

# Managing Panopto Videos

*A Guide for Experienced Panopto Users*

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If you are experiencing issues in the classroom, please contact [Technology Services](#) (x5555). If you are looking for a consultation on Panopto and out-of-classroom use, please contact the [Office of Educational Technology](#) (x5305).

Here's a quick overview of what you'll need to know to manage your Panopto recordings:

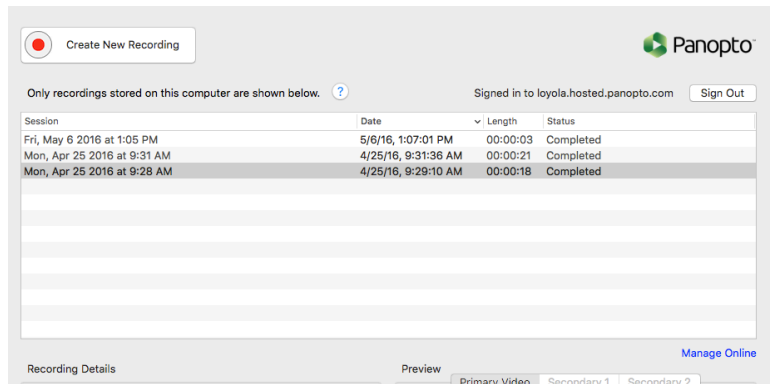
- 1) **Access the Panopto Management Site**
- 2) **Share Recording**
- 3) **Rename, Move, Copy, Delete, or Download a Recording**

## Access the Panopto Management Site

There are several ways to access the Panopto site that allows you to manage and edit your recordings. To access the site directly:

- 1) Go to [Loyola.hosted.panopto.com](http://Loyola.hosted.panopto.com)
- 2) In the User Log-in section, select Moodle from the dropdown box and click Login
- 3) The Moodle login screen will appear. Login using your Loyola Moodle username and password.

If you are logged into the Panopto Recorder software on your computer, then you may also access the Panopto Management site directly clicking "Manage Online"

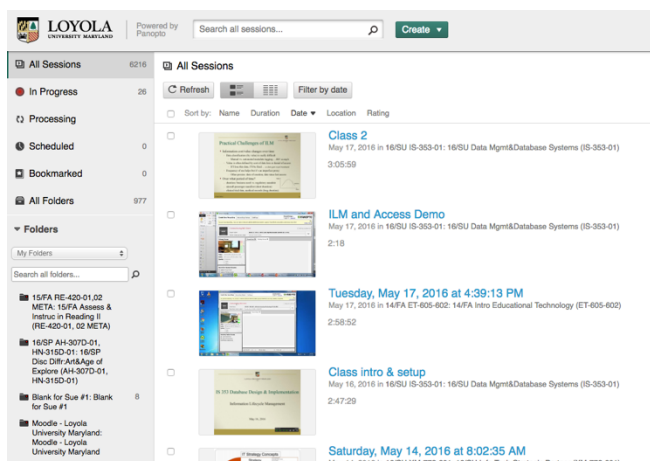


The screenshot shows the Panopto Management interface. At the top left is a "Create New Recording" button. The top right shows the Panopto logo and "Signed in to loyola.hosted.panopto.com" with a "Sign Out" button. Below this is a table of recordings. The table has columns for Session, Date, Length, and Status. The data in the table is as follows:

Session	Date	Length	Status
Fri, May 6 2016 at 1:05 PM	5/6/16, 1:07:01 PM	00:00:03	Completed
Mon, Apr 25 2016 at 9:31 AM	4/25/16, 9:31:36 AM	00:00:21	Completed
Mon, Apr 25 2016 at 9:28 AM	4/25/16, 9:29:10 AM	00:00:18	Completed

At the bottom of the interface, there are tabs for "Recording Details" and "Preview". The "Preview" tab is active, showing "Primary Video", "Secondary 1", and "Secondary 2". A "Manage Online" link is visible in the bottom right corner.

After successfully logging in, you will be taken the Panopto Management Site:



All of your courses should be listed on the left under “My Folders.” Select an individual folder to see just the sessions from that class. As you mouse over each session, icons appear in the actions column for that session.



## Share a Recording

If your course has been provisioned and you have chosen the correct course in the Panopto Recorder, Panopto recordings are automatically listed in your Moodle course once they have been successfully uploaded and encoded. If you want to embed your video in an external website or allow external guests to view the video, then you need to adjust the sharing settings.

- 1) Click the Share icon next to your recording/session.
- 2) To make the video public, click on the large banner under “Who Has Access”. The default setting is “Specific People,” which will be the students of that class. Once you click the banner, select “Anyone with the link.” You will then be able to share the URL in that box with anyone, and they will be able to view it, even without a proper Moodle log-in.
- 3) To share the video with individuals not enrolled in your class, type their email address into the “Invite People” box.

May 06, 2016 at 2:03:43 PM [Learn more](#) ×

Link | [Embed](#)

<http://loyola.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=680ad2b2-3ae2-491f-a2fa-68e291a9cdc2>

Who has access:  
This session inherits permissions from its folder: [Blank for Ryan S: Blank for Ryan S](#)

- Specific people**  
Only specific users and groups can view.
- Anyone at your organization with the link**  
Unlisted, anyone at your organization who has the link can view.
- Anyone at your organization**  
Anyone at your organization can find and view.
- Anyone with the link**  
Unlisted, anyone who has the link can view. No sign-in required.
- Public on the web**  
Anyone on the Internet can find and view. No sign-in required.

## **Rename, Move, Copy, Delete, or Download a Recording**

After a recording/session has been successfully uploaded and encoded, you can still make updates to the session by clicking the Settings icon next to your recording/session.

### ***To Rename a Recording:***

- 1) Click the Edit button next to the recording name
- 2) Type a new name for the recording in the field provided
- 3) Click the Save Button

### ***To Move a Recording to another course/folder:***

- 1) Click the edit button next to the folder name
- 2) Choose a new course/folder from the list provided
- 3) Click the Save button

### ***To Copy a Recording to another course/folder:***

- 1) Click the Manage tab on the Settings screen
- 2) Under the Copy Session area, type a name for the new recording
- 3) Click the Copy button

### ***To Delete a Recording to another course/folder:***

- 1) Click the Manage tab on the Settings screen
- 2) Under the Delete Session area, click the Delete button
- 3) Click OK to confirm the deletion

### ***To Download a Recording to another course/folder:***

- 1) Click the Outputs tab on the settings screen
- 2) Under Audio Podcast, click the Download MP3 link to download JUST the audio of your session.
- 3) Under Video Podcast, you can choose from different layouts of your video.
  - a. Picture in Picture: the camera input is overlaid on top of the bottom right corner of the screen input
  - b. Primary video only: just the camera input
  - c. Secondary video only: just the screen input.
- 4) You can adjust the video quality that you download. We recommend selecting the highest HD quality (720p or 1080p) if available. If not, SD 480p works as well.
- 5) After you have selected your layout and quality level, click Apply. The session will have to process for a few seconds, and then click "Download Podcast"