



University
of Rochester

Using Panopto Store and Share Video Content

Eric Fredericksen, EdD

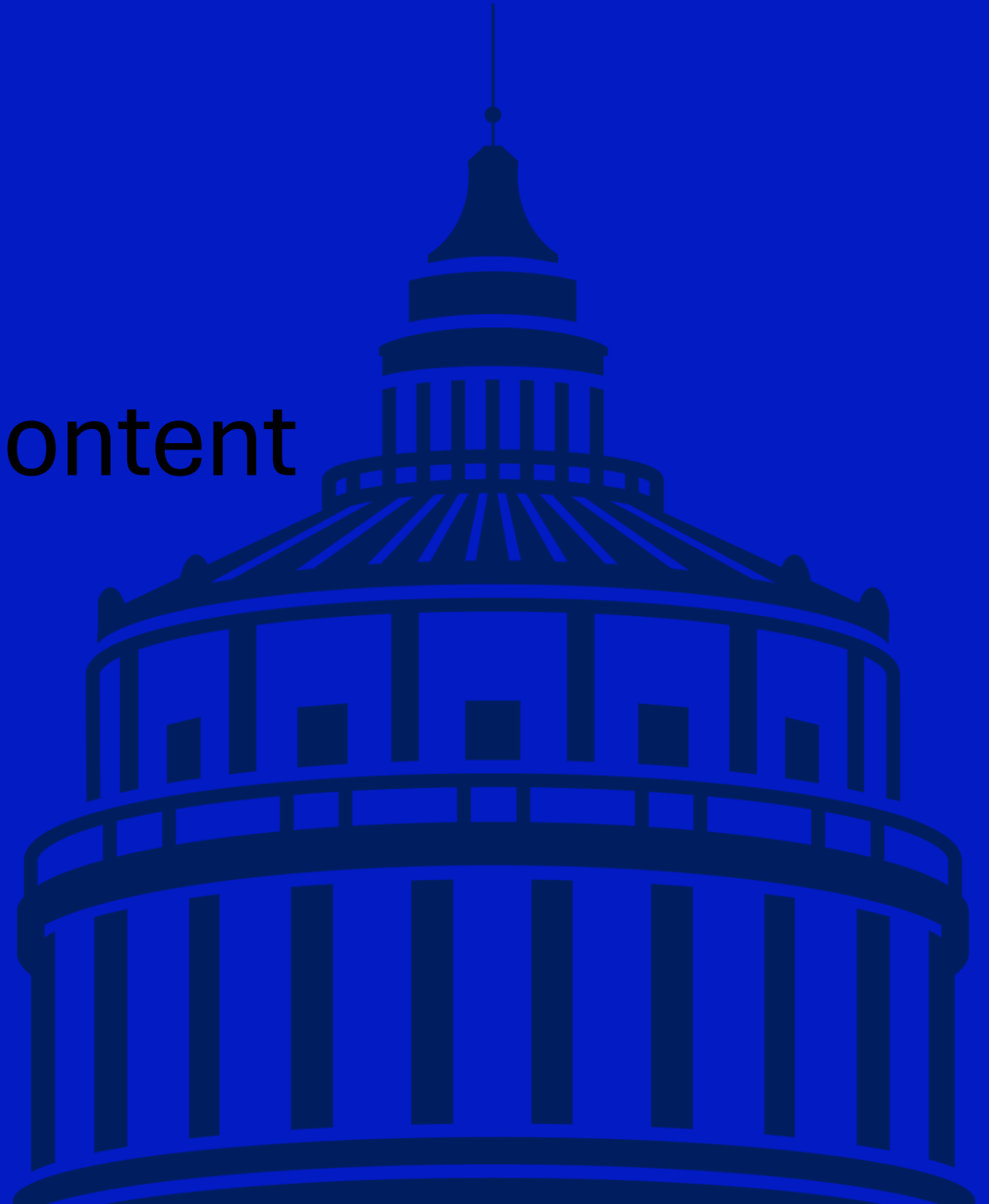
Associate Vice President for Online Learning

Professor in Educational Leadership

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Assistant Director

University IT & URMC Institute for Innovative Education



Workshop Learning Objectives

Participants will be able to...

- Describe uses for Panopto
- Create a Video and Upload to Panopto
- Share videos through Blackboard
- Edit and enhance videos in Panopto
- Engage students through video
- Share videos, Copy Courses with Panopto videos

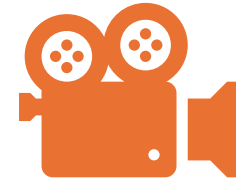
What is Panopto?



Desktop Capture Client



Remote Capture Client
“Lecture Capture”



Streaming Video
Platform

Why Panopto?

Use Cases

- Recorded lectures (live)
- Pre-recorded instructional videos
- Flipped Classroom content
- Student-created videos

Benefits

- Automated captions
- Integration with Blackboard
- Analytics
- Secure Sharing

Best Practices for Video

6 tips for recording *Video*

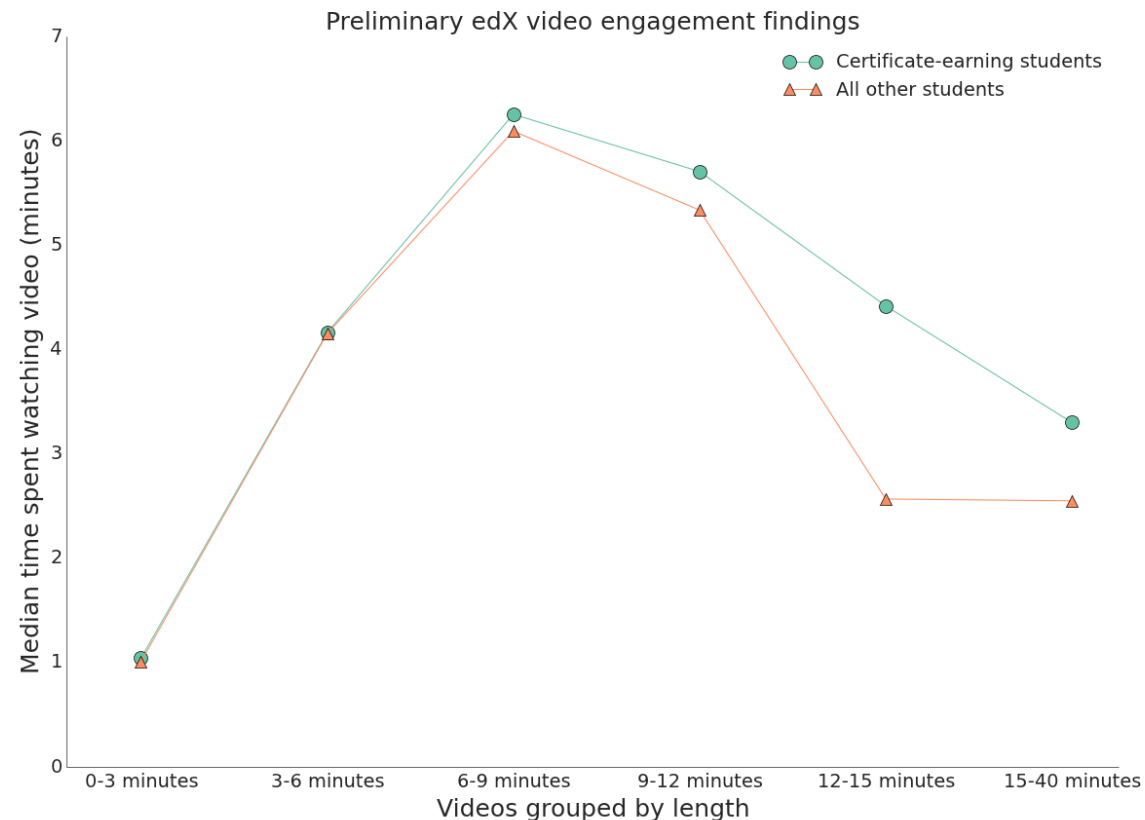
Today, instructors and students can record video easily from a webcam or mobile device, providing an array of ways to humanize online learning.

- 1 USE FRONTAL LIGHT**
Where is your light source? Record so your face is illuminated.
- 2 BE AWARE OF WHAT'S BEHIND YOU**
A background can be a great way to convey a sense of who you are, but may also share more than you'd like.
- 3 GET A GOOD MICROPHONE**
Buy a USB microphone and test your sound before recording.
- 4 BE REAL**
Don't try to be perfect. Mistakes simply make you more human.
- 5 IT GETS BETTER!**
Over time, it won't feel so weird to talk to your webcam.
- 6 KEEP IT BRIEF**
Aim for 5 minutes max. Identify your goals before you record.

Attention Span -> Video Length

Optimal length = 6 minutes

Try to keep instructional videos to about 10-15 minutes or less!

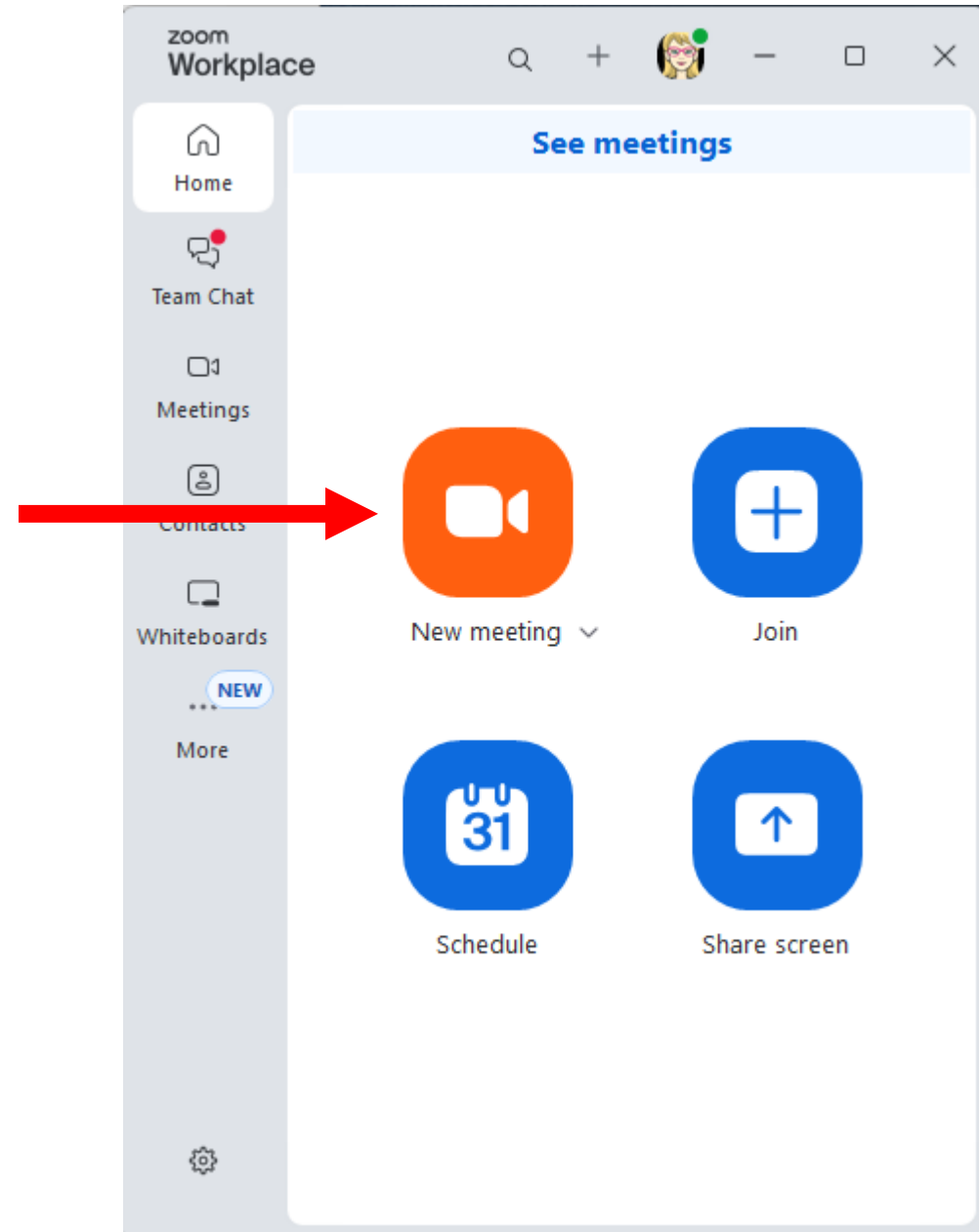


Analysis by Philip Guo (pg@cs.rochester.edu)

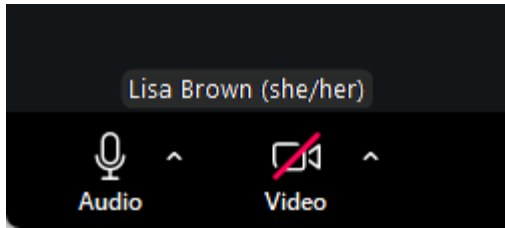
Recording a Video

We recommend using Zoom to record video

Start a new meeting by yourself

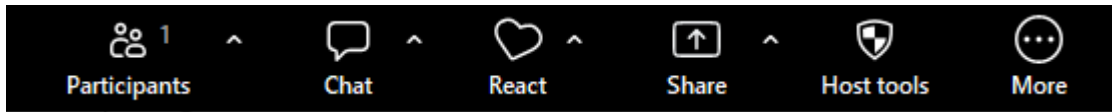


Options for your video



Do you want to show yourself? – Turn your video ON.

Do you want to share your screen? – Start sharing.

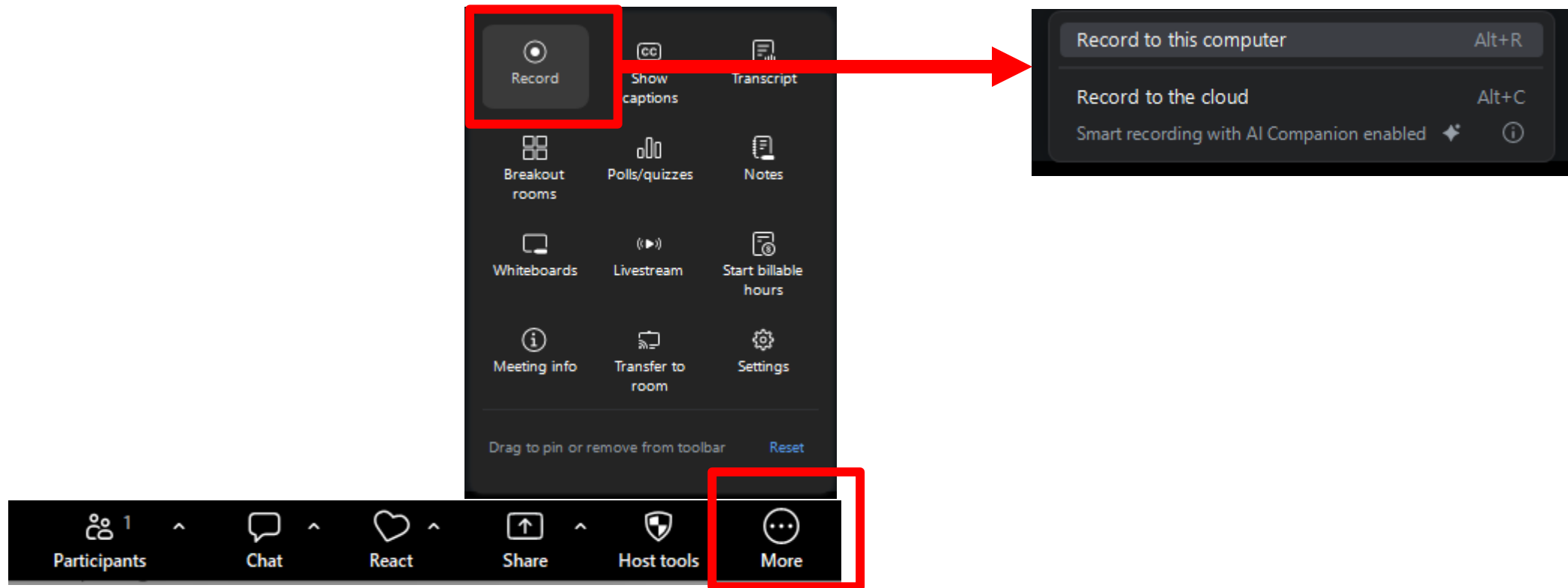


Share options

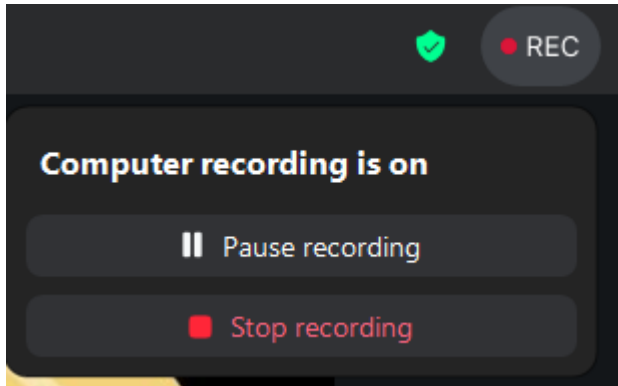
- Share sound ▾
- Optimize for video sharing ⓘ
- Optimize for the best video sharing experience
- Share toolbar and notifications
- Prevent repeating window effect for my shared screen(s)

Do you want to share sound? – Click Share Sound.

Start Recording



Pause / Stop Recording



Use **Pause** to temporarily suspend recording
When you are done, click **Stop** recording button
End the meeting



The recorded file will be converted to MP4
when the meeting ends



Converted Video File



Converting meeting recording

You have a recording that needs to be converted before viewing

3%

Note: After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room", or "My Meeting" when saving your meeting files.

Stop Converting


Documents > Zoom > 2026-03-23 18.50.21 Lisa Brown's Personal Meeting Room Search 2026-03-23 18.50.21

Sort View ...

Name	Status	Date modified	Type	Size
audio1650256724.m4a		3/23/2026 6:52 PM	VLC.m4a	520 KB
recording.conf		3/23/2026 6:52 PM	CONF File	1 KB
video1650256724		3/23/2026 6:52 PM	MP4 Video File (VLC)	600 KB



Video File Created

Name	Status	Date modified
 audio1650256724.m4a		3/23/2026 6:52 PM
 recording.conf		3/23/2026 6:52 PM
 2026_03_23 Lecture		3/23/2026 6:52 PM



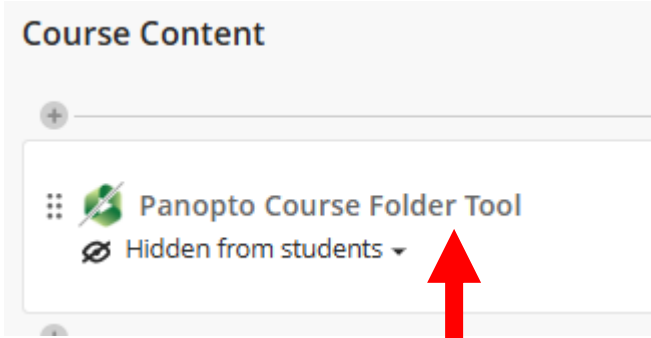
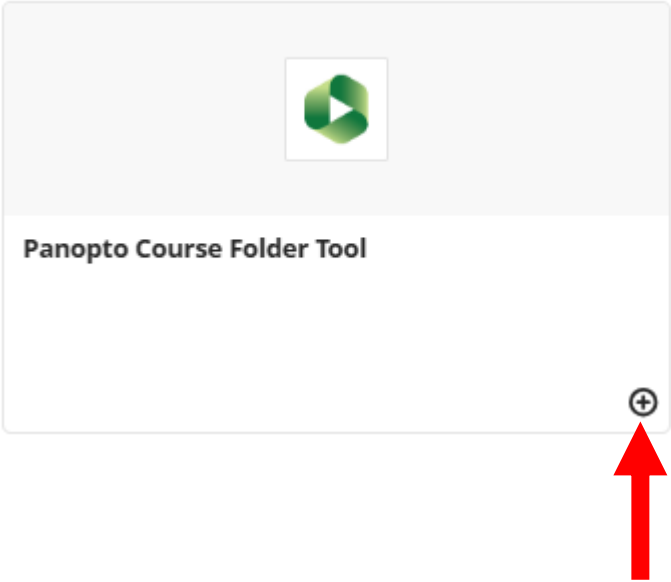
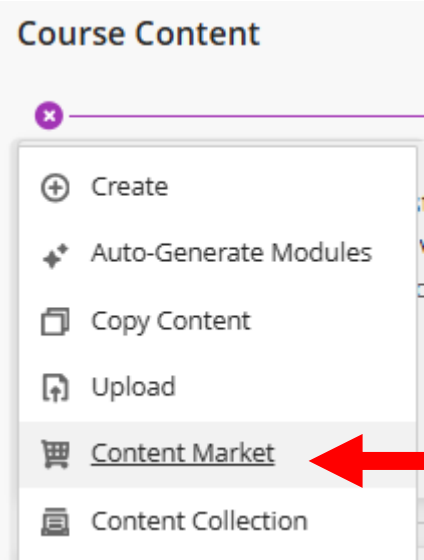
Rename the video file on your computer before uploading



Getting Started with Panopto



Create a Panopto Folder



Folder for Course Created

med school testing course

Panopto Course Folder Tool

🔍 Search in folder "TEST.MDProgram.Examples - Med School Testing Cours..."

+ Create

📁 TEST.MDProgram.Examples - Med School Testing Course ▾

📅 Date created ▾



+ Add folder

To get started, drop any video from your computer here or click the Create button to make a new recording

Course Folder Benefits

- Automatic Secure Sharing
 - Only Students in this Course will have access to the Videos
- Easy to Add Videos to your Course



Upload your Video

med school testing course

Panopto Course Folder Tool






Search in folder "TEST.MDProgram.Examples - Med School Testing Cours..." + Create

TEST.MDProgram.Examples - Med School Testing Course

Date created ⌚

+ Add folder

To get started, drop any video from your computer here or click the Create button to make a new recording

-  **Panopto for Windows**
Record in application
-  **Panopto Capture**
Record in browser
-  **Upload media**
Create new sessions by uploading video or audio
-  **Playlist**
Create a new video playlist
-  **New Folder**
In "TEST.MDProgram.Examples - Med School Testi..."


Drag and Drop Video into Folder

med school testing course


Panopto Course Folder Tool

Search in folder "TEST.MDProgram.Examples - Med School Testing Cours..." [+ Create](#)

TEST.MDProgram.Examples - Med School

Date created 

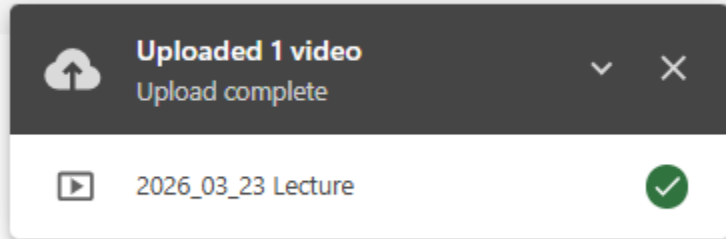
+ Add folder

 + Copy

Drop videos to instantly upload to:
TEST.MDProgram.Examples - Med School Testing Course

To get started, drop any video from your computer here or click the Create button to make a new recording

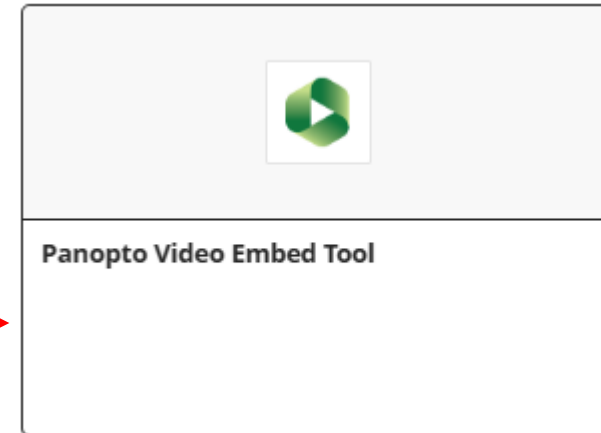
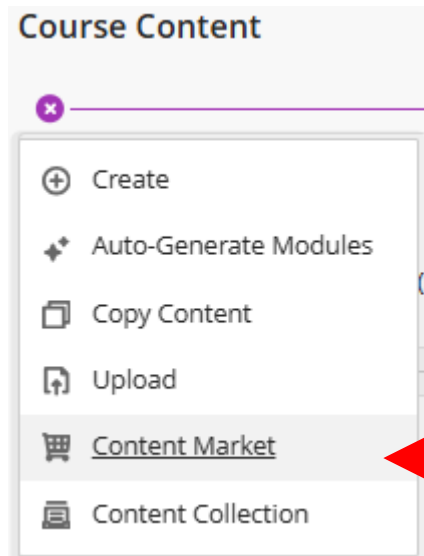
Upload, Process, Publish





Sharing Videos through Blackboard

Simple Link






Choose and Insert


Panopto Video Embed Tool

TEST.MDProgram.Examples - Med School Testing Course

Choose Upload

  Welcome to Module 8
3/23/2026

Insert 



Text-based Link

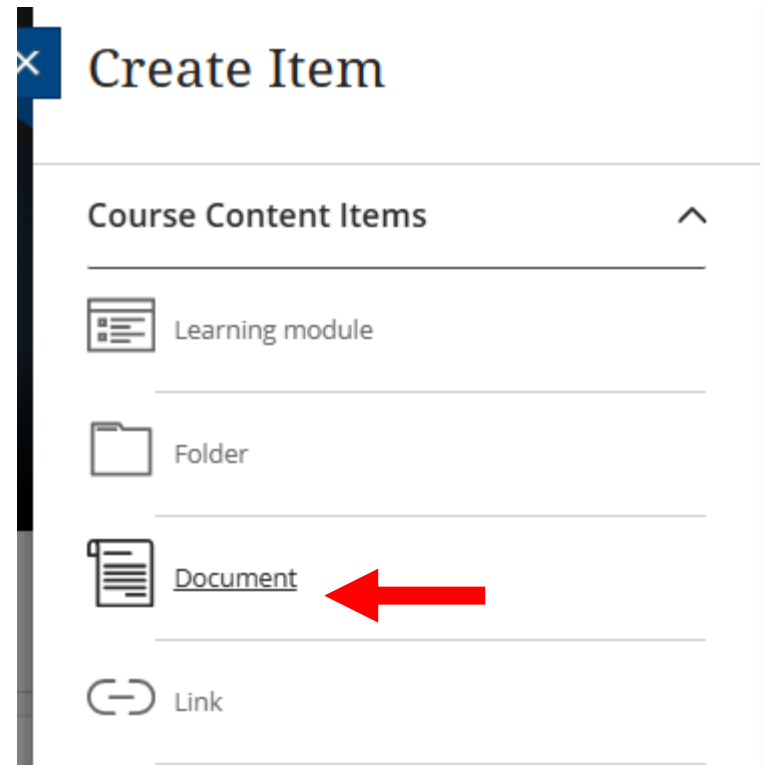
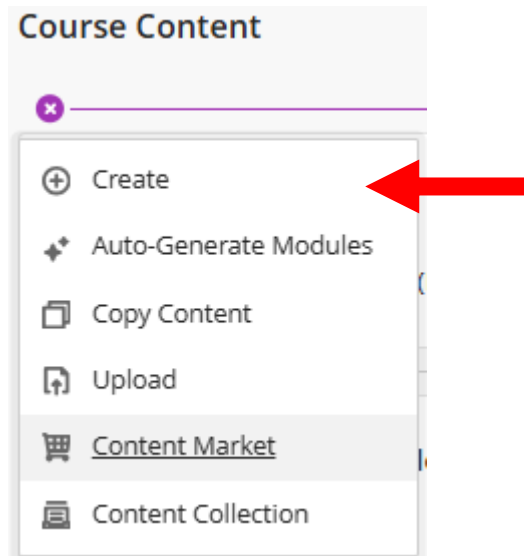
Course Content



  **Welcome to Module 8**


 Visible to students ▼


Embedded Video



Create Content Block









Lecture Info

Hidden from students ▾ 

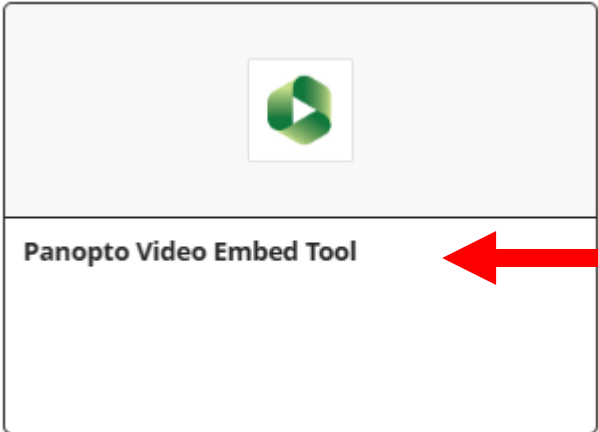
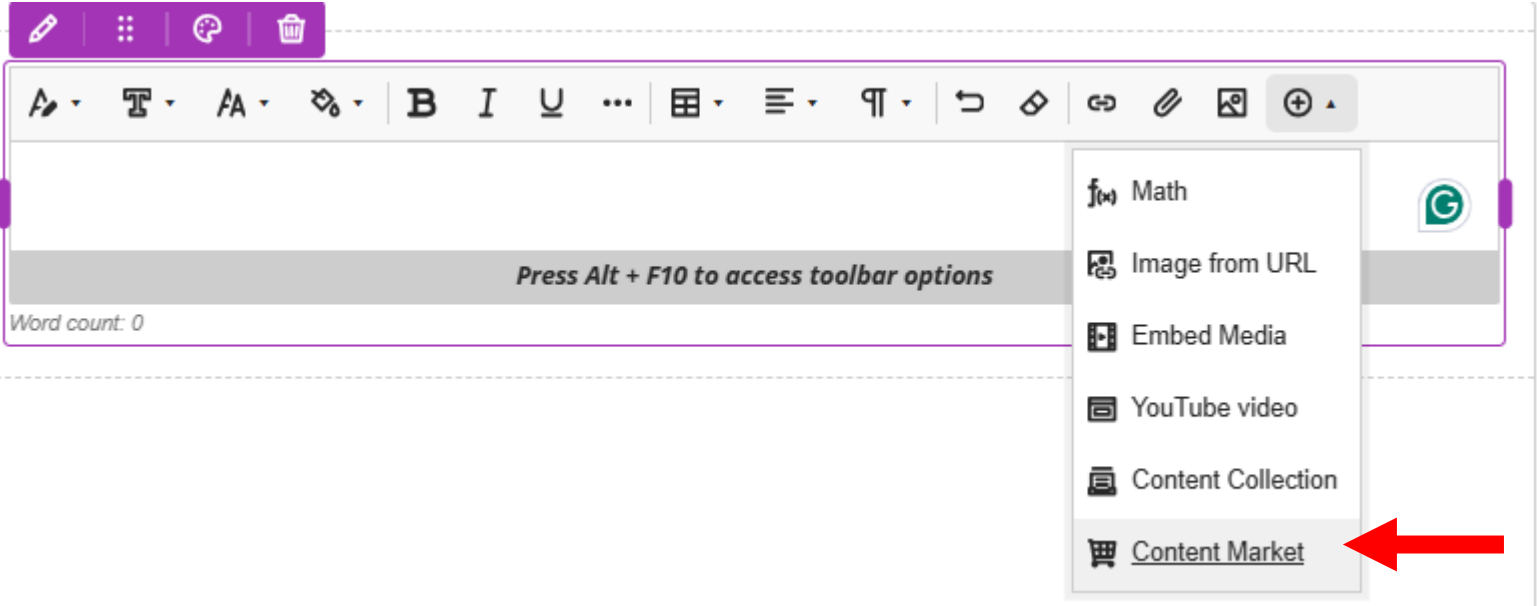
+  ↶ ↷

Cancel Save

Select a type of content to add a block

-  Content
-  HTML
-  Knowledge check
-  File upload
-  Content Collection
-  Image
-  Divider
-  Convert a file

Choose Embedded Content Content Market





Choose and Insert

| Panopto Video Embed Tool

TEST.MDProgram.Examples - Med School Testing Course

Choose Upload

 Welcome to Module 8
3/23/2026

Insert 

Video Shown in Document

Lecture Info

Hidden from students ▾



Content Student Progress

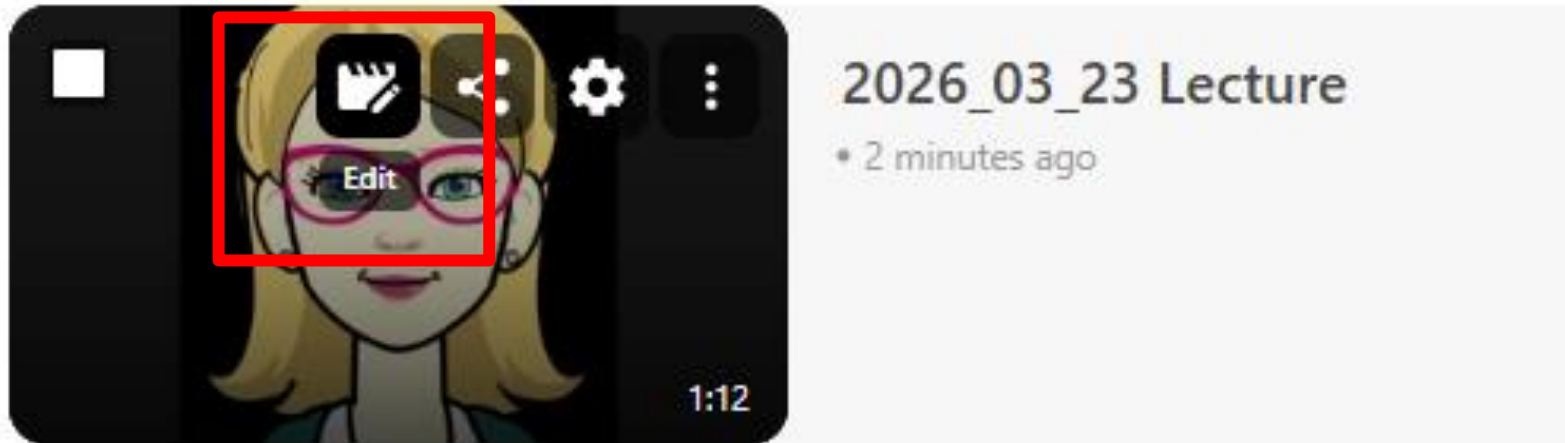


Edit content

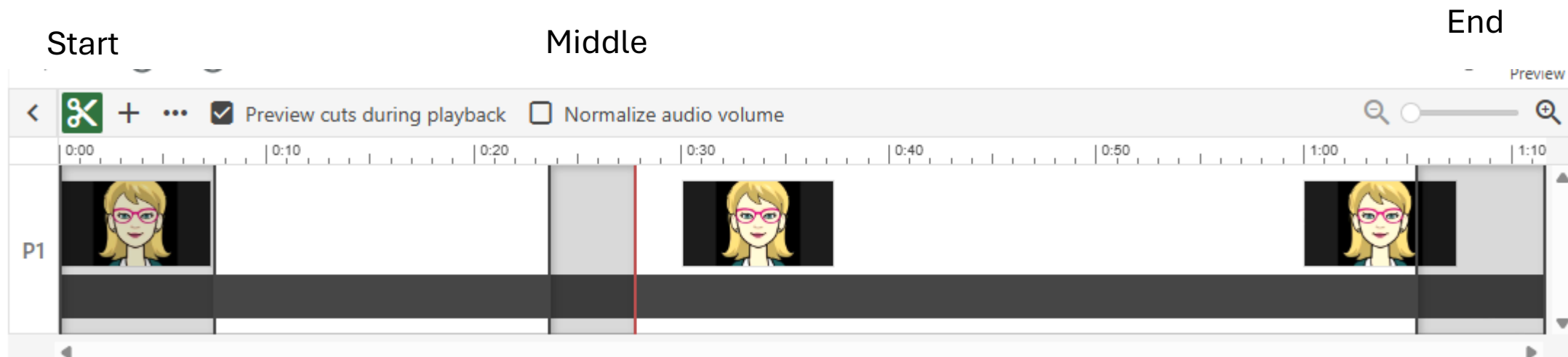


Editing and Enhancing Videos in Panopto

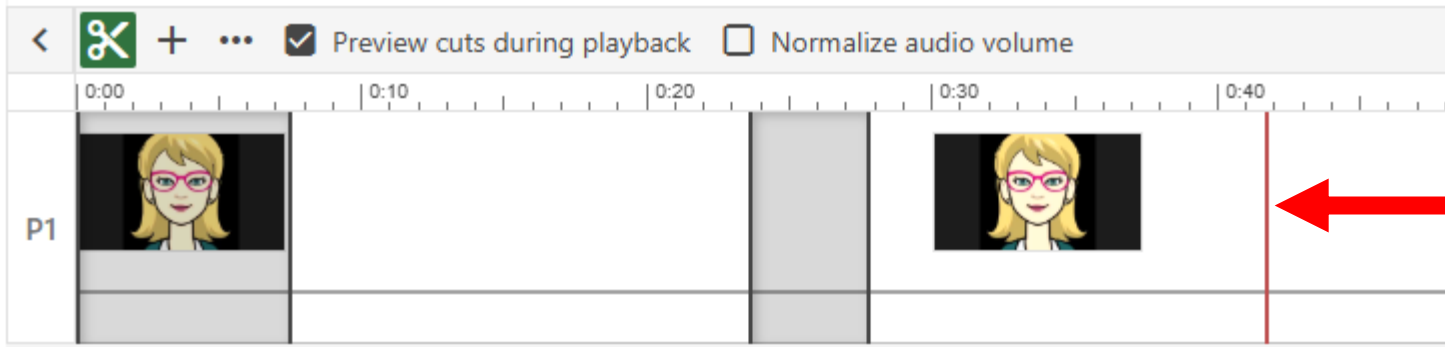
Edit Videos in Panopto



Clip Video – Start, End, Middle

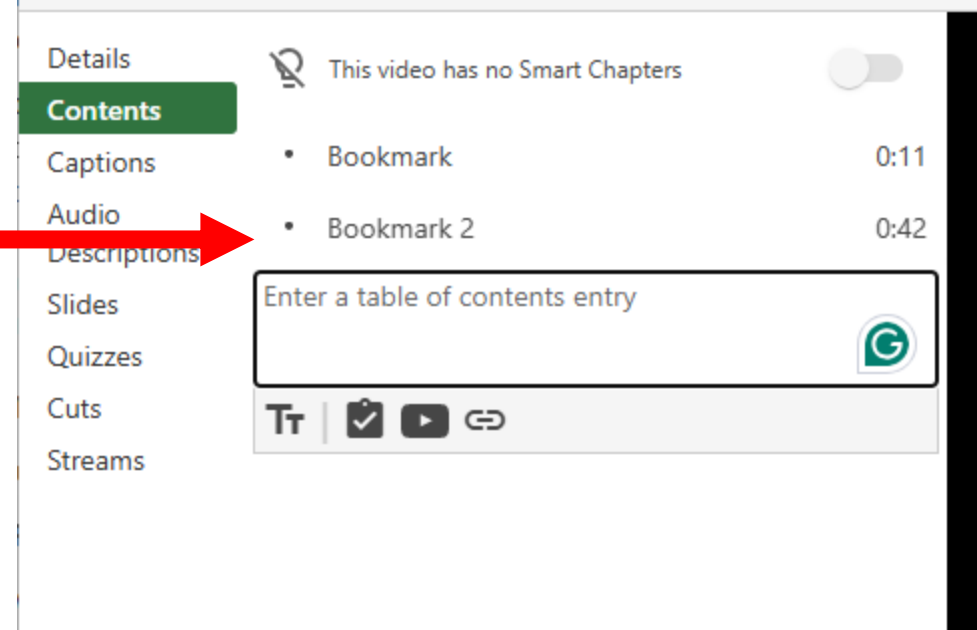


Add Bookmarks



1. Click in timeline

2. Add Contents Entry

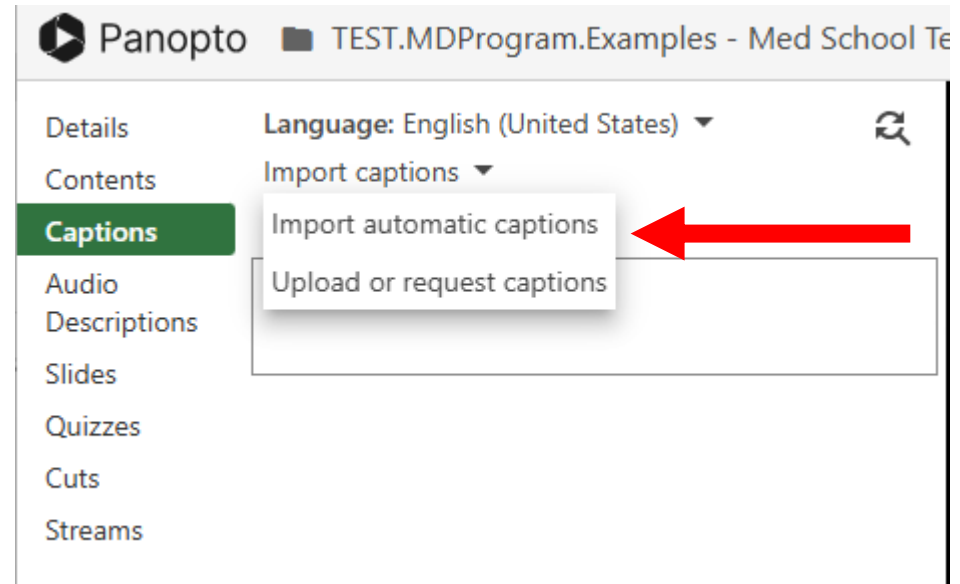


Add Captions

Automatic Captions are machine-generated

Please review and edit captions for accuracy

Automatic captions may take up to 24 hours to be generated, however for short videos they may be very quick.



Edit Captions

Click in the box and update the text.

Language: English (United States) ▾



Import captions ▾

Welcome to module eight. You're about to embark on your online teaching journey.

0:01

You'll spend the first week of this module preparing your lessons. First draft.

0:06

In the second week, you'll present it to me and then work on revisions and build that lesson in blackboard.

0:10

The following week, you'll launch your lessons and deliver them asynchronously to each other.



0:16

I look forward to participating in both of them at the end of the lessons.

0:22

You'll be asked to provide feedback to the other group on their lesson, and feedback on how your group work together.

0:26

Additionally, you'll take a final look at your lesson plan and the feedback that was provided and make some revisions.

0:33



Request captions

- Disability Resource Office will let you know if you have a student that requires captioning.
- Automatic captions are NOT acceptable for those cases.
- Captions for students with approved accommodations need to be requested.
- Some schools the captions will be automatically added to Blackboard.
- Others will send you the file to upload.



Upload a caption file

Upload a professional caption file



Overview
Share
Outputs
Quiz Results
Streams
References
Search
Captions
Audio
Descriptions
Manage
Log

Available Captions

No captions found for this video

Request Captions

Once you click the "Order" button, the session will not be editable until the captions have returned. If this session is edited after the captions have been added, the entire session may need to be re-captioned.

Estimated Total Caption Time 56 minute(s)

Service level **Automatic Machine Captions** ▼
Panopto machine speech recognition for captions.

Order

Upload Captions

English (United States) ▼

Choose File No file chosen

Captions are based on the edited session

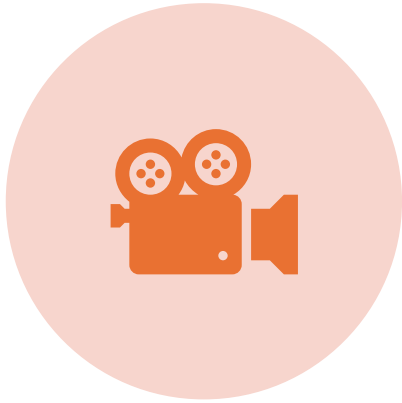
Upload Captions

Apply Your Changes



Make sure you Apply your Changes and
Allow Panopto to Process

How to Engage Students through Video



HAVE STUDENTS CREATE
VIDEOS TO SUBMIT



ADD QUIZ QUESTIONS



UNDERSTAND VIEWING
STATISTICS



Student Video Submissions

How to Collect Videos

Dropbox / Folder

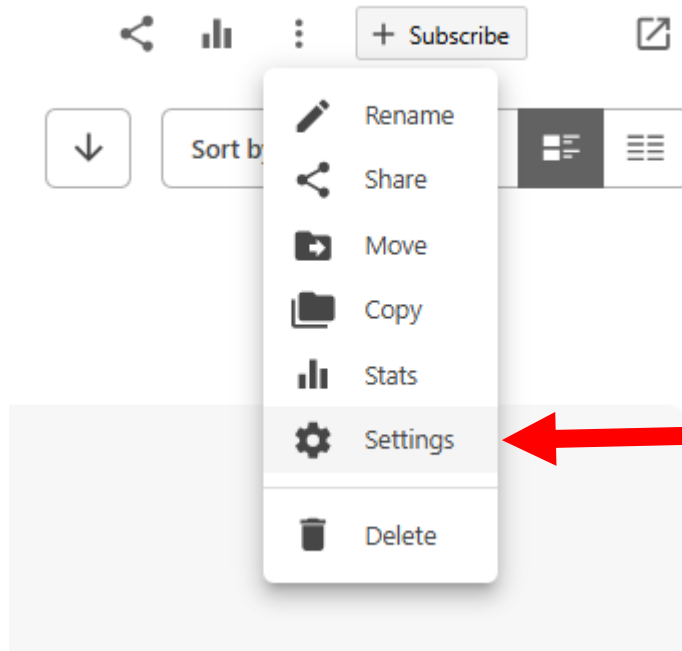
- Easy to set up
- Specific Instructions to Students
- Does not create a Gradebook entry
- Can allow students to see each others' videos

Video Submission

- No setup required
- Specific Instructions to Students
- Automatic Gradebook column, settings
- Private video



Setup Assignment Folder/ Dropbox



Go to Settings for your Course Folder



Create Assignment Folder

TEST.MDProgram.Examples - Med School Testing Course

Overview

- Share
- Settings
- Order
- Manage

Folder Information

Name	TEST.MDProgram.Examples - Med School Testing Course Edit
Parent folder	Blackboard Ultra Courses Edit

Description

[Edit](#)

Assignment Folder

[Create Assignment Folder](#)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.



Subfolder created and open

Assignment Folder

TEST.MDProgram.Examples - Med School Testing Course [assignments]

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

Close

Closing an assignment folder prevents viewers of this folder from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator.

Overview	Folder Information	
Share	Name	Submit video assignments Edit
Settings	Parent folder	TEST.MDProgram.Examples - Med School Testing Course Edit
Order		
Manage		

Update name of the assignments folder in **Settings**



Make videos public

In **Settings** of the assignments folder, click this setting.

TEST.MDProgram.Examples - Med School Testing Course [assignments]

Overview

Share

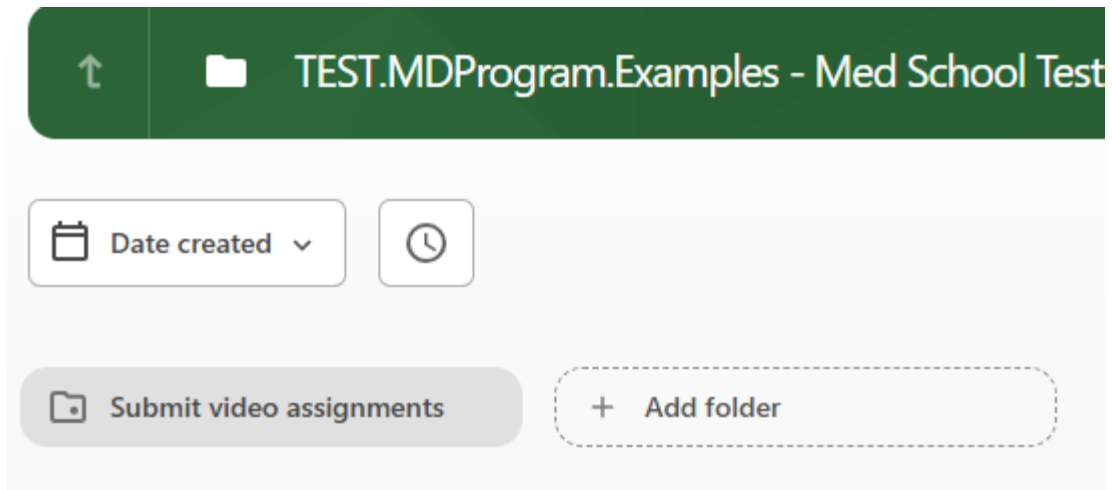
Settings

Order

Manage

- Allow viewers to see each other's sessions.
- Enable podcast feed
- Allow viewers to make notes public
- Notify viewers via email and Microsoft Teams (if connected) when new videos are ready
- Disable comments on all sessions in this folder
- Enable public comments by default on all videos in this folder

Students will see subfolder

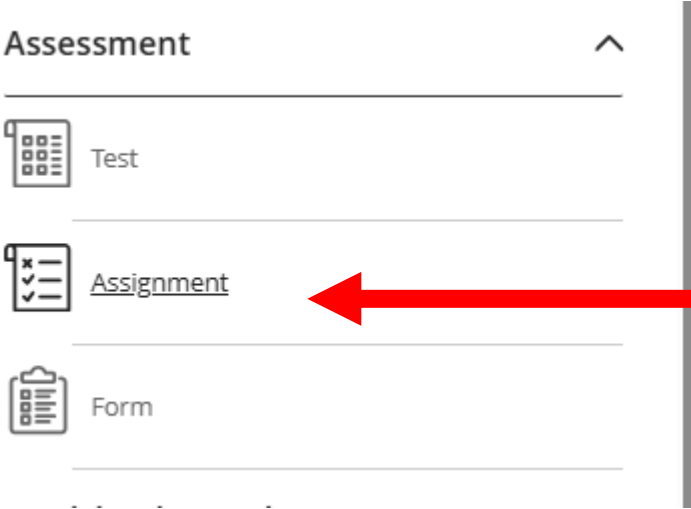
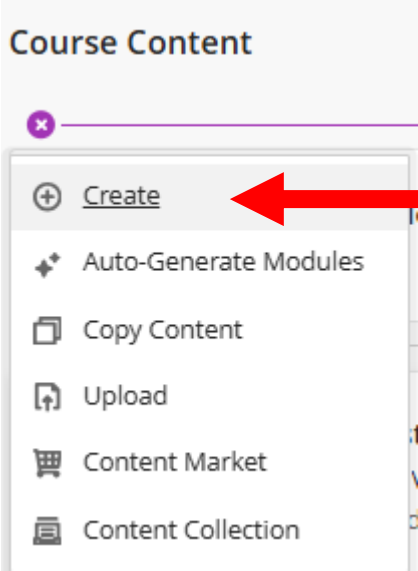


Instructions to students would go on a Blackboard document or an offline submission assignment.

Specifically tell students to create a video navigate to the Panopto Course Folder and upload into the assignments folder.

Must provide students access to the Panopto Course Folder tool.

Create Video Assignment in Blackboard



Create assignment with all settings

Instructions

 Print

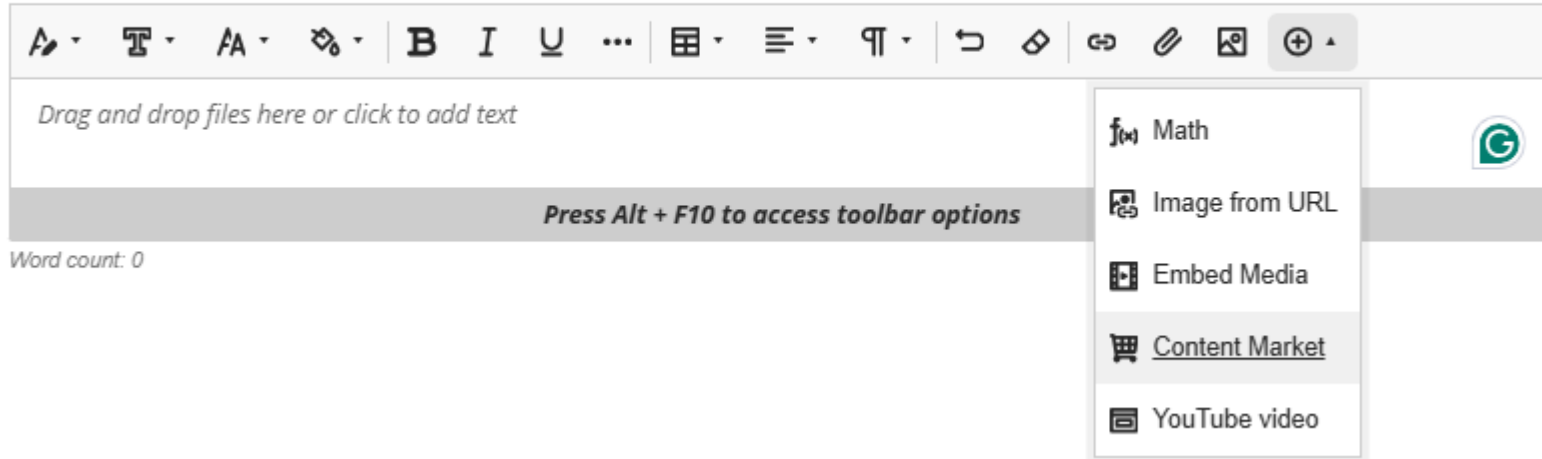
submit a video using the Panopto Video Assignment tool



Instructions should include how to create videos, what to create AND how to attach their submission via the Panopto Video Assignment Tool

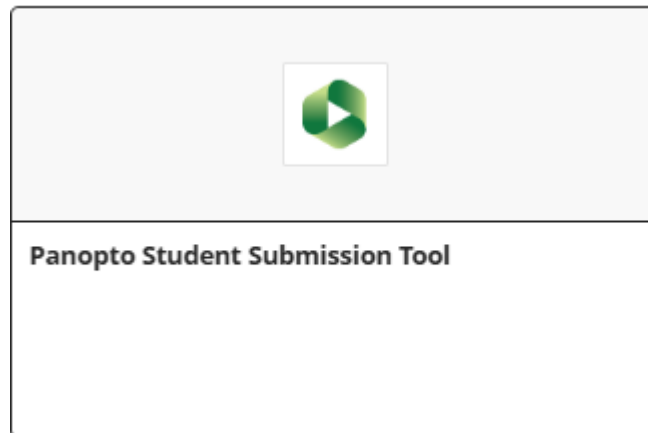
Student View

Submission



The screenshot shows the Panopto submission toolbar. At the top, there is a row of icons for text formatting (font color, text color, background color, bold, italic, underline, link, unlink, insert link, insert image, insert video) and a plus sign. Below the icons is a text input area with the placeholder text "Drag and drop files here or click to add text". A grey bar below the input area contains the text "Press Alt + F10 to access toolbar options". A dropdown menu is open, showing options: "Math", "Image from URL", "Embed Media", "Content Market", and "YouTube video". A small green circular icon with a white 'G' is visible on the right side of the toolbar.

Word count: 0



The screenshot shows the Panopto Student Submission Tool interface. It consists of a light grey header area with the Panopto logo (a green play button icon) centered. Below the header is a white area with the text "Panopto Student Submission Tool" in bold black font.

Student can Upload / Choose

Panopto Student Submission Tool

Test.Ultra.LisaBrown2023 - Magic Tricks Testing [assignments]

Choose Upload Record

Drag video or audio files here (or click to find on your computer)

Panopto Student Submission Tool

Test.Ultra.LisaBrown2023 - Magic Tricks Testing [assignments] Search under "Test.Ultra.LisaBrown2023 - Magic Tricks Testing [assignments]"

Choose Upload Record

Welcome to Module 8
3/23/2026
Incomplete


Insert

Student Submits Assignment


Submission

1 attempt left

Grading

	Maximum points	100 points
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Welcome to Module 8



Last saved 8:05:15 PM

Save and Close

Submit

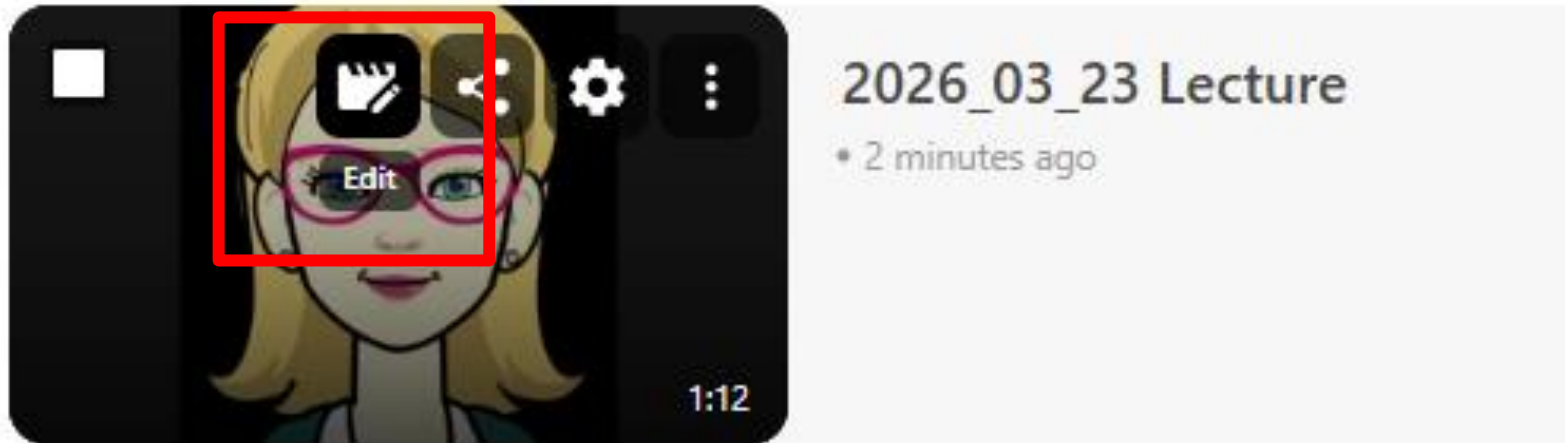
?



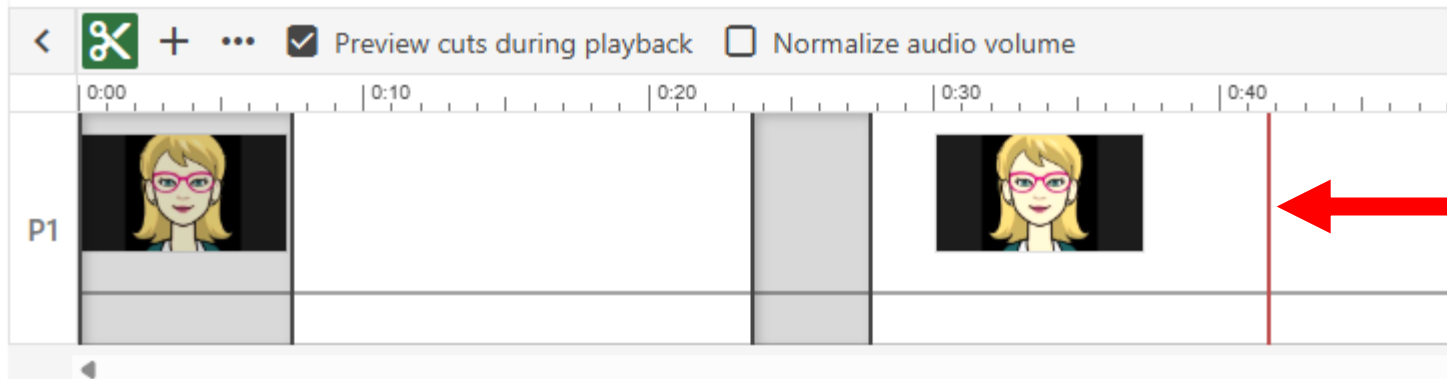


Video Quizzes

Edit Your Video in Panopto

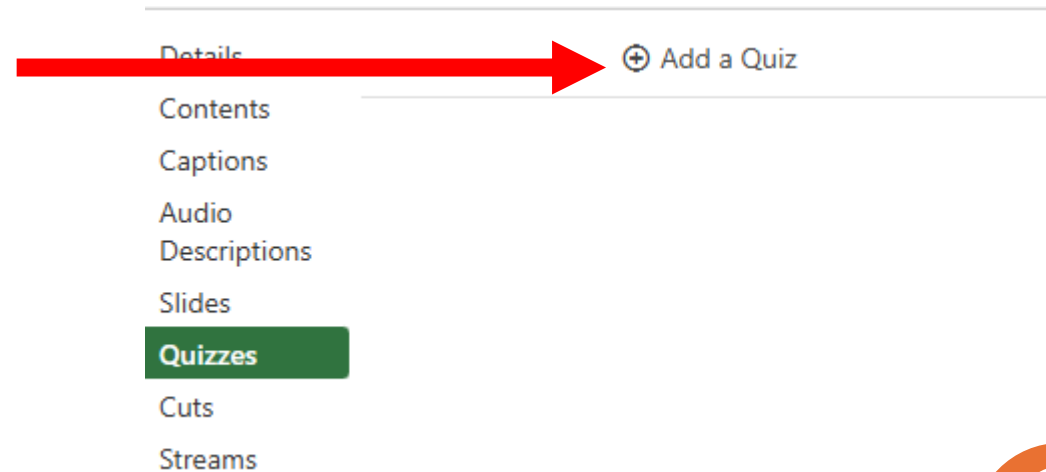


Add Quizzing



1. Click in timeline

2. Click Add a Quiz



Add Question

True/False

Multiple Choice

Multiple Select

Fill In The Blank

Question

Answer 1

Answer 2

Add answer...

Correct answer explanation (optional)

< Back

Next >

Add a Question

Done



Set Quiz Options

Quiz

h:mm:ss.ss

Quiz Position 0:00:41.73

- Allow viewers to retake this quiz
- Show grade after taking this quiz
 - Allow review of correct answers and explanations
- Block advancing in the video until answering this quiz



Apply Your Changes




Make sure you Apply your Changes and
Allow Panopto to Process



Add Video Quiz to Blackboard

Course Content

- ✕
- ⊕ Create
- ✦ Auto-Generate Modules
- 📄 Copy Content
- 📄 Upload
- 🛒 Content Market
- 📄 Content Collection



Panopto Quizzing Tool

How would you like to grade this assignment?

Grade on % viewed


Grade on quiz results


[Continue](#)





Choose and Insert

Choose U

 3/23/2026

 2026_03_23 Lecture_w_quiz
3/23/2026

 2026_03_23 Lecture

Insert 

Video Quiz Linked in Blackboard

The image shows a Blackboard interface with two main sections. On the left, the 'Course Content' area displays a list item '2026_03_23 Lecture_w_quiz' with a play button icon, a visibility toggle set to 'Visible to students', and 'No due date'. A context menu is open over this item, showing options: 'Edit', 'Student Progress', and 'Delete'. On the right, the '2026_03_23 Lect...' settings panel is visible, containing various configuration options for the quiz.

Course Content

- 2026_03_23 Lecture_w_quiz
 - Visible to students
 - No due date

2026_03_23 Lect...

- Visible to students
- Open in new window
- Allow class conversations

Due date

Date Time

Grade using Points

Maximum points 100

Grade category Quiz

Formative Tools

- Formative assessment
 - This is not automatically excluded from any grade calculations.
- Display formative label to students

Cancel Save





Video Analytics

Course Overview Stats

Share icon | Bar chart icon | Menu icon | + Subscribe | External link icon

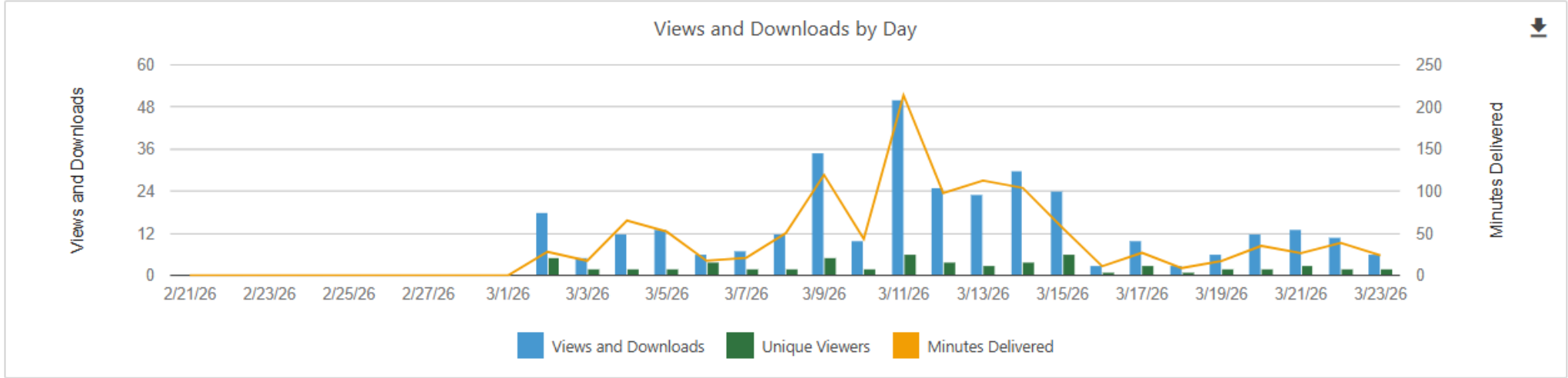
Stats

↓ | Sort by Date ▾ | View options (Grid, List, Table)


Folder Dashboard

Last 30 days ▾

334 Views and Downloads	17 Unique Viewers	1189.6 Minutes Delivered
-----------------------------------	-----------------------------	------------------------------------



Top Sessions

Top Sessions 					
Session	Views and Downloads ▼	Minutes Delivered	Average Minutes Delivered	Video Duration Minutes	Unique Viewers
Course Overview	24	59.1	2.5	3	17
Module 1.1 - Module Overview	18	21.6	1.2	1.3	16
Module 1.2 - Observations and Variables	18	52	2.9	3.2	16
Module 1.3 - Codebooks	18	64.8	3.6	4.1	16
Module 1.4 Data Types	16	49.8	3.1	3.4	14

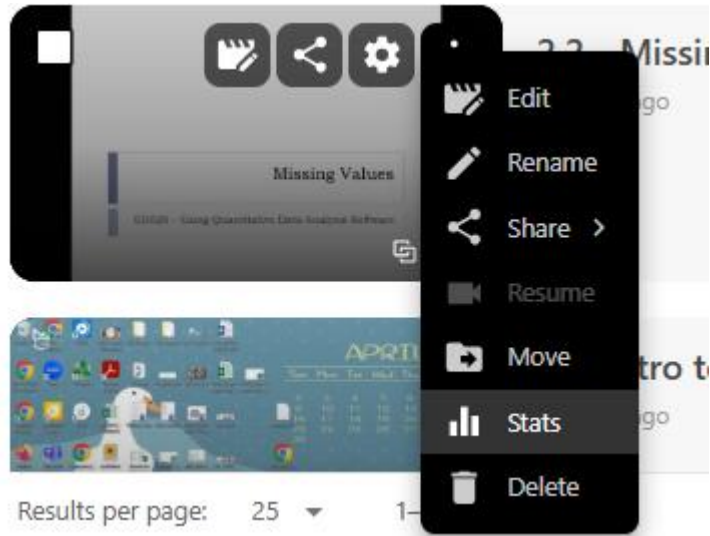
[See All](#)

Download Reports

- [Views and Downloads by Day](#)
- [Top Viewers](#)
- [User Completion](#)
- [Accessibility Report](#)



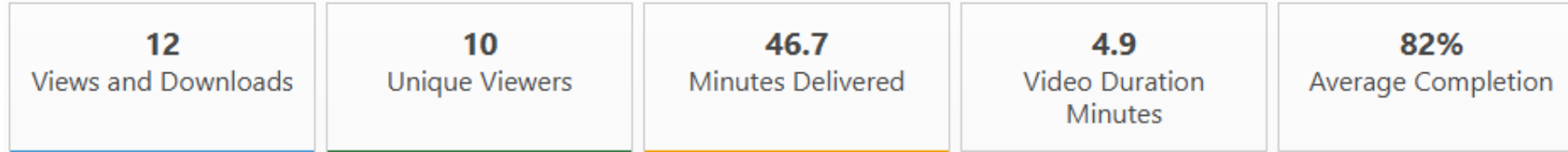
Individual Video Stats



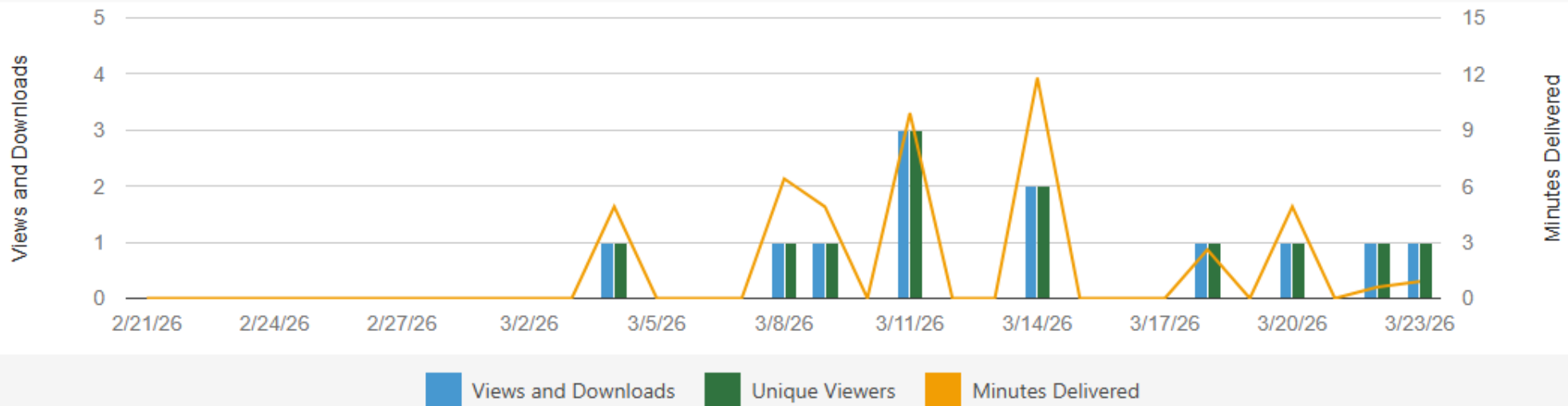
Views by Day

Session Dashboard

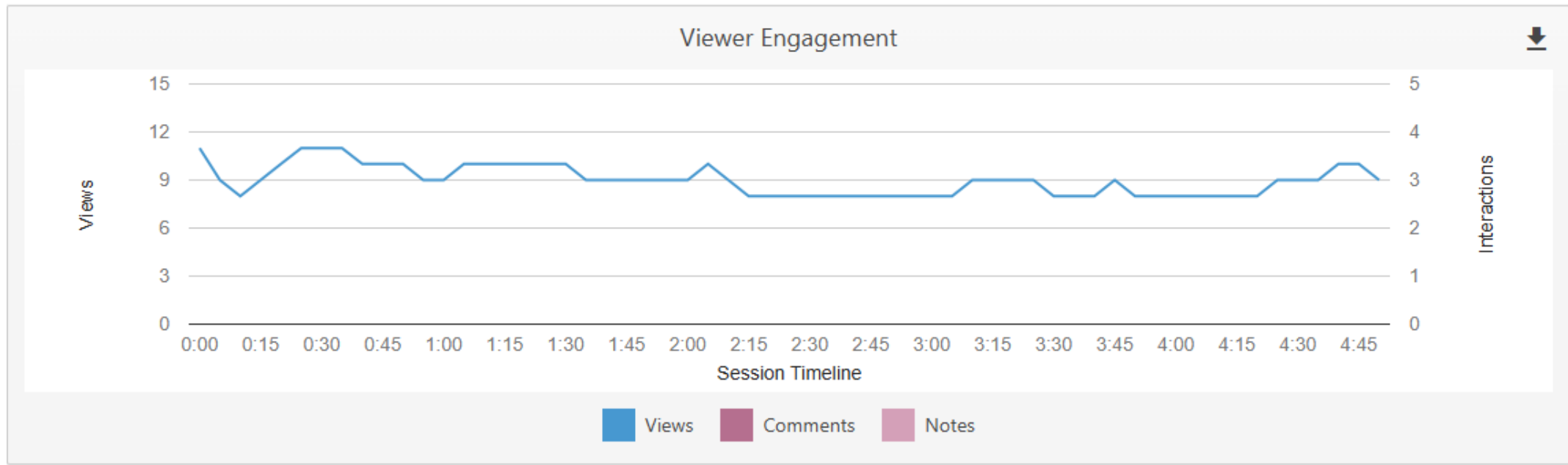
Last 30 days ▾









Views and Downloads by Day



Viewer Engagement



Top Viewers

Top Viewers							
Viewer	Views and Downloads ▼	Minutes Delivered	Average Minutes Delivered	Percent Completed	Notes	Comments	
	2	5.5	2.8	100	0	0	
 mricha29		7.5	3.8	100	0	0	
	1	4.9	4.9	100	0	0	
	1	6.4	6.4	100	0	0	
	1	0.2	0.2	6	0	0	

[See All](#)

Download Reports

[Views and Downloads by Day](#)

[Viewer Engagement](#)

[Top Viewers](#)



Additional Topics

Lecture
Capture

Reusing
Videos /
Course Copy

Sharing
outside
Blackboard



Lecture Capture

Panopto Recorders for Scheduling

- River Campus – 60 Classrooms
- <https://tech.rochester.edu/panopto-lecture-capture/>
- School of Medicine and Dentistry – 6 Classrooms
- School of Nursing





Reusing Videos Course Copy

Things to Know

- Creating your Panopto Folder will automatically COPY all videos (except those created via Lecture Capture) from the last course you copied from in Blackboard.
- This can only happen ONCE.
- It will also regenerate all the links to work with the copied videos.
- For the most part, this is a feature.
- All videos used in a course MUST be contained in the course folder.



How to Decide?

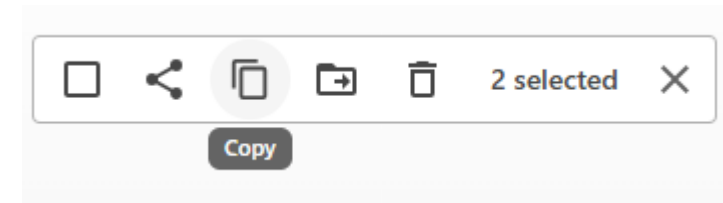
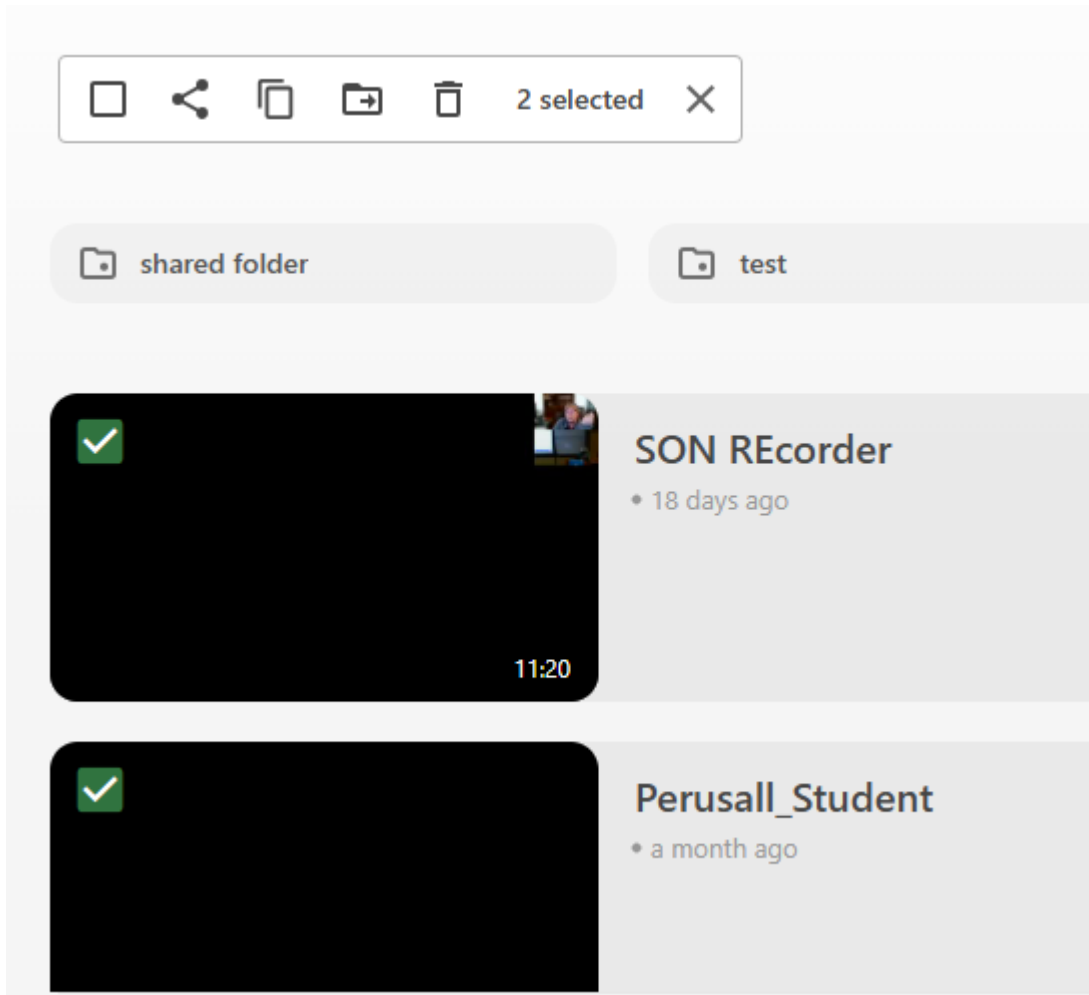
- IF you want access to all of the videos from the past course, create the folder AFTER the course copy (and do a full course copy, not partial).
- IF you do not want access to the videos from the past course, create the folder BEFORE the course copy.
- IF you want some, but not all, of the videos from the past course, create the folder AFTER the full course copy and remove the unwanted videos from the folder.



FERPA Considerations

- Zoom class lecture recordings likely contain student personal information (student names, images, avatars). These should not be reused from one semester to the next to protect the privacy of your students.
- Lecture recordings may or may not contain student personal information (voices, images) depending on the microphones and camera angles. These can sometimes be reused. But because they do not automatically copy, you will need to copy them forward manually.

Manual Copy of Panopto Videos



Choose the folder

Copy video(s) to

Copy

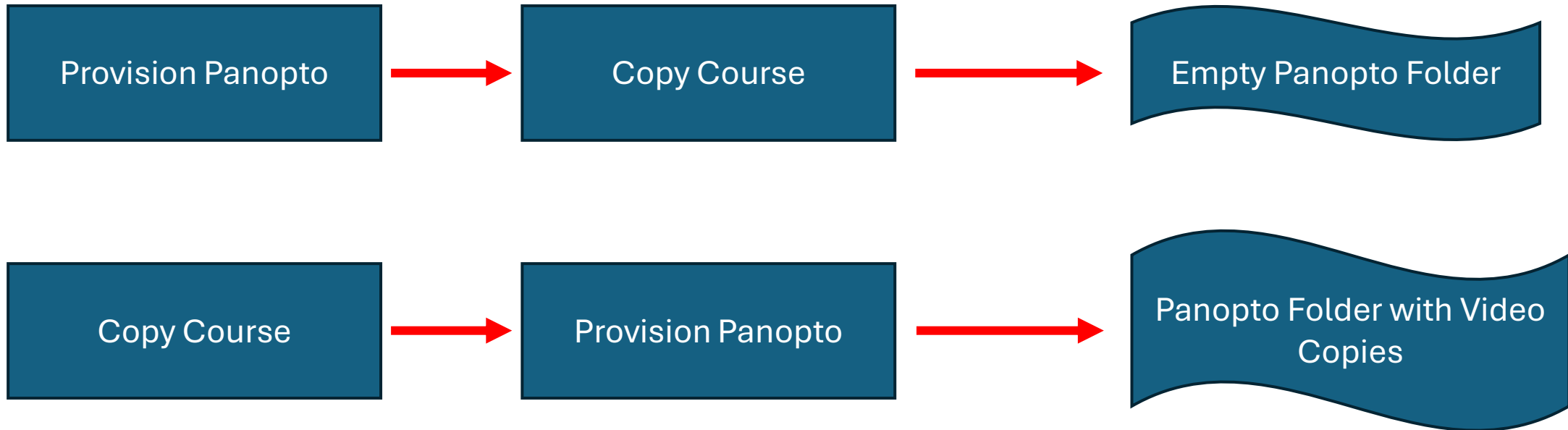


ed528.1.spring

- ED528.1.SPRING2021WSE: Using Quantitative Data Analysis Software (1 credit) - SPRING2021WSE
- ED528.1.SPRING2021WSE: Using Quantitative Data Analysis Software (1 credit) - SPRING2021WSE *in Blackboard Test*
- ED528.1.SPRING2022WSE: Using Quantitative Data Analysis Software (1 credit) - SPRING2022WSE
- ED528.1.SPRING2023WSE: Using Quantitative Data Analysis Software (1 credit) (**ED528.1.SPRING2023WSE**)
- ED528.1.SPRING2025WSE - Using Quantitative Data Analysis Software (**ED528.1.SPRING2025WSE**) *in Blackboard Test*
- ED528.1.SPRING2026WSE - Using Quantitative Data Analysis Software (**ED528.1.SPRING2026WSE**) *in Blackboard Test*



Processes



Course Copy

Course Content



- Create
- Auto-Generate Modules
- Copy Content**
- Upload
- Content Market
- Content Collection

Copy Items

Courses Organizations

- Search by course name or ID
ed528.1.spr

Courses 1-6 of 6 10 items per page Page 1 of 1

- Using Quantitative Data Analysis Software - Fall2021 and SPRING2022
ED528.1.SPRING2022WSE →
- Using Quantitative Data Analysis Software (1 credit) (ED528.1.SPRING2023WSE)
ED528.1.SPRING2023WSE →
- Using Quantitative Data Analysis Software (1 credit) (ED528.1.SPRING2024WSE)
ED528.1.SPRING2024WSE →
- Using Quantitative Data Analysis Software (ED528.1.SPRING2025WSE)
ED528.1.SPRING2025WSE →
- Using Quantitative Data Analysis Software (ED528.1.SPRING2026WSE)
ED528.1.SPRING2026WSE →
- Using Quantitative Data Analysis Software (Nov-Jan) - FALL2020 and SPRING2021
ED528.1.SPRING2021WSE →

Page 1 of 1



1 Item Selected

Copied LTIs may require reconfiguration or relinking.

Courses

- Using Quantitative Data A...
ED528.1.SPRING2025WSE

Start Copy



Panopto Copies...

Course Name Original Panopto Testing - Copy 2

Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

Previous course None chosen
folder A course copy job for this folder is currently in progress.

**WAIT!
HOW LONG?**

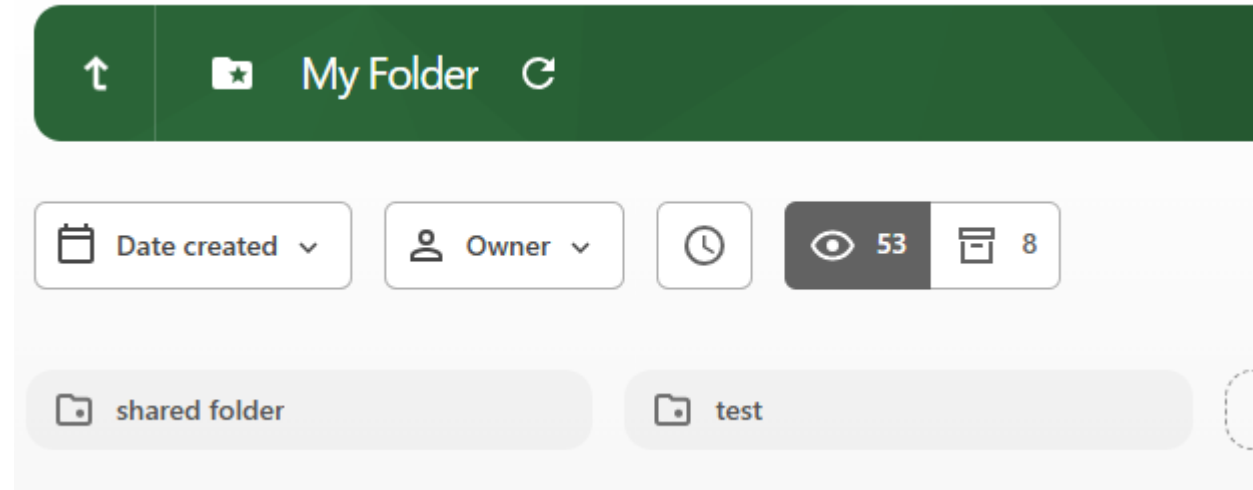
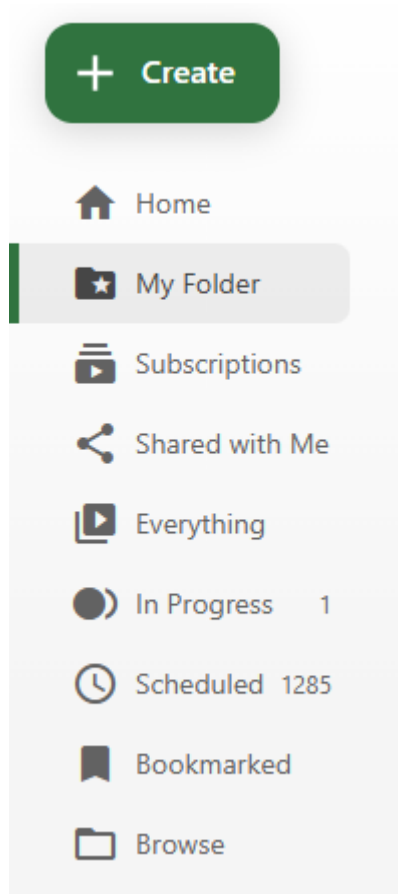
**About 30 minutes?
Or Longer!**





Sharing outside Blackboard

Non-course videos



Change Settings on Folder



Share "shared folder" ×



People and groups

1 added [Inherit from parent folder](#)

Add people and groups

Viewer ▾



Lisa Brown

mtangerb | lisa.brown@rochester.edu

Creator ×



Who can access this folder

Anyone who has the link [Change](#)



Link



Embed




Facebook



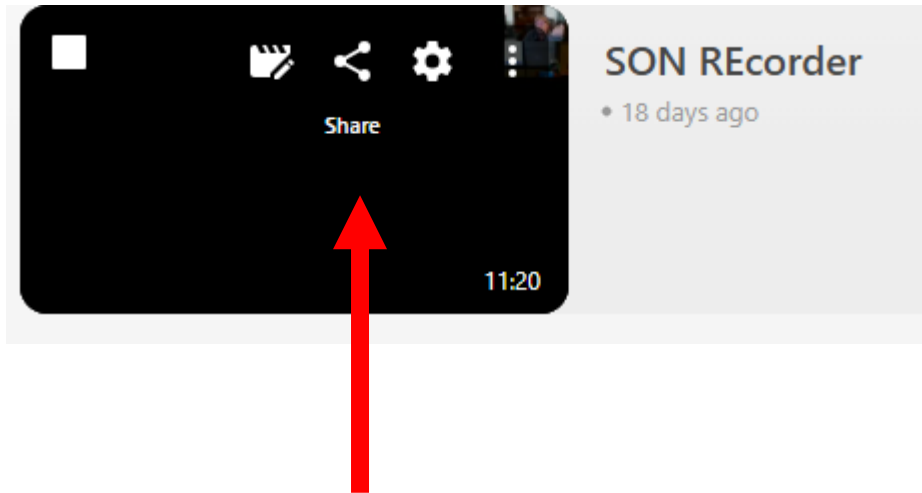
Twitter

<https://rochester.hosted.panopto.com/Panopto/Pages/Sessi>

Copy Link

Change to: Anyone who has the link 

Share Individual Video



Share Settings

Change to: Anyone who has the link



Copy Link



The screenshot shows a sharing dialog box titled "Share 'SON REcorder'" with a close button (x) in the top right corner. Below the title, there is a section for "People and groups" with a sub-header "0 added | 1 inherited from" and a folder icon labeled "My Folder". A search bar contains the text "Add people and groups" and a "Viewer" dropdown menu is set to "Viewer". Below this, the user "Lisa Brown" is listed with the email "mtangerb | lisa.brown@rochester.edu" and the role "Creator". A section titled "Who can access this video" shows the current setting as "Anyone who has the link" with a "Change" link. Below this are four sharing options: "Link" (selected), "Embed", "Facebook", and "Twitter". At the bottom, there is a "Start at" field set to "0:00", a URL field containing "https://rochester.hosted.panoj", and a "Copy Link" button. A "Done" button is visible at the bottom right of the dialog.

Access Options

Restricted – Blackboard Groups

Your Organization (unlisted)
Must be logged in AND have a link






Your Organization
Must be logged in

Public (unlisted)
Must have the link

Public
Anyone and everyone can find

Who can access this folder

Inherit members and permissions from  **My Folder**

	Restricted Only specific people and groups
	Your Organization (unlisted) Anyone at your org who has the link
	Your Organization Anyone at your org can find and access
	Public (unlisted) Anyone who has the link
	Public Anyone can find and access

Cancel

Save

Resource links

- [Panopto Tools within Blackboard - University IT](#)
- [Panopto Lecture Capture - University IT](#)
- [Panopto Special Features - University IT](#)



Questions?