

# Philosophy Teaching 2020-21

## Overview of Panopto to record and publish teaching material

Panopto is a system that has two distinct functions. First, it enables you to directly record lectures or presentations using video (or audio-only for podcasts). Second, it enables you to publish a recording onto our online resources, either a recording you have made with Panopto, or a recording you have made another way e.g. with Zoom. The recording of teaching material for the academic year 2020-21 may begin from August 2020.

Once you are logged into Panopto with your Raven credentials, your recordings will be stored in an area in the Panopto system called My Folder. The My Folder area is private to each user and enables recordings to be uploaded, stored, reviewed and edited in a private space before being made available to students in the Philosophy Undergraduate Moodle course pages which are accessible here: <https://www.vle.cam.ac.uk/course/view.php?id=95302>  
Any recordings stored in your My Folder area can be published at any time to the relevant undergraduate Moodle course pages above by using Panopto as outlined in step 2. below.

The following provides details on the different ways in which Panopto can be accessed and used.

**1. Panopto studio at Faculty of Education:** a classroom at the Faculty of Education has been assigned for the use of Panopto lecture recording for use by SAH and HSS staff, and is available for your use from August 2020 onwards. Details about how to book and use Panopto at the Faculty of Education can be found here. (See in particular the 'Additional advice for Philosophy users'):

<https://www.phil.cam.ac.uk/aboutus/IT/faculty-of-education-panopto-lecture-capture.pdf>

**2. Panopto desktop recording and publishing on your own computer:** Panopto desktop recorder can be downloaded and installed on your local computer to make recordings. The recordings can be reviewed and edited on My Folder before publishing to the relevant Moodle course. To download/install Panopto desktop, create and review recordings, and publish recordings to Moodle, see the relevant section below.

- a. **Download and install Panopto desktop recorder:** to access the Panopto download your Moodle account will need to be synchronized to Panopto by visiting the Moodle course page below at least once. After logging into Moodle a 'Fetching content' message should briefly display in the Panopto block located at the top of the right hand column. Your account should now be synchronized and you can log out of Moodle:  
<https://www.vle.cam.ac.uk/course/view.php?id=202861>

To download Panopto software from the *CambridgeMoodle* site, visit the web page: <https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Home.aspx> Click on 'Sign in', enter your Raven credentials then click on 'Download Panopto' (green icon top right hand side of the screen). Save the installation file to your Downloads folder and double click on it from there to install the software.

- b. **Create a recording using Panopto:** remember to use the 'Sign In' button in Panopto desktop, recordings will then be uploaded to the 'My Folder' area by default. Video and audio-only recordings can be made by selecting the required sources in Panopto (**Note:** to record audio-only, select 'None' for the 'Video' primary source and leave the 'Audio

source selected as 'Microphone'). For further details about selecting sources including PowerPoint presentation capture see point 4 on the web page below):

<https://www.vle.cam.ac.uk/mod/page/view.php?id=13191621>

Before uploading Panopto desktop recordings to the My Folder area, the system initially stores recordings to a local folder on your computer called 'Panopto Recordings' in the 'Movies' folder. This local folder destination can be changed by selecting the 'Panopto' menu (top left of screen from within the Panopto desktop application) then 'Preferences' and 'Browse' to another folder. The next time Panopto desktop is launched local recordings will be stored in the new folder.

- c. **Review and edit recordings using Panopto desktop:** remember to use the 'Sign In' button in Panopto desktop, to review recordings in the My Folder area. Recordings can be reviewed and edited in the private My Folder space before being published to a Moodle course. Access your recordings stored in My Folder via the 'Manage Online', 'Edit' or 'View Online' links in Panopto desktop application, and then select 'My Folder' in the left hand menu to view your recordings. Further details about editing recordings can be found on the following page:

<https://www.vle.cam.ac.uk/mod/page/view.php?id=13191731>

The options for editing are very limited. You can fairly easily remove footage but you can't add any. You can't e.g. edit together footage from multiple takes. If you do remove anything from the middle of a recording, remember that at this point the recording might look jarring and, if you were moving around, you may appear to teleport. Recordings will often end with a few moments of you fiddling around with closing the powerpoint, etc. so it may be best to chop off the last few seconds.

- d. **Publish a recording to a Moodle course:** when the Philosophy Moodle courses are available, recordings can be published to the relevant course by following the steps outlined here: <https://www.vle.cam.ac.uk/mod/page/view.php?id=13191751>

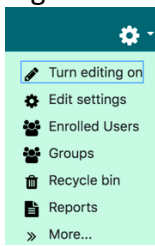
**Note:** to set a publication date and expiry date for the recording, scroll down the 'Overview' screen mentioned in point 3. on the above help page and set the dates/times as desired in the 'Availability' section.

3. **Record with Zoom or Google Meet and upload to Panopto:** video and audio-only recordings can be created using Zoom or Google Meet and uploaded to Panopto for storage on My Folder, and then for publication to Moodle courses when they become available. For information on recording with Zoom and Google Meet see the user guides on the following page: <https://www.phil.cam.ac.uk/aboutus/IT>

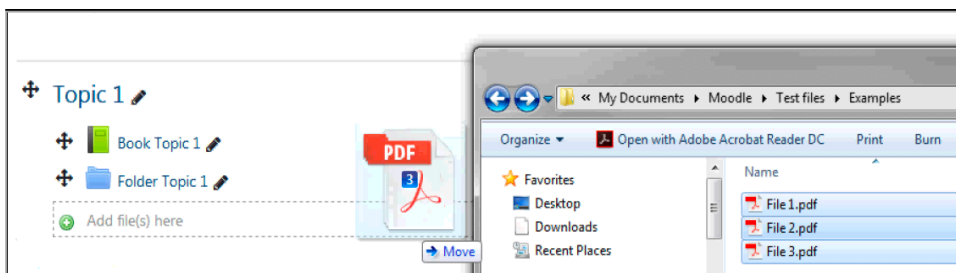
**To upload a Zoom or Google Meet video file to Panopto and publish to Moodle:** see the following page, which includes details about uploading a video created on your mobile device:

<https://www.vle.cam.ac.uk/mod/page/view.php?id=13191841>

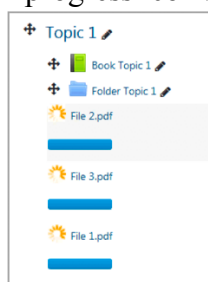
4. **Uploading lecture handouts to Moodle courses:** login to Moodle and navigate to the relevant year and paper number on the Moodle site. Select 'Turn editing on' via the cog wheel available in the green header section of Moodle:



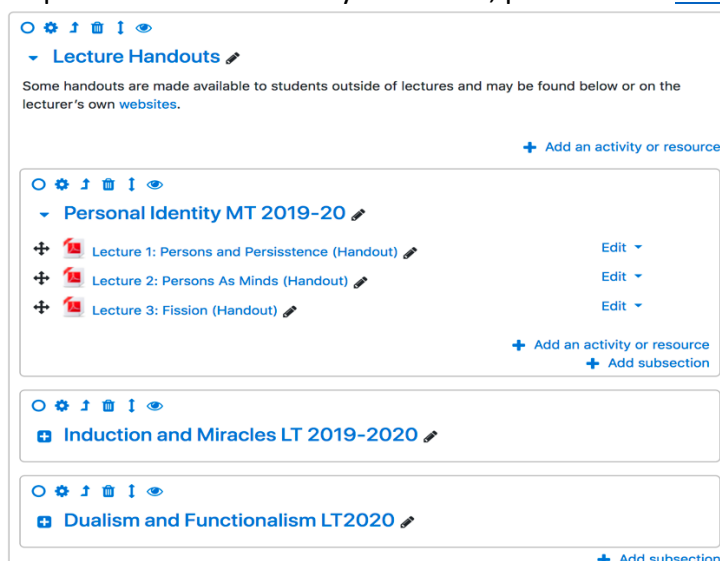
Once editing is turned on, locate the 'Lecture Handouts' section for the relevant course, drag and drop files (or a number of files) from your computer to the Moodle course. **Note:** it is recommended that file names uploaded in this way include the year, paper number and course name so that they are easily identified by students.



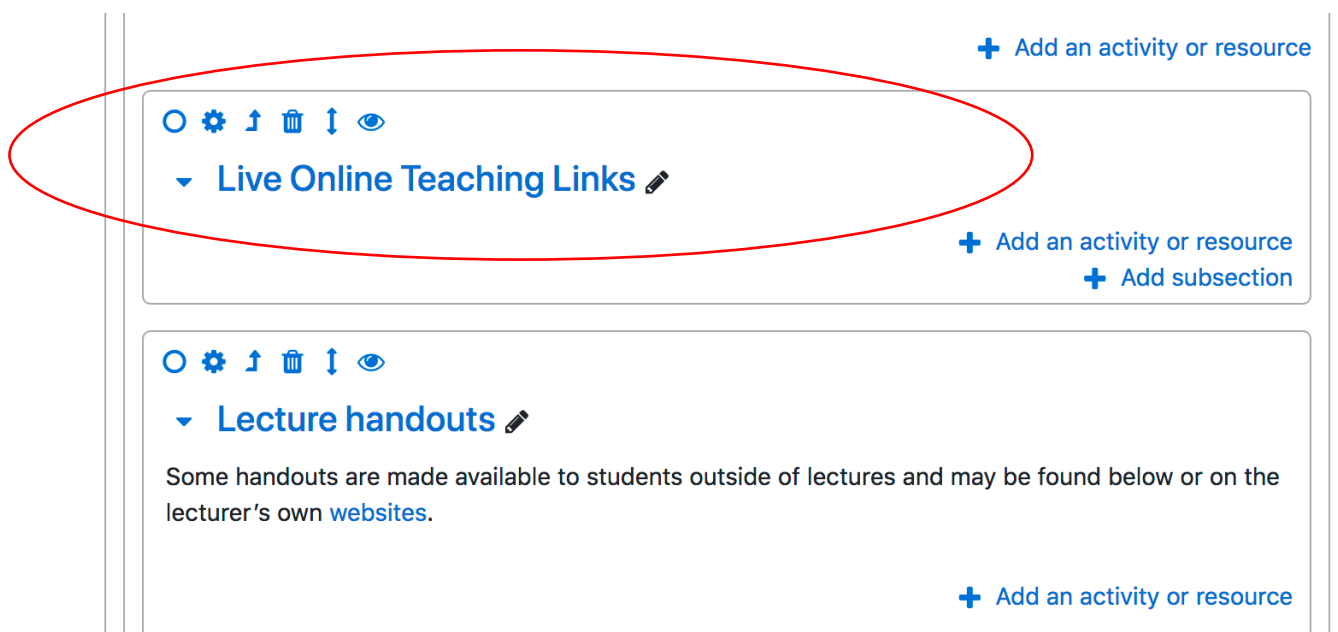
A progress icon should be displayed while the file(s) are uploaded to Moodle



Once the upload process has finished files should be displayed as shown in the example screen shot below. If you have any difficulties uploading handouts or if you would prefer handouts to be uploaded to Moodle on your behalf, please email [lecturenotes@phil.cam.ac.uk](mailto:lecturenotes@phil.cam.ac.uk)



5. **Adding weblinks to Moodle Live Online Teaching Links:** login to Moodle and navigate to the relevant year and paper number on the Moodle site. Locate the 'Live Online Teaching Links' section on the Moodle page (see screenshot below):



Add a URL resource to the Live Online Teaching Links section by following the steps in the following guide:

[https://www.vle.cam.ac.uk/pluginfile.php/5605351/mod\\_resource/content/59/URL%20Basic 3 5 FINAL.pdf](https://www.vle.cam.ac.uk/pluginfile.php/5605351/mod_resource/content/59/URL%20Basic%203%205%20FINAL.pdf)

## 6. Quickmail on Moodle

Quickmail enables teachers to send an email message to all students enrolled on a particular paper number (or to selected students, individuals or group/roles).

To send an email to all students on a particular course/paper number, select 'Student' from the 'Role Filter' drop down list and then highlight 'Not in a group' in the 'Potential Groups' box then click on the 'Add' button to add the selected students to the 'Selected Recipients' box on the left hand side (see example screenshot below).

The Basic guide available below outlines how to use Quickmail - see the section 'Composing an email' on page 2 of the 'Quickmail - Basic Guide' link on the web page below:

<https://www.vle.cam.ac.uk/mod/page/view.php?id=3841791>

# Quickmail

[View Drafts](#) | [View History](#)

From: mfm10@cam.ac.uk

**Selected Recipients**

**Role Filter**

Student

**Potential Groups**

- All Groups
- Not in a group

**Potential Recipients**

- Eve Seewood-Mercaire (Not in a group)
- Frisbee Sheffield (Not in a group)
- Jaehyun Shin (Not in a group)
- Anna Simpson (Not in a group)
- Matthew Simpson (Not in a group)
- Pauline Sliwa (Not in a group)
- Ed Smith (Not in a group)
- Eva-Jade Smith (Not in a group)
- Jonathan Snell (Not in a group)
- Dylan Stewart (Not in a group)
- Sidsel Stoermer Stoermer (Not in a group)
- Katriina Surquin (Not in a group)
- Amber Taylor (Not in a group)
- tsr31@cam.ac.uk (Not in a group)
- Saara Turner (Not in a group)
- T. Vasudev-Menon (Not in a group)
- Aron Vidman (Not in a group)
- Zoe Walker (Not in a group)
- James Warren (Not in a group)
- Gemma Wright (Not in a group)
- Marzia Zhou (Not in a group)

◀ Add

Remove ▶

Add All

Remove All

## 7. Copying Panopto recordings to another Moodle course page:

Login to Panopto: <https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Auth/Login.aspx>  
Select 'My Folder' in the left hand menu to display your recordings.

See step 2 'Copying Multiple Recordings' on the following web page. Select the recording to be copied to another Moodle course as outlined on the following page:

<https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos>