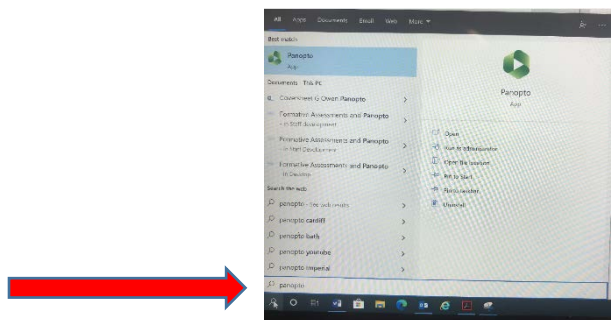


Creating an online lecture using Panopto and PowerPoint in 12 steps (No student Interaction)

This guide will show you how to put a PowerPoint lesson on moodle as a video. The students watching the video will be able to see only what is presented on your screen, i.e. your slides, they will not see you but they will hear your voice explaining the slides. This type of lesson allows students to view the video at any time they like without you being present.

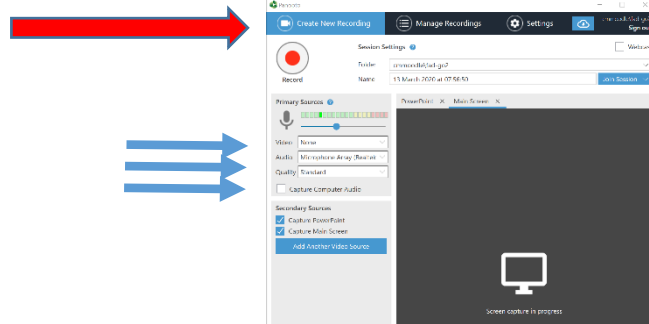
1. Type 'panopto' in the search bar at the bottom left hand corner of your desk top and press enter



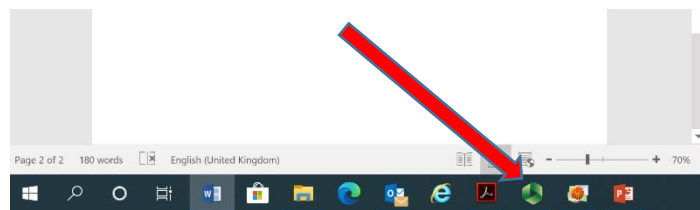
2. When Panopto opens, click 'Sign in with UWTSD Moodle' and sign in using your normal credentials



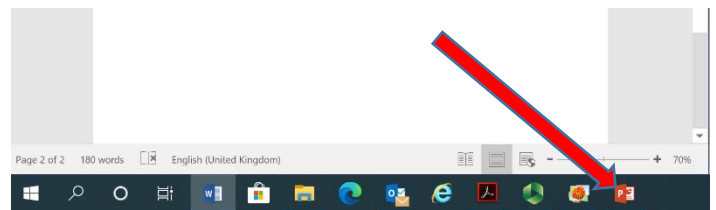
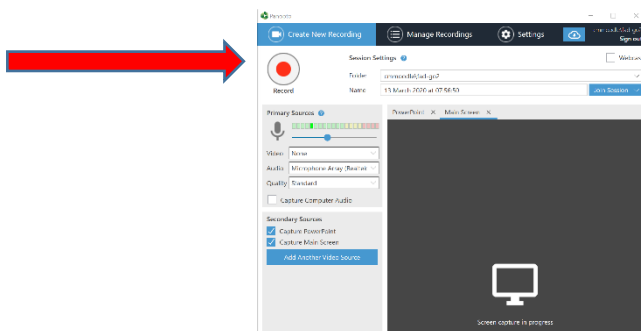
3. Click on the 'Create New Recording' tab on the top left of the screen and within the 'Primary Sources' box below have 'Video' set to 'None', 'Audio' set to Microphone and 'Quality' set to 'Standard'.



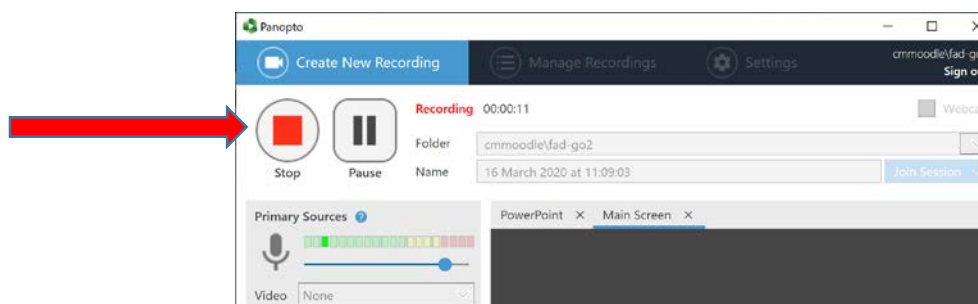
4. Open the PowerPoint that you wish to teach from, then click on the panopto sign at the bottom of the desktop to bring panopto back up



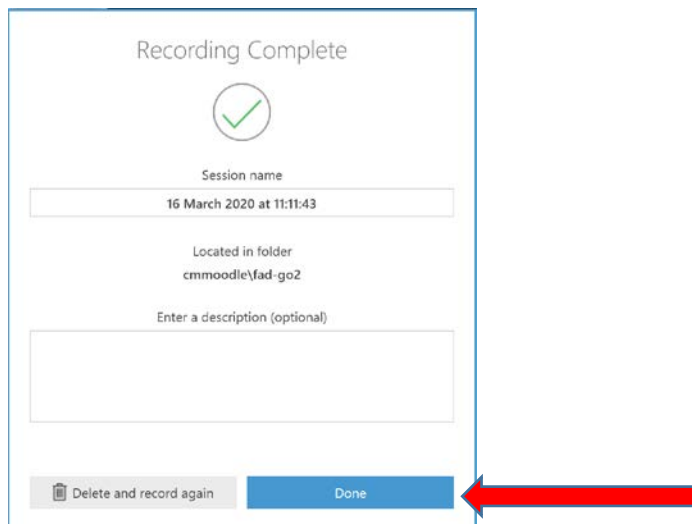
5. Hit record, click on the icon to bring your PowerPoint back up and start teaching.



6. After you have finished your lesson go back to panopto and click on the stop button

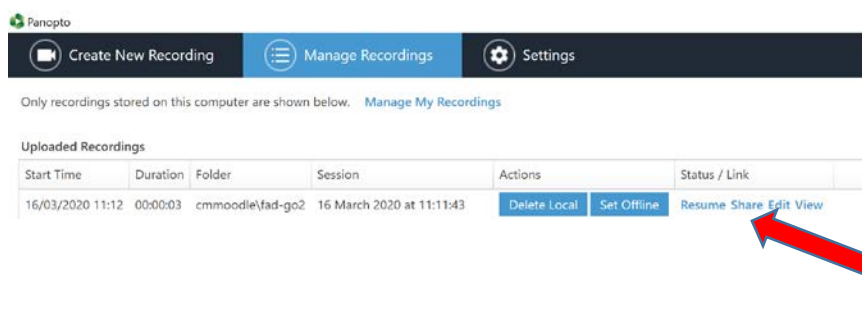


7. A 'Recording Complete' box will appear. Hit done.



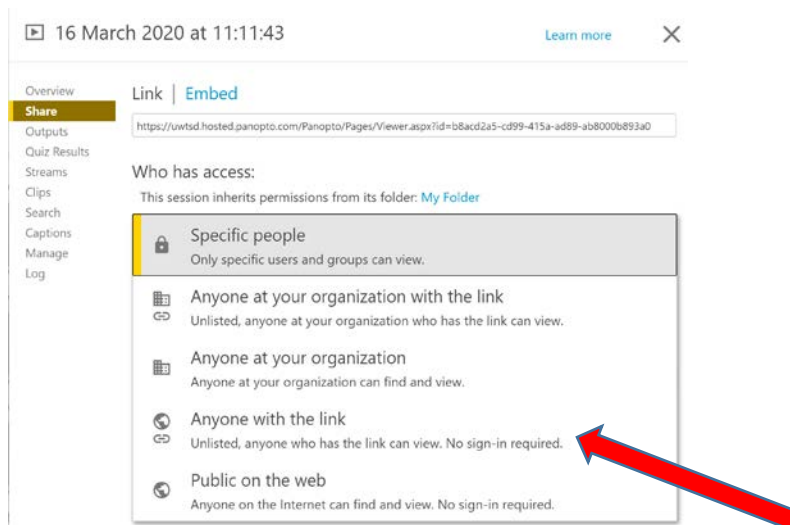
The 'Recording Complete' dialog box features a green checkmark icon at the top. Below it, the 'Session name' is displayed as '16 March 2020 at 11:11:43'. The 'Located in folder' is 'cmmoodle\fad-go2'. There is a text area for 'Enter a description (optional)'. At the bottom, there are two buttons: 'Delete and record again' and 'Done'. A red arrow points to the 'Done' button.

8. Your recording will then be uploaded to panopto. When this is complete you will see 'Resume Share Edit View'. Click on share:



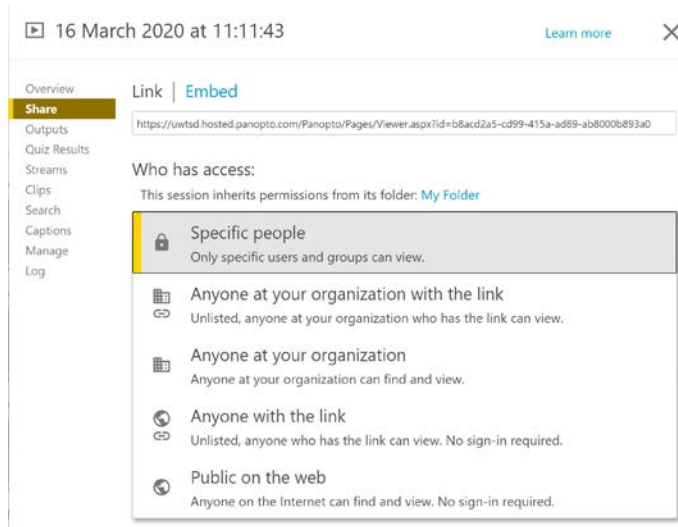
The Panopto interface shows a navigation bar with 'Create New Recording', 'Manage Recordings', and 'Settings'. Below, a table lists 'Uploaded Recordings'. The first row shows a recording from 16/03/2020 11:12 with duration 00:00:03, located in folder 'cmmoodle\fad-go2', and session name '16 March 2020 at 11:11:43'. The 'Actions' column for this recording includes 'Delete Local', 'Set Offline', and 'Resume Share Edit View'. A red arrow points to the 'Resume Share Edit View' link.

Start Time	Duration	Folder	Session	Actions	Status / Link
16/03/2020 11:12	00:00:03	cmmoodle\fad-go2	16 March 2020 at 11:11:43	Delete Local Set Offline Resume Share Edit View	



The 'Share' settings dialog box for the recording '16 March 2020 at 11:11:43' shows a sidebar with 'Overview', 'Share', 'Outputs', 'Quiz Results', 'Streams', 'Clips', 'Search', 'Captions', 'Manage', and 'Log'. The 'Link' tab is active, displaying the URL 'https://uwtsd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b8acd2a5-cd99-415a-ad89-ab8000b893a0'. Under 'Who has access:', it states 'This session inherits permissions from its folder: My Folder'. A list of sharing options is shown: 'Specific people' (selected), 'Anyone at your organization with the link', 'Anyone at your organization', 'Anyone with the link', and 'Public on the web'. A red arrow points to the 'Anyone with the link' option.

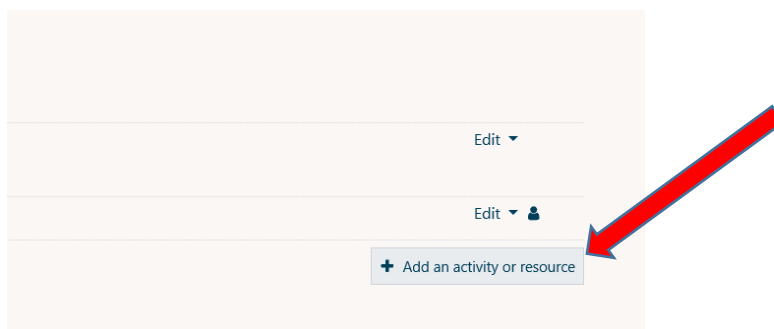
Click on anyone with a link then copy the URL from the top of the screen



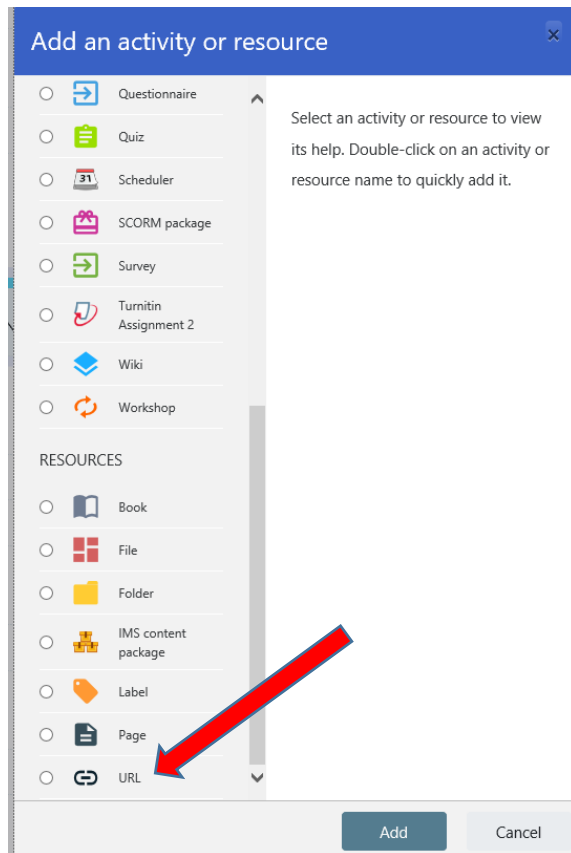
9. Go to your module on moodle, 'turn edit on'



10. 'Add an activity or resource'



11. Go to URL



12. Paste in the URL, save and display and you're good to go.

