Manage Panopto and MS Teams Recordings For Teaching Staff

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1. Introduction.

Panopto is recording software that can be used for recording lectures or presentations, uploading an existing video, or embedding videos with content into your Brightspace site. **The Panopto integration for MS Teams** is now available. This integration allows MS Teams meeting recordings to be automatically uploaded into Panopto. This new integration should make it easier for you to locate your MS Teams recordings in Panopto, edit them, add captions, and share your recordings with your students.

These instructions are designed for teaching staff who are currently using MS Teams for teaching purposes and wish to share a copy of the recording via Panopto.

2. How To Set Up the Panopto Integration in MS Teams.

In this section, you will locate the 'Panopto' application inside MS Teams and link it to your UL account. Once this is done, future recordings made in MS Teams will be stored in your **private Panopto folder** as well as **One Drive**.

Detailed instructions for setting up the Panopto integration are located here –

Link to Panopto support website: How to enable the MS Teams Integration

 Please take a few minutes to follow along with the steps in the guide linked above.

In summary, the steps to set up the Panopto app in MS Teams are:

1. Open your MS Teams Desktop app on your computer.
2. Under APPS on the left-hand panel, press the 3 ellipses (3 dots), select **'More Apps'** and find the **Panopto** icon (see image below).
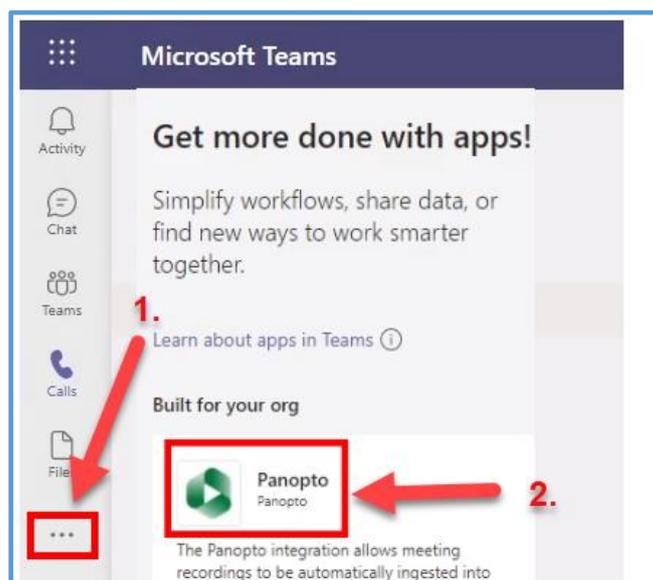

Figure 1: how to add an 'app' in MS Teams

3. Click on the Panopto icon, Choose 'Add'.

4. Press 'Authenticate' to (see image below) follow the authentication steps listed on the Panopto support website. (You will be asked to sign into your account and follow the instructions to add the Panopto app to MS Teams).
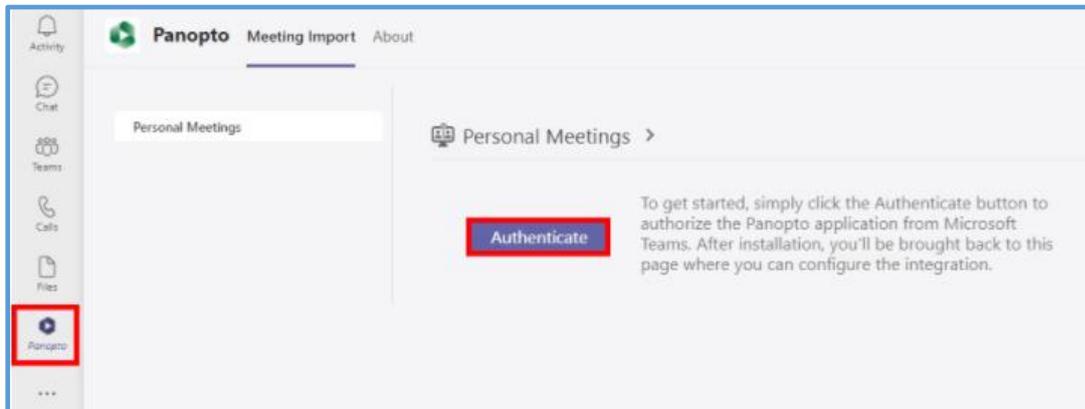

Figure 2: Panopto App Authentication

5. Once the Panopto App is added to MS Teams, you can decide which of your Teams meetings will be recorded into Panopto. These future recordings are stored inside the "**Meeting recordings**" folder, under "My Folder". More details on how to locate the 'Meeting recordings' folder in Panopto are in section 4 of this guide.

6. Whilst the default location for your recordings is the 'Meeting recordings' folder, you may want a specific Teams recording to get imported to a different folder. In this case, please use the **Meeting-Folder Mappings** to manage that. Details are on the Panopto support website.

Note:

Creator permissions in Panopto are needed to use this application. All instructors who click on the Panopto tool in Brightspace will be automatically assigned creator permissions in Panopto. If you have never used the Panopto tool in Brightspace, and do not have creator permissions, please log a call with ITD. See web link: How to log a call with ITD.

We recommend that you that upload your videos to the "Meeting recording" folder as this allows you to upload your recordings to a private folder. Subsequent, you can verify the video, make the required edits and then make it available to your students.

Meetings will be available in Panopto in approximately 40-60 minutes after the meeting has ended.

3. How To Record Your Live Classroom session in MS Teams.

If you have never recorded a video on MS Teams, please watch the video guide below by Jess Beeley.

Watch: 2 min Video explaining how to record with Microsoft Teams

- As outlined in the video above, log into MS Teams, upload your files for the presentation and turn on your webcam. When ready, select the **three dots on the MS Teams toolbar** and then select the **Start recording** button (see Figure opposite)

- When you have finished the presentation, press the same button again to stop the recording.

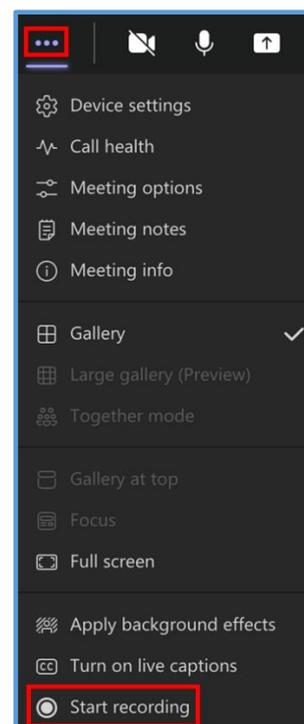- Allow MS Teams up to 30 minutes to prepare the recording for you.

Figure 3:Location of the 'Start recording' button in MS Teams

4. Locate Your Recordings in Panopto or One Drive.

There are 3 ways you can locate your recording –

- Locate your recordings from the **Panopto tool** within Brightspace (see step 4.1),
- Locate the video recording from the **Panopto website** (see step 4.2)
- Locate the recording within **One Drive** (see step 4.3).

4.1 LOCATE YOUR RECORDED VIDEO VIA THE BRIGHTSPACE PANOPTO TOOL

By default, all your MS Teams recordings will be stored in the "**Meeting Recordings**" folder in Panopto, and this is a subfolder located under your personal "**My Folder**".

To locate these recordings via Brightspace

- Log into **Brightspace** https://learn.ul.ie
- Open your module
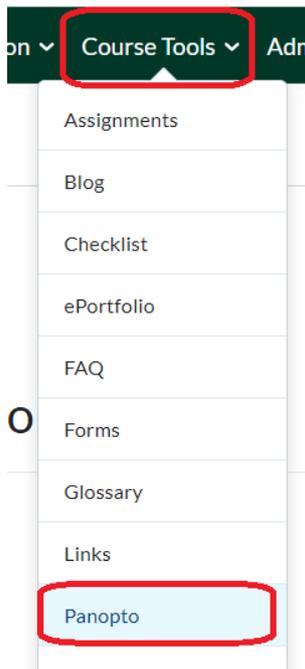
- Select **Course Tools > Panopto**

Figure 4 Panopto tool location

- Select the 'down arrow' to locate the **Meeting Recordings** in **My Folder**
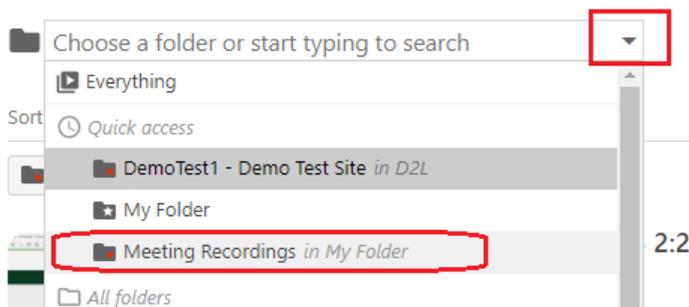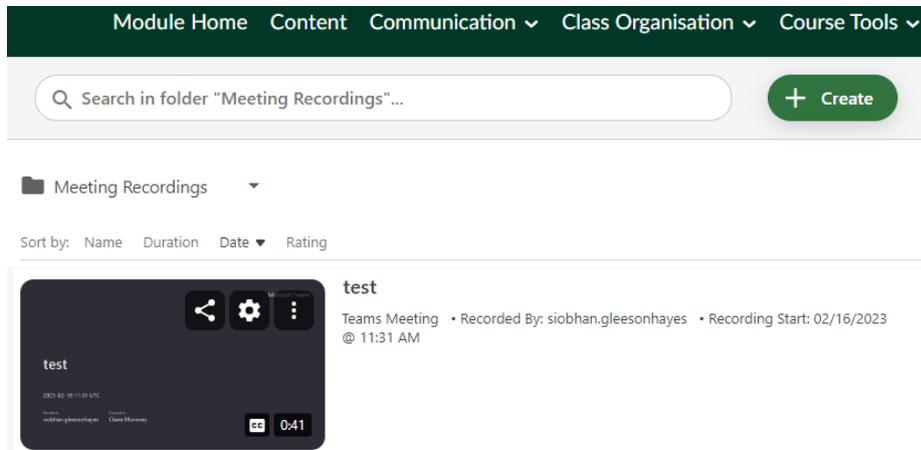- Click into the "Meeting Recordings" folder to display your MS Teams recordings

Figure 5 Meetings Recordings in My Folder

The image here shows an example of a video stored inside the 'Meetings Recordings' folder.

Figure 6 Recording that has been stored in the Meetings Recording Folder

If you would like to share your video without further edits, skip to **step 6** of this instructions document, which will outline how to share your video with students.

4.2 LOCATE YOUR RECORDED VIDEO VIA THE PANOPTO WEBSITE

If you do not have access to Brightspace, you can locate your video via the **UL Panopto website**.

- Log into Panopto at https://ulcampus.cloud.panopto.eu.
- Type in your UL username and password to log in,
- Locate 'My Folder' on the left-hand panel and the 'Meetings Recordings' folder (see image below, No. 1).
- Inside 'Meetings Recordings tab' you will then see your recorded videos, (see image below, No. 2, No. 3).
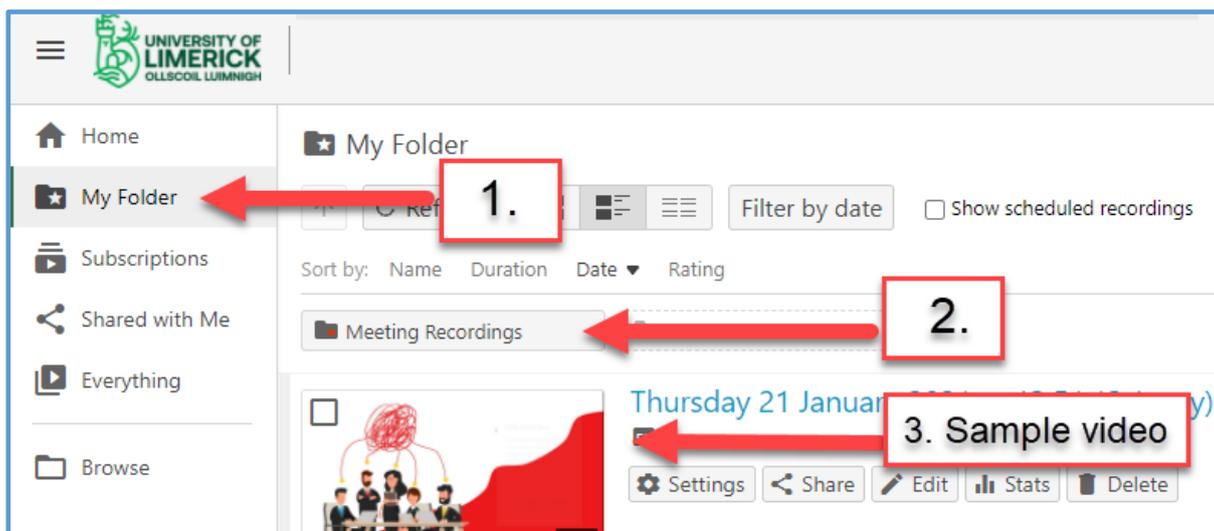

Figure 7: Location of videos from the Panopto website

4.3 LOCATE YOUR RECORDED VIDEO IN ONE DRIVE ONLINE

A copy of your recording is also visible in **One Drive**. To locate and share recordings from One Drive, please view the relevant guide 'How to manage your recordings in One Drive' linked here. Only use One Drive if you want to share with viewers who do not have access to Brightspace, or with viewers outside of the classroom, or outside of UL. One Drive does not give the option to provide video captions for your viewers.

5. Edit The Captions in Your Recordings in Panopto.

Now that you have located your recording in Panopto, you can edit it inside your personal 'Meeting recordings' folder before sharing with others. You can crop the start and end as well as numerous other edits like adding captions and quizzes.

5.1 How to Add Captions to your recordings.

- Use the steps outlined above to locate your recording via Brightspace or Panopto online.
- Select the **Edit** button which appears when you roll over the recording. This will allow you to add your **captions** to the recording
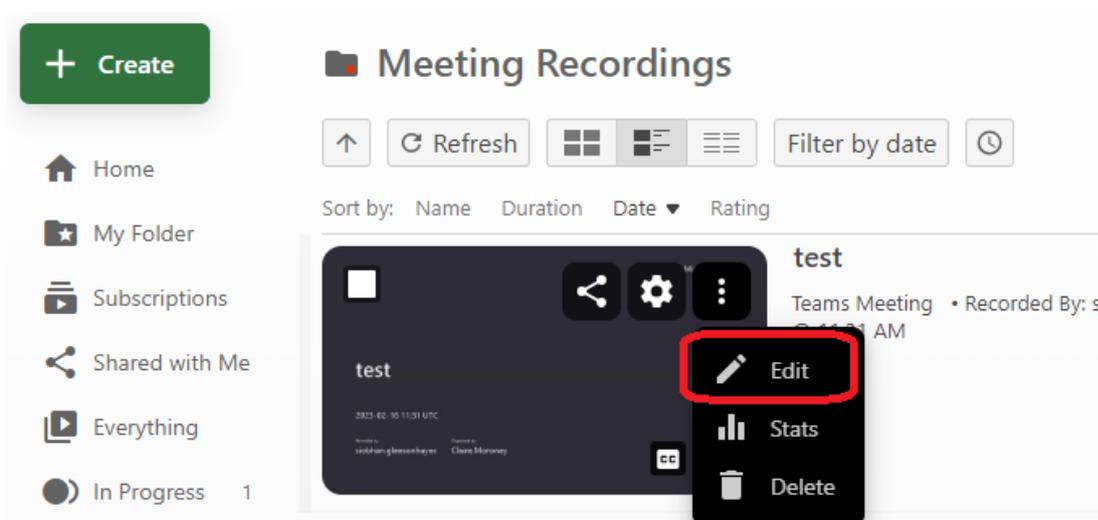

Figure 8: Location of the 'Edit' button for captions.

- On the next screen, select the **Captions** button on the left-hand menu (see image below).
- Edit the captions where necessary,
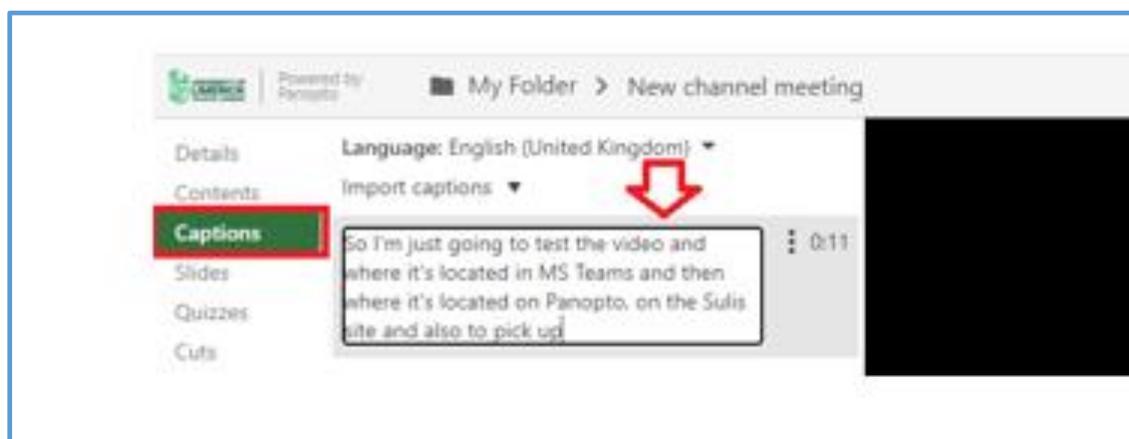- Click the **Apply** button, at the bottom of the 'Captions' page.

Figure 9: Edit Captions in Panopto

Students will then have the option to turn on captions by clicking the show captions button when they play the recording on their Brightspace site. The captions button is indicated in the image below.
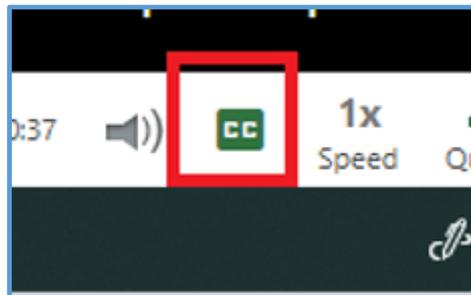

Figure 10: Location of Captions playback button in Panopto

6. Share Your Recording with Students.

By default, your recordings will be stored in the "**Recorded Meetings**" folder, which is a subfolder of your private "**My Folder**" in Panopto.

Once you have located the video, (using the earlier part of this guide), you will be ready to share it.

In order for students to view these recordings, you must **move** the video out of your personal 'My folder' as outlined below.

- Access the video using the earlier steps in this guide.
- Select the '**Settings'** button by moving the mouse over the recording until the options become available shown here.
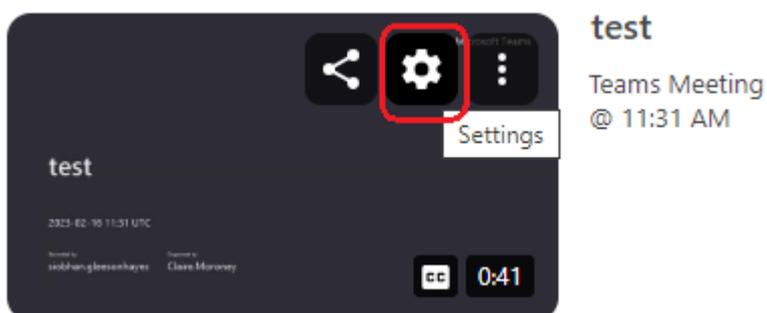

Figure 11: Location of 'Settings' button in Panopto

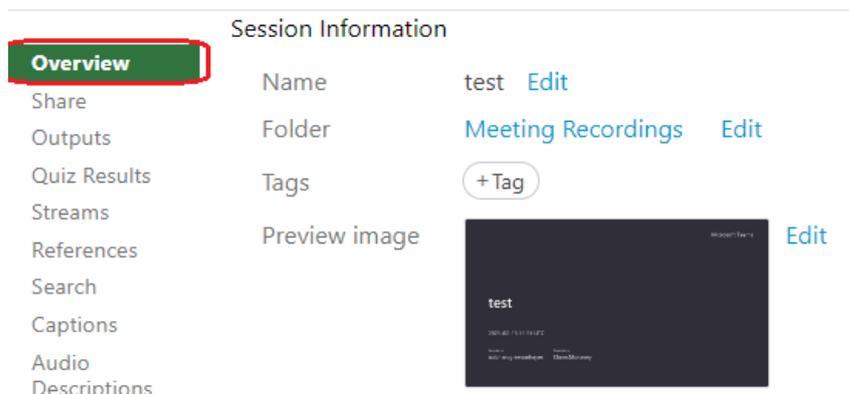- On the next screen, press the **'Overview'** tab

Figure 12 Overview tab and Edit Folder option

- To change current location out of 'My folder', press the **'Edit'** text. See the image below, No.2.
- You will now move the video to *a folder with the relevant module code in the title*. For example, if you are an instructor on module EN4026, then press 'Edit' to move the video to a destination folder which has the module code (EN4026) in its title. See the image below, No.2. Tip: Make sure that you have also chosen the current semester.
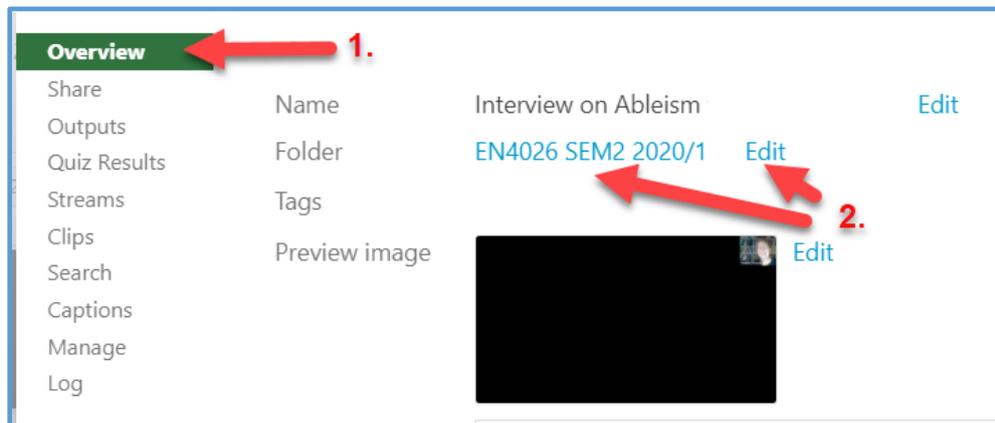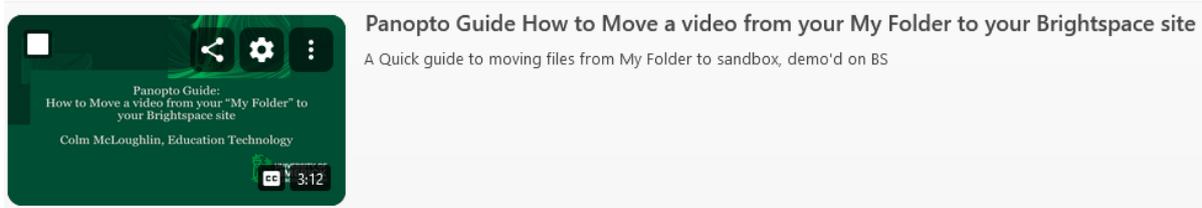

Figure 13: Move the video out of personal folder into the module folder.

Watch video: See this 5-minute overview called Panopto Guide – how to move a video from your My Folder to your Brightspace site by Colm McLoughlin.

7. How To Enable Public Access to a Recording.

The share steps in this guide are designed to cater to lecturers who have access to Brightspace sites for teaching. In some cases, however, you may want to share a video to others who do not have access to Brightspace to view it. In this case, you have several options.

1: A copy of your recording is also visible in **One Drive**. To locate and share recordings from One Drive, please view the relevant guide 'How to manage your recordings in One Drive' linked here. You can choose to share to 'Anyone with the link', which opens the recording to the public.

2: In some cases, for example (marketing videos, tutorial videos, or Open Day videos), you will need to provide public access to your video whilst also retaining the full functionality of Panopto for captions and embed options. In this case, please log a call with ITD, who will provide your department with a 'public access' folder on Panopto. See web link: How to log a call with ITD.

8. Conclusion.

In this guide, you learnt how to optimise the Panopto App in MS teams, how to locate the recorded video in your Panopto personal folder, and how to share that video to your class. In addition, you learnt how to give 'public access' to your video if relevant.