

# INSTRUCTOR GUIDE FOR PANOPTO

Starting June 2017, MCW will be transitioning to a new video management platform, Panopto, which will host lecture recordings and livestreams. Along with basic playback, Panopto offers improved features to easily organize and better understand lecture content.



# Panopto™

## How to Access

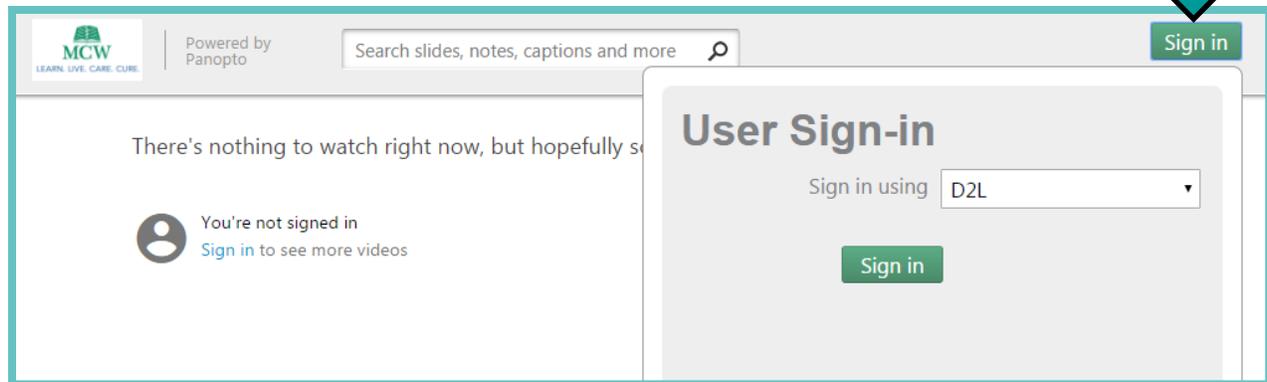
The preferred method is through D2L. In your D2L course, you will find a section labeled “Panopto Recordings.” Clicking on the link will open an embedded version of your course’s Panopto folder. From there you can navigate to your desired recordings.

The screenshot displays the Panopto interface. At the top, there is a breadcrumb trail: "Table of Contents > Panopto Recording > Panopto Recordings". Below this is a header area with "Panopto Recordings" and a search bar. The search bar contains the text "Search in folder 'INTE-D2220 Integra...". To the right of the search bar, it says "Powered by Panopto". Below the search bar, there is a folder icon and the text "INTE-D2220 Integrated Clerkships CWI (AY1718)". To the right of the folder name are icons for RSS and a share icon. Below the folder name, there is a "Sort by:" dropdown menu with options "Name", "Duration", and "Date". Below the folder name, there is a video thumbnail with a duration of "32:44". To the right of the thumbnail, the video title is "WEEK 2 - Nutrition Part 1: Diabetes & Lipid Disorders". Below the title, it says "3 years ago in INTE-D2220 Integrated Clerkships CWI (AY1718)" and "Presented by N A".

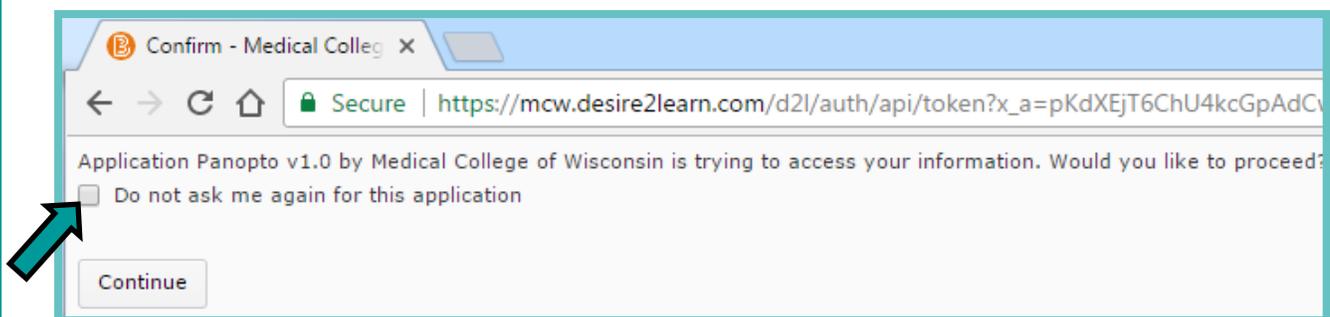
## Accessing Panopto

Panopto can also be accessed from the main website:

[MCW.HOSTED.PANOPTO.COM](https://mcw.hosted.panopto.com)



Click the **Sign in** button in the top right corner. Select D2L as your login source and click **Sign in**. You will be brought to a D2L login screen. Log in with your D2L information.



If this is your first time logging in to Panopto, you may receive the above confirmation page. Check the “Do not ask me again for this application” box and select **Continue**.

# Panopto Homepage

On the Panopto homepage, you'll be able to:

1. View all of your courses with Panopto folders.
  - Clicking on your course will open the course folder and its contents.
2. Watch Panopto tutorial videos.
3. Search through all recordings available to you.
  - Search will go through titles, bookmarks, slide content, and lecturer audio, if available.
4. Upload media using the **Create** button.

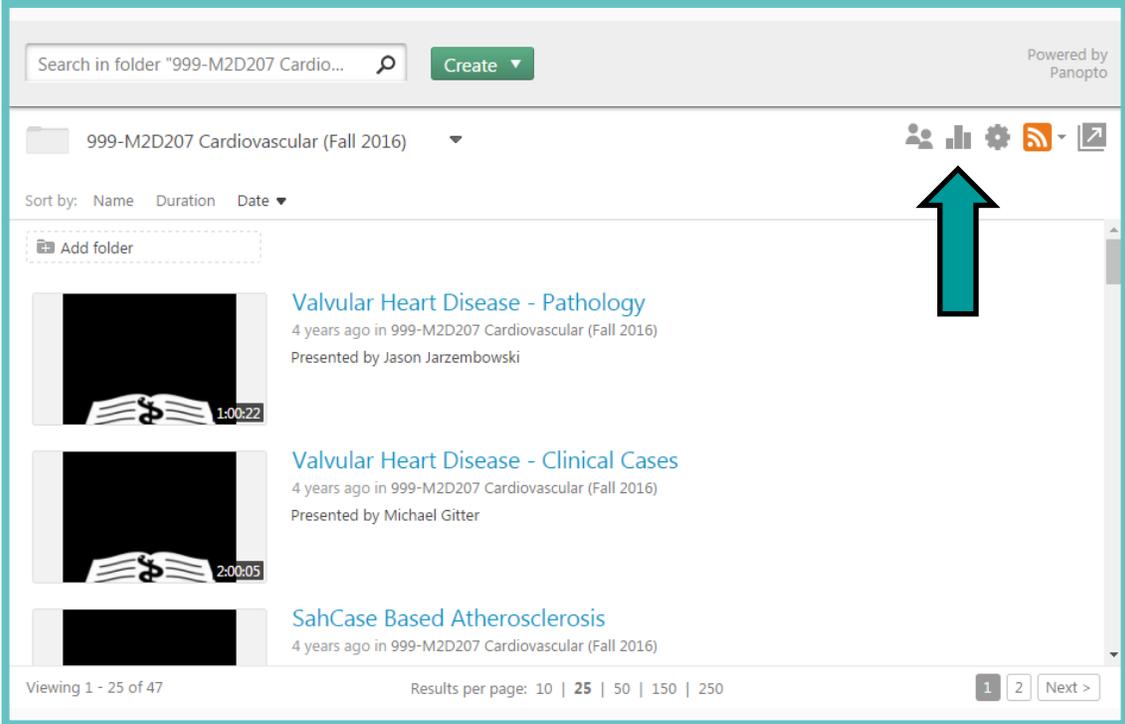
The screenshot shows the Panopto homepage interface. At the top left is the MCW logo with the tagline 'LEARN. LIVE. CARE. CURE.' and 'Powered by Panopto'. A search bar contains the text 'Search slides, notes, captions and more' and a magnifying glass icon. To the right of the search bar is a green 'Create' button with a dropdown arrow. A large white number '3' with an arrow points to the search bar. Below the search bar is a navigation bar with 'Home' selected. On the left is a sidebar with navigation options: 'Shared with Me', 'Everything' (6152), 'In Progress' (1), 'Scheduled' (12), and 'Bookmarked' (2). Below this is a 'Browse' section with a 'My Folders' dropdown and a 'Search my folders...' search bar. A large white number '1' with an arrow points to this search bar. Under 'Browse', there are three folder options: 'Department Recordings' (1), 'Get Started with Panopto' (21), and 'Public Folder'. A large white number '2' with an arrow points to 'Get Started with Panopto'. The main content area is titled 'Shared with Me' and displays a grid of video thumbnails. A large white number '4' with an arrow points to the 'Create' button. The video thumbnails include: 'AHW Learning Center 6/5/2017 11:58 AM' (4 hours ago, 55:16), 'testTitleix' (3 days ago, 41:07), 'How to Use the Panopto Video Library' (2 years ago, 6:04), 'Uploading Media to Panopto' (1:24), 'Sharing Panopto Recordings' (6:11), 'Searching Your Panopto Videos' (4:11), 'How to Upload Videos' (2 years ago), 'How to Share Videos' (2 years ago), 'How to Search Video Content' (2 years ago), 'Recording a Video Presentation' (3:16), 'Viewing Panopto Videos' (6:24), and 'Panopto Recorder Installation' (2:25).

# Viewing Statistics

You can access the viewing statistics from the embedded Panopto link in D2L or by accessing the main website.

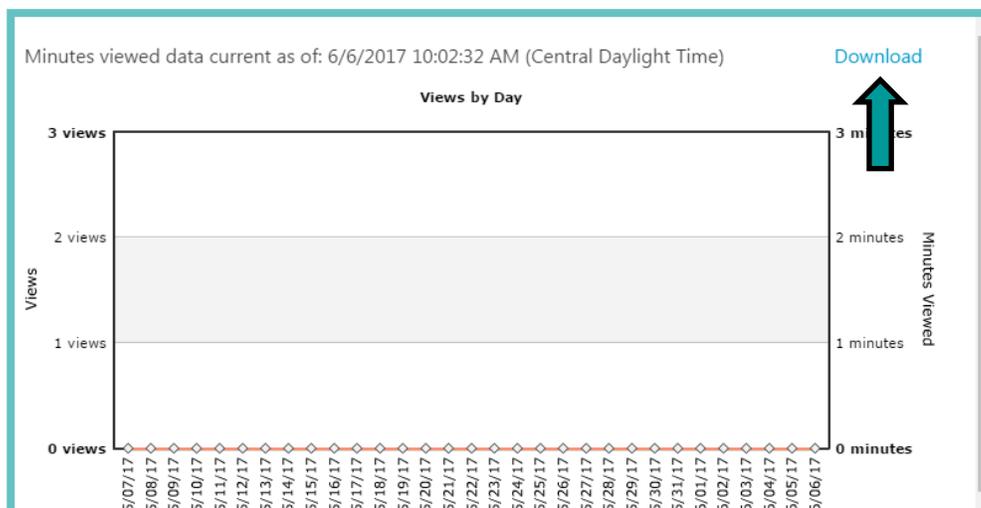
([mcw.hosted.panopto.com](http://mcw.hosted.panopto.com))

Open the desired course and click the graph icon.



The screenshot shows the Panopto interface for a course folder named "999-M2D207 Cardiovascular (Fall 2016)". The interface includes a search bar, a "Create" button, and a "Powered by Panopto" label. Below the folder name, there are icons for users, a graph, settings, RSS, and a share icon. A red arrow points to the graph icon. The main content area displays a list of videos with thumbnails and titles: "Valvular Heart Disease - Pathology", "Valvular Heart Disease - Clinical Cases", and "SahCase Based Atherosclerosis". Each video entry includes the date it was added and the presenter's name. At the bottom, there are pagination controls showing "Viewing 1 - 25 of 47" and "Results per page: 10 | 25 | 50 | 150 | 250".

This will bring up the viewing statistics for the course. If desired, click **Download** to save an Excel spreadsheet of the report.



# Frequently Asked Questions

## **What is Panopto?**

Panopto is MCW's video platform service. It manages, records, and livestreams MCW's video content.

## **Any online videos for training?**

You can access training videos from the main Panopto site ([MCW.HOSTED.PANOPTO.COM](http://MCW.HOSTED.PANOPTO.COM)) Search for "Get Started with Panopto".

## **How do I log in?**

There are two ways to log into Panopto—either through the Panopto Recordings link in a D2L course or through the main website ([MCW.HOSTED.PANOPTO.COM](http://MCW.HOSTED.PANOPTO.COM)). If you do not have a D2L account, please contact Media Services at [mediaservices@mcw.edu](mailto:mediaservices@mcw.edu).

## **What are the system requirements?**

To watch Panopto recordings, you will need the latest version of Adobe Flash Player.

## **Can I get recordings on my smartphone?**

You can access recordings from the mobile web browser or by downloading the Panopto App from your device's app store.

## **How do I download recordings?**

Open the desired recording and click the downward facing arrow on the top right of the screen which will download a .mp4 file.

## **D2L has Echo360 and Panopto link, which one should I choose?**

Currently, Media Services is in the process of transferring recordings from Echo360 to Panopto. If your recording is not available in Panopto, please use the Echo360 until all recordings have been transferred.