Submitting Video Assignments Using Panopto Unison & Making Them Available to Other Students in an eLearning Course

IF you wish to record content using Panopto:

(**Disregard this section if you plan to use another recording method.** Panopto might be a good choice as a recording tool if you need to present any combination of media such as a PowerPoint presentation, activity from a computer screen, audio and/or video.)

1. **Download Panopto's "Focus Recorder"**
   - Go to http://panopto.uni.edu
   - Log in using: "UNI eLearning" **(Be sure this option is selected in the dropdown menu.)**
   - Select the appropriate course from Panopto's Folders list.
   - Click the **Record button** to access a page that will provide download options for Focus Recorder for Windows and Macintosh.
   - Click the button for the appropriate operating system (Windows or Mac) and follow the instructions to complete and install the download for Focus Recorder.

2. **Instructions for Using Focus Recorder to Record and Upload Videos:**
   (Disregard if uploading an existing video file.)
   - Video Tutorials for using Focus Recorder are available at http://support.panopto.com/videos.

If you wish to upload an existing video using Panopto Unison:

(This could be videos you've recorded using your phone, tablet, or a camcorder; or videos obtained from other sources.)

1. **Check your recording source to be sure it records in a format that will work with Panopto Unison.**
   - The videos you wish to upload to Panopto Unison must be recorded in a compatible file format. A list of file types supported by Panopto Unison is available at http://support.panopto.com/documentation/upload-unison/unison-supported-file-types.
2. **Log into Panopto.uni.edu**
   - Go to http://panopto.uni.edu
   - Log in using: "UNI eLearning" **(Be sure this option is selected in the dropdown menu.)**
   - Select the appropriate course from Panopto's Folders list. **(Please note, a course will only appear in this list if the eLearning course instructor has configured the course to interface with Panopto and created a dropbox.)**
3. **Click the "New" button near the top of the screen.** This opens the "Create Session" dialogue box.
4. **For "Name:" type an appropriate title for the video you plan to upload.**
5. **Confirm that you have the correct eLearning course selected for "Folder:".**
6. **Type a "Description" if you wish** (optional).
7. **IMPORTANT! –** Check the box for **"Upload Existing Video using Panopto Unison".**
8. **Click the "Create" button.**

9. As instructed on the next screen, use the **"Browse" button or drag and drop video files of the correct format to add them.**

10. Now **you will need to wait** for Panopto.uni.edu to upload and process the video. Patience will be required. The longer the video, the longer the wait. You will see a progress bar. Once finished processing, under the section heading, "Actions", it should now indicate, "**Video successfully uploaded.**" **PLEASE NOTE: This does not mean the video is ready for viewing.** It will now be "Queued for encoding." "Queued for encoding" means it is waiting to be encoded. Encoding is basically a process of organizing a given video output into a digital format that is compatible with most types of Web players and mobile devices. The time it takes for encoding can vary depending on the length of your video and size of your video file. And the time it waits in the queue can vary depending on others using Panopto.uni.edu around the same time as you.

11. **You can now close the "Create Session" dialogue box by clicking the X in its top right corner.**

12. Now Panopto will display a list of videos in your dropbox folder, including information about your newly uploaded video. It will also provide information concerning the encoding status of the video. It is not necessary to wait on this screen for encoding to finish. You may log out and close the window. **Panopto will send you an email when the video has finished encoding.**

Viewing Other Students Videos

Once your video has finished encoding, your video will be stored in a private dropbox which only you and your instructor will be able to access via Panopto.uni.edu. **Your instructor will need to move your video from your private dropbox into the primary eLearning course folder for others in the course to be able to view it within eLearning.**

1. Once the instructor has moved the video to the appropriate folder, others in the course will then be able to access it from within eLearning by going to **Tools→Panopto Focus Content** where they will see a list of all videos uploaded and made available by the instructor within the Panopto course folder.

2. Alternatively, students can access the videos (after the instructor has moved them) via logging in, using the eLearning login option, at http://panopto.uni.edu and selecting the appropriate course folder. Instructors can access the videos in the same ways.