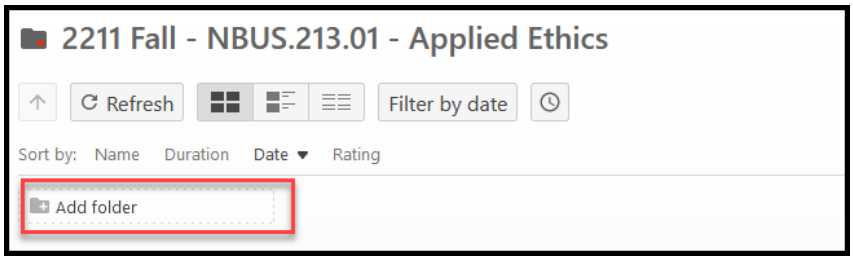
Creating with Panopto

Creating a Folder/Subfolder in Panopto

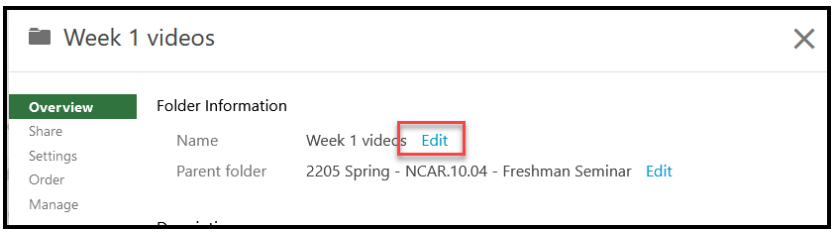
Creating folders and subfolders in Panopto will help you organize your videos. Tip: Create subfolders for your videos within each Course parent folder in Panopto. Create folders that reflect the same structure you use in your courses content, i.e., Weeks, Modules, Topics, etc. You can also create folders/subfolders in your **My Folder** to organize videos that are no longer used but don't want to delete; videos not associated with a course; or videos that you want to store for future use.

Creating folders/subfolders

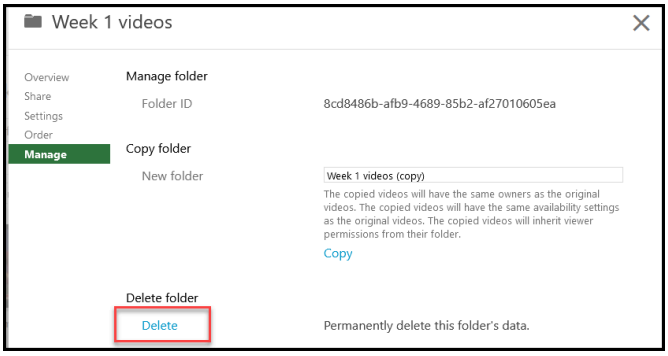
1. In your course in myCourses, select **Panopto** in the navigation bar.
2. Select the course you want to create Folders/Subfolders in.
3. Click on the "**Add folder**" box



4. Type in the name of this Subfolder, i.e., Week 1 videos. Then press **Enter** on your keyboard. Repeat this process as many times as needed to create the Subfolders you want to upload or record videos into.
5. To change the title of the Subfolder, click on the **settings wheel** in the top-right corner of the screen. Select **Overview** and edit the title there. **SAVE**.



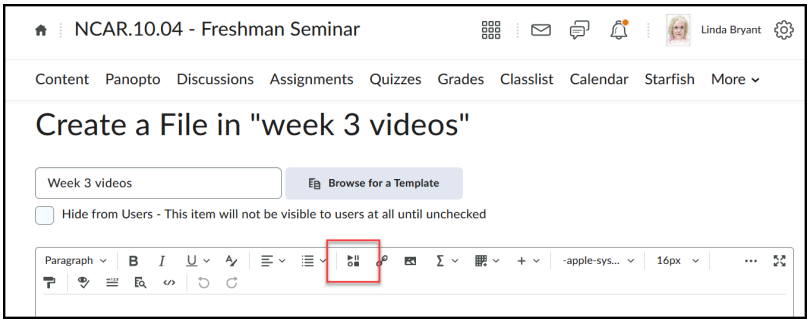
6. To delete the Subfolder, click on the **settings wheel** in the top-right corner of the screen. Select **Manage** and **Delete**.



Uploading Videos to Panopto from your computer

These instructions explain how to upload a video from your computer and into myCourses simultaneously using Insert Stuff in the html editor.

1. In myCourses, select **Content**. Select the module that you want to **Create a sub-module** in**. Create a sub-module**, eg. Week 3 videos and click on it in **Content**.
2. Select **Upload/Create** and then **Create** a file from the dropdown menu. Add a title.
3. Select **Insert Stuff** in the html editor.



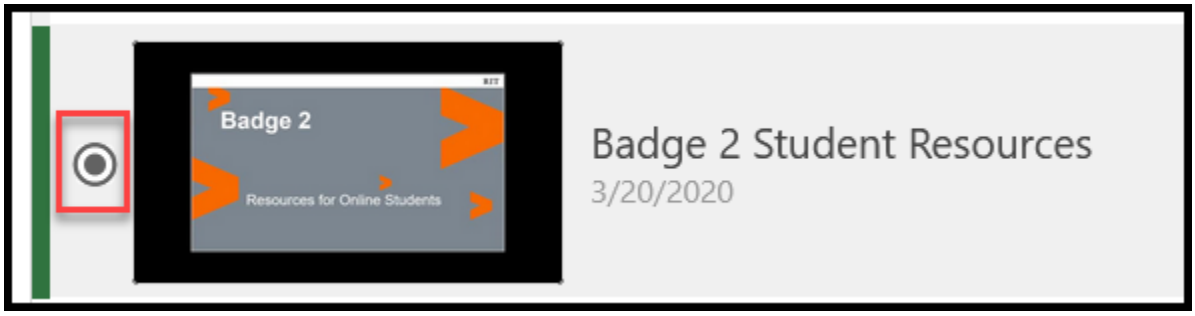
4. Scroll down to **Panopto**.
5. Select **Upload**.
6. **Drag and drop** or **Browse** to find the video file on your computer.
7. Select **Open**. Select **Insert**. Select **Insert** again.
8. Select **Save and Close.**

Now the video will appear in your Panopto library in Week 3 videos as well as in your course Content week 3 videos subfolder.

Uploading Videos from your Panopto Library into myCourses

In this case, you want to link a video from your **Panopto library** into your **myCourses Content**.

1. In Content, select the module or sub-module you want to upload to. If you need to create a sub-module, follow the instructions **Step 1** above.
2. Select **Upload/Create.**
3. Select **Create a File**.
4. Create a Title.
5. Select **Insert Stuff** in the html editor.
6. Select **Panopto**.
7. Select the video you want to upload from your **Panopto library** by selecting the radio button on the left.



8. Select **Insert**.
9. Select **Insert** again.
10. **Save and Close**.

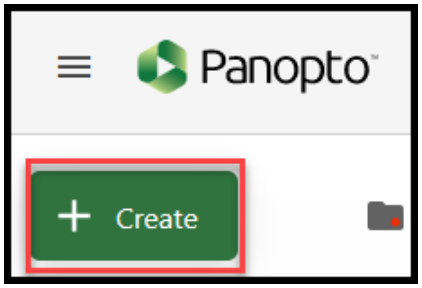
Your video is now in that Content folder.

Recording a Video Using Panopto Capture.

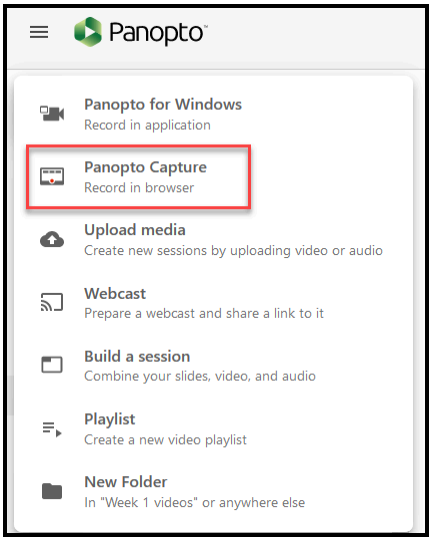
There are several ways to record using Panopto. These steps provide you with an overview of the Panopto Capture process. You can record with/without audio, with/without video and with/without sharing content from your computer.

Panopto Capture overview:

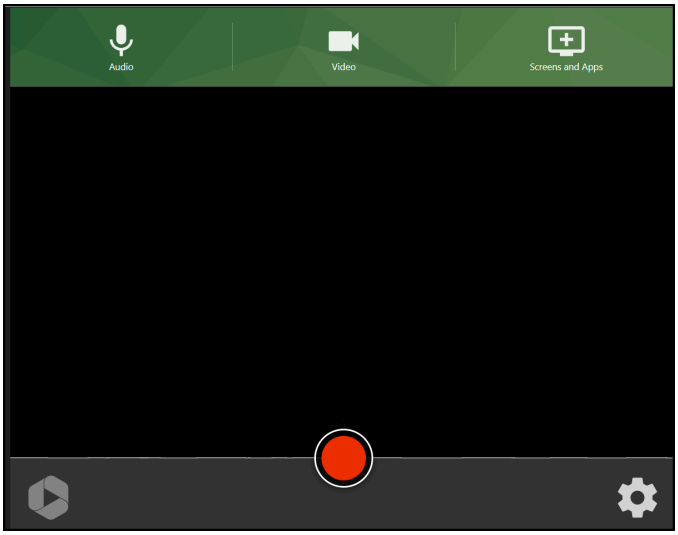
1. In Panopto, select the folder/subfolder you want the video to record to.
2. Select the GREEN **+ Create** button in the top-left corner to open a new browser tab.



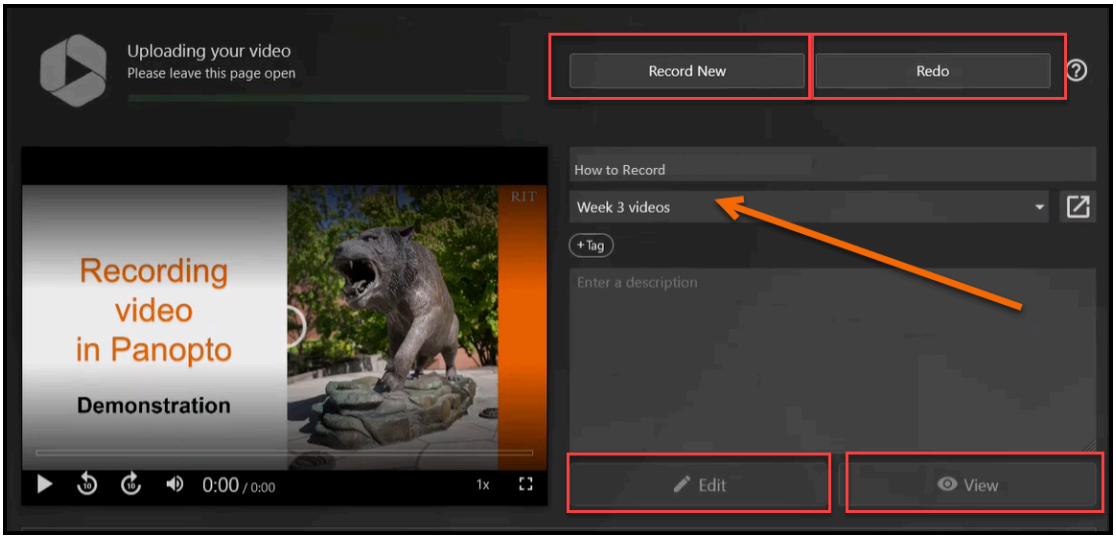
3. Select **Panopto Capture** from the dropdown menu.



4. Choose or remove audio/mic; video and screen sharing apps. Allow access, if requested.
5. **Press** the red circle to record.
6. **Press** the red square to stop recording.



7. Once your video is processed, you can view it, edit it, redo it, or record another video. You can also give it a Title and make sure it's in the correct Panopto sub-folder.



8. Before sharing it, be sure to edit, voice and caption your video.