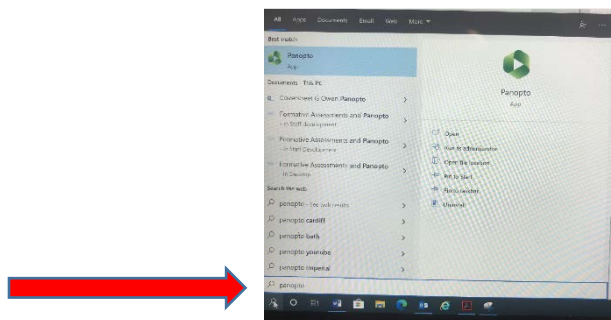


Creating an online lecture using Panopto, PowerPoint and OneNote

This guide will show you how to put a PowerPoint lesson on moodle as a video but to also add in annotations, this may assist students who are hard of hreaing in particular. 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.

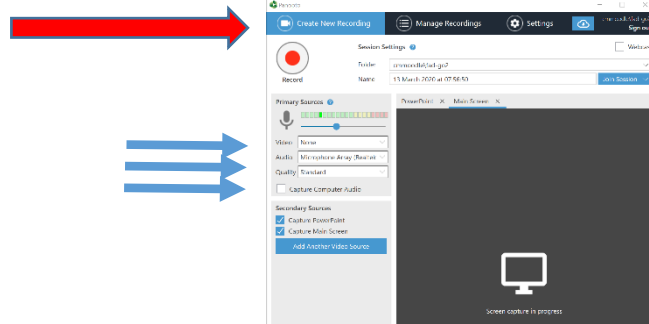
1. Type 'panopto' in the search bar at the bottom left hand corner of your desk top and press enter



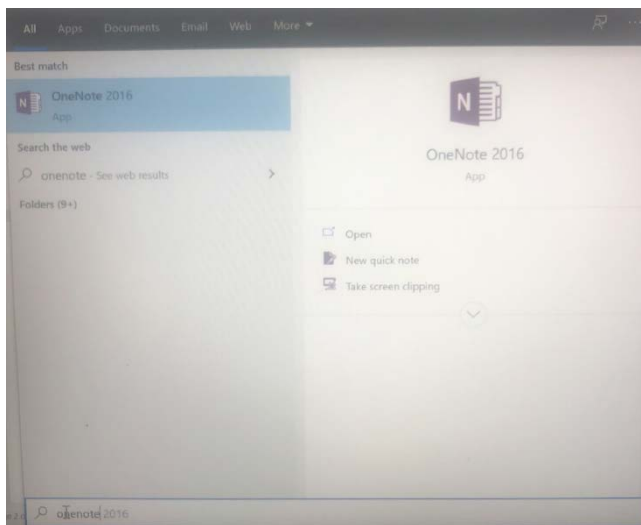
2. When Panopto opens, click 'Sign in with UWTSD Moodle' and sign in using your normal credentials



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'.

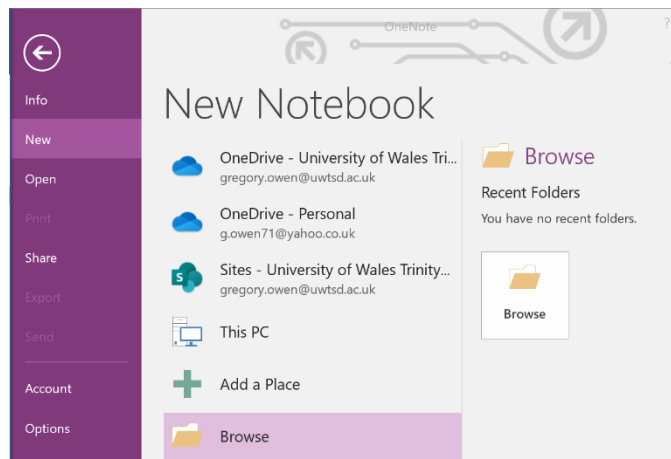


4. Search for OneNote in the search bar

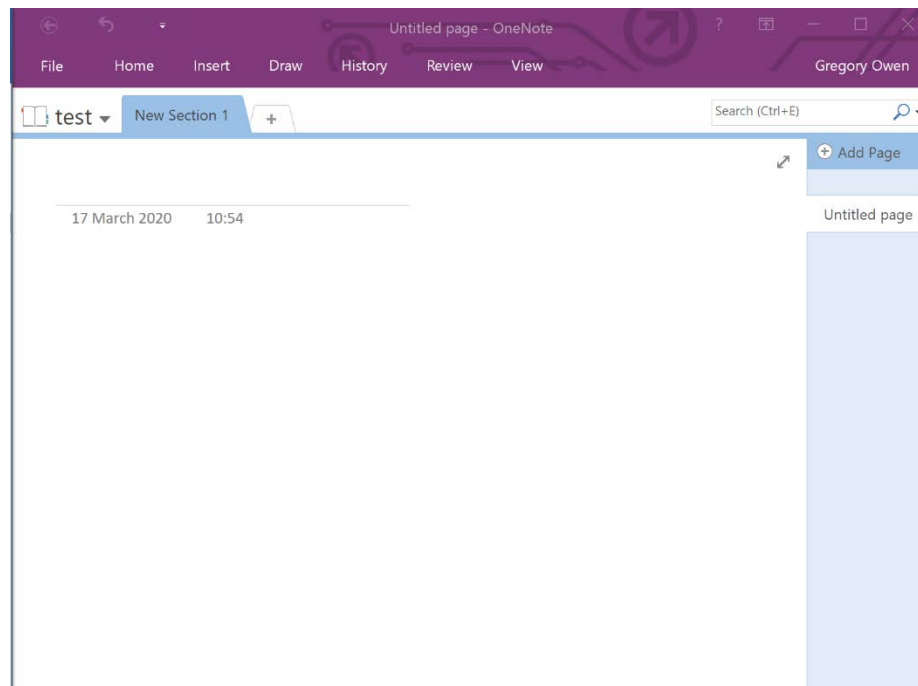


5.

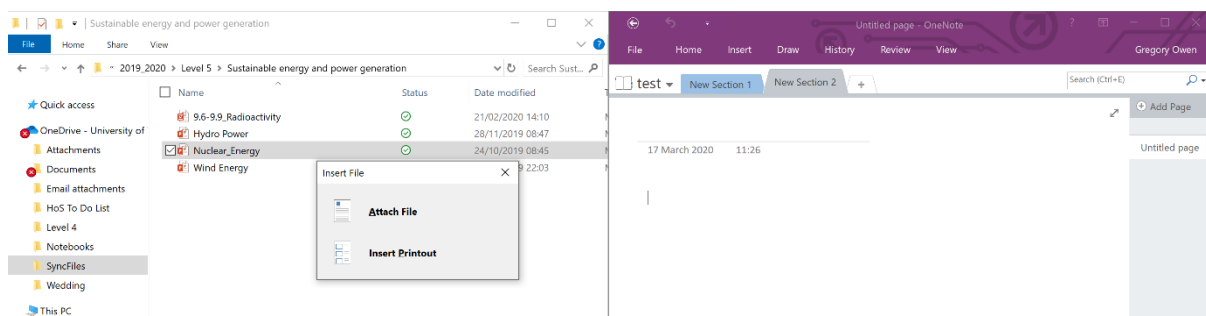
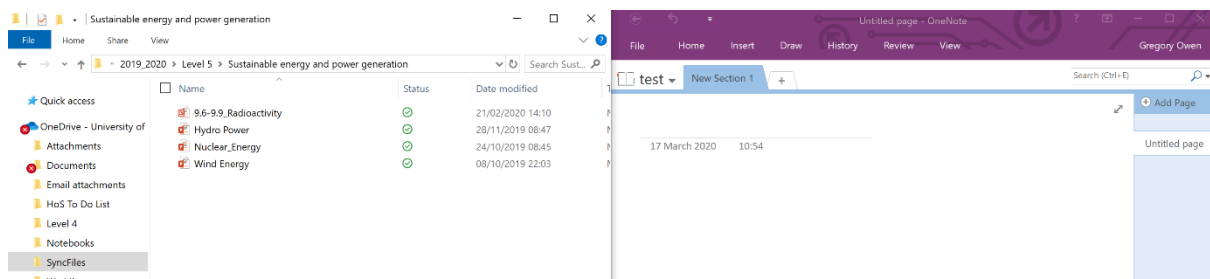
6. Go to File – New – Browse, give it a name and then create your note book somewhere.



7. You will now see this page



8. Open up your file explorer, find the powerpoint that you want to teach from, drag and drop it into the OneNote page



Click on 'Insert Printout' and the file will load. **Please note that the powerpoint should not be open when inserting**

9. Using one of these stylus pens



(https://www.amazon.co.uk/s?k=stylus+pens+for+surface+pro&ref=nb_sb_noss)

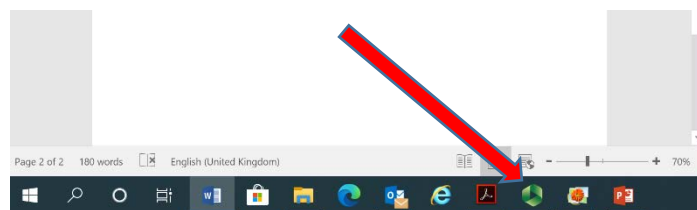


You are now able to
do live annotations
to help explain your
slides if used in conjunction
with panopto

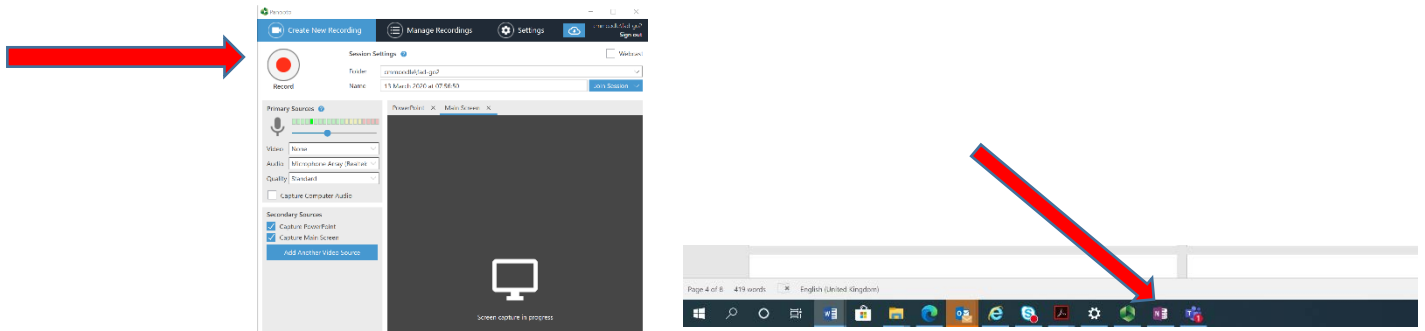
This is particularly useful for students with hearing difficulties

10. To record this as a video and place it on moodle do the following:

11. click on the panopto sign at the bottom of the desktop to bring panopto back up

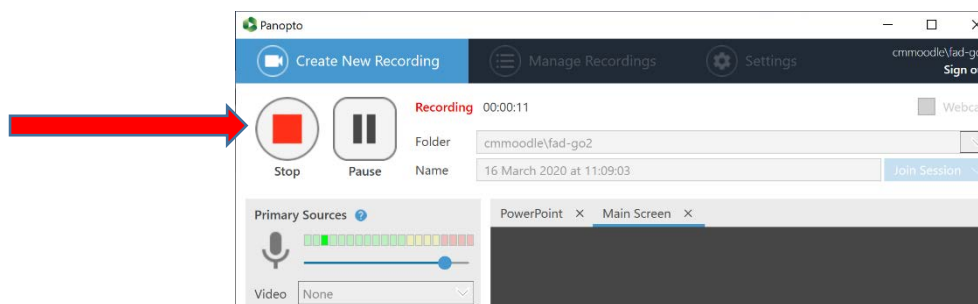


12. Hit record, click on the icon to bring your OneNote back up and start teaching.

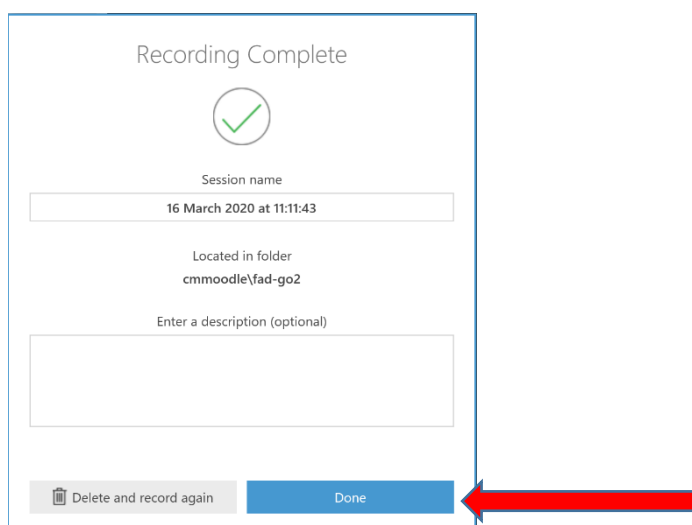


You will now use OneNote to show your slides as you would normally do on PowerPoint (for example click on any slide number to the right of your screen and that slide will appear and you can speak and record while also annotating the slide) and make annotations next to them.

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



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



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

Panopto

Create New Recording Manage Recordings Settings

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

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

16 March 2020 at 11:11:43 [Learn more](#) X

Overview **Share** Link | Embed

<https://uwtsd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b8acd2a5-cd99-415a-ad89-ab8000b893a0>

Who has access:

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

- Specific people**
Only specific users and groups can view.
- Anyone at your organization with the link**
Unlisted, anyone at your organization who has the link can view.
- Anyone at your organization**
Anyone at your organization can find and view.
- Anyone with the link**
Unlisted, anyone who has the link can view. No sign-in required.
- Public on the web**
Anyone on the Internet can find and view. No sign-in required.

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

16 March 2020 at 11:11:43 [Learn more](#) X

Overview **Share** Link | Embed

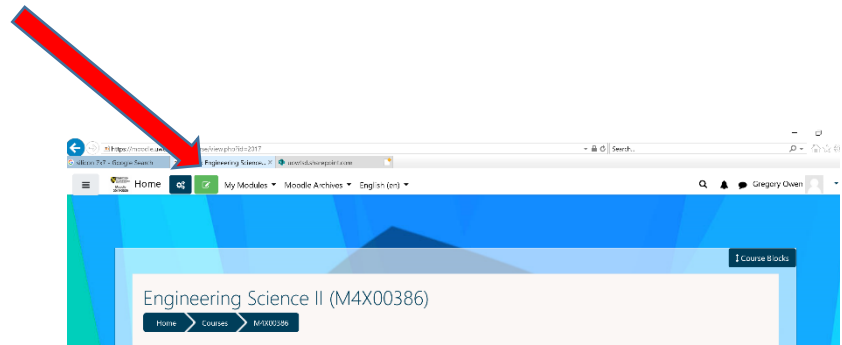
<https://uwtsd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b8acd2a5-cd99-415a-ad89-ab8000b893a0>

Who has access:

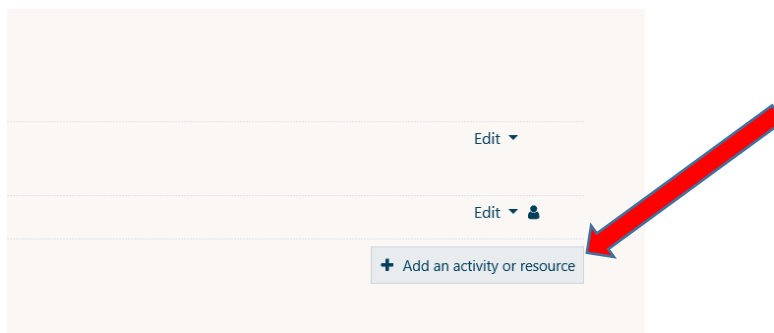
This session inherits permissions from its folder: [My Folder](#)

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Unlisted, anyone at your organization who has the link can view.
- Anyone at your organization**
Anyone at your organization can find and view.
- Anyone with the link**
Unlisted, anyone who has the link can view. No sign-in required.
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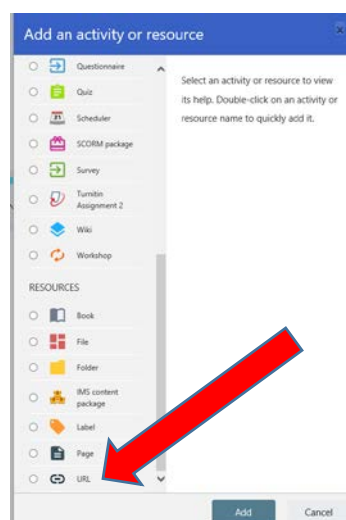
16. Go to your module on moodle, 'turn edit on'



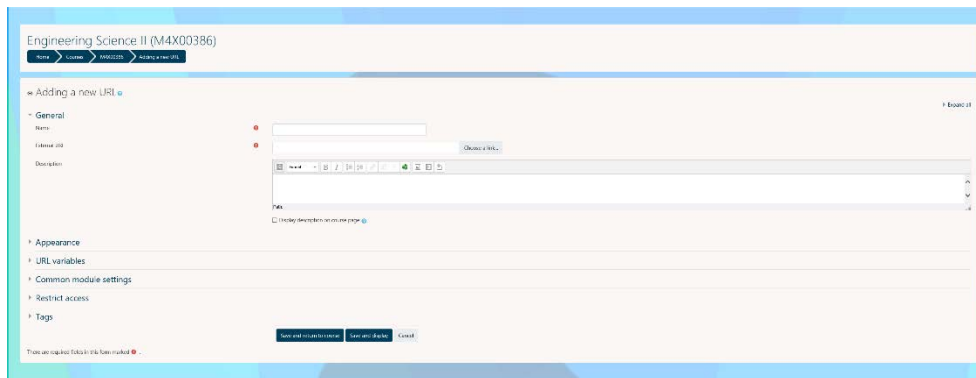
17. 'Add an activity or resource'



18. Go to URL



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



The screenshot shows a web interface for 'Engineering Science II (M4X00386)'. The main heading is 'Adding a new URL'. On the left, there is a sidebar with a 'General' section containing 'Name', 'External URL', and 'Description' fields. The 'Name' field is currently empty. Below the sidebar, there are expandable sections for 'Appearance', 'URL variables', 'Common module settings', 'Restrict access', and 'Tags'. At the bottom of the form, there are three buttons: 'Save and make visible', 'Save and display', and 'Cancel'. A small error message at the bottom left states 'There are required fields in this form marked with a red dot'.

20. Please use this link to see it explained using a video