# WT | Information Technology
## WEST TEXAS A&M UNIVERSITY ™

## ADDING PANOPTO VIDEOS TO WTCLASS CANVAS

Panopto is used for sharing original, premium video with students in your classes. Note that premium videos are short, concept-based videos that can be used for more than one semester. To add premium video into your WTClass courses, you will need to go to Panopto and create a folder for your course. From there, you can embed or link videos into WTClass. See the directions below.
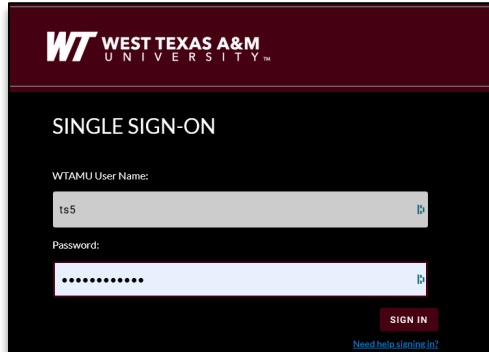
## DIRECTIONS

## SETUP YOUR PANOPTO ACCOUNT

1. **Login Directly to Panopto** at https://wtamu.hosted.panopto.com and log in using your single-sign-on credentials. Complete the DUO authentication.



2. **Authorize Panopto** to access your Canvas Account, if required.
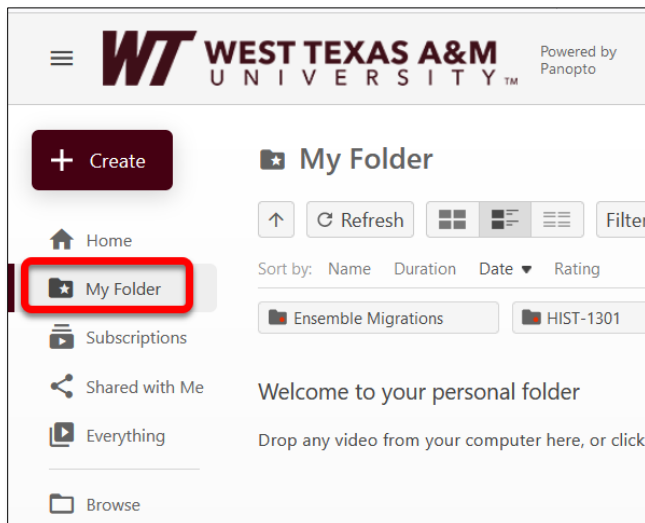
3. You now have a Panopto viewer account.



4. At this point, **if you do not see a "My Folder" under the Home tab in your Panopto page navigation, please contact the WTClass support team at [itsc@wtamu.edu](mailto:itsc@wtamu.edu)** to request your "My Folder" be created. This will give you creator access, which will allow you to upload and create videos in Panopto that you can share to WTClass Canvas.

## PANOPTO FOLDER SETUP

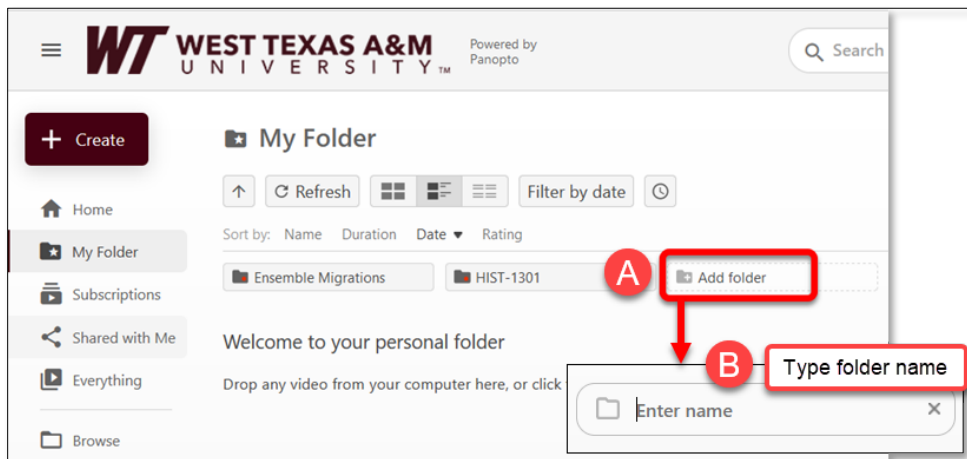If you have not already, create a folder for your course (EX: HIST-1301 or POSC-2306) within Panopto and set the folder's share settings to "Your Organization (unlisted)" access.

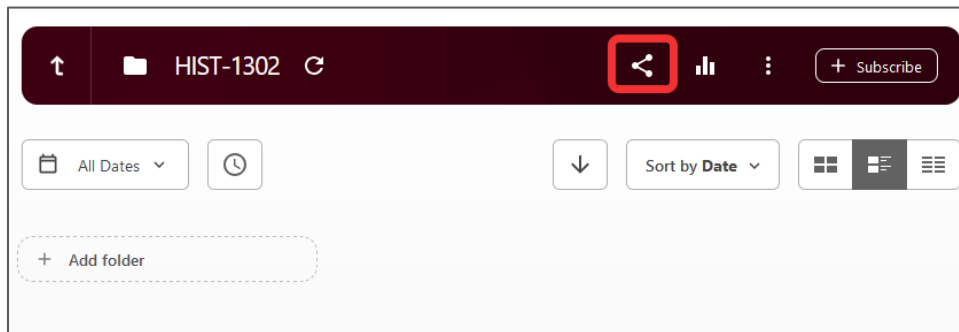Creating folders within Panopto helps to organize your videos by course or topic.

1. **Access Panopto** on the web: [https://wtamu.hosted.panopto.com](https://wtamu.hosted.panopto.com)

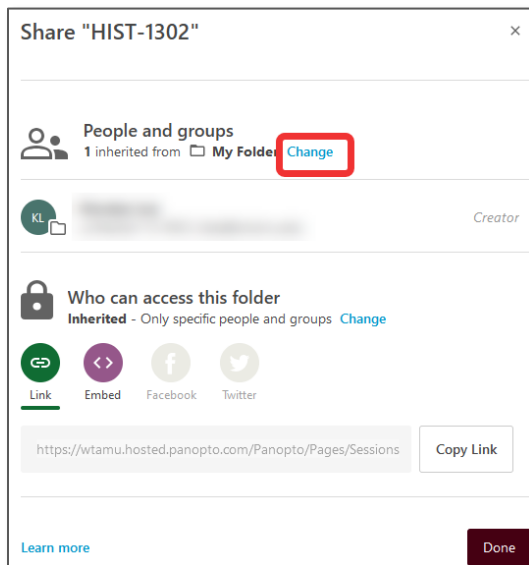2. Click on the **My Folder** area.

3. Click on the **Add folder** button (A) then type the **folder name** (B) and press **Enter**.
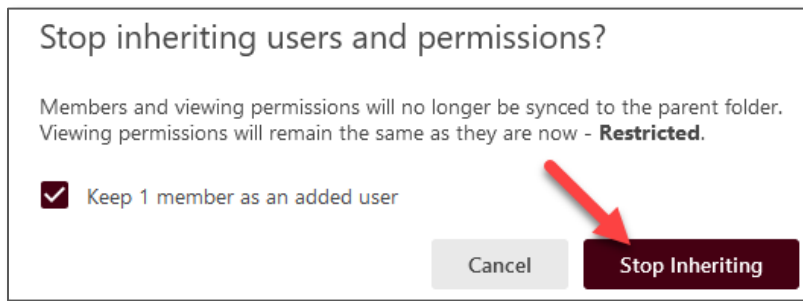


4. Click on your newly created **folder** to open the folder.

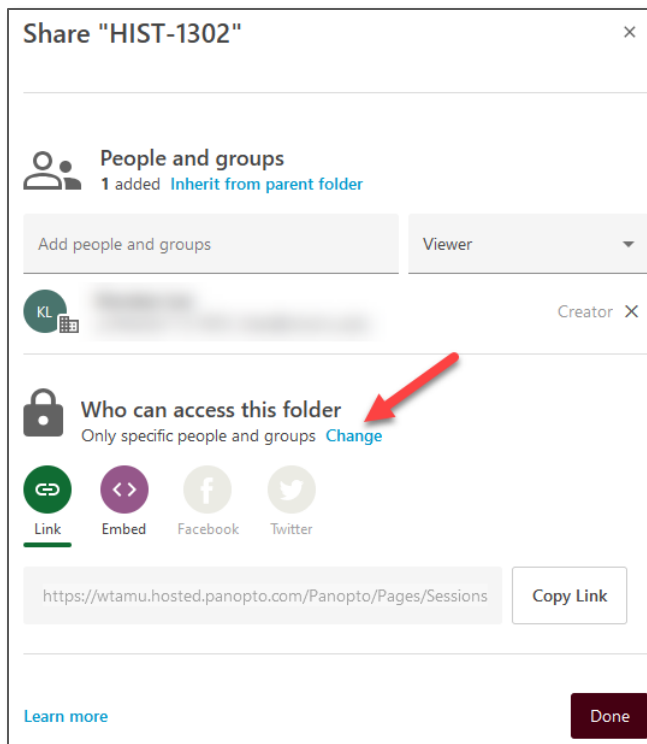5. Click on the **Share** button at the top of the screen.



6. In the **Share** tab, under **People and groups**, click the **Change** link.

7. Select the **Stop Inheriting** button.

Stop inheriting users and permissions?

Members and viewing permissions will no longer be synced to the parent folder. Viewing permissions will remain the same as they are now - **Restricted**.

☑ Keep 1 member as an added user

Cancel    **Stop Inheriting**

8. In the **Share** tab, under **Who can access this folder**, click the **Change** link.

Share "HIST-1302"    ✕

**People and groups**
1 added  Inherit from parent folder

Add people and groups    Viewer  ▼

KL    Creator ✕

🔒 Who can access this folder
Only specific people and groups  Change

🔗 Link    〈〉 Embed    Facebook    Twitter

https://wtamu.hosted.panopto.com/Panopto/Pages/Sessions    Copy Link

Learn more    Done

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



10. Click "**Done**" to leave this page.
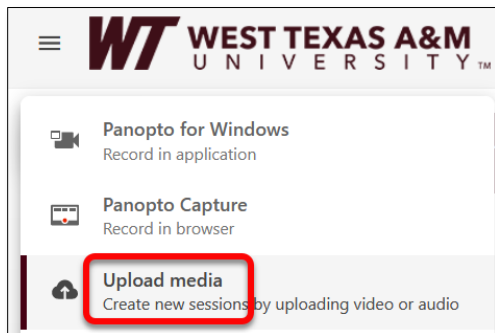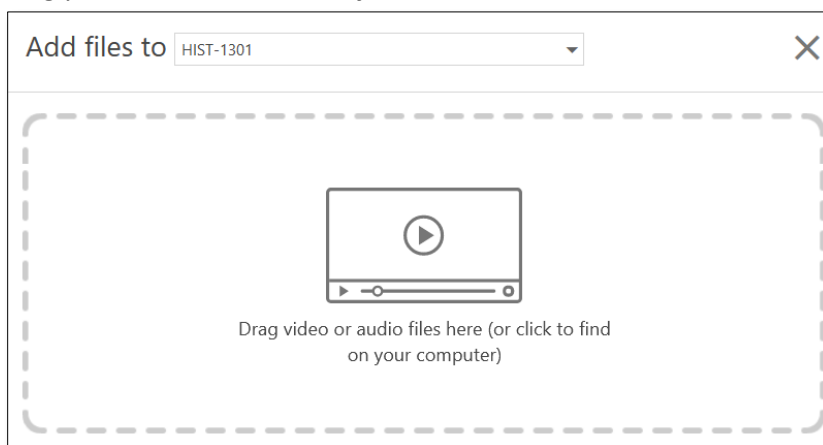
## ADD VIDEOS TO PANOPTO FOLDER

1. Click on your newly created **folder** to open the folder.
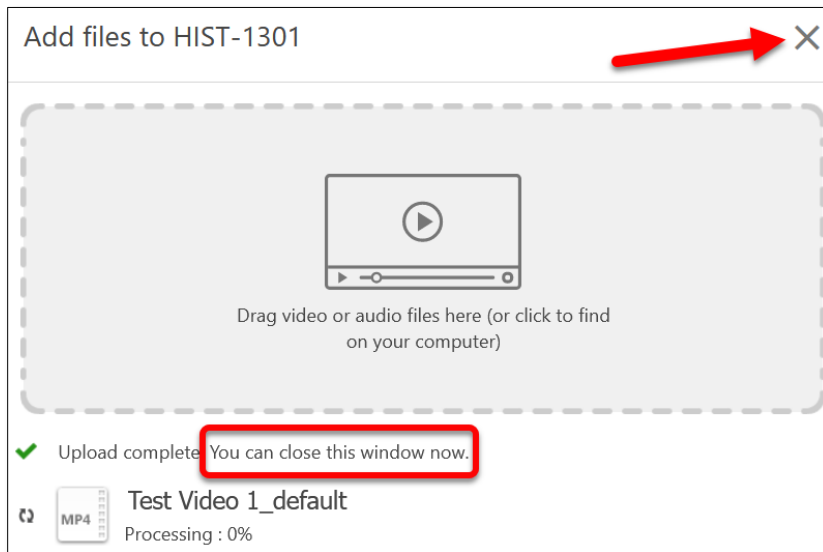2. Click on the **Create** button.



3. Select **Upload media** to upload existing videos. Note: You can also create video by using Panopto for Window/Mac or Panopto Capture.



4. Drag your files or click to **add your file**.

5. Once you receive the message "**Upload complete. You can close this window now,**" you can **click the X** to close the window. Once your video is fully processed, you will receive a notification email that your video is published.



6. You can now add your videos into WTClass. Proceed to the "Adding Videos to WTClass" section of this document.
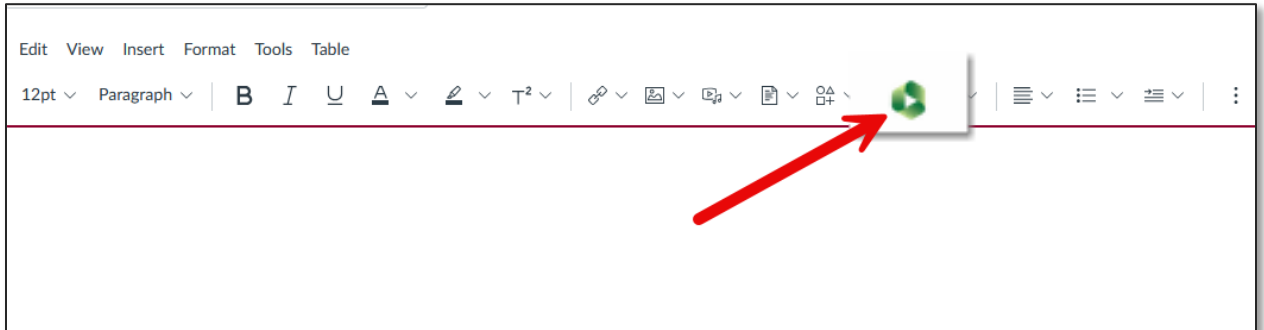
## ADDING VIDEOS TO WTCLASS

There are two ways to add video into WTClass: embedding videos in the rich content editor or linking videos in the modules area. Directions for both methods are below.

### ADDING VIDEOS TO WTCLASS: EMBED VIDEOS

Panopto videos can be embedded anywhere the rich content editor is visible in WTClass.
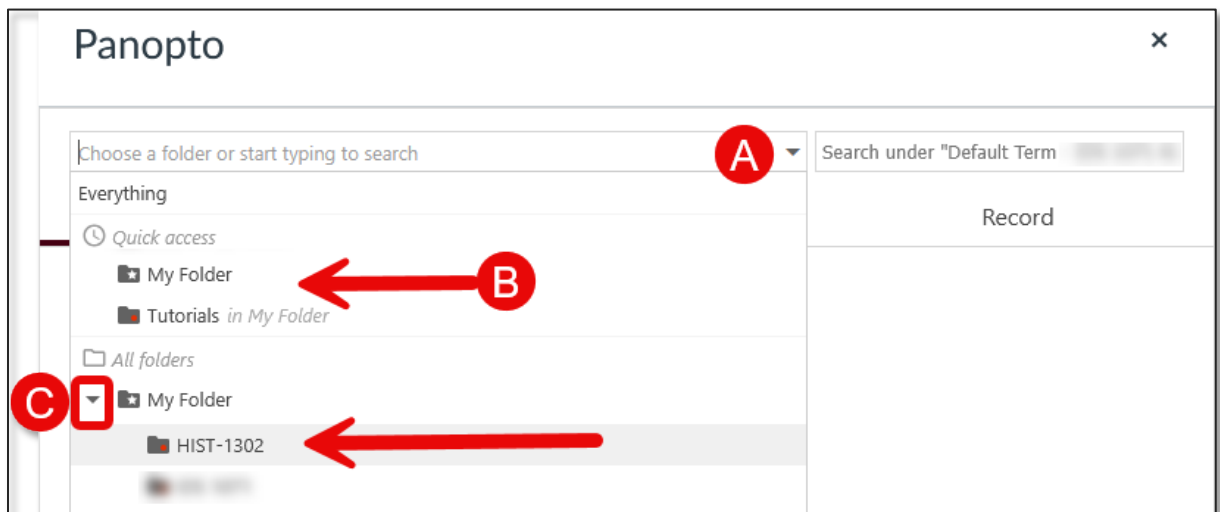
1. Go to WTClass and **access your course**.

2. Go to the **page** that you want to embed the video and **choose "Edit" in the top right of the screen.** (Note that you can also embed Panopto videos anywhere in WTClass where you can access the rich content editor).

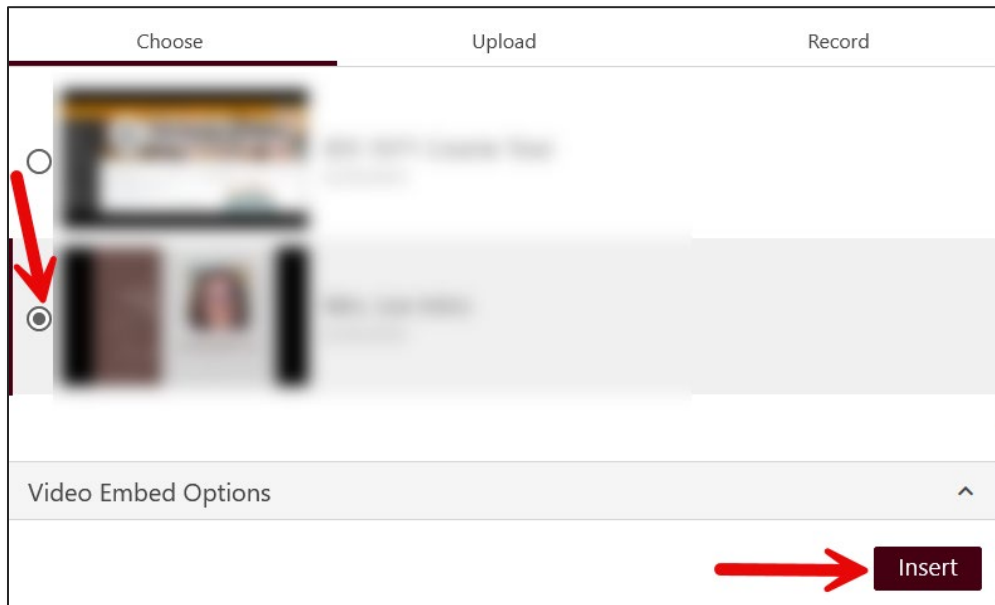3. Once you are within the rich content editor, select the **plus sign (+)** on the toolbar.



4. **Find the location for your video.** Select the **dropdown menu** (A) and **select the folder where your video is located** (B).
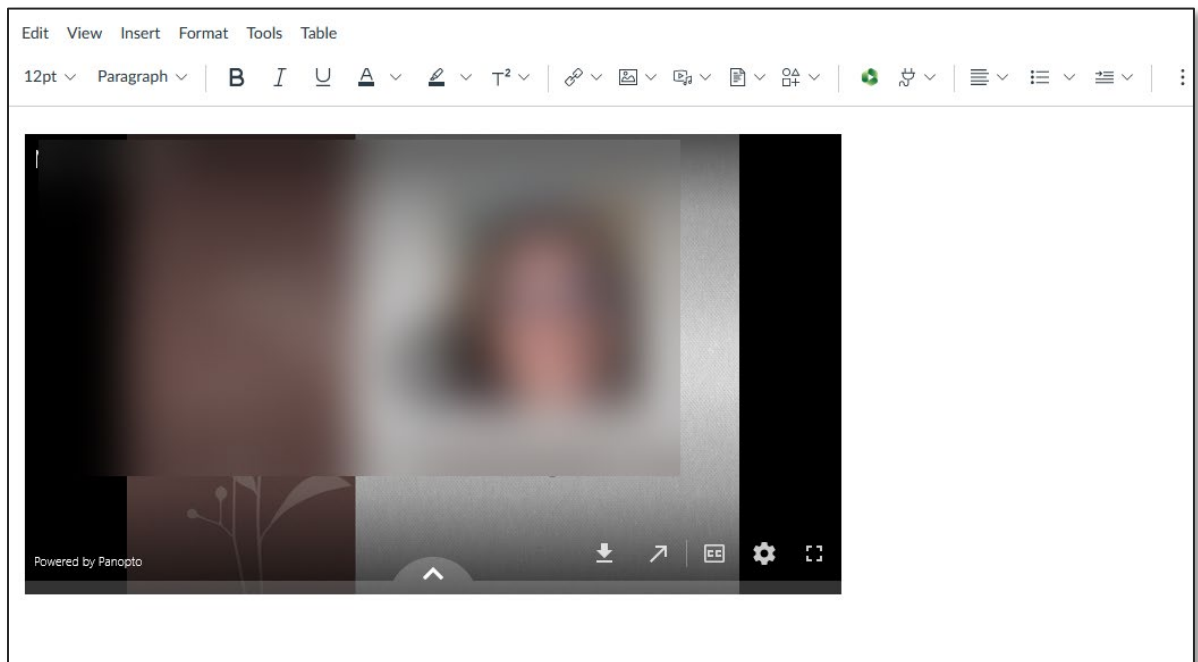
   **Note**: If your desired folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder name (C).

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



6. The video will appear within the rich content editor.



7. Add a title for the page and any other necessary information on the page (based on whether it is an assignment, discussion, etc.) and click **Save** in the bottom right corner of the page. Be sure to **publish** this page when you are ready for students to access the video.
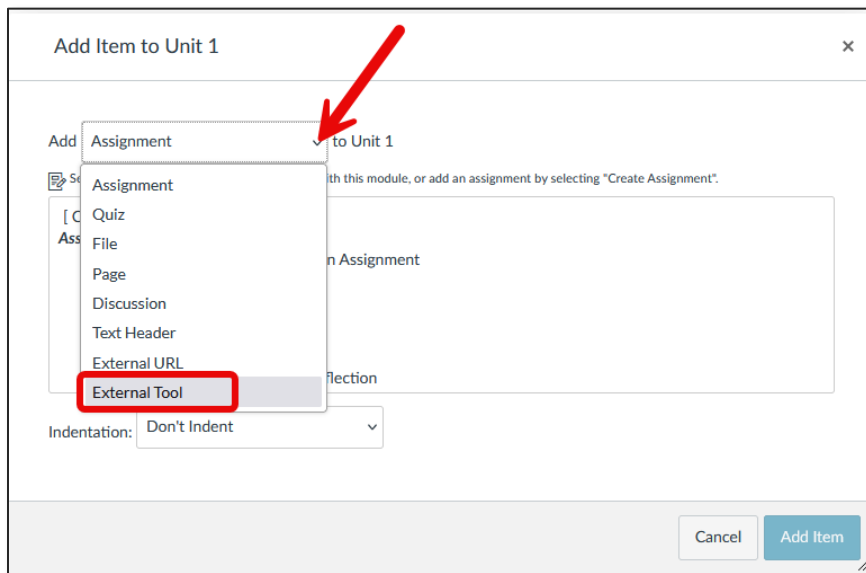
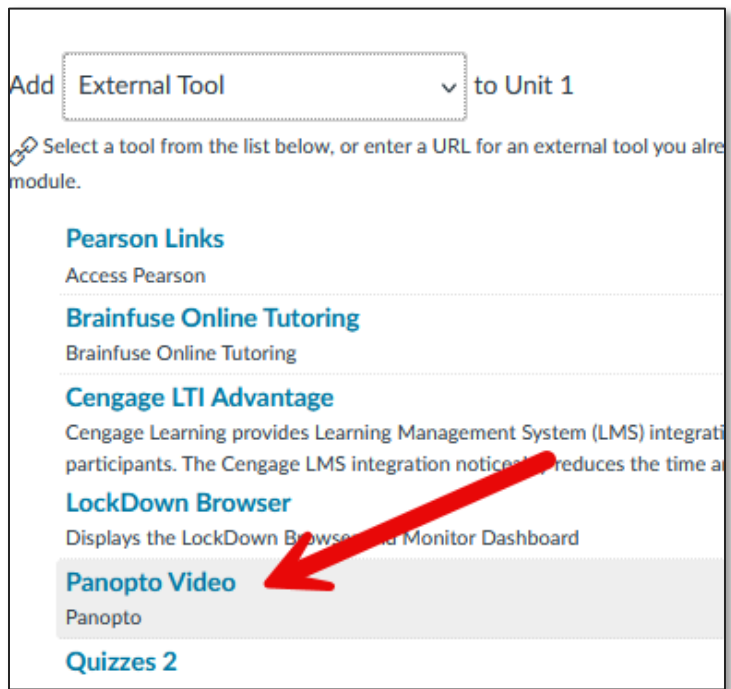Panopto videos can appear as a link for students to click on within a content area.

1. Go to WTClass and **access your course**.

2. Navigate to the **Modules area** of the course.

3. Go to the **Module** where you want to add the video.

4. Select **the plus sign (+)** to the far right of the module title.



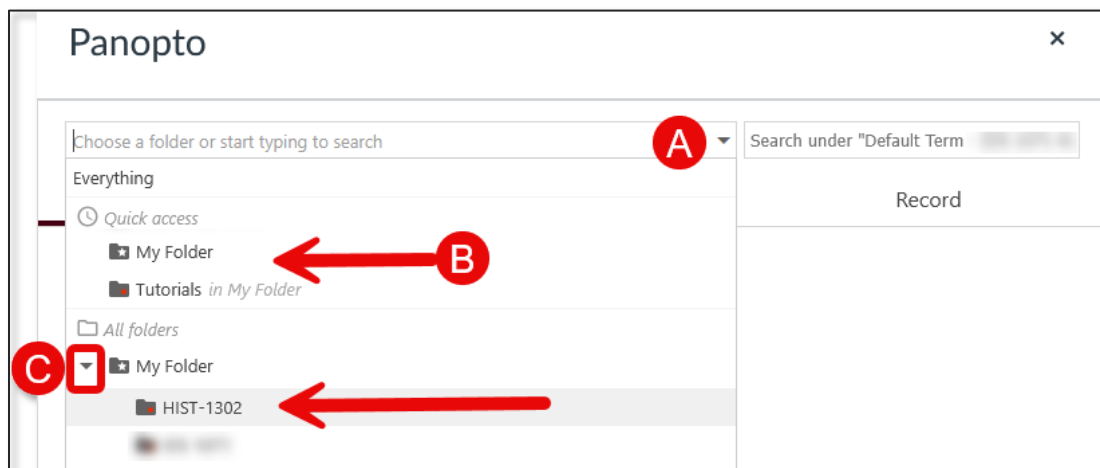5. In the pop-up screen, click in the dropdown and choose "**External Tool**."

6. In the External Tools list, select "Panopto Video."
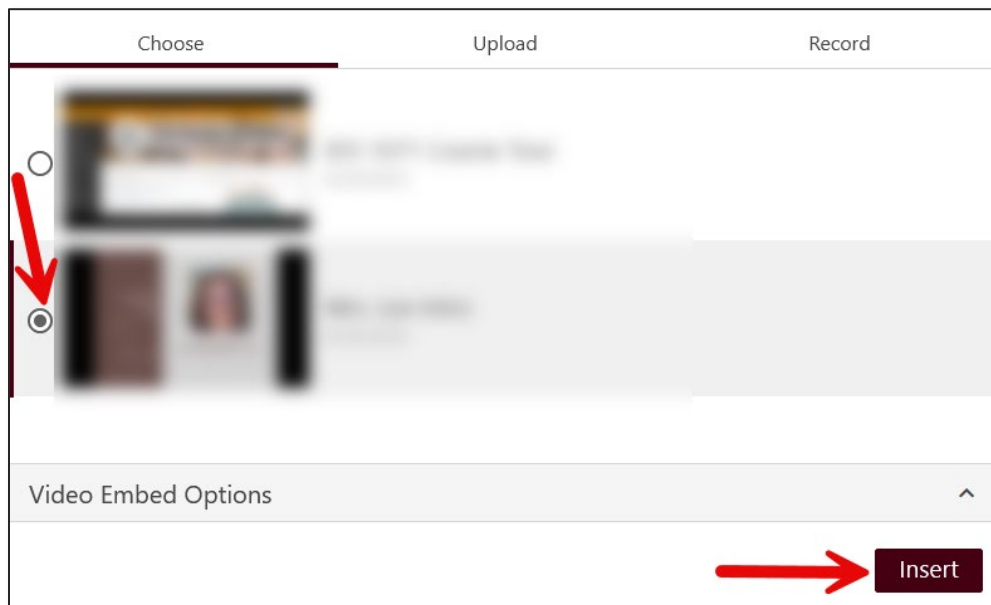


7. **Find the location for your video.** Select the **dropdown menu** (A) and **select the folder where your video is located** (B).
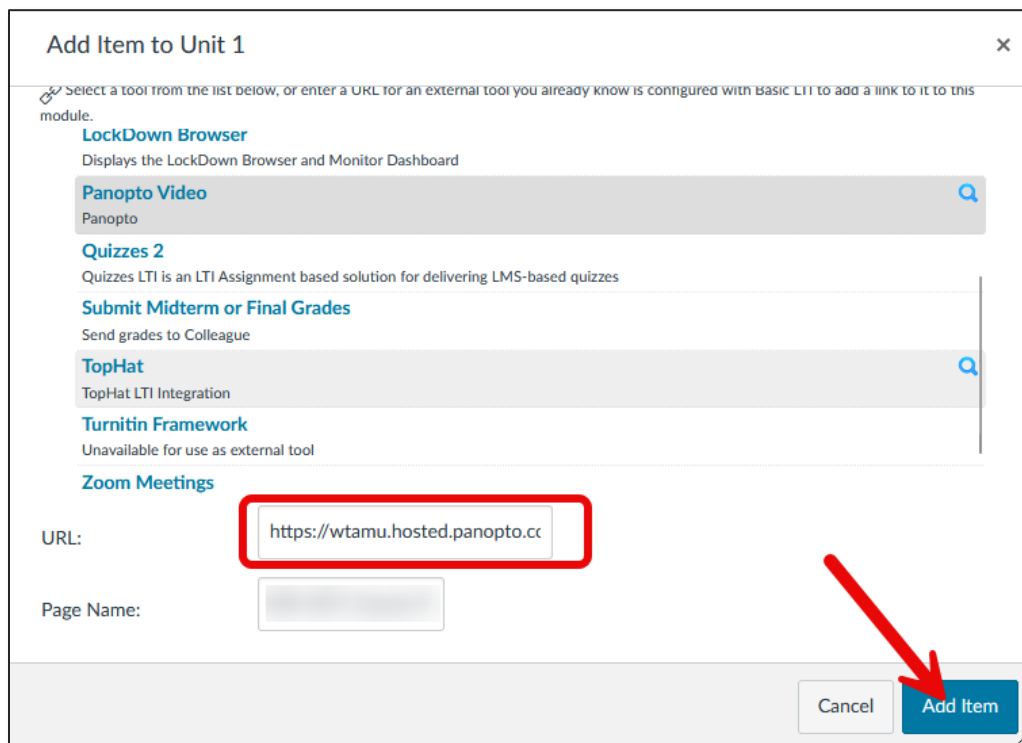
   **Note**: If your desired folder does not appear within the Quick Access area, expand the My Folder area by clicking on the arrow/triangle to the left of the folder name (C).

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



9.  In the Add Item page, the URL for the video will show in the URL box. Click the "**Add Item**" button in the bottom right corner of that page.

10. The **video link will now be listed in the module**. Be sure to **publish** the link when you want students to have access to the video link.



**Let us help you!**

If you would like help with Panopto, please contact the [IT Help Desk](#). Someone from our WTClass team will be happy to help you!