Accessing Panopto through the Moodle Integration Feature

Panopto is a lecture-capture service that enables recordings of webcam video, audio, PowerPoint presentations, and computer screen images. Recordings are stored on a web-based server so that they can be shared via URL link to students or other viewers.

The UL Lafayette Panopto server is now integrated into Moodle, allowing users to create videos that automatically link from the appropriate Moodle course. Because both services use the CLID log on for authentication, instructors will be able to track the viewing data of students who access their videos through Moodle courses.

The Integrated Moodle service is available for both new and continuing users of Panopto. The process creates a Panopto user account that is based on the CLID. Those users who already have Panopto accounts will transition to the new account IDs, but will be able to transfer all content. Instructions for this can be found in the document Moving Existing Videos to Your New Panopto Integrated Account.

This document contains instructions for how to:

- Create the Panopto Focus block in your Moodle courses
- Sync your course with the appropriate Panopto folder
- Log into the Panopto server (3 different ways)
- Download Panopto desktop recorder application

Your new integrated account on Panopto will be created when you first synchronize a Moodle course with its Panopto folder. You must complete this process before you can log into the Panopto server to create or manage videos. After the Panopto folder is synchronized with your Moodle course, any videos that are shared from that folder will be automatically linked from the Panopto Focus Block in your course.

Create the Panopto Focus Block in Moodle

**Step 1:** Log into Moodle and open a course that you wish to link with videos.

**Step 2:** Click the “Turn Edit On” button and then scroll down to the lower right to find the “Add a Block” block.

**Step 3:** Click the options menu and select “Panopto Focus.”
This will add the “Panopto Focus” block to your Moodle course. You must add this block to any course that you wish to integrate with Panopto.

**Sync with the Appropriate Moodle Course Folder**

Once the Panopto Focus Block is added to your course, you must synchronize it with its folder on the Panopto Server.

**NOTE:** Synchronizing with the Panopto Server triggers the creation of your integrated Panopto account, so you will not be able to log into the Panopto server with your CLID until you sync with at least one Moodle course.

**Step 4:** To sync the Panopto block with your course, click on the edit icon (wrench) for the Panopto Focus block. See the image to the right if you are unsure of how to edit.

**Step 5:** Click the link for “Add this course to Panopto.”

**NOTE:** The Panopto server will also create accounts for your students (if they do not already have them) and list them as viewers of your course folder. As students drop or add to your class, they will not be automatically dropped or added to the viewer list on Panopto. If your student roster changes, you will need to reopen this edit page and click the “re-add to sync user lists” link to adjust your users’ access.

**Step 6:** After the sync process is complete, you will see a list of the users who were synced to your folder. Click the “Back to config” link that appears at the bottom of the list to return to the edit page in your course.

**Step 7:** Click the “Save Changes” button to complete the process.
Log into Panopto Server

Once your course is synched with Panopto, log onto the server to create and manage your videos. There are three ways to get to the UL Lafayette Panopto Server:

- From within your Moodle course
- By going directly to the server address http://louisiana.hosted.panopto.com
- From within the Panopto Desktop Recorder software

Accessing Panopto Through Moodle:

Within your Moodle course, locate the “Panopto Focus” block and click on the “Course Settings” link. This will bring you to the Panopto Server and log you in automatically.

**NOTE:** you may get a pop-up warning that you are opening a resource on an external website. Click the “Continue” button to proceed.

Accessing Panopto directly through the web server:

Use an Internet browser and go to the address http://louisiana.hosted.panopto.com

**Use the** “Sign in using . . .” option menu to choose “Moodle” if it is not already chosen.

Click the “Sign In” button.

**NOTE:** If you were using Panopto prior to Spring 2014, you will have an account that is not synched with Moodle. You can access your old content by switching this menu to Panopto and using your old log-in and password.
Accessing Panopto through the Desktop Recorder:

If you already have the Panopto Desktop Recorder installed on your computer, you can open the software and click on the “Log in with Moodle” button to access the server.

An authentication page will launch that will allow you to log in using your CLID and password.

**NOTE:** If you are using the Mac version, you will see an option to choose providers after you click the “Log In” link on the initial Panopto screen. Click the “Get Providers for Server” button and select Moodle. Then click the “Log In” button.

**Mac Version of login window**

Download and install Panopto Software

If you are a new Panopto user, you will need to install the desktop recorder software on your computer before you can make videos. If the IT Help or your departmental IT staff maintain your computer, you will need to request that they complete this step for you.

To download the software, navigate to the web address: [http://louisiana.hosted.panopto.com](http://louisiana.hosted.panopto.com)

On the login page, select the “Sign in using Moodle” option.
Note: You must already have a Panopto account created before you can log in. Your account will be created when you add the Panopto Block and sync it to at least one of your Moodle courses (see “Create Panopto Block” section above).

Once you have logged in, click on the “Download Recorder” button. You will see a page that offers different versions for Mac or PC. Download the appropriate one for your computer.

The first time you launch the Desktop recorder software, you will need to enter the address for the Panopto server. Enter louisiana.hosted.panopto.com in the server box.

If you have any questions or problems with the Moodle Integration setup, please contact:

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