


# Using Panopto Assignment Folder in Moodle (Instructor)


## Create an Assignment Folder (Course-Level)

Although students will be able to record/upload videos to this folder, only you and the individual student will be able to see upload videos. Students will not be able to see their classmate's videos (unless you changes settings – see **Share Videos with Class** below).



### 1. Create Folder

- Login to [Panopto](#).
- Select a course folder.
- \*\*\* *Optional- See **Project Level** below.*
- Select  *Folder Settings* (top-right corner).
- Select *Create Assignment Folder* link (in Overview).
- Close settings window.

### 2. Copy Embed Code

- Select course folder (not the assignment folder).
- Select  *Share* (top-right corner).
- Select *Embed* and copy embed code.

### 3. Paste in Moodle

- Open Moodle and find your course.
- Turn editing on and select *Add and activity or resource*.
- Add a *Page* resource.
- Name page as: **Panopto - Record Videos Here**.
- Go to "Page Contents" and select  *Toolbar*.
- \*\*\* *Optional- See **Student Instructions** below.*
- Select  *HTML* and paste code into window.
- Select *Update* button.
- Select *Save and Display* button.

## Project Level (Assignment folder)

If you're having your students create a large number of videos, you may want to have several "project" assignment folders instead of a single course-level folder.

- Follow **Create an Assignment Folder** instructions above.
- Select *Create >New Folder*.
- Name the folder.
- Select *Create Folder* button (will open folder).
- Select *Overview* and *Create Assignment Folder* link.
- Follow steps 2 and 3 above to embed folder in Moodle.

## Add URL Resource (Alternate)


Instead of embedding a folder, you can provide a link to *Panopto* within Moodle.

- Open Moodle and find your course.
- Turn editing on and select *Add and activity or resource*.
- Add a *URL* resource.
- Enter name: **Panopto - Record Videos Here**.

- Enter external URL: potsdam.hosted.panopto.com
- Select Appearance >Display >New window.
- Select *Save and return to course* button.

## Share Videos with Class

If you would like everyone in the class to see each other's videos, follow these instructions.

- Login to [Panopto](#).
- Select an Assignment folder.
- Select  *Folder Settings* (top-right corner).
- Select *Settings*.
- Check *Allow viewers to see each other's sessions*.
- Close settings window.

## Student Instructions



If you would like to add the following instructions to your embedded folder, follow the instructions below.

Record and share your videos here using the **Panopto** recorder.

Select **Create** and **Record a new session**.

Download the recorder the first time, then select **Open Panopto**.

Select the correct *Assignment* folder for your video and record.

- Open Moodle and find your course.
- Turn editing on and find the target resource or activity.
- Select Edit >Edit Settings.
- Go to "Page Contents" and select  Toolbar.
- Select  HTML and copy/paste the code below.

<p>Record and share your videos here using the <strong>Panopto</strong> recorder.</p>

<p>Select <strong>Create</strong> and <strong>Record a new session</strong>.</p>

<p>Download the recorder the first time, then select <strong>Open Panopto</strong>.</p>

<p>Select the correct <em>Assignment</em> folder for your video and record.</p>

- Select *Update* button.

- Select *Save and Display* button.