
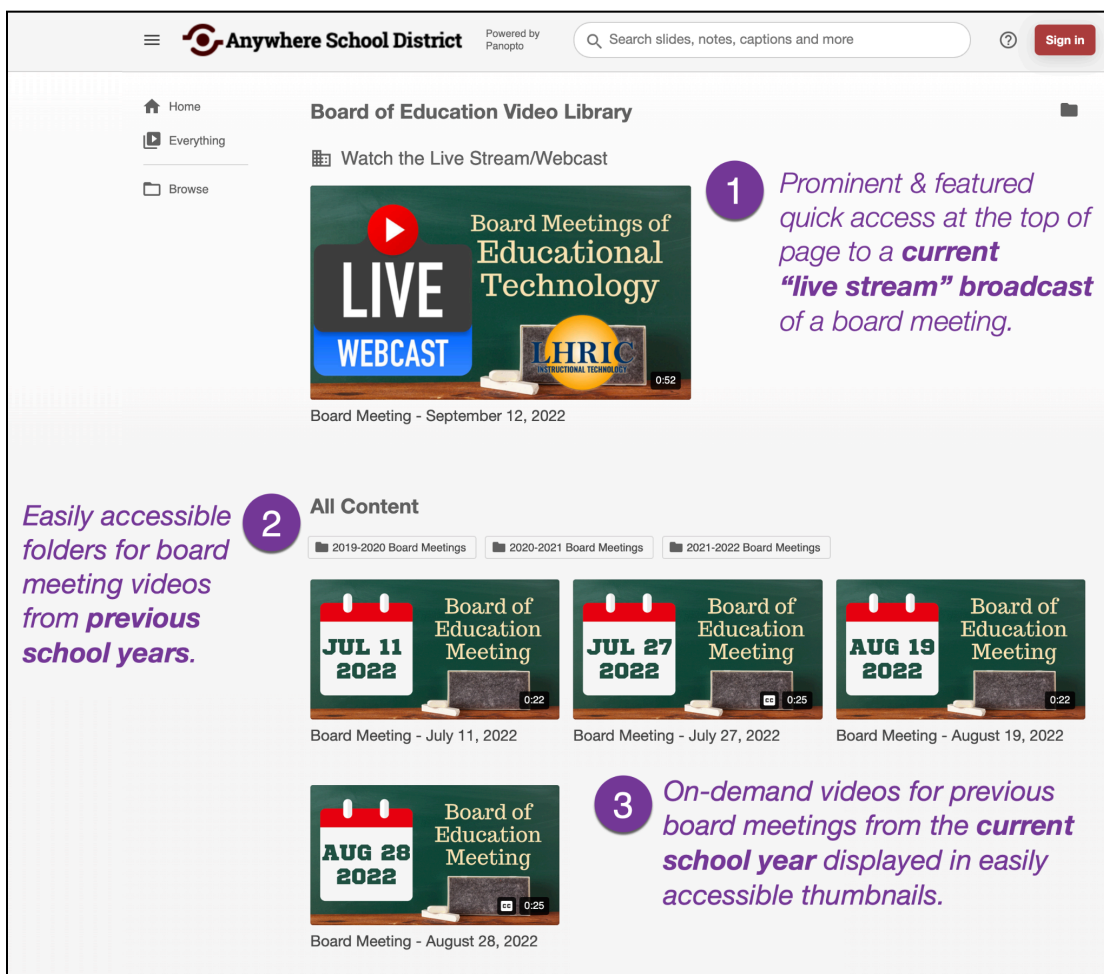


# Creating an All-in-One Board of Education Video Library Portal

in  Panopto™

This guide will help you create a public webpage in Panopto featuring all of the following attributes that requires the least amount of ongoing maintenance for a district.

- quick access to an active broadcast of a board meeting live stream (Webcast).
- access to on-demand videos of previous board meetings from the current school year.
- access to subfolders of board meeting videos from previous years.



**1** Prominent & featured quick access at the top of page to a **current "live stream" broadcast** of a board meeting.

**2** Easily accessible folders for board meeting videos from **previous school years**.

**3** On-demand videos for previous board meetings from the **current school year** displayed in easily accessible thumbnails.

Example: Customized Panopto Department Page for a Board of Education Video Library. [Demo Example](#).

## About this Guide

The approach presented in this guide was designed to help districts create an **easy-to-manage**, single point of entry for their communities to **both** (1) quickly access a live stream (webcast) of a board meeting and (2) easily locate a library of on-demand video recordings for all previous board meetings.

After completing the steps in this guide, a district Panopto administrator will be able to:

- provide their district webmaster with a **single link to post as a one-time update** on the district website for access to their new video library page.
- provide their videographer or event producer with a **list of the secure Stream Keys, Server URLs, and Viewer Links for each board meeting** live stream/webcast for the school year.

This process and strategy represents only one of many possible approaches. The details presented in this guide leverage specific Panopto features we believe most suited to various technical factors, event production techniques, and communication practices commonly shared by districts in the LHRIC region.

This guide is a work-in-progress and we look forward to hearing your feedback and seeing how your district leverages Panopto to support your efforts.

**Please Note:** this guide does not include details or advice on producing, creating, and broadcasting your live stream. Refer to your live streaming encoder software or hardware for this information.

**Before You Begin:** we strongly recommend you review in detail Panopto's online documentation for [How to Webcast Using RTMP](#) at least once before using this guide.

If you have any questions as you work your way through this guide in your Panopto site, feel free to contact any member of the LHRIC Panopto Team.

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## How It Works

[STEP 1: Create a Panopto Folder for Your Board of Education Videos](#)

[STEP 2: Create a Webcast for Each Board Meeting](#)

[STEP 3: Create a "Watch the Live Stream/Webcast" Playlist](#)

[STEP 4: Turn Folder into Department & Add Featured Playlist](#)

[STEP 5: Get Link to Department Page & Add to District Website](#)

[Maintenance & Upkeep](#)

Find additional resources & information [about Panopto @ LHRIC Instructional Technology](#).

**Want to make your entire Panopto site 100% public?** [See the "Using a Public Home" tip here.](#)

## STEP 1: CREATE A PANOPTO FOLDER FOR YOUR BOARD OF EDUCATION VIDEOS

Create a top-level folder titled **Board of Education Video Library**.

- Login to Panopto and click the **Create** button.
- Enter **Name = Board of Education Video Library**.
- For the **Parent Folder**, choose the “**At the top level**” option.
- Click **Add Folder**.
- In the **Share** panel “**Who can access this folder**” section, click the **Change** link and select the **Public (Anyone can find and access)** option.
- Click **X** to close.

***TIP:** consider creating additional subfolders by year at this time to organize previous board meeting videos (e.g. 2019-2020 Board Meetings, 2020-2021 Board Meetings). You can locate and move videos in bulk from existing migrated folders into these new subfolders at your convenience.*

*OR... use the **BROWSE** button to click-and-drag any existing migrated folders of videos into this new main folder.*

### CHOOSE 1 OF THE FOLLOWING TO PROCEED

- A. **IF...** you **DO NOT** perform any post-production editing of your recorded board meetings and you would like the converted webcast recordings to automatically appear in this folder:

→ [Skip to STEP 2: Create Webcast for Each Board Meeting.](#)

- B. **IF...** you **DO NOT** want webcast recordings to automatically appear in this folder because you will upload post-production video recordings later:

**Create a subfolder for your board meeting webcasts.**

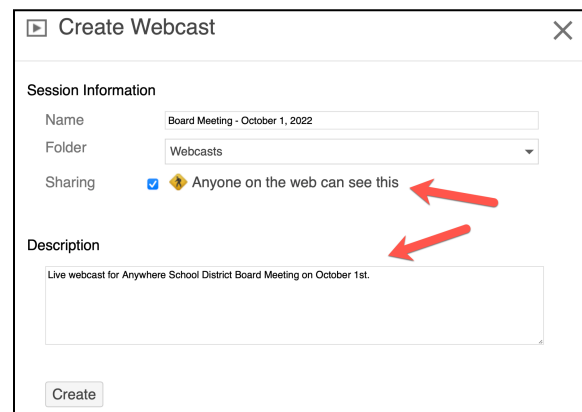
- Click **Create > New Folder**.
- Enter **Name = Board Meeting Webcasts**
- **Uncheck** the “**Inherit permissions from the parent folder**” option. This will keep this folder hidden from being displayed on your library portal page.
- Click **Create Folder**.

## STEP 2: CREATE A WEBCAST FOR EACH BOARD MEETING

In your folder, you will now setup a [Panopto Webcast Using RTMP](#) for ***each of your scheduled board meetings***. **NOTE:** you can also simply create 2-3 months worth of your board meeting webcasts now and return to create the others later.

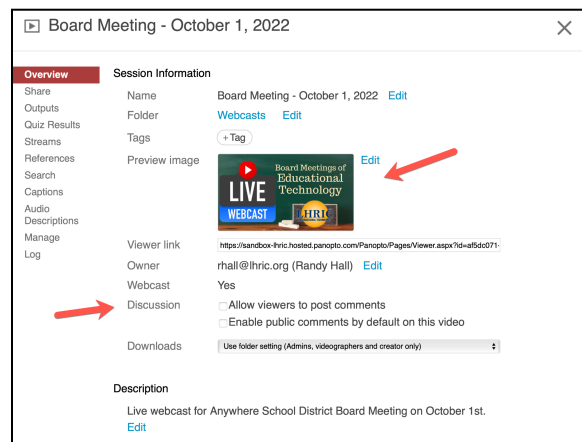
**TIP:** Use [a Webcast Events Planning Sheet](#) to capture information as you create your webcasts. You can make a copy of this Google Sheet using File > Make a Copy. This information can then be provided to your event producer, videographer, and/or website manager.

1. **Create > Webcast**
2. Enter a **Name** such as “Board Meeting – September 12, 2022”
3. Select the “**Anyone on the web can see this**” sharing option.



On the **Overview** panel:

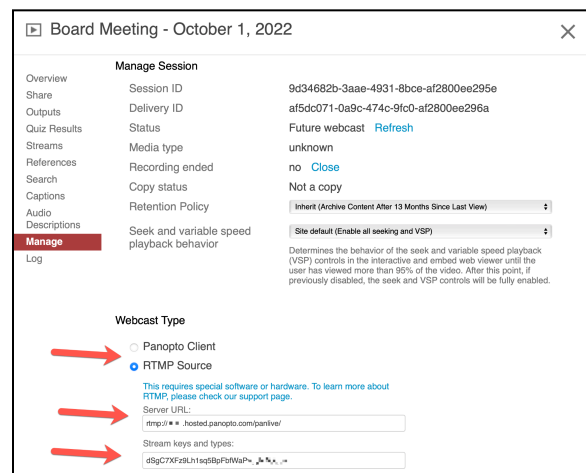
- Add a **Preview Image** - *Don't have one?* [Here's a generic image to download & use.](#)
- Copy **Viewer Link** (paste into your planning sheet)
- Disable **Discussion** options to turn off the ability for viewers to post comments.



On **Manage** panel:

- In the **Webcast Type** section, change to **RTMP Source**.
- Copy **Server URL** (paste into your planning sheet)
- Copy **Stream Key** (paste into your planning sheet)

**OPTIONAL TIP:** on the **Share** panel, you can copy the **Embed** code to add to your Webcast Events Planning Sheet for ease in providing this information to your district webmaster if desired. However, please know that this guide was designed to eliminate the need for this constant district website content management task to streamline and simplify your work.



## STEP 3: CREATE A “Watch the Live Stream/Webcast” PLAYLIST

In the same folder where you created your Panopto Webcasts:

*(either the top-level “Board of Education Video Library” folder or the separate “Board Meeting Webcasts” subfolder)*

- **Create > Playlist.**
- Enter **Name = Watch the Live Stream/Webcast.**
- Click **Create.**
- Click the **Add Videos** button.
- Locate and select each of your created Panopto Webcasts and click the **Add** button.
- Click **Close.**
- On the **Share** tab, make certain the “Who can access” setting is “**Anyone can find and access**” for this Playlist.

**TIP:** on the Overview tab, review the order of your added webcasts. If necessary, click-n-drag to order them in **descending order top-to-bottom**. For example: June 20, 2023 at the top and September 2, 2022 at the bottom.

**Quick Look Ahead** – after each board meeting, you will return to this playlist and remove that meeting’s Webcast from the playlist. This ensures that the top of your video library page is reserved to prominently feature only a currently broadcasting live stream/webcast throughout the school year.

### **What happens to recordings?**

- For districts that **do not** do any post-production editing: the on-demand video recording of a webcast board meeting will **automatically** appear on your main library page under the “All Content” section.
- Districts that **do** perform post-production editing would simply upload their finished video to their main, top-level “Board of Education Video Library” folder. The video will then appear on your main library page under the “All Content” section.

## STEP 4: TURN FOLDER INTO DEPARTMENT & ADD FEATURED PLAYLIST

A Panopto “Department” folder allows you to **add custom branding** and **add featured playlists** to enhance the visual display and organization of videos and folders. Turning your top-level folder into a Department and adding your webcast playlist enables the **automatic display** of a currently broadcasting live stream/webcast prominently at the top of the page during the school year.

Create a **Department** for your Board of Education Video Library folder.

- **System > Departments > Add Department**
- Select your created **Board of Education Video Library** folder.
- Click **Add Playlist**.
- Locate and select your “**Watch the Live Stream/Webcast**” playlist.
- Click **X** to close.

## STEP 5: GET LINK (or Embed Code) to DEPARTMENT PAGE & ADD TO DISTRICT WEBSITE

### Get Link to Department Page

- Click **Browse** and go to your top-level **Board of Education Video Library** folder.
- Click the **Share** icon in upper-right.
- In the “**Who can access this folder**” section, click the **Copy Link** button.

### Get Embed code for Department Page (optional)

- Click **Browse** and go to your top-level **Board of Education Video Library** folder.
- Click the **Share** icon in upper-right.
- In the “**Who can access this folder**” section, click the **Embed** icon and the **Copy Embed Code** button.

### Publish the link to your district website!

*(Optional: or, you can embed your Department page into a page on your website.)*

## THAT’S IT!

You’ve just setup a publicly accessible, all-in-one video library portal in Panopto for easy access to board meeting live streams/webcasts and video recordings for your community. **CONGRATULATIONS!**

## MAINTENANCE & UPKEEP

Once you stop broadcasting a board meeting live stream, after a period of inactivity Panopto will automatically begin to convert and create the on-demand recording video. The default period is 5 minutes and is defined by your Panopto site setting for **RTMP minutes to auto-close timeout**. Visit [Panopto Support website](#) for more details on this site setting.

### Complete this Task after Each Board Meeting

After the live stream/webcast of a board meeting ends, return to Panopto for this quick task to keep your Department page clean and up-to-date.

- A. Login to Panopto and return to your “**Watch the Live Stream/Webcast**” Playlist.
- B. Click **Settings**.
- C. Delete the most recent board meeting webcast from the Playlist by clicking the X next to it.

**Don’t worry!** This will *NOT* delete the converted on-demand recording from Panopto. It simply removes it from appearing in the playlist to keep the top of your Department page reserved for displaying your next board meeting webcast once it begins broadcasting.

### !! FOR DISTRICTS THAT CREATE EDITED, POST-PRODUCTION VIDEO RECORDINGS

Once complete, upload your post-production video recordings to your top-level “Board of Education Video Library” department folder. Your uploaded videos will automatically display under the “All Content” section of your Department page.

- Login to Panopto.
- **Create > Upload media.**
- **Add files to** = select your top-level folder.

## LEARN MORE

<b>Visit Panopto Support Site</b> The <a href="#">Panopto Support website</a> is your go-to resource for online documentation, tutorial videos, technical articles, online support, and more.	<b>Don’t Forget!</b> You can also <b>LINK TO</b> or <b>EMBED</b> any or all of the following from Panopto. <a href="#">See Examples.</a> <ul style="list-style-type: none"><li>● Individual Webcasts</li><li>● Folders and/or subfolders</li><li>● Playlists</li><li>● Individual videos</li><li>● Department folder pages</li></ul>
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