

## **Philosophy Teaching 2021-2022**

### **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. In addition to Panopto desktop recording '**Panopto Capture**' is available which allows users to record their video, audio, screen and applications directly within an internet browser rather than downloading the desktop software. For more information and instructions on using Panopto Capture see:  
<https://www.vle.cam.ac.uk/mod/page/view.php?id=14309282&forceview=1>
  - 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.

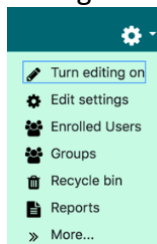
- d. **Publish a recording to a Moodle course:** when the Philosophy Moodle courses are available, recordings can be published to the relevant course by following the steps outlined here: <https://www.vle.cam.ac.uk/mod/page/view.php?id=13191751>

**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.

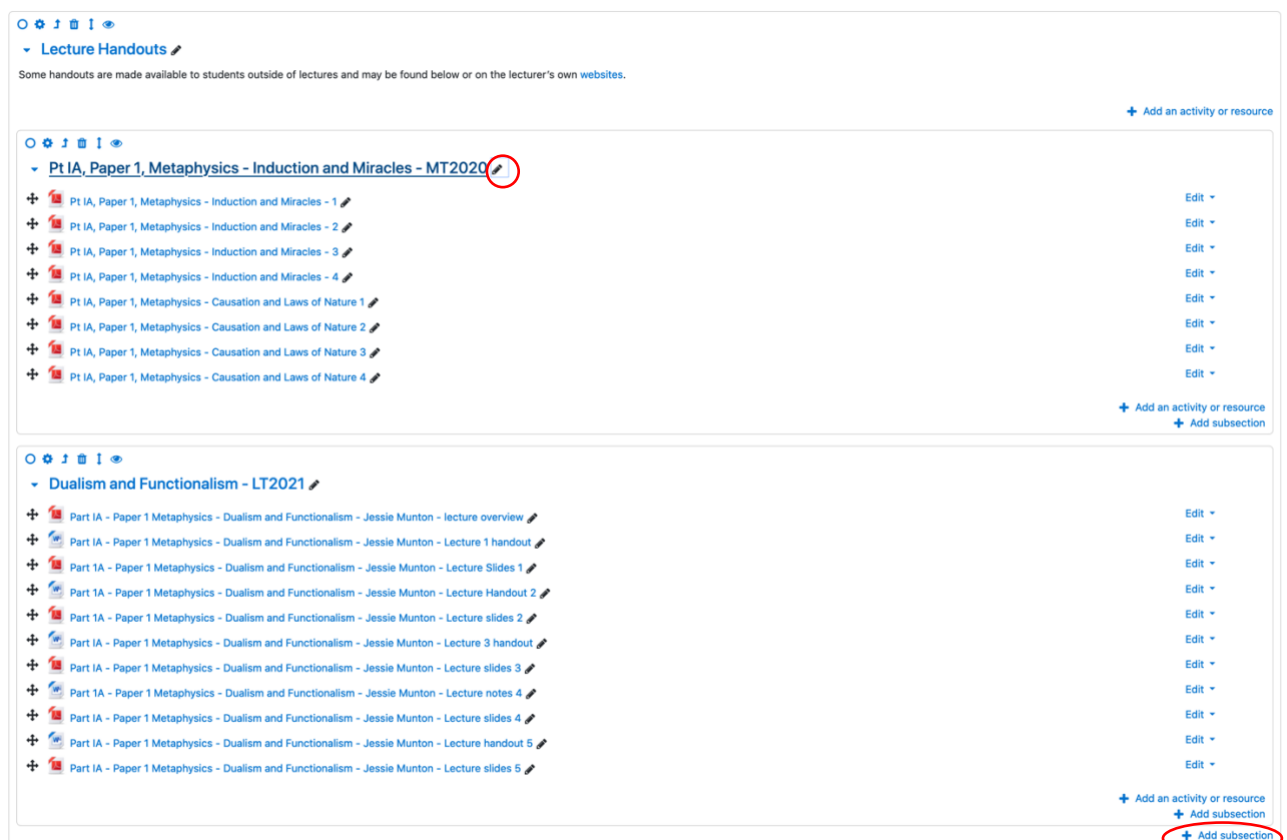
3. **Record with Zoom or Google Meet and upload to Panopto:** video and audio-only recordings can be created using Zoom or Google Meet and uploaded to Panopto for storage on My Folder, and then for publication to Moodle courses when they become available. For information on recording with Zoom and Google 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. For all the editing options below 'Turn editing on' via the cog wheel available in the green header section of the Moodle page:



Locate the 'Lecture Handouts' section and add a subsection for your course by clicking on the 'Add subsection' link (circled in red in at foot of screenshot below). A subsection labelled 'Topic *n*' will be added to the outer Lecture Handouts section. Rename the subsection by clicking on the pen icon (circled below) and inputting your **course name together with the year and term (e.g. MT2021)** then hit the return button on the keyboard (note: if you do not hit the return button the label name will return to the default 'Topic *n*' default).

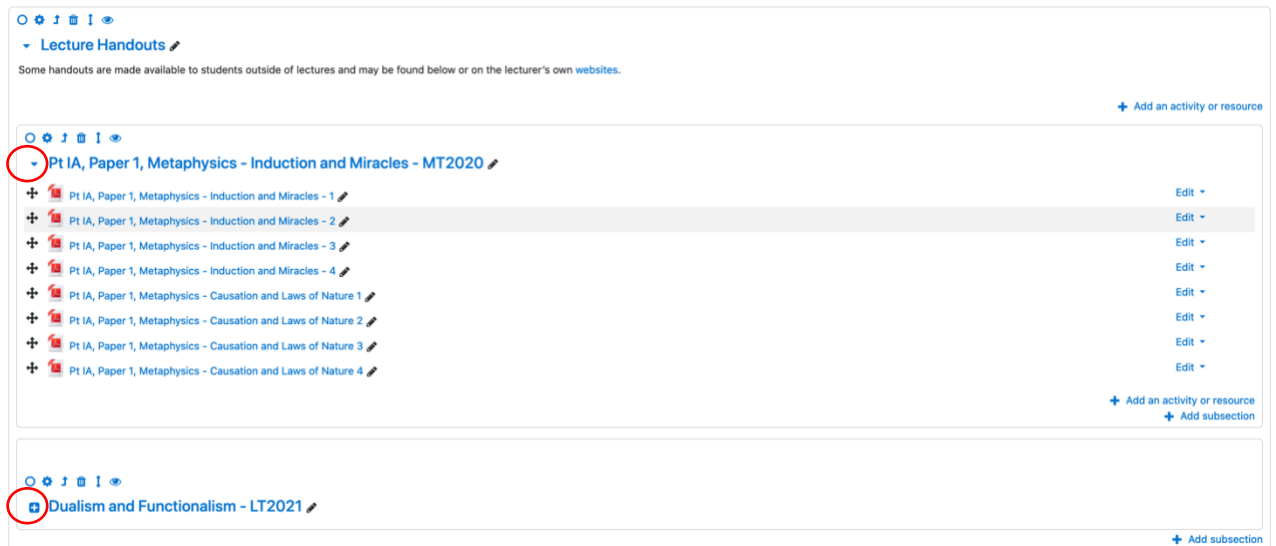


Once the subsection has been created drag and drop files (or a number of files) from your computer to your course subsection. **Note:** it is recommended that file names uploaded include the year, paper number and course name so that they are easily identified by students.

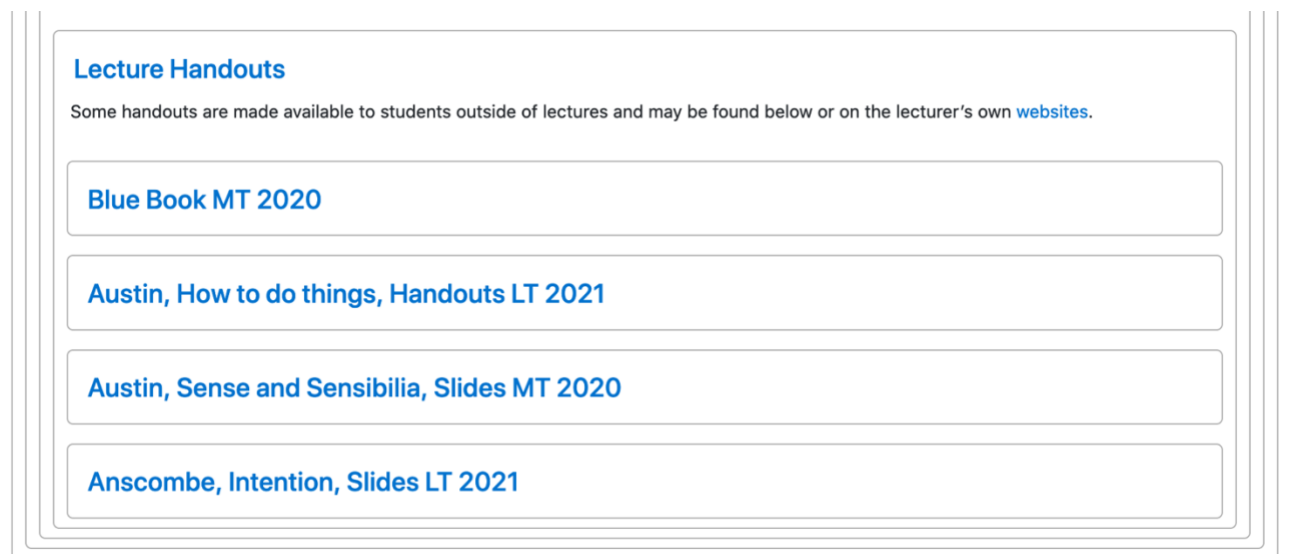
After the upload process has finished files should be displayed as shown in the example screen above. If you have any difficulties uploading handouts or if you would prefer handouts to be uploaded to Moodle on your behalf, please email [lecturenotes@phil.cam.ac.uk](mailto:lecturenotes@phil.cam.ac.uk)

## Collapse/Expand sections

To ensure that the Moodle course pages display in an orderly and uniform way it is recommended that subsections are collapsed after adding content to them. To collapse a subsection click on the downward arrow head on the left of the subsection label. To expand the subsection click on the plus sign to the left of the label as circled in the example below.



The screenshot below shows an example of how the screen displays to students after the subsections have been collapsed:

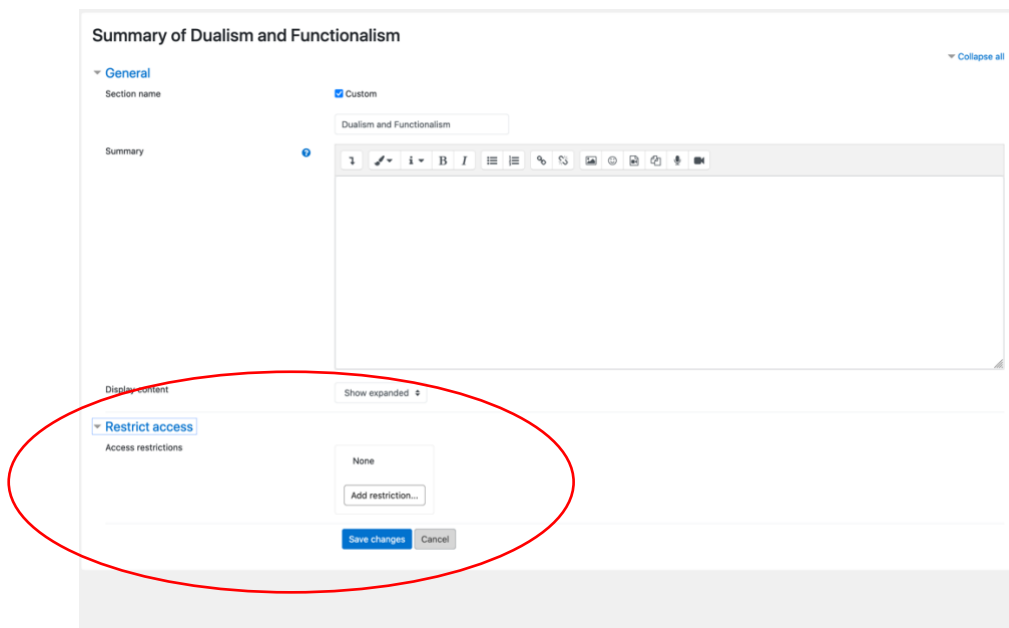


## Restrict Access to handouts from or until a specified date/time

To restrict access to handouts from or until a specified date/time, click on the small blue cog wheel directly above the name of your course subsection (see screenshot below).



Select 'Restrict access' from the next window (see below) then 'Add restriction' button and select 'Date' from the list of available restrictions.



Input the date and time that you want to make the handout available to students (see screenshot below). To hide the content listing on the Moodle page until the date/time it becomes available, click on the eye icon (circled below) to hide/unhide the listing.

#### ▼ Restrict access

Access restrictions

Student must match the following

☐ Date from 13 July 2021 00 : 00

Add restriction...

Save changes Cancel

- 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. For all the editing options below 'Turn editing on' via the cog wheel available in the green header section of the Moodle page.

**Add a subsection to the Live Online Teaching Links** for your course by clicking on the 'Add subsection' link (circled in red in screenshot below). A subsection labelled 'Topic *n*' will be added to the outer section. Rename the subsection by clicking on the pen icon (circled below) and inputting your **course name together with the year and term (e.g. MT2021)** then hit the return button on the keyboard (note: if you do not hit the return button the label name will return to the default 'Topic *n*' default).

For further information about adding a URL resource to the Live Online Teaching Links section follow 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)

For further information about adding a URL resource to the Live Online Teaching Links section follow 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 3 5 FINAL.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). Please note this will not send the email to users enrolled as other role categories. For example, after adding all students to the recipient list, you may want to add student observers (e.g. note takers, auditors) by selecting 'Student observer' from the 'Role Filter' drop down list then selecting 'Not in a group' and clicking on the 'Add' button to add the selected student observers to the 'Selected Recipients' box on the left hand side. Repeat this for any other role categories in the Role Filter box that need to receive the email.

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 Selwood-Metcalre (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:

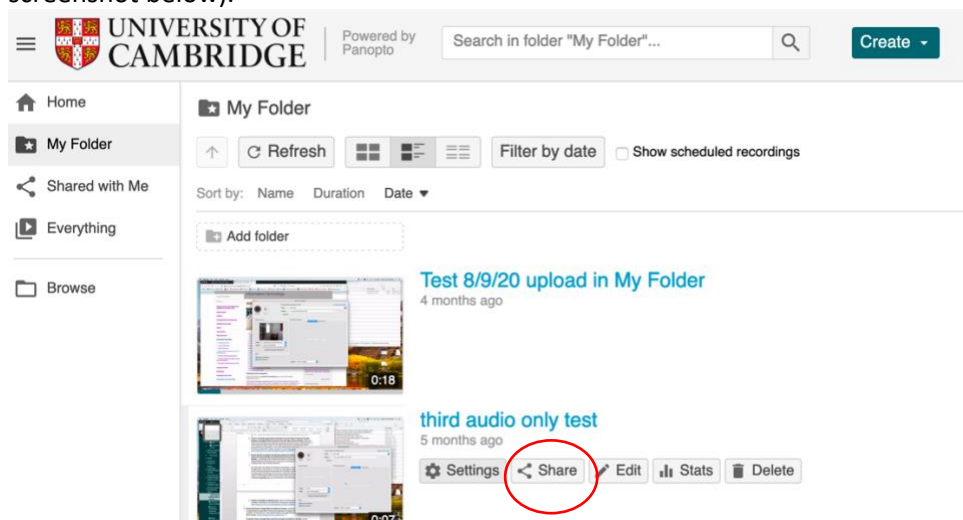
Login to Panopto: <https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Auth/Login.aspx>  
Select 'Browse' in the left hand menu then select the relevant course folder.

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>

### 8. Share recordings with users not enrolled on Moodle course pages (via Panopto or Zoom):

**Panopto:** login to view your recordings <https://cambridgelectures.cloud.panopto.eu/Panopto> Click on 'Browse' in the left-hand menu then 'My Folders' tab then select the relevant course folder from the list. Hover over the relevant recording to reveal a sub menu and click on the 'Share' button (see screenshot below).





In Share screen, from the dropdown list under 'Who has access' either select 'Anyone at your organisation with the link' or 'Anyone with the link' then click on 'Save changes'. The link text contained in the 'Link' box at the top of the screen (see screenshot below) can then be sent to anyone needing access to the recording but who is not enrolled onto the Moodle course.

▶ third audio only test [Learn more](#) ✕

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Overview  
**Share**  
Outputs  
Quiz Results  
Streams  
Clips  
Search  
Captions  
Manage  
Log

Link | **Embed**

<https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=e06c427c-3fc7-4bca-b685-ac0f00b8f9>

**Who has access:**

This session inherits permissions from its folder: [My Folder](#)

Anyone with the link  
Unlisted, anyone who has the link can view. No sign-in required.

Marie-France Moss  
Can create

**Invite people:**

Enter people, groups, usernames, or email addresses...

[Save changes](#) [Cancel](#)

**Zoom:** Please note Zoom recordings shared via the web portal will only be stored for 90 days after which time they will be automatically deleted in order to free up space in the School's Zoom Cloud storage. If you wish to keep a permanent copy of the recording, click on the 'More' button and download the file to your local Downloads folder. Locally stored recordings can then be uploaded and shared using Panopto as described in sections 3. and 8. above.

After recording your Zoom session, login into the Zoom web portal: <https://zoom.us/signin> Click on 'Recordings' in the left-hand menu then the 'Share' button to the right of the relevant recording (see screenshots below). On the next screen click on 'Copy Sharing Information' to copy the link text to the clipboard which can then be pasted into an email and made available to users who are not enrolled on Moodle courses.

Please note Zoom recordings accessed via the web portal above **are not stored permanently** and may be removed after a month in order to free up space in the School's Zoom Cloud account. If you wish to keep a permanent copy of the recording, click on the 'More' button and download the file to your local Downloads folder. Locally stored recordings can then be uploaded and shared using Panopto as described in sections 3. and 8. above.

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Settings  
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Reports  
Attend Live Training

From  To  All Status

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<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	<a href="#">Zoom Seminar Room 1's Zoom Meeting</a>	997 6193 6303	Jan 25, 2021 01:21 PM	2 Files (451 KB)	<a href="#">Share...</a> <a href="#">More</a>
<input type="checkbox"/>	<a href="#">Zoom Seminar Room 1's Zoom Meeting</a>	978 3731 8807	Jan 25, 2021 01:20 PM	2 Files (997 KB)	<a href="#">Share...</a> <a href="#">More</a>



## Share this cloud recording

Share this recording



☒ Publicly

☐ Only authenticated users can view

Add expiry date to the link



Viewers can download



View recording on demand (registration required) ⓘ



Passcode protection



\*\*\*\*\*  

Sharing Information

Show 

Copy Sharing Information

Done