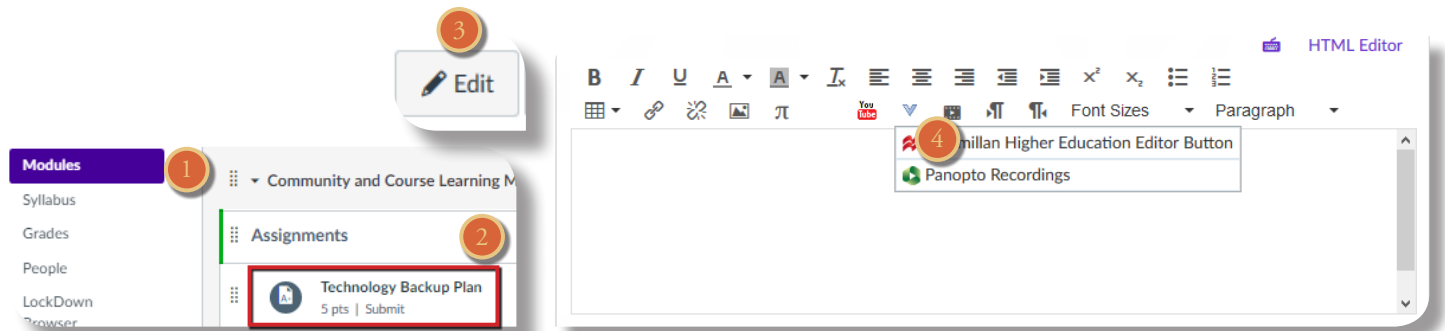
Final Steps:

- Step 6:** The "Insert" button is highlighted.
- Step 7:** The "Save" button is highlighted.

Placing a Panopto recording in an assignment

To place a Panopto recording in an assignment

1. Click Modules
2. Click the assignment where you need to insert your Panopto recording
3. Click edit
4. Click the Panopto Recordings Icon
5. Click the recording you want to share
6. Click Insert
7. Click Submit Assignment



Placing a Panopto recording in an announcement

To place a Panopto recording in an announcement

1. Click Announcements
2. Click + Announcement
3. Type Announcement Title
4. Click the Panopto Recordings Icon
5. Click the recording you want to share
6. Click Insert
7. Set any options you would like to use
8. Click Save

The image illustrates the process of inserting a Panopto recording into an announcement through several steps:

- Step 1:** In the navigation menu, the "Announcements" tab is selected.
- Step 2:** A "+ Announcement" button is clicked to create a new announcement.
- Step 3:** The "Topic Title" field in the announcement editor is filled with text.
- Step 4:** The "Panopto Recordings" icon in the rich text editor's toolbar is clicked, opening a dropdown menu.
- Step 5:** A specific Panopto recording, "Panopto Basic Editor", is selected from the list of available recordings.
- Step 6:** The "Insert" button at the bottom of the recording selection screen is clicked.
- Step 7:** In the settings panel, the "Delay posting" checkbox is checked.
- Step 8:** The "Save" button is clicked to finalize the announcement.