

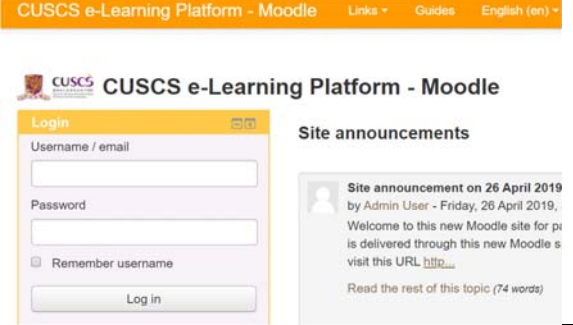
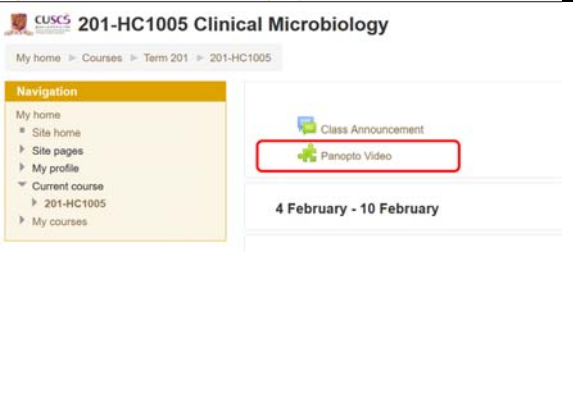
User Guide –

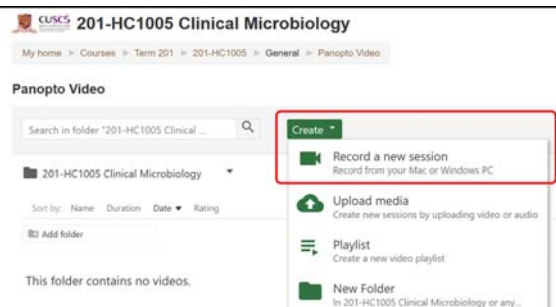
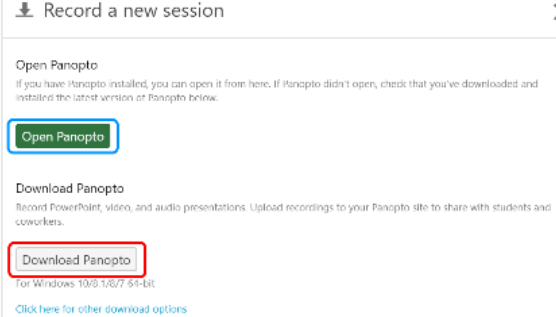

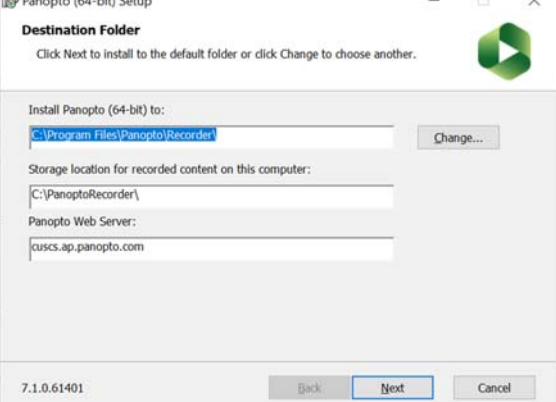

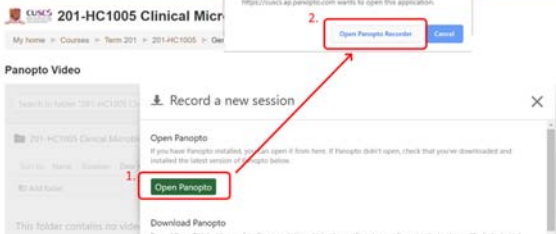
Using CUSCS Panopto via CUSCS e-Learning Platform – Moodle (PCE)

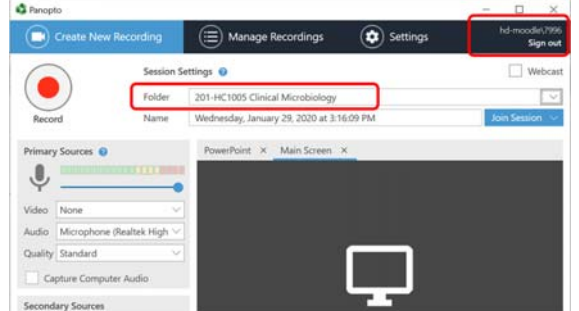

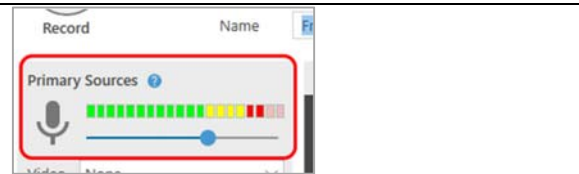
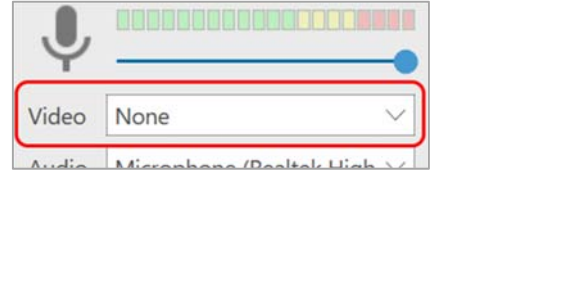
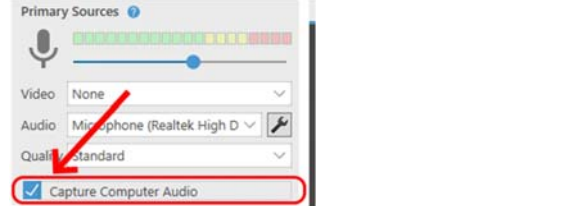
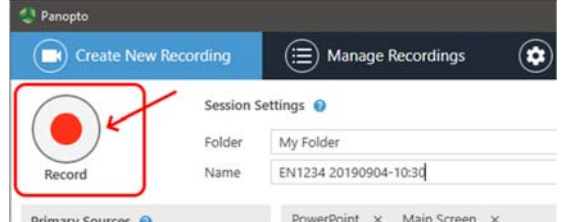
- A. Create a Recording
- B. View a Recording
- C. Temporarily hide a video from students (by moving it to the ‘My Folder’)
- D. Delete a Recording
- E. Edit a Recording
- F. Copy a recording to another class (if you teach multiple classes on the same course)
- G. Upload other video to Panopto
- H. Create a Live Webcast (with text-based discussion)
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- J. Support

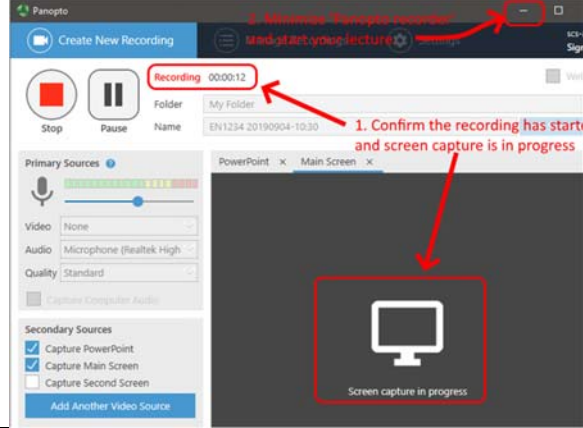
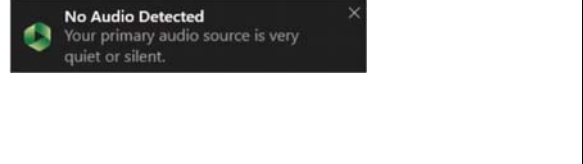
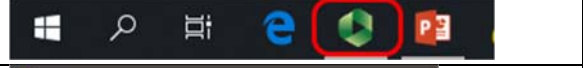
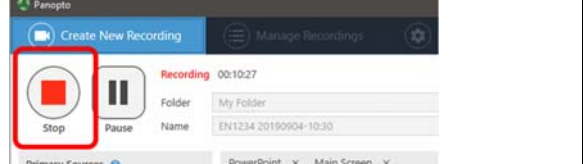
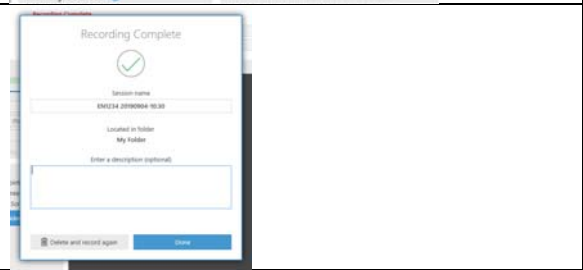
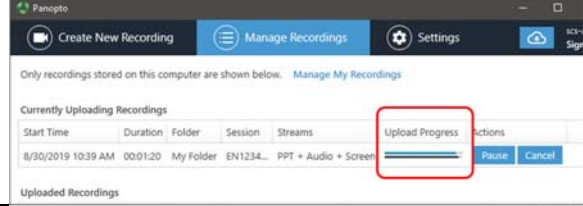
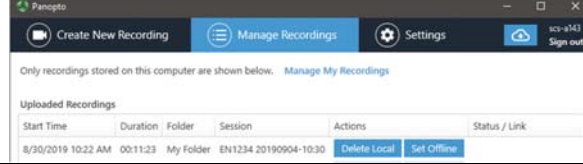
IMPORTANT: Please visit our ‘eLearning for teachers’ page frequently for any updates on eLearning arrangement:
<http://cuscs.hk/elearning-support>

A. Create a Recording

1. Power on your computer, and make sure it is connected to the internet.	
2. Make sure your computer is connected with a microphone (e.g. built-in mic on notebook / external mic connected to the mic jack)	
3. Open an internet browser (Google Chrome recommended) and visit CUSCS e-Learning Platform – Moodle site: http://elearning.scs.cuhk.edu.hk	
4. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.	
5. When logged in, click into one of your course. You will see a ‘Panopto Video’ link on the top of your course page. Click it to open the Panopto Video page of your course.	

<p>6. On the Panopto Page, click the 'Create' button, and then click 'Record a new session'.</p>	
<p>7. If you have not installed the 'Panopto Recorder' on your computer yet, please click 'Download Panopto' and continue to Step 8. If you have already installed the 'Panopto Recorder' on your computer, please click 'Open Panopto' and continue to Step 11.</p>	
<p>8. Save and Run the file 'panoptorecorder.exe'</p>	
<p>9. Accept the default settings to finish the setup.</p>	
<p>10. When the setup is finished, you will be prompted the Panopto Recorder login screen. Please click the 'X' on top right-hand corner to close it at the moment. (Note: you could only login to CUSCS Panopto service via CUSCS e-Learning Platform - Moodle site)</p>	
<p>11. Now go back to the CUSCS e-Learning Platform - Moodle Site, click 'Open Panopto' button, and then click 'Open Panopto Recorder'.</p>	

<p>12. You will be logged in to the Panopto Recorder automatically. Note1: Check the top-right hand corner. You should be logged in with a unique ID like 'pce-moodle-lti\XXXX' Note2: Check the 'Folder' field, make sure it matches with the course you selected.</p>	
<p>13. IMPORTANT: Your recorded session will be automatically listed on the Moodle Course Page. If you prefer to manually publish it later indeed, please select 'My Folder' at Step 12. <u>Videos stored in the 'My Folder' will only be accessible to you.</u> You can move the videos back to the course folder when it is ready to publish. (See Part C on how to move a video)</p>	
<p>14. In the 'Name' field, mark clearly the course code and the sequence according to your teaching schedule. (e.g. 201-343001-29, Lecture 1, Part 1) IMPORTANT: <u>Student will rely on the name of the recording to determine the sequence of these learning materials.</u></p>	
<p>15. Speak to the microphone, and check the 'volume meter'. Adjust the volume slider accordingly if needed. IMPORTANT: <u>You are suggested to record a short video and view it for checking the audio and screen sharing quality. (REMEMBER to delete it afterwards)</u></p>	
<p>16. Select 'None' for 'Video' if you do not want to record your webcam image. IMPORTANT: Please make sure you have the appropriate hardware according to your presentation needs. If you need to show your face / items via webcam during your presentation, make sure your PC has a webcam built-in / external webcam installed. Please note that <u>our learning centres may not be able to provide web camera for your zoom meeting at the moment.</u></p>	
<p>17. The 'Capture Computer Audio' option is by default turned off. If you would <u>play computer video/audio during your lecture</u>, please turn it on. Otherwise, the sound of those video/audio will not be recorded.</p>	
<p>18. Click the 'Record' button to start recording the lecture.</p>	

<p>19. Confirm the recording has started and the screen capture is in progress. Then you can minimize the 'Panopto Recorder' application and start your lecture.</p>	 <p>1. Confirm the recording has started and screen capture is in progress</p>
<p>20. CAUTION! If you see this 'No Audio Detected' dialogue prompted, it means there is some problem with your audio source. Please stop the recording, check and fix the audio problem (e.g. loosened audio cable) and start recording again.</p>	
<p>21. When your lecture ended. Click the 'Panopto' icon on the task bar to bring up the 'Panopto Recorder' screen.</p>	
<p>22. Click the 'Stop' button to stop the recording.</p>	
<p>23. Click 'Done' on the Recording Complete confirmation screen.</p>	
<p>24. Panopto Recorder will start uploading your recording to the server. ***DO NOT CLOSE the application or shutdown the computer while upload is in progress, otherwise the recording will be lost. ***</p>	
<p>25. When the upload is completed (the upload progress bar is gone), you could now close the 'Panopto Recorder' application.</p>	

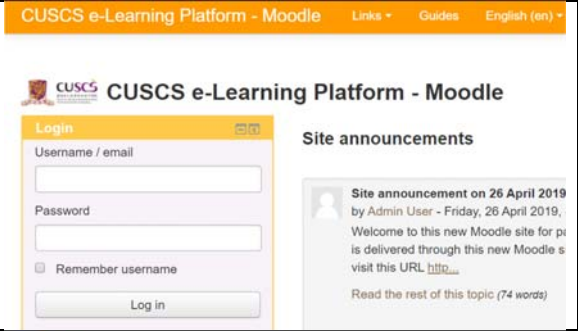

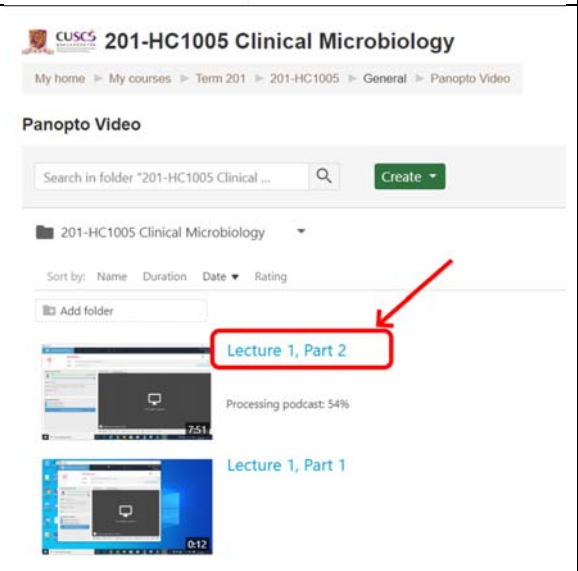
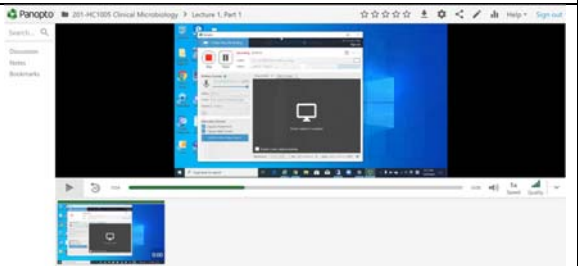
26. Now go back to the Panopto Video Page on CUSCS e-Learning Platform - Moodle Site. Your recording should now be processing. It will be ready in a few minutes.



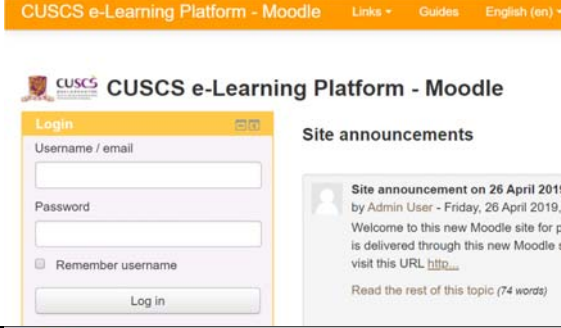

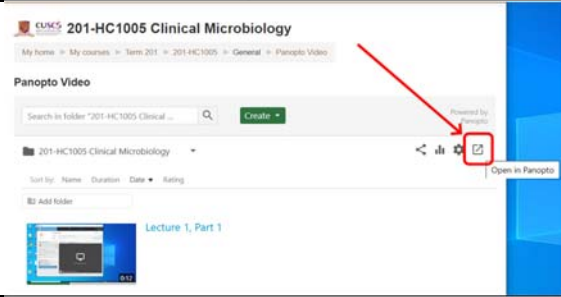
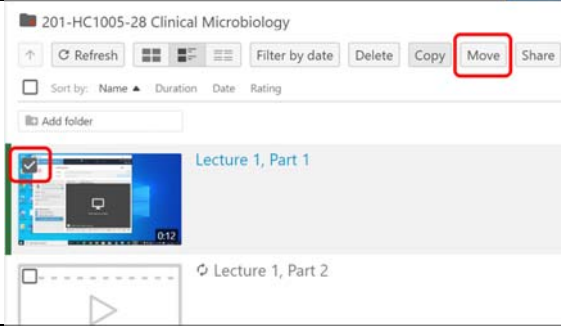
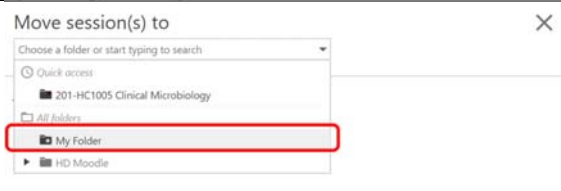
27. NOTE: DO NOT manually copy video links from Panopto and paste the link under the week numbers on Moodle Course page. This may break the Single Sign-on integration between Moodle and Panopto. All recordings should remain in the 'Panopto Video' folder. Please instruct the students to access the recordings in the 'Panopto Video' folder, and name them clearly so that students know the sequence.



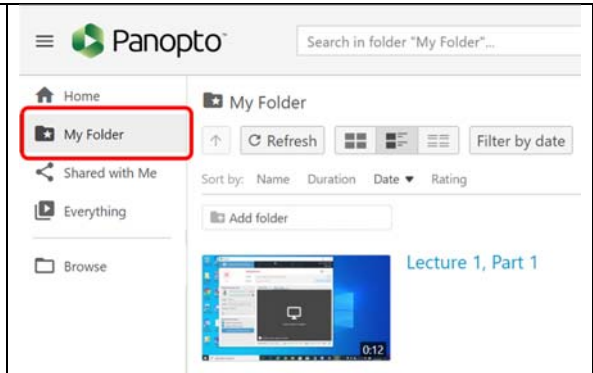
B. View a Recording

<p>1. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>2. When logged in, click into one of your course. You will see a 'Panopto Video' link on the top of your course page. Click it to open the Panopto Video page of your course.</p>	
<p>3. All recorded sessions will be shown at the lower part of the Panopto Page. Click on the session title to open it.</p>	
<p>4. A new tab will be opened to play the recorded session.</p>	

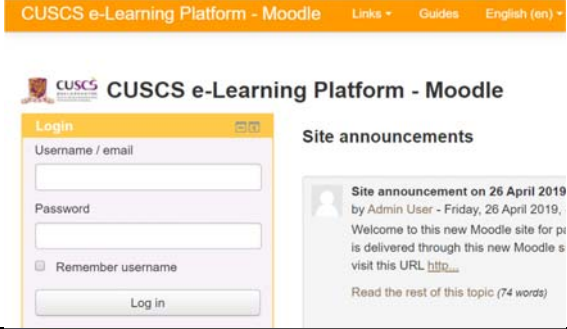

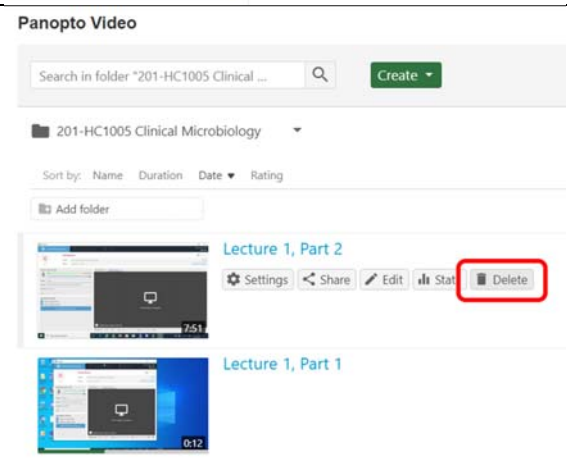
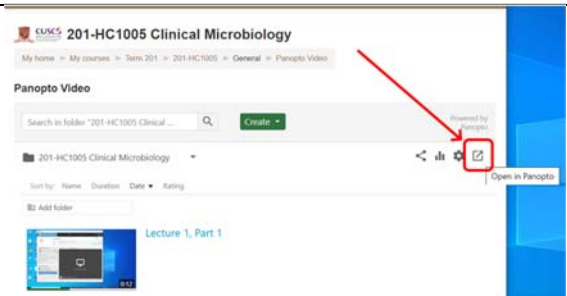
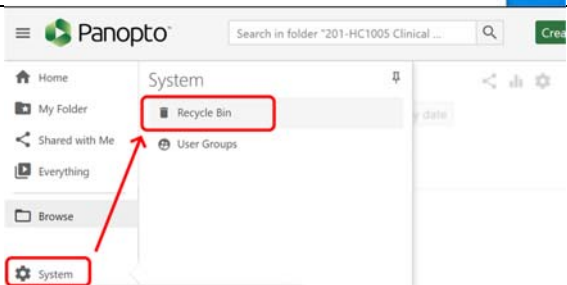
C. Temporarily hide a video from students (by moving it to the 'My Folder')

<p>1. If you want to temporarily hide a video from students (for example, you recorded a session explaining the test paper, and didn't want to release it yet), you could move it to the 'My folder', which is only accessible to you.</p>	
<p>2. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>3. When logged in, click into the course in which you have recorded the session you would like to copy. Then click the 'Panopto Video' link on the top of your course page.</p>	
<p>4. Click the 'Open in Panopto' icon on the right hand side of the screen. A new tab will be opened.</p>	
<p>5. 'Tick' the video(s) you would like to move, and then click the 'Move' button.</p>	
<p>6. Under 'Move session(s) to', click the 'drop down' button, and then select 'My Folder'. Then click the green 'Move' button on the top.</p>	

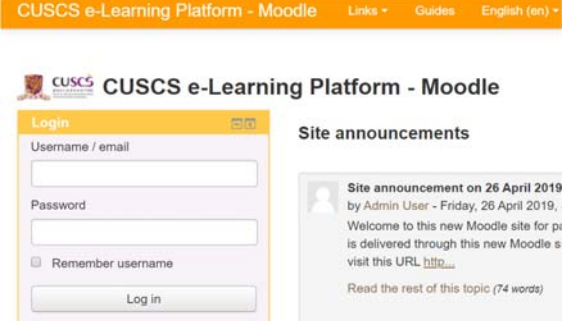

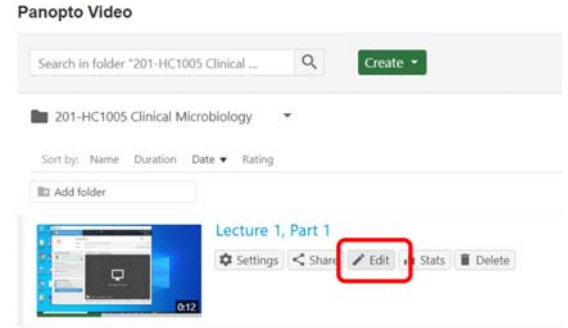
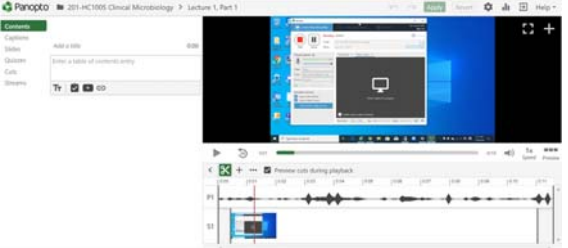
7. You recorded session is now moved to the 'My Folder'. To access it, click the 'My Folder' on the left of the Panopto Page.
When you are ready to release the video to students, please repeat this section and move it to the appropriate folder of your Course/Class.



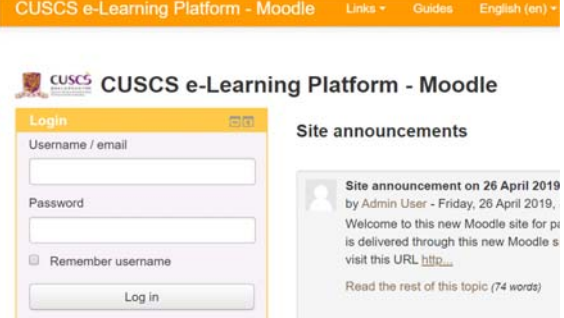

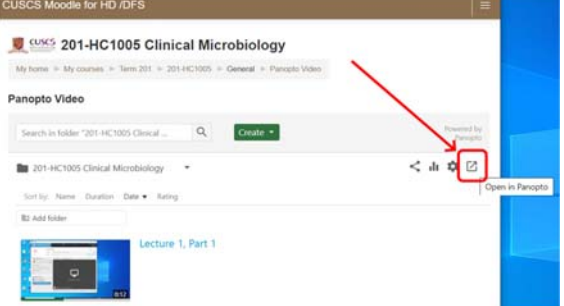
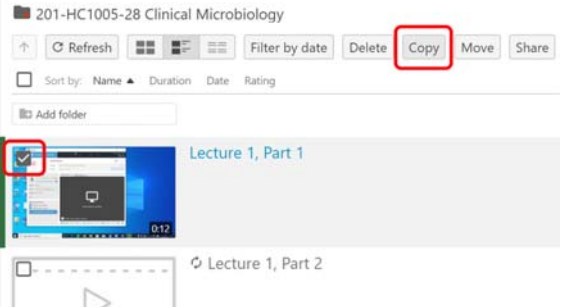
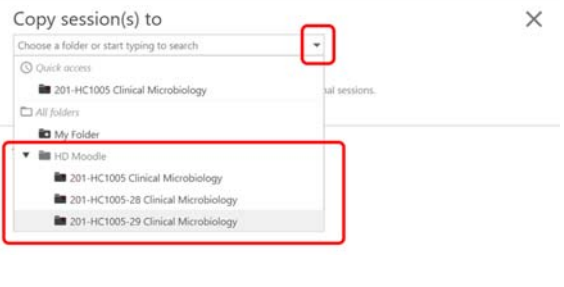
D. Delete a Recording

<p>1. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>2. When logged in, click into one of your course. You will see a 'Panopto Video' link on the top of your course page. Click it to open the Panopto Video page of your course.</p>	
<p>3. Point to the session that you want to delete, and then click the 'Delete' button to delete it.</p>	
<p>4. If you wrongly deleted a video and would like to restore it, please go to your Moodle Course Page > Panopto Video link > then click the 'Open in Panopto' icon on the right hand side of the screen. A new tab will be opened.</p>	
<p>5. Click 'System' at the bottom left of the screen, and then click 'Recycle Bin'. Then click the 'Restore' button of your deleted video.</p>	

E. Edit a Recording

<p>1. You can do some simple editing (edit title, trim video) using Panopto's Video Editor. It is useful if you need to cut out some unwanted video footage.</p>	
<p>2. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>3. When logged in, click into one of your course. You will see a 'Panopto Video' link on the top of your course page. Click it to open the Panopto Video page of your course.</p>	
<p>4. Point to the session that you want to edit, and then click the 'Edit' button to open the Panopto Video Editor.</p>	
<p>5. For detailed procedures on editing a video, please visit this page: https://support.panopto.com/s/article/Edit-a-Video</p>	

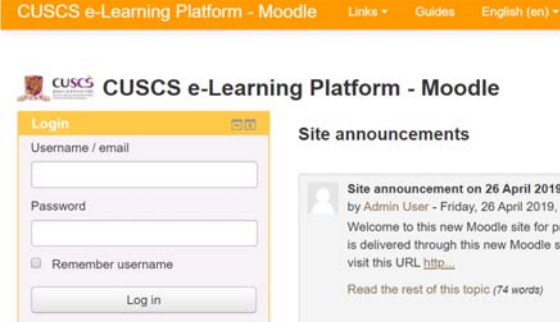



F. Copy a recording to another class (if you teach multiple classes on the same course)

<p>1. If you teach more than one class for the same course, but didn't use the 'combined class' setting on Moodle. You can first record your lecture in one of your class, and then copy the recorded session to another class. Note: instructors please use this function according to the teaching progress of your different classes.</p>	
<p>2. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>3. When logged in, click into the course in which you have recorded the session you would like to copy. Then click the 'Panopto Video' link on the top of your course page.</p>	
<p>4. Click the 'Open in Panopto' icon on the right hand side of the screen. A new tab will be opened.</p>	
<p>5. 'Tick' the video(s) you would like to copy, and then click the 'Copy' button.</p>	
<p>6. Under 'Copy session(s) to', click the 'drop down' button, and then expand the 'HD Moodle' folder to find your destination class. Then click the green 'Copy' button on the top. Note: if you couldn't find your destination class after expanding the 'HD Moodle' folder, then please go to the Moodle Course Page of that destination class, and then click the 'Panopto Video' link. This will create the folder on Panopto Server. After that, retry the Copy action again.</p>	

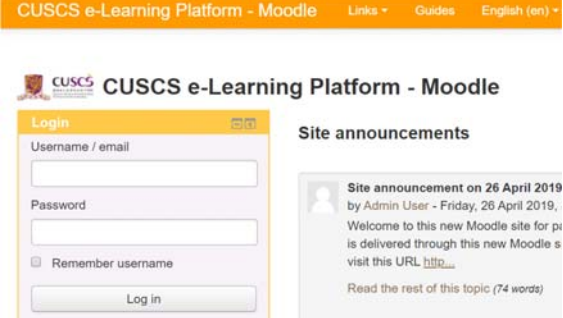

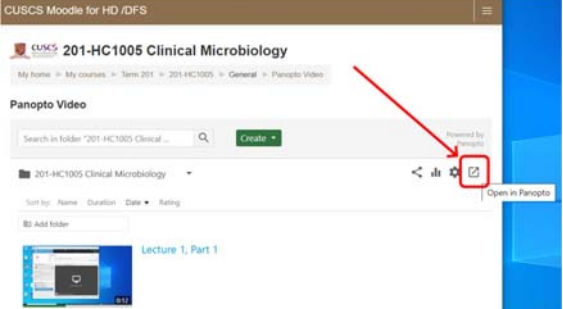
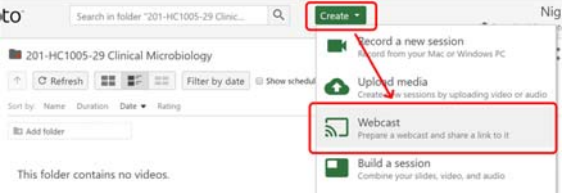
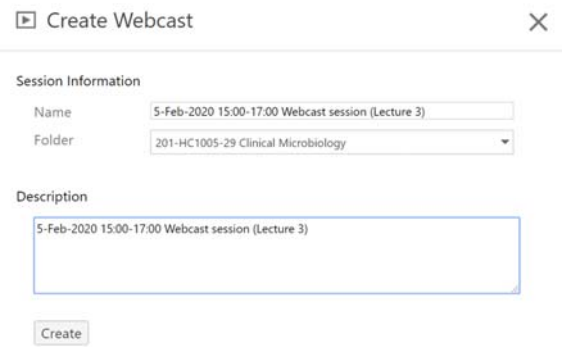


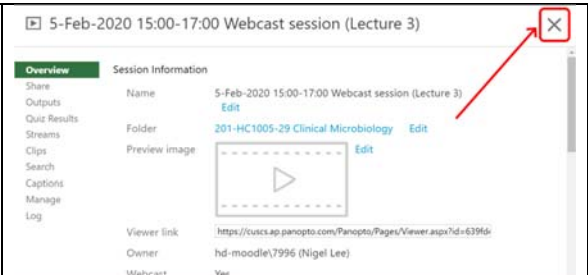
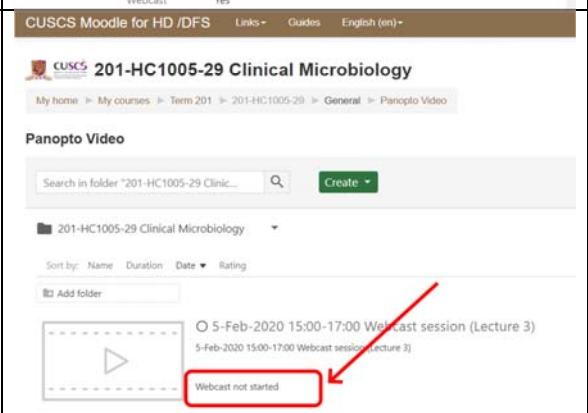
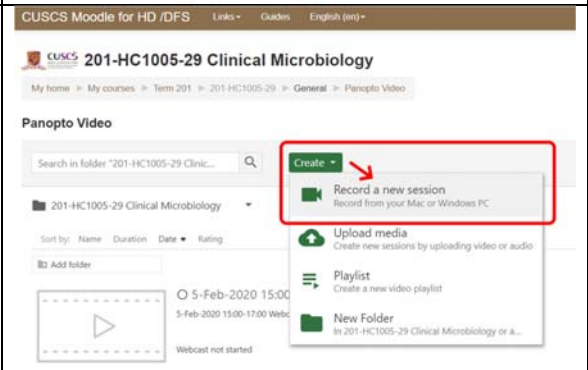
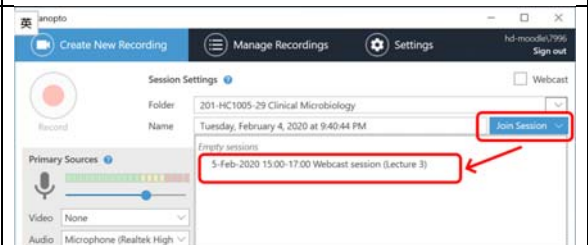
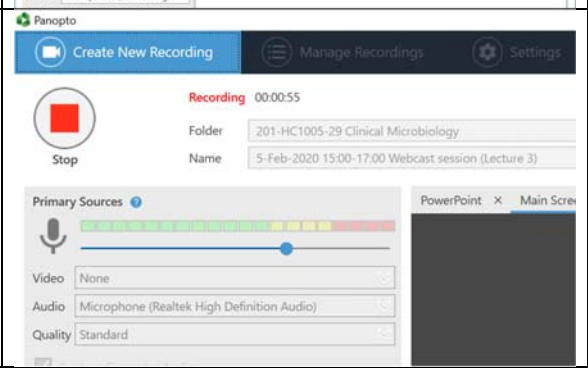
7. After the 'Copy' action is done, you will be able to view the copied sessions on the Course Page of your destination class. Note the copied sessions may take some time to be ready for viewing.		
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G. Upload other video to Panopto

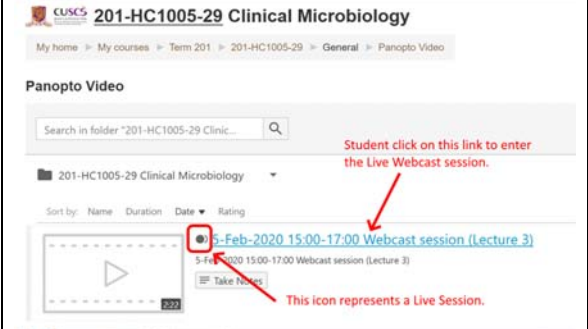
<p>1. You can upload video files to Panopto and share it to students. (Make sure you have the copyright to share it)</p>	
<p>2. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>3. When logged in, click into the course in which you have recorded the session you would like to copy. Then click the 'Panopto Video' link on the top of your course page.</p>	
<p>4. Click 'Create', and then click 'Upload media'.</p>	
<p>5. Drag video files or click to find on your computer.</p>	
<p>6. Follow instructions to finish the upload.</p>	

H. Create a live webcast (with text-based discussion)

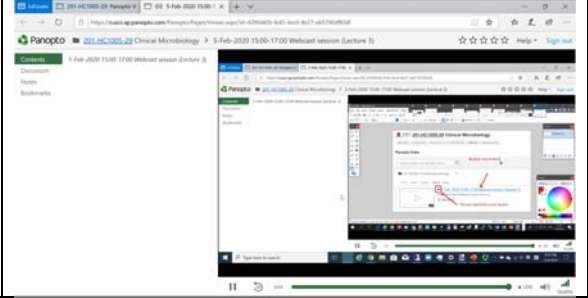
<p>1. You can create a live webcast session in Panopto. Student could join the webcast and have a synchronous online classes. Student could also raise real-time discussion during the webcast session.</p>	
<p>2. Login CUSCS e-Learning Platform - Moodle site with your Moodle Login and Password.</p>	
<p>3. When logged in, click into the course in which you have recorded the session you would like to copy. Then click the 'Panopto Video' link on the top of your course page.</p>	
<p>4. Click the 'Open in Panopto' icon on the right hand side of the screen. A new tab will be opened.</p>	
<p>5. In the Panopto Console, click 'Create' and then click 'Webcast'.</p>	
<p>6. Name the webcast session and fill in the Description, and then click 'Create'.</p>	

<p>7. Click the 'X' sign to close this window.</p>	
<p>8. Now go back to your Moodle Course page and refresh, you will see the webcast session is shown, with the status 'Webcast not started'.</p> <p>Note: Student will not see the webcast session listed on their Moodle Course page until you have started recording in the webcast session.</p>	
<p>9. When it is about time to start the webcast session, go back to your Moodle Course page, click 'Create' and then click 'Record a new session'.</p> <p>10. Click 'Open Panopto Recorder' when prompted.</p>	
<p>11. When Panopto Recorder opened, click 'Join Session', and then click the 'Webcast session' you created.</p>	
<p>12. Click 'Record' to start recording your webcast session.</p>	

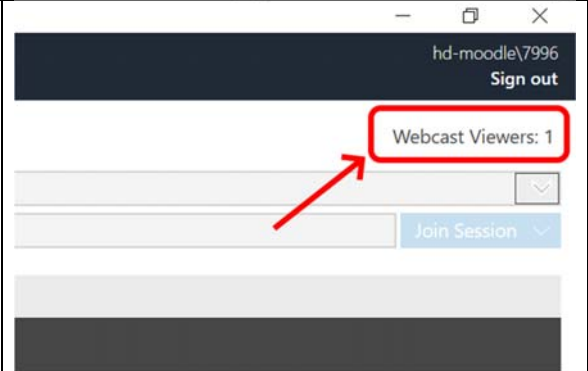
13. After the recording has started, your student will be able to see your Webcast session in their Moodle Course Page > Panopto Video section.
Students could click on the link to enter the live webcast session on their PC / Android / iOS devices.
[Screen of student's PC shown on the right]



14. The webcast will be opened in a web browser on the student's PC.
[Screen of student's PC shown on the right]



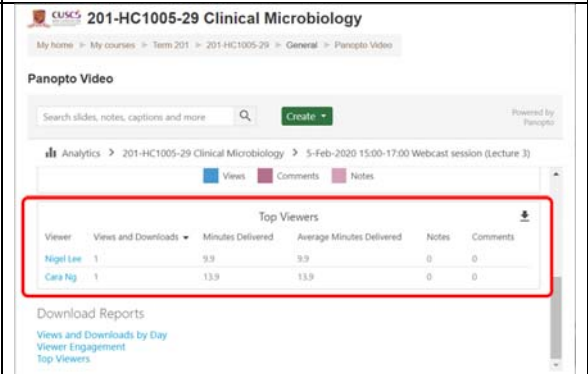
15. You will see how many viewers have joined the webcast on the top right-hand corner of the Panopto Recorder.

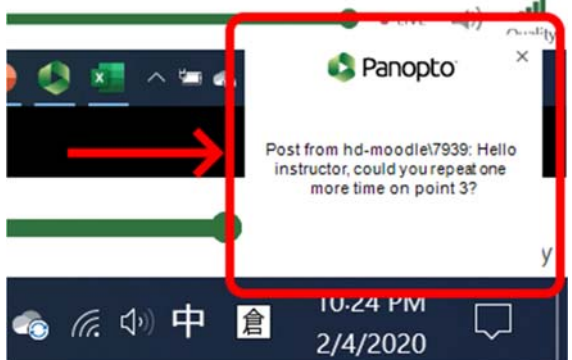
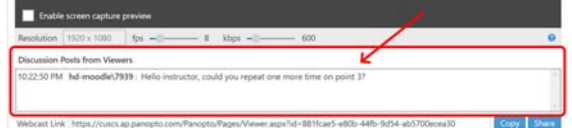
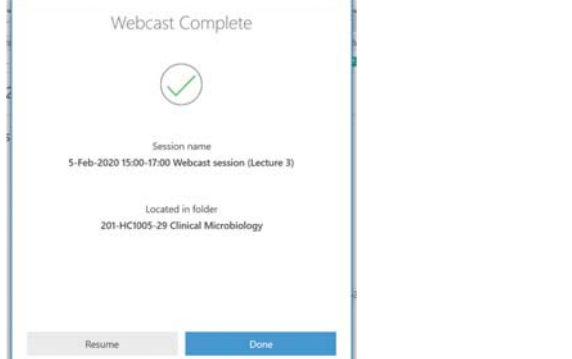


16. To see exactly which students have joined the webcast session, please go to your Moodle Course page, and then click the 'Stat' button under your webcast session.






17. Scroll to the bottom of the stat page, you will see a list of 'Top Viewers'. This summarizes all users who have joined the webcast session, and the minutes delivered (i.e. the time they stayed in the webcast session).
NOTE:
a. There is a filter to show only the statistics 'during the webcast session'. That means even a student viewed the recorded webcast at a later time, it will not be counted in this 'webcast only stat.'
b. The 'Viewers' list on the stat. page is not showing which students are actively connected to the webcast session. That means even a student connected to the webcast for 10 seconds and the left, he will still be on the list. Teachers



<p>can base on the 'Minutes delivered' to judge his attendance level though.</p>	
<p>18. Students could raise questions to instructors during a webcast session. When this happens, you will see a popup dialogue at the bottom right-hand corner of the screen.</p>	
<p>19. All discussion posts will also be shown on the bottom right-hand corner of the Panopto Recorder. Check here frequently and react to their requests.</p>	
<p>20. To stop the webcast session, go back to the Panopto Recorder, and then click the 'Stop' button. 21. Click 'Done', then the recorded webcast session will be uploaded to the server, and listed on Moodle Course page for students to review at a later time.</p>	

I. View Video Statistics

<p>1. You can view the statistics of your course folder or individual videos.</p>	
<p>2. To view the statistics of your course folder, click the 'Folder Stats' icon.</p>	 <p>The screenshot shows the Panopto interface for a course folder named '201-HC1005-29 Clinical Microbiology'. A red arrow points to a 'Folder Stats' icon in the top right corner of the video player area.</p>
<p>3. To view the statistics of individual videos, click the 'Stats' icon under the corresponding video.</p>	 <p>The screenshot shows the Panopto interface for an individual video titled '5-Feb-2020 15:00-17:00 Webcast session (Lecture 3)'. A red arrow points to a 'Stats' icon located below the video player.</p>
<p>4. Useful statistics information include 'Views by Day', 'Viewer's engagement throughout the session', 'List of viewers and the time they engaged in the session'.</p>	 <p>The screenshot displays the Panopto statistics dashboard. It includes a 'Views and Downloads by Day' bar chart, a 'Viewer Engagement' line chart, and a table listing individual viewers with their engagement times.</p>
<p>5. External reference: https://howtovideos.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=487dfa32-80d6-469e-b36d-a9bc01079937</p>	

J. Support

<p>6. For Panopto related enquiries, please write to: panopto-admin@scs.cuhk.edu.hk</p> <p>7. For Moodle related enquiries, please write to: moodle-admin@scs.cuhk.edu.hk</p>	
<p>8. If you need assistance while recording in our learning centres, you may call the ITS support hotline during office hours as below: OC/EOC hotline: 61125791 BAT hotline: 61125792 TKO hotline: 61125793</p>	
<p>(NOTE: All support requests should be submitted to CUSCS ITS Section. Please DO NOT contact ITSC of CUHK directly.)</p>	
<p>Video demonstration on Panopto and Zoom (by ITS Section, CUSCS) https://cuscs.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=d4c1e353-5632-4b31-9ad4-ab5a00811e6f</p> <p>External references on using Panopto: How to Record with Panopto for Windows https://support.panopto.com/s/article/basic-recording-1 How to Record with Panopto for Mac https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac Getting started: Record a video (Video demonstration) https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7778edcc-3fe8-4834-ab11-a93f0102d0f2</p>	