

# How to share a Panopto recording with your students

You can share Panopto recordings in many different places in your course.



Anywhere you can access the content rich editor toolbar, you can place a recording. The most common use of Panopto recordings is to supplement the course materials and offer insights on the materials to your students.

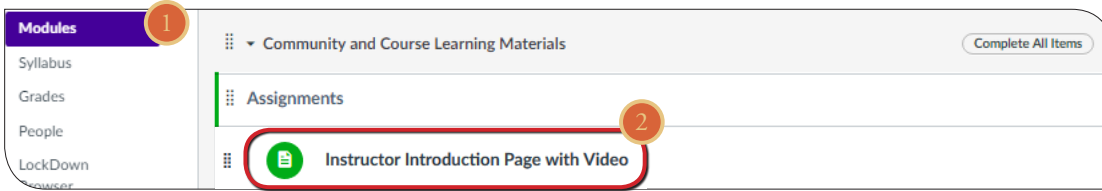
## You can place Panopto recordings:

- [1] on a page
- [2] in a discussion
- [3] in an assignment
- [4] in announcements

## Placing a Panopto recording on a page

To place a Panopto recording on a page:

- [1] Click Modules
- [2] Click the page where you need to share your presentation (or create a new page)
- [3] Click edit
- [4] Click the Panopto Recordings Icon
- [5] Click the recording you want to share
- [6] Click Insert
- [7] Click Save



**1** Modules

- Syllabus
- Grades
- People
- LockDown Browser

Community and Course Learning Materials Complete All Items

**2** Assignments

**2** Instructor Introduction Page with Video

**3** This is a graded discussion: 10 points possible due -

### Introduce Yourself Dec 22, 2016 at 12:22pm

Please introduce yourself to the class. You might want to include your educational goals, what you do for a living, where you are located, or something else you would like the class to know about you.

Search entries or author Unread 👁 ☰ ☷ Subscribe

**4** **HTML Editor**

**4** Macmillan Hig Education Editor Button

Panopto Recordings

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**7** Attach Cancel Post Reply

### Panopto Recordings

Sample Course 2017

Choose Upload Record

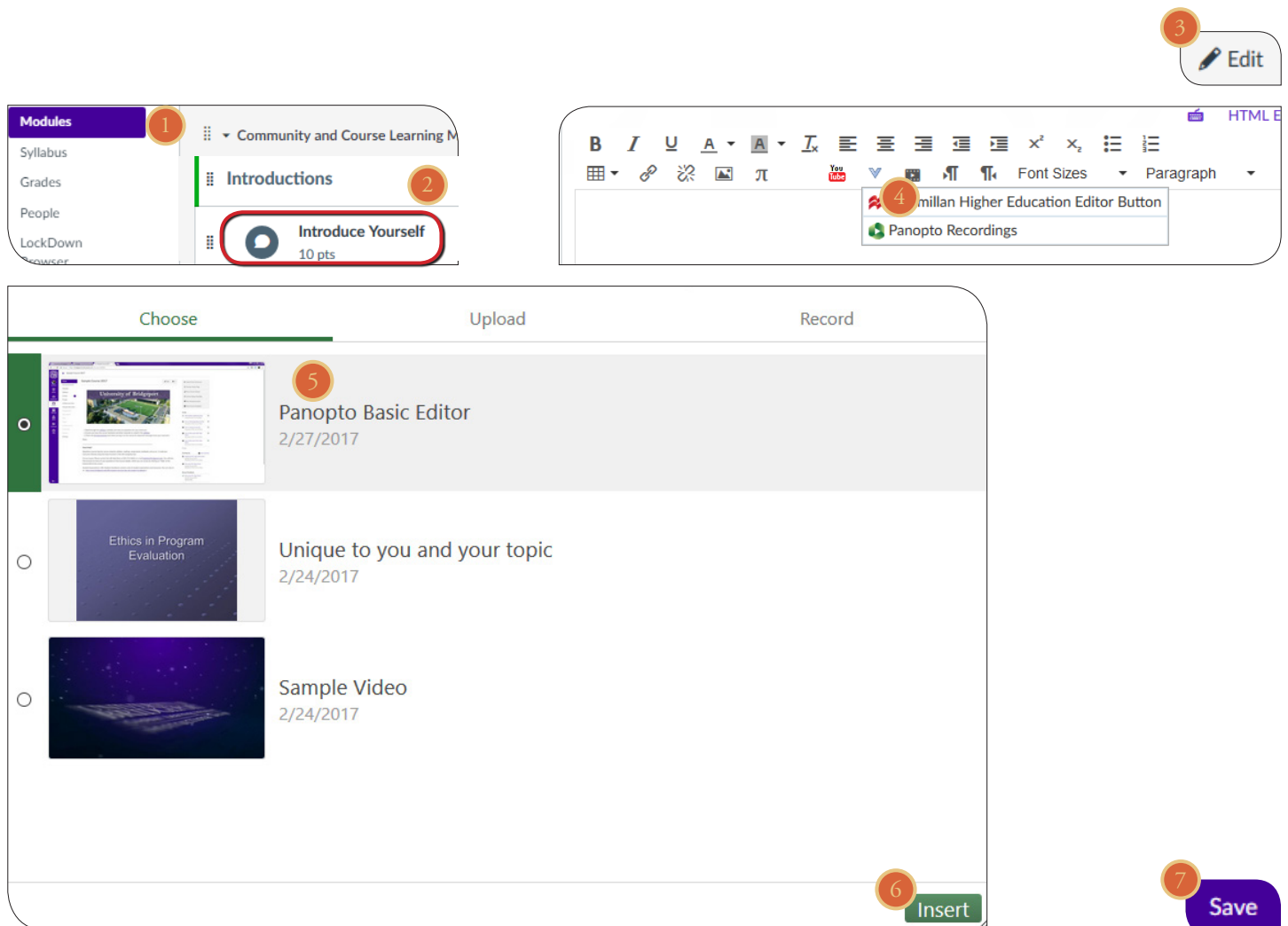
- 5** **Panopto Basic Editor**  
2/27/2017
- 6** **Unique to you and your topic**  
2/24/2017
- 6** **Sample Video**  
2/24/2017

**6** **7** Insert Save

# Placing a Panopto recording in a discussion

To place a Panopto recording in a discussion:

- [1] Click Modules
- [2] Click the discussion where you need to insert your Panopto recording
- [3] Click edit
- [4] Click the Panopto Recordings Icon
- [5] Click the recording you want to share
- [6] Click Insert
- [7] Click Save



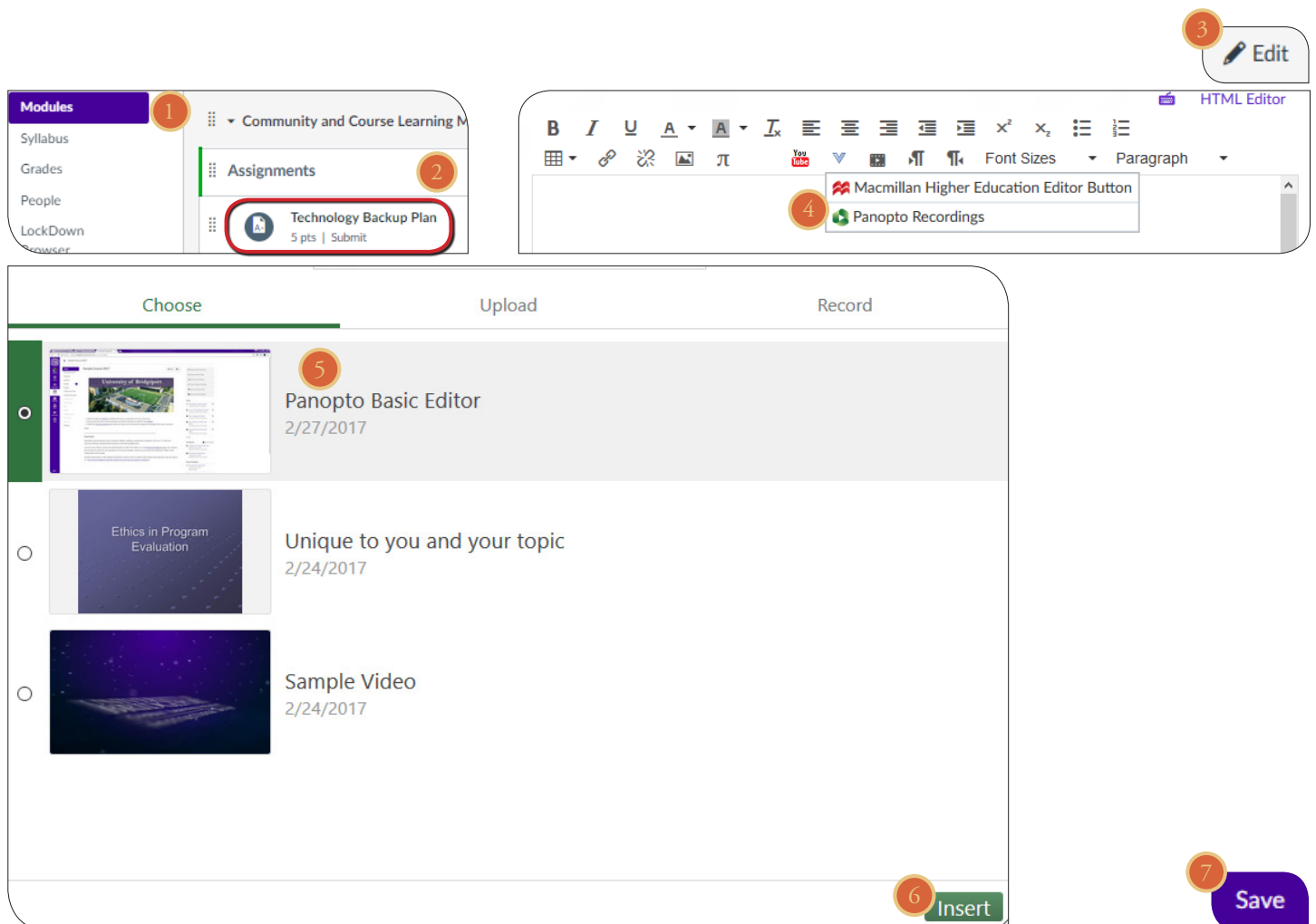
The image illustrates the process of inserting a Panopto recording into a discussion through several steps:

- Step 1:** The 'Modules' sidebar is shown with 'Introductions' selected. The 'Introduce Yourself' discussion (10 pts) is highlighted with a red box.
- Step 3:** The 'Edit' button in the top right corner of the discussion area is highlighted.
- Step 4:** The rich text editor toolbar is shown with the 'Panopto Recordings' icon highlighted.
- Step 5:** The Panopto recording selection screen is shown with 'Panopto Basic Editor' (2/27/2017) selected.
- Step 6:** The 'Insert' button at the bottom right of the recording selection screen is highlighted.
- Step 7:** The 'Save' button in the bottom right corner of the overall interface is highlighted.

# Placing a Panopto recording in an assignment

To place a Panopto recording in an assignment:

- [1] Click Modules
- [2] Click the assignment where you need to insert your Panopto recording
- [3] Click edit
- [4] Click the Panopto Recordings Icon
- [5] Click the recording you want to share
- [6] Click Insert
- [7] Click Submit Assignment



The screenshot illustrates the process of inserting a Panopto recording into an assignment. It is divided into three main sections:

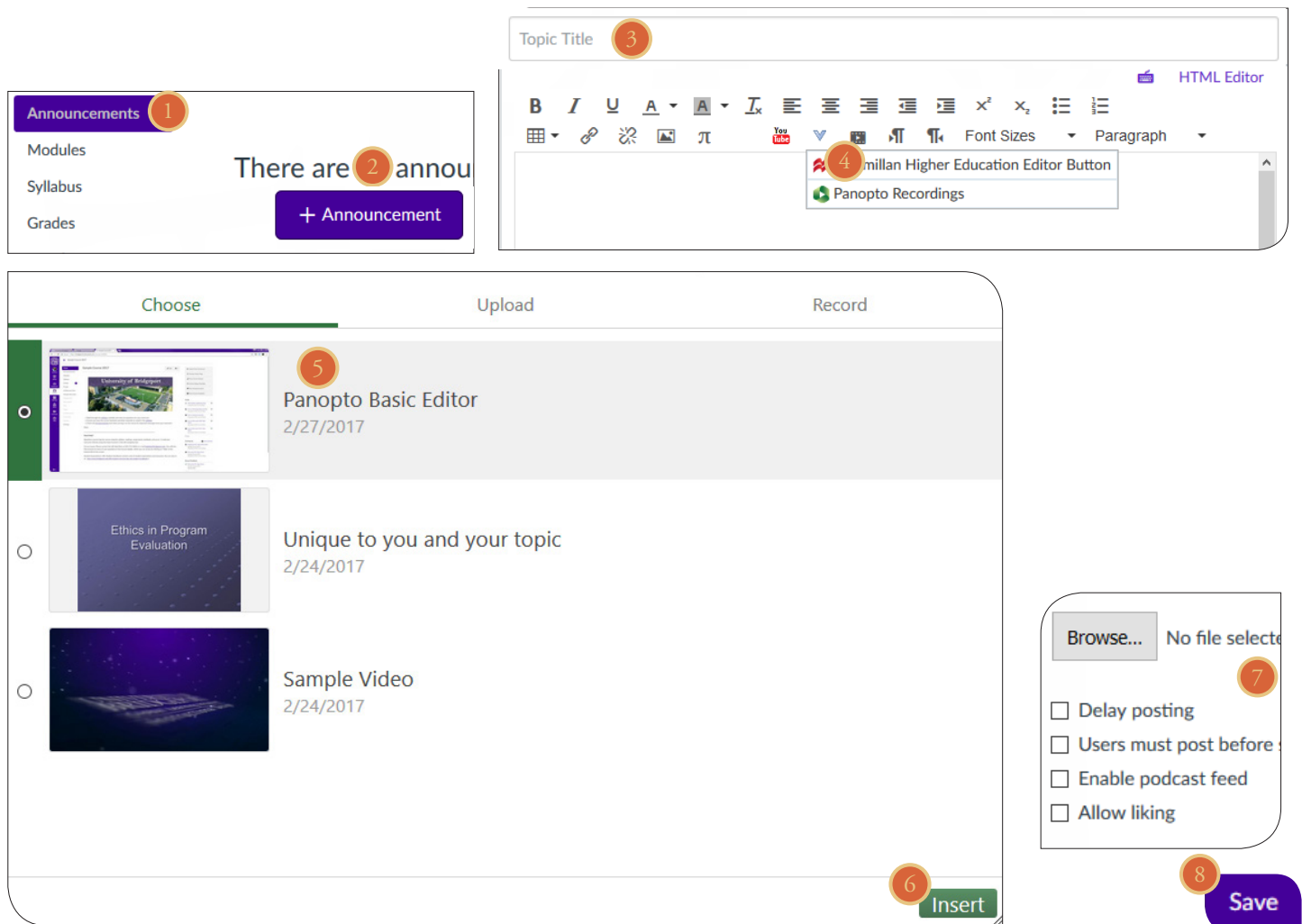
- Navigation and Assignment Selection:** The left sidebar shows the 'Modules' menu with 'Syllabus' selected (step 1). The main content area shows the 'Assignments' list with 'Technology Backup Plan' selected (step 2). An 'Edit' button is visible in the top right corner (step 3).
- Rich Text Editor:** The 'HTML Editor' toolbar is shown with the 'Panopto Recordings' icon selected (step 4). Other icons include Bold, Italic, Underline, Text Color, Background Color, Link, Unlink, Image, Pi, Font Sizes, and Paragraph.
- Recording Selection:** The 'Choose' tab is active, displaying a list of recordings:
  - Panopto Basic Editor** (2/27/2017) - Selected with step 5.
  - Unique to you and your topic** (2/24/2017)
  - Sample Video** (2/24/2017)

At the bottom right of the recording selection area, an 'Insert' button is highlighted with step 6. A 'Save' button is located in the bottom right corner of the overall interface with step 7.

# Placing a Panopto recording in an announcement

To place a Panopto recording in an announcement:

- [1] Click Announcements
- [2] Click + Announcement
- [3] Type Announcement Title
- [4] Click the Panopto Recordings Icon
- [5] Click the recording you want to share
- [6] Click Insert
- [7] Set any options you would like to use
- [8] Click Save



The image illustrates the process of inserting a Panopto recording into an announcement through several steps:

- Step 1:** Clicking on the 'Announcements' menu item.
- Step 2:** Clicking the '+ Announcement' button.
- Step 3:** Entering a title in the 'Topic Title' field.
- Step 4:** Clicking the 'Panopto Recordings' icon in the HTML Editor toolbar.
- Step 5:** Selecting a recording, such as 'Panopto Basic Editor'.
- Step 6:** Clicking the 'Insert' button at the bottom of the recording selection window.
- Step 7:** Configuring options like 'Delay posting', 'Users must post before', 'Enable podcast feed', and 'Allow liking'.
- Step 8:** Clicking the 'Save' button to publish the announcement.