

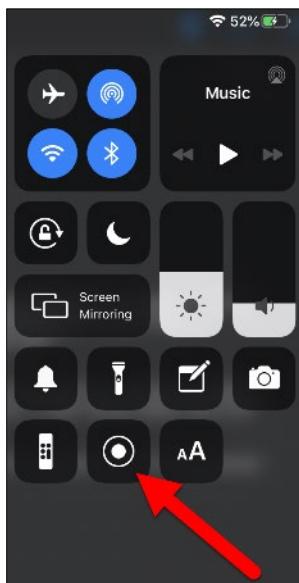
USING AN IPAD TO RECORD A VIDEO AND ADD TO WTCLASS

There are two ways to record videos on your iPad:

1. Recording the screen (audio or no audio)
2. Recording yourself

RECORDING THE SCREEN ON IPAD

1. Swipe from the top-right corner of the iPad to bring up the Control Center.
2. Look for the Screen Recording button.



If the Screen Recording button does not appear in your Control Center, please Customize Control Center to add the Screen Recording option to the Control Center:

- Go to Settings  > Control Center.
 - Look for the Screen Recording option and press the  button
 - To rearrange controls, touch  next to a control, then drag it to a new position.
3. If you are **not recording your voice** select the Screen Recording button and skip the next step.
 4. If **recording your voice** along with the screen, press and hold down the Screen Recording button.
 - a. Turn on the Microphone if it is not already on
(microphone button will be red if ON)

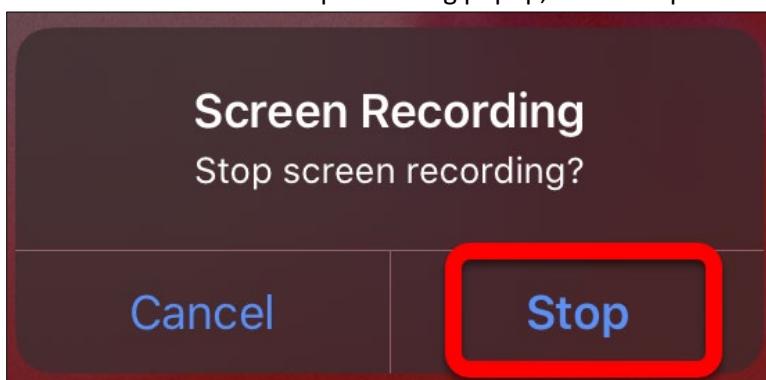
b. Press Start Recording.



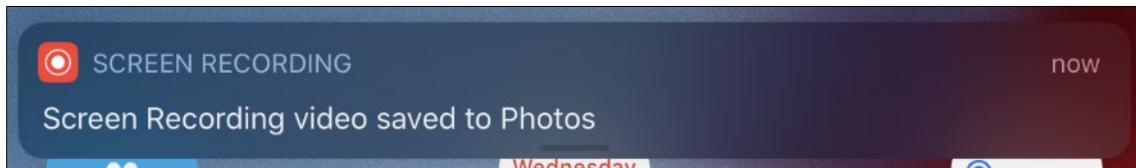
5. The Screen Recording button will begin to count down. The iPad will start recording after it reaches zero (0).
6. Close out of the screens by pressing off of the Screen Recording area (if necessary), and Control Panel to return to the main screen of the iPad.
7. The recording icon will appear in the top-right corner of the iPad to show it is still recording. To STOP recording, press this recording area.



8. On the confirmation to stop recording popup, select Stop.



9. A notification will appear at the top notifying you that the Screen Recording was saved to Photos. Selecting the notification will open Photos and allow you to watch the video you just created.

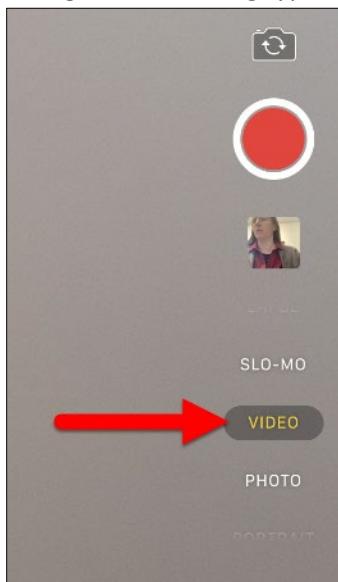


RECORDING YOURSELF ON IPAD

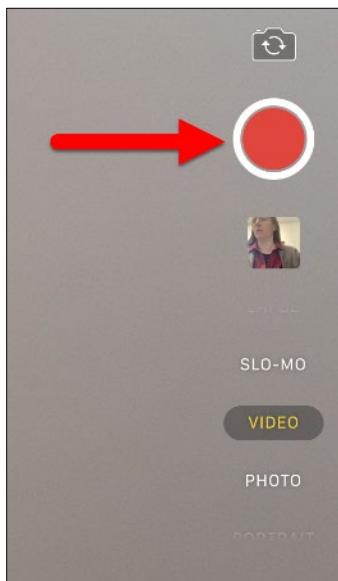
1. Open the Camera app.



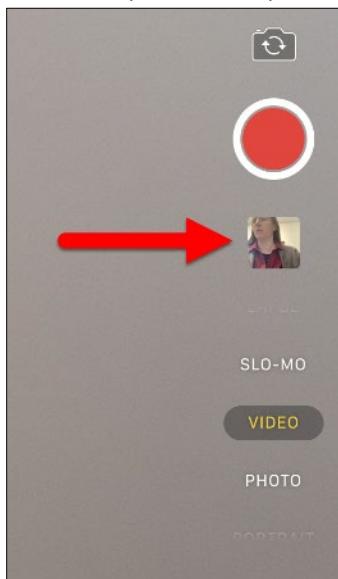
2. Change the recording type to Video.



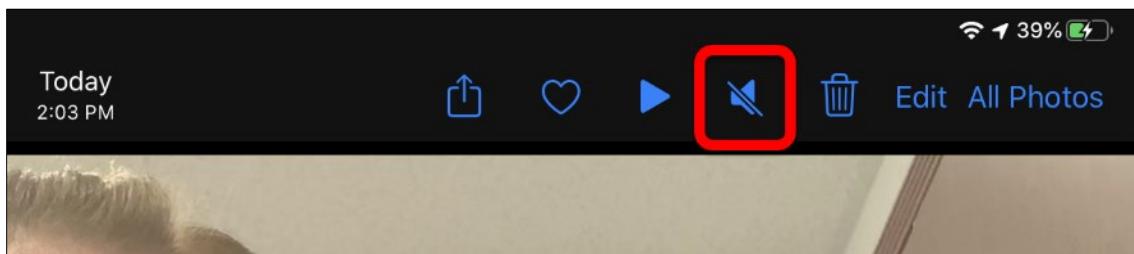
3. Push the Red button to start recording.



4. Push the Red Square (where red button was) to stop recording.
5. To review your video, press the thumbnail image below the recording button.



6. Typically, the volume is muted upon playback on iPad, click the volume button to hear the audio.

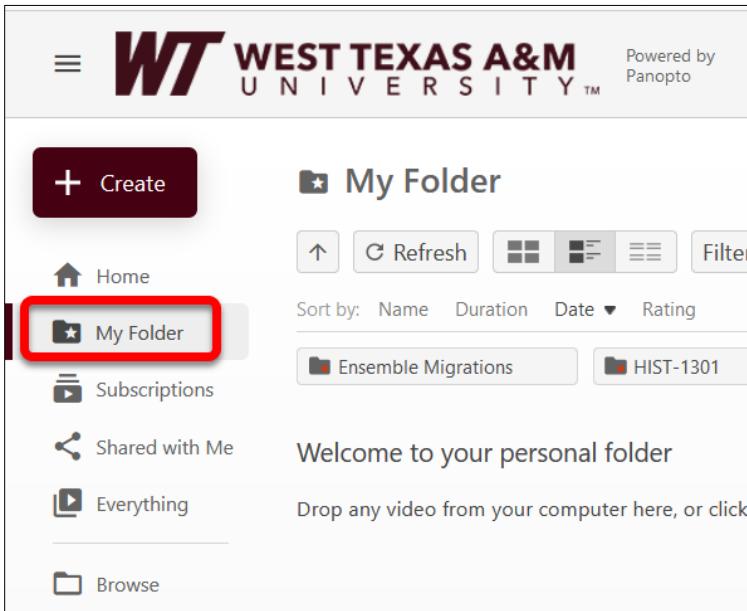


UPLOADING VIDEO TO PANOPTO

Video within Panopto needs to have a folder to upload the video to. If you have already created a folder within Panopto, you may skip to the next section on [Uploading Your Video](#).

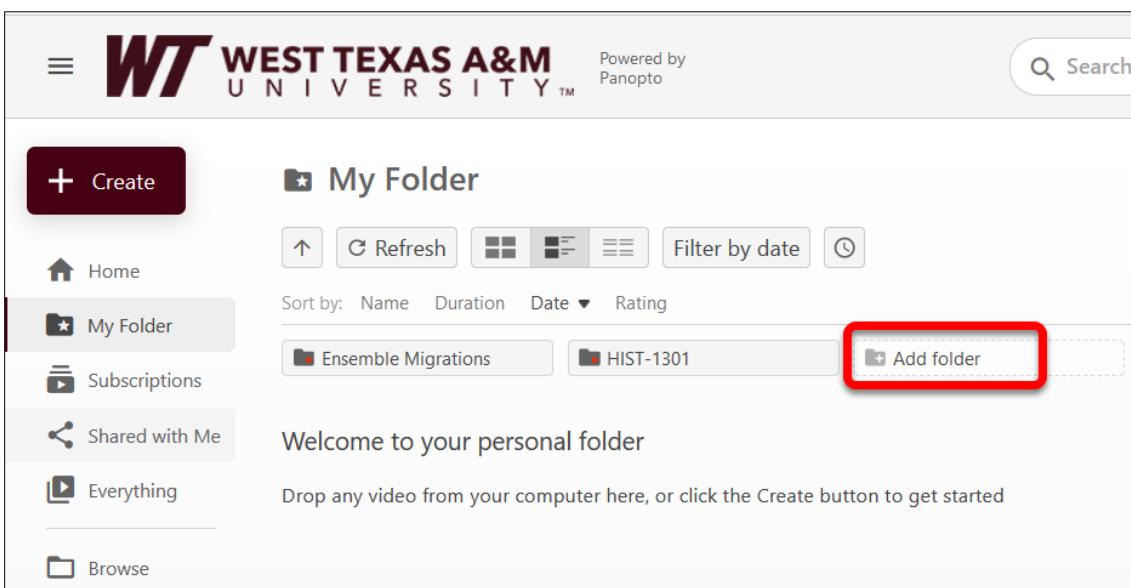
ADDING A FOLDER IN PANOPTO

1. Open Safari and access the Panopto website at <https://wtamu.hosted.panopto.com>.
2. Click on the **My Folder** area.



The screenshot shows the Panopto 'My Folder' interface. The 'My Folder' button in the sidebar is highlighted with a red box. The main area displays a welcome message and a 'Drop any video from your computer here, or click' button. Filter and sort options are located at the top right.

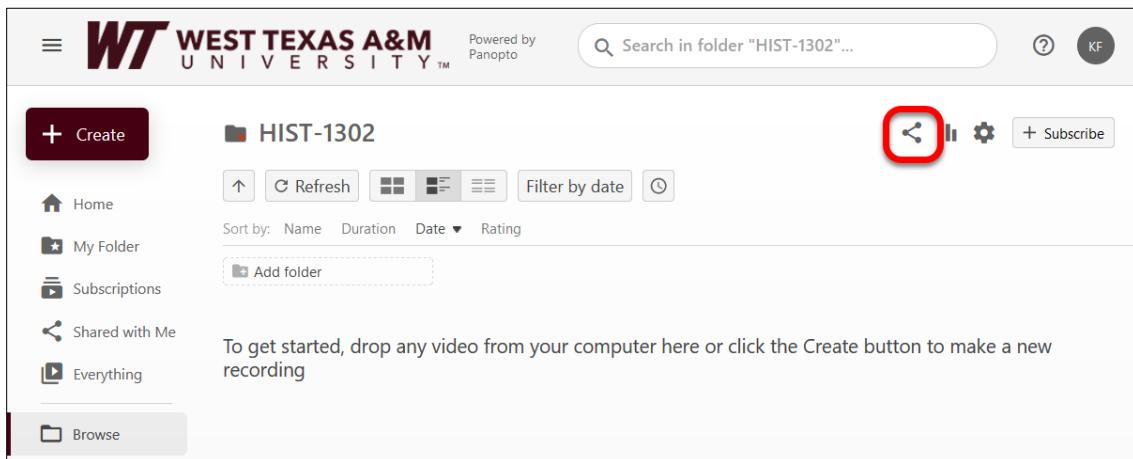
3. Click on the **Add folder** button.



The screenshot shows the Panopto 'My Folder' interface after clicking the 'Add folder' button. The 'Add folder' button is highlighted with a red box. The interface is identical to the previous screenshot, showing the 'My Folder' sidebar button highlighted and the main area with the welcome message and 'Drop any video from your computer here, or click' button.

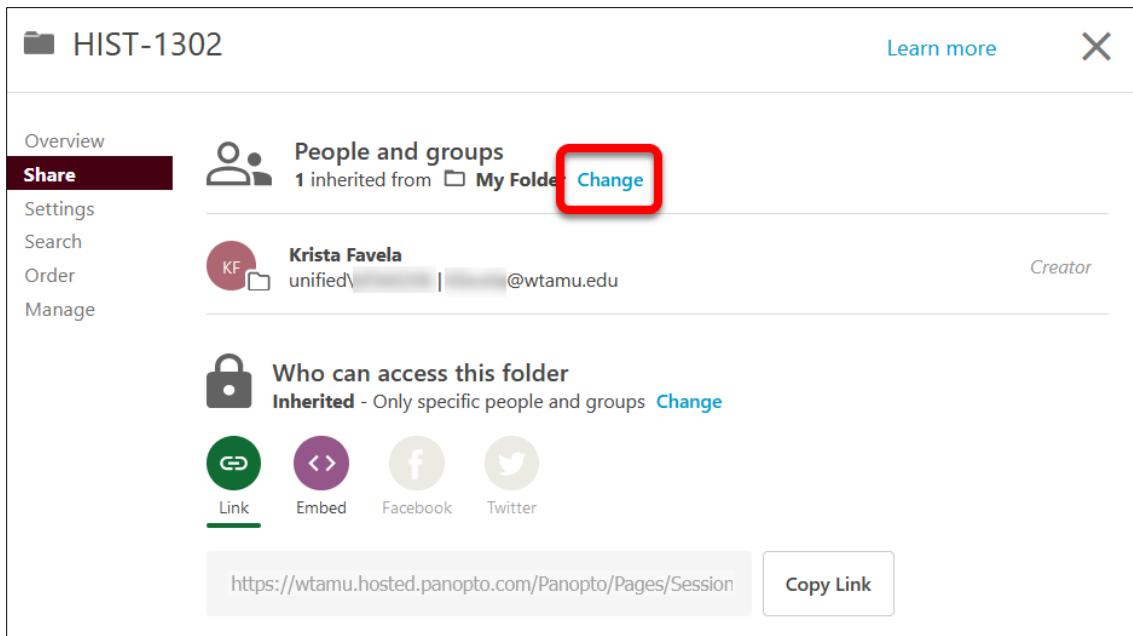
4. Enter the **title** of your folder and press **Enter**.
5. Click on your newly created **folder** to open the folder.

6. Click on the **Share** icon.



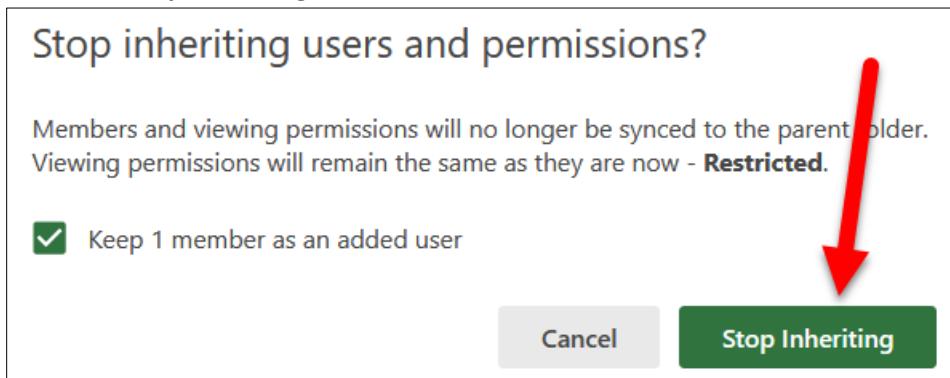
The screenshot shows the Panopto interface for the 'HIST-1302' folder. The top navigation bar includes the WT West Texas A&M University logo, a search bar, and a 'Subscribe' button. The main content area shows the folder structure with a 'Create' button, a file list, and a message to 'Get started'. The 'Share' icon, represented by a circular arrow, is highlighted with a red circle in the top right corner of the main content area.

7. On the **Share** tab, under the **People and groups**, click the **Change** link.



The screenshot shows the 'Share' tab in the Panopto interface. The left sidebar shows navigation options like Overview, Share (which is selected and highlighted in dark blue), Settings, Search, Order, and Manage. The main content area shows the 'People and groups' section, which includes a 'Change' link. This 'Change' link is highlighted with a red circle. Below it, a user profile for 'Krista Favela' is shown, along with a 'Who can access this folder' section and sharing options for Link, Embed, Facebook, and Twitter. A 'Copy Link' button is also visible.

8. Select the **Stop Inheriting** button.



The screenshot shows a confirmation dialog box with the title 'Stop inheriting users and permissions?'. The text inside the box states: 'Members and viewing permissions will no longer be synced to the parent folder. Viewing permissions will remain the same as they are now - **Restricted**'. There is a checkbox labeled 'Keep 1 member as an added user' with a checked checkedmark. At the bottom of the dialog are two buttons: 'Cancel' and a large green 'Stop Inheriting' button. A large red arrow points from the text above to the 'Stop Inheriting' button.

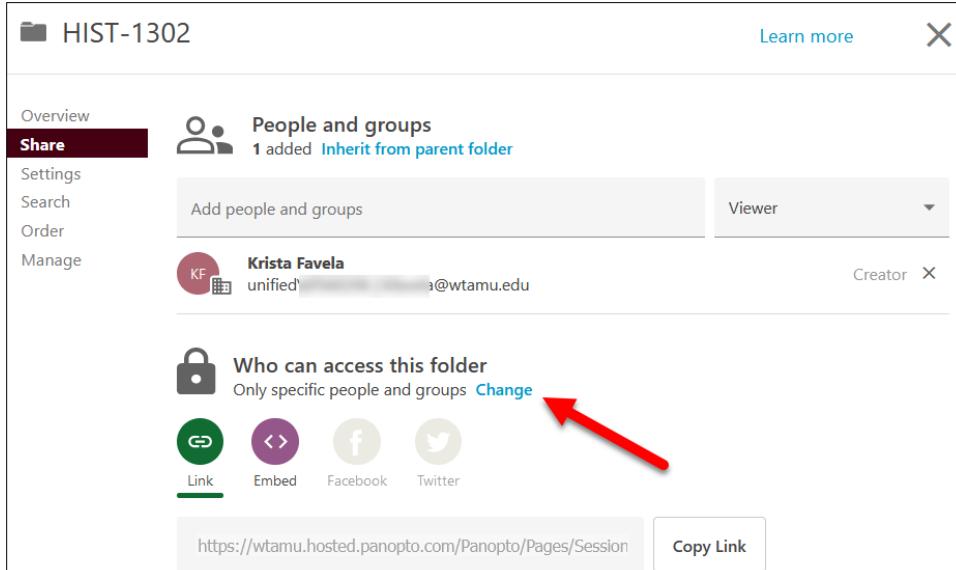
You have two options for how you can setup your videos for student access: 1) Anyone with a link can access or 2) Only students within a specific WTClass course. If you have additional or specific questions about which is the best option for your course and/or videos, please talk to a member of the Academic Technology department.

- **Anyone with a link can potentially access** – Similar to how Ensemble was setup. Only users with WTClass accounts can access videos, and ONLY if they have the URL to the specific video.
- **Only students within a specific WTClass course** – More locked down, but may require more steps each semester. Ensures that only students on the roster of a specific course can access the video.

ANYONE WITH A LINK CAN POTENTIALLY ACCESS VIDEOS

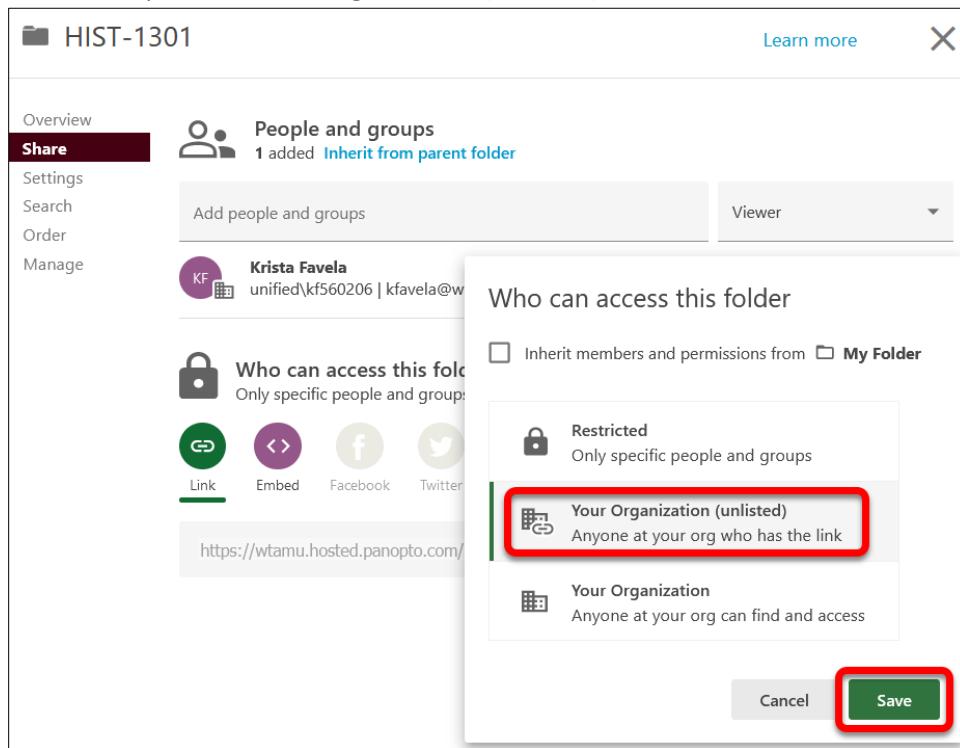
If you plan to allow for any WTClass user who has a link to access videos, complete the following steps:

1. On the **Share** tab, under the **Who can access this folder**, click the **Change** link.



The screenshot shows the 'Share' tab of a Panopto folder named 'HIST-1302'. The 'Share' tab is highlighted in dark grey. On the left, there's a sidebar with 'Overview', 'Share' (which is selected), 'Settings', 'Search', 'Order', and 'Manage'. The main area shows 'People and groups' with '1 added' and 'Inherit from parent folder'. Below that is a search bar for 'Add people and groups' and a dropdown for 'Viewer'. A user 'Krista Favela' is listed with their profile picture, name, and email. At the bottom, there's a section for 'Who can access this folder' with a lock icon, the text 'Only specific people and groups', and a 'Change' link. Below this are icons for 'Link' (highlighted with a green underline), 'Embed', 'Facebook', and 'Twitter'. At the bottom of the page are links for 'Copy Link' and the URL 'https://wtamu.hosted.panopto.com/Panopto/Pages/Session'.

2. Select the option for **Your Organization (unlisted)** and click the **Save** button.



Overview **Share** Settings Search Order Manage

People and groups 1 added Inherit from parent folder

Add people and groups Viewer

Krista Favela unified|kf560206 | kfavela@wtamu.edu

Who can access this folder
Only specific people and groups

Link **Embed** Facebook Twitter

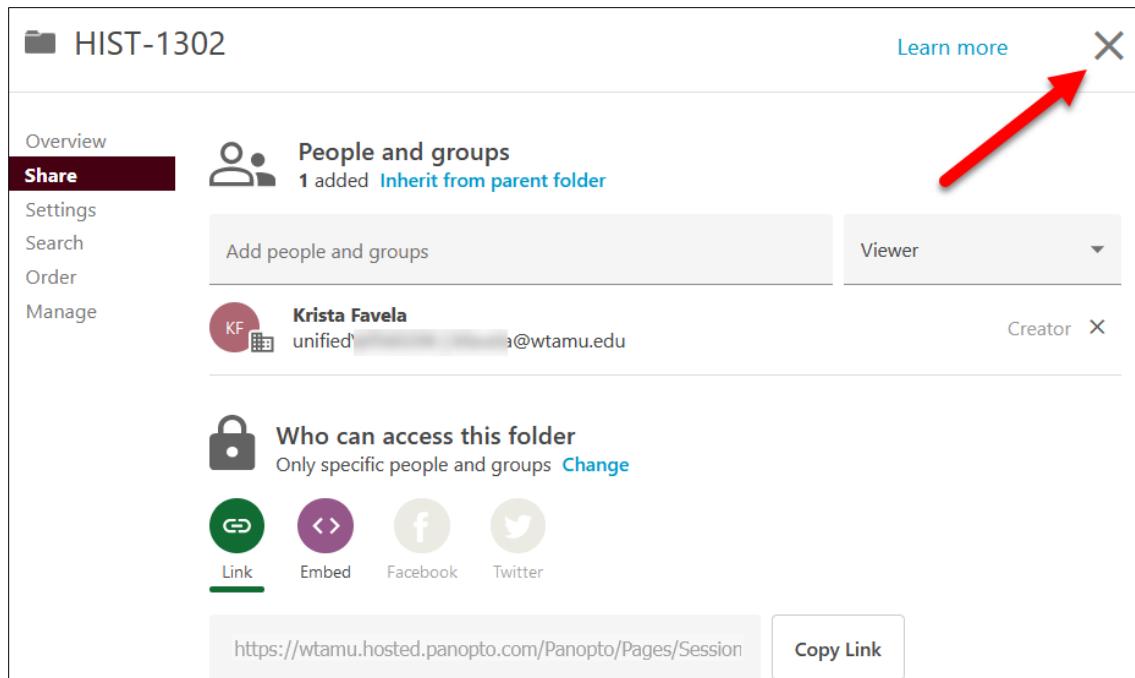
Restricted
Only specific people and groups

Your Organization (unlisted)
Anyone at your org who has the link

Your Organization
Anyone at your org can find and access

Cancel **Save**

3. Click the **X** to leave this page.



Overview **Share** Settings Search Order Manage

People and groups 1 added Inherit from parent folder

Add people and groups Viewer

Krista Favela unified|kf560206 | kfavela@wtamu.edu Creator X

Who can access this folder
Only specific people and groups [Change](#)

Link **Embed** Facebook Twitter

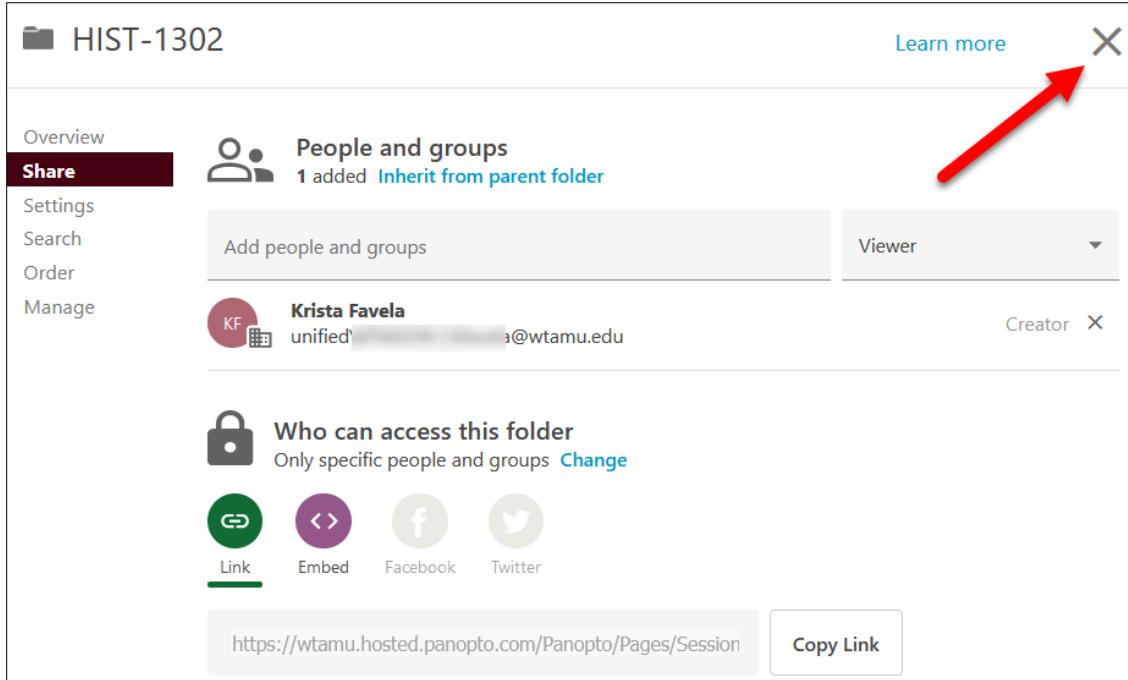
<https://wtamu.hosted.panopto.com/Panopto/Pages/Session> **Copy Link**

You may now add videos, or move videos into this folder.

ONLY STUDENTS WITHIN A SPECIFIC WTCLASS COURSE CAN ACCESS VIDEO

If you plan to only allow students within specific course(s) to access a video, complete the following step:

1. Click the X to leave this page.



HIST-1302

Learn more X

Overview Share

People and groups
1 added [Inherit from parent folder](#)

Add people and groups

Viewer ▼

Krista Favela
unified...@wtamu.edu

Creator X

Who can access this folder
Only specific people and groups [Change](#)

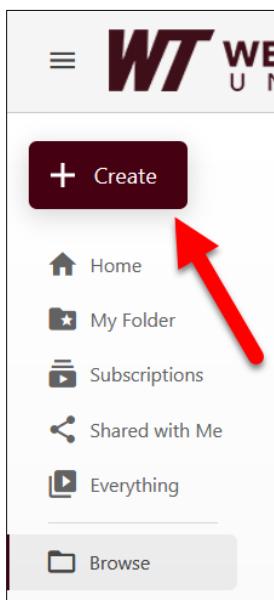
Link Embed Facebook Twitter

<https://wtamu.hosted.panopto.com/Panopto/Pages/Session> Copy Link

You may now add videos, or move videos into this folder.

UPLOADING YOUR VIDEO TO YOUR PANOPTO FOLDER

1. Click on the **Create** button.



WT UNI

Create

Home

My Folder

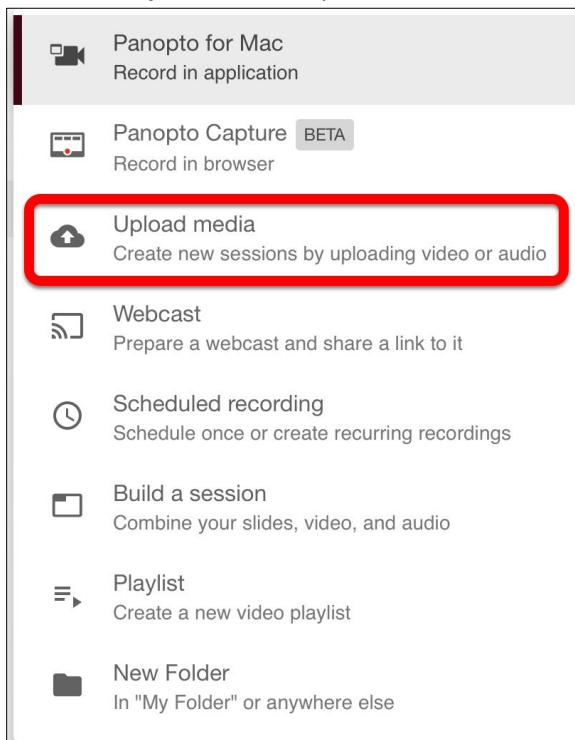
Subscriptions

Shared with Me

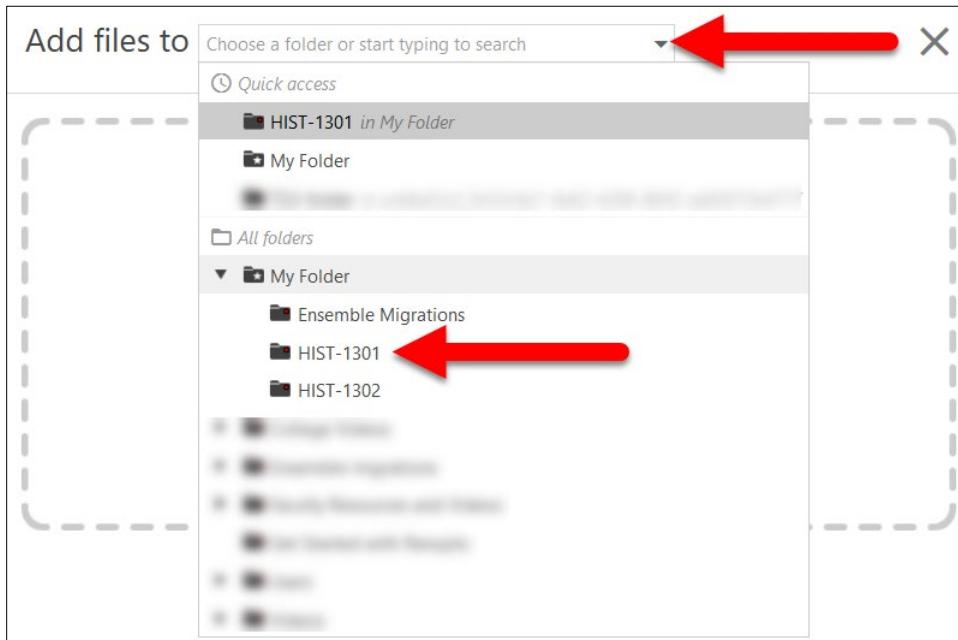
Everything

Browse

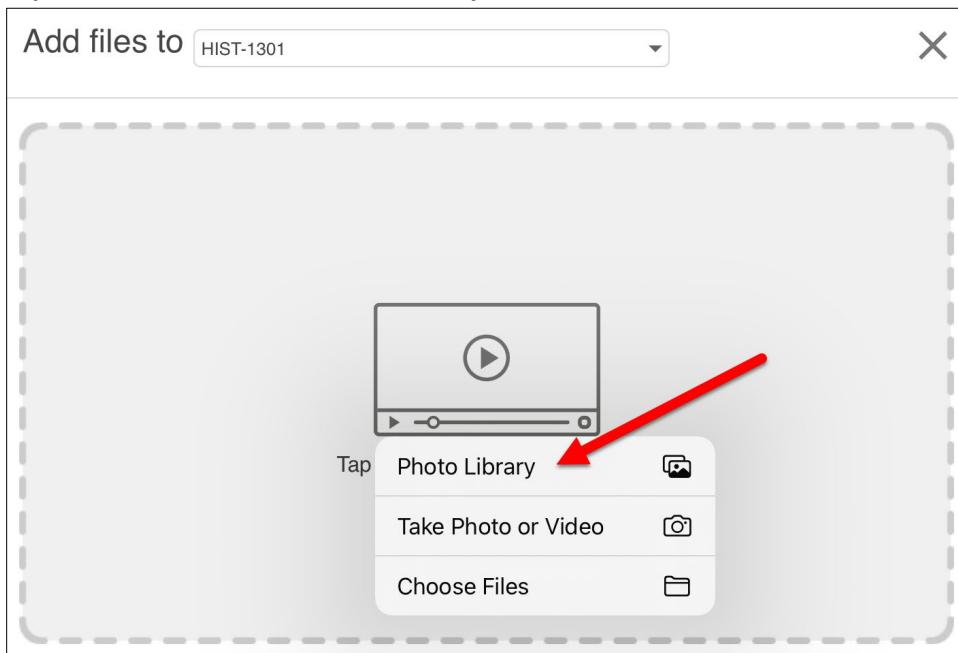
2. Select the **Upload media** option.



3. Select the **folder** area, and change it to your desired folder. You can expand the My Folder area to locate the folder you already created.



4. Tap in the box, and select **Photo Library**.



5. Select your video from your library. Your video will begin uploading. Click the X to close this window.

ADDING VIDEO TO WTCLASS

There are two main ways to add video into your course.

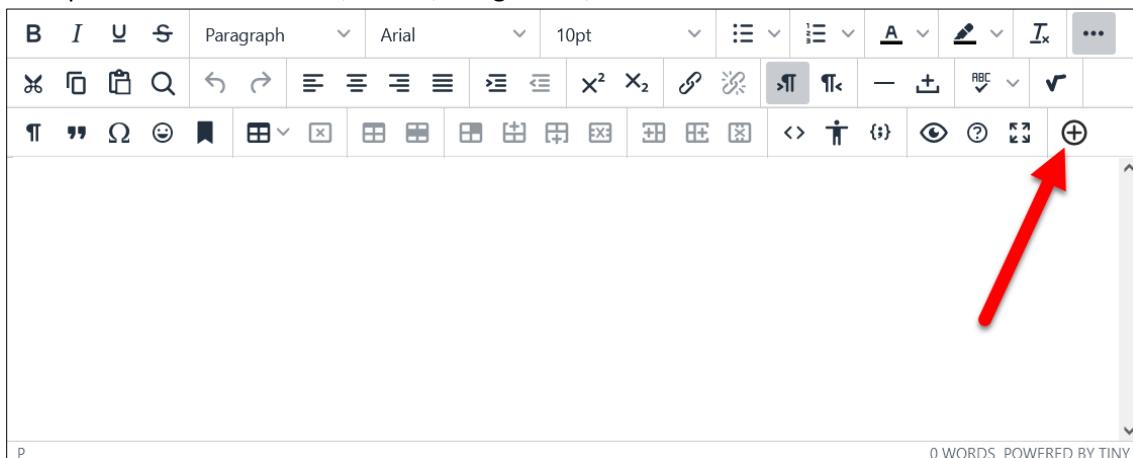
1. [Embedding in a Textbox](#)
2. [Using the Build Content Panopto Option](#)

EMBEDDING IN A TEXTBOX

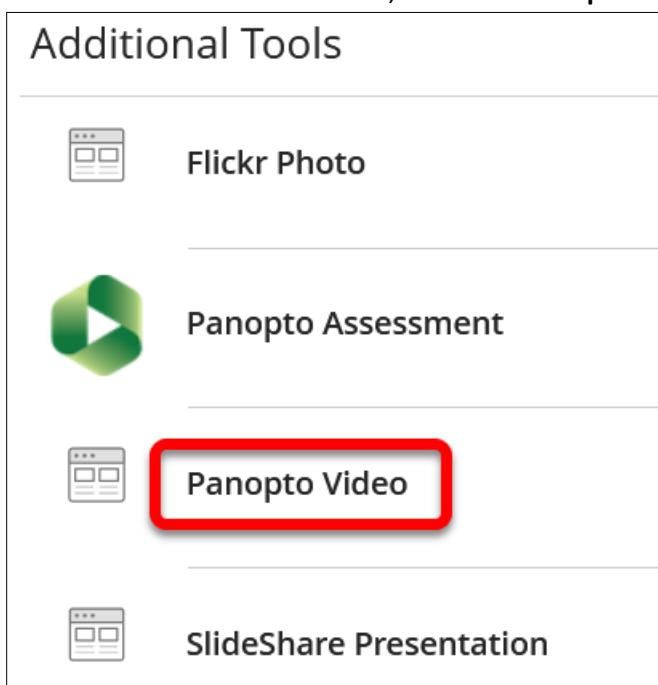
Panopto videos can be embedded anywhere the textbox editor is visible. This option is available for either method of sharing files within Panopto (Organization (Unlisted) or Only Students within Specific Course)

1. Locate and select the **plus sign (+)** on the toolbar.

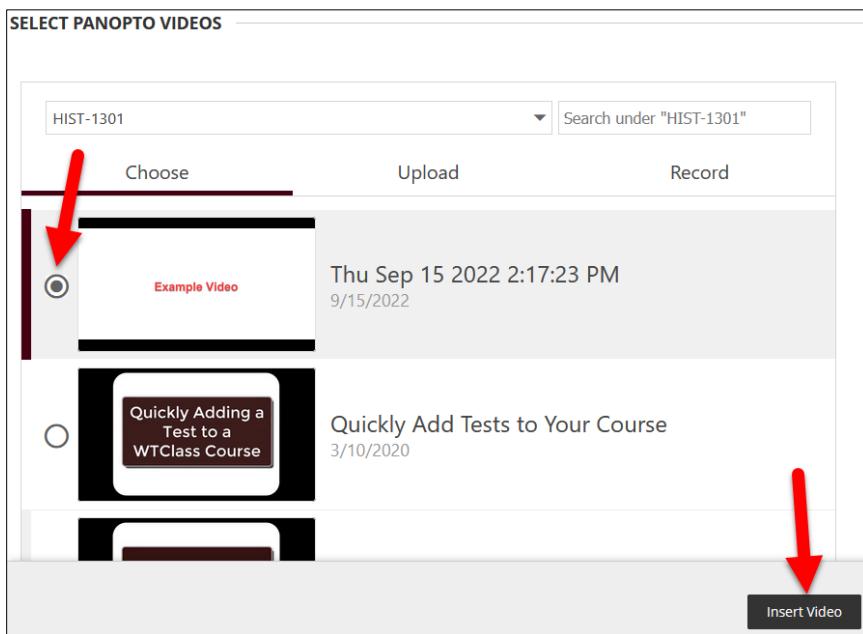
Example textbox areas: Item, Folder, Assignment, etc.



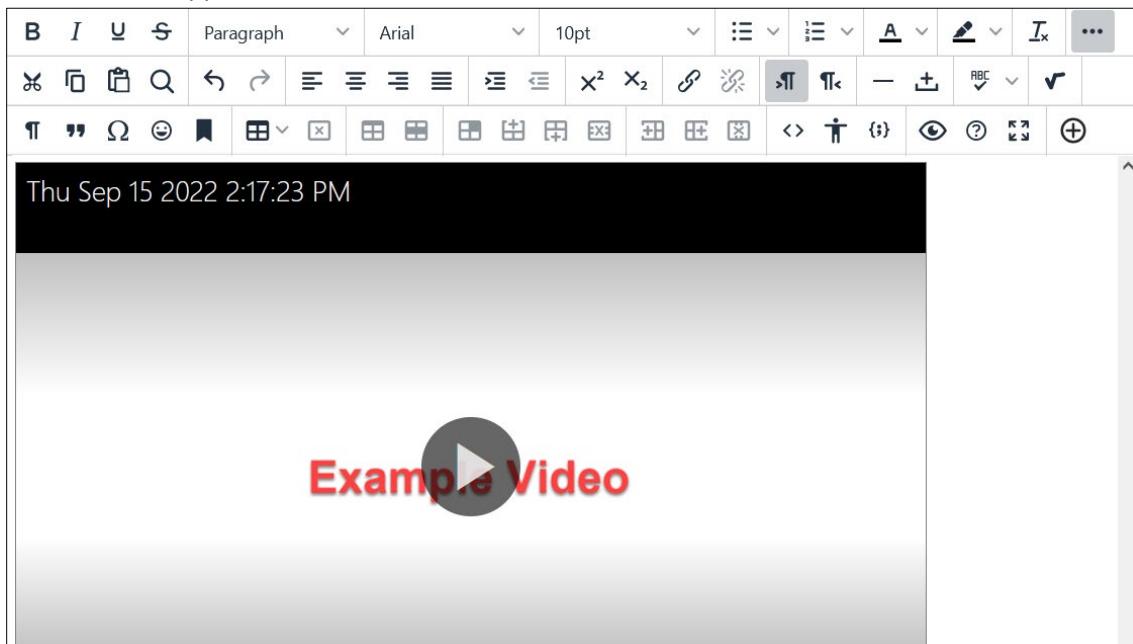
2. Under the **Additional Tools** area, select the **Panopto Video** option.



3. Locate your video, select the **circle to the left of your desired video**, and click the **Insert Video** button.



4. The video will appear within the textbox.

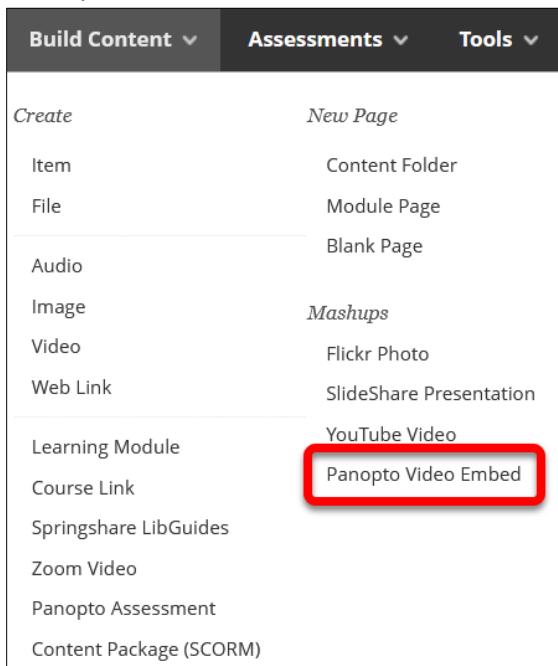


BUILD CONTENT

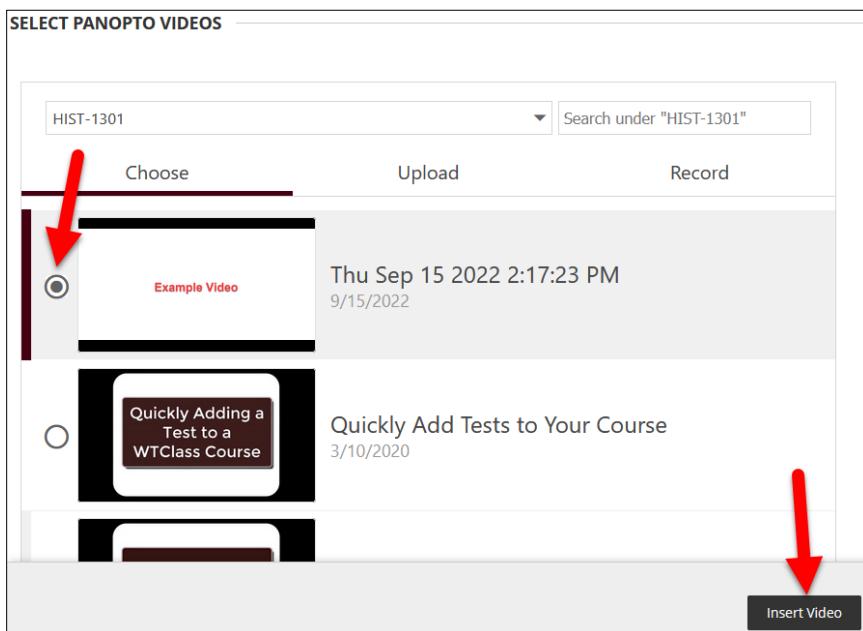
This option is only available if you plan to only allow students within your course to have access to videos. If you have provisioned your course (gone through Tools and connected your course to a specific folder in WTClass) you can also add Panopto videos through Build Content. For directions on how to Provision a course please visit the

1. Within your WTClass course, access the location you want your video to be added.

2. Move your mouse over **Build Content**, and select **Panopto Video Embed**.



3. Locate your video, select the **circle to the left of your desired video**, and click the **Insert Video** button.



4. Your video will appear at the bottom of the page you are on.