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About Panopto



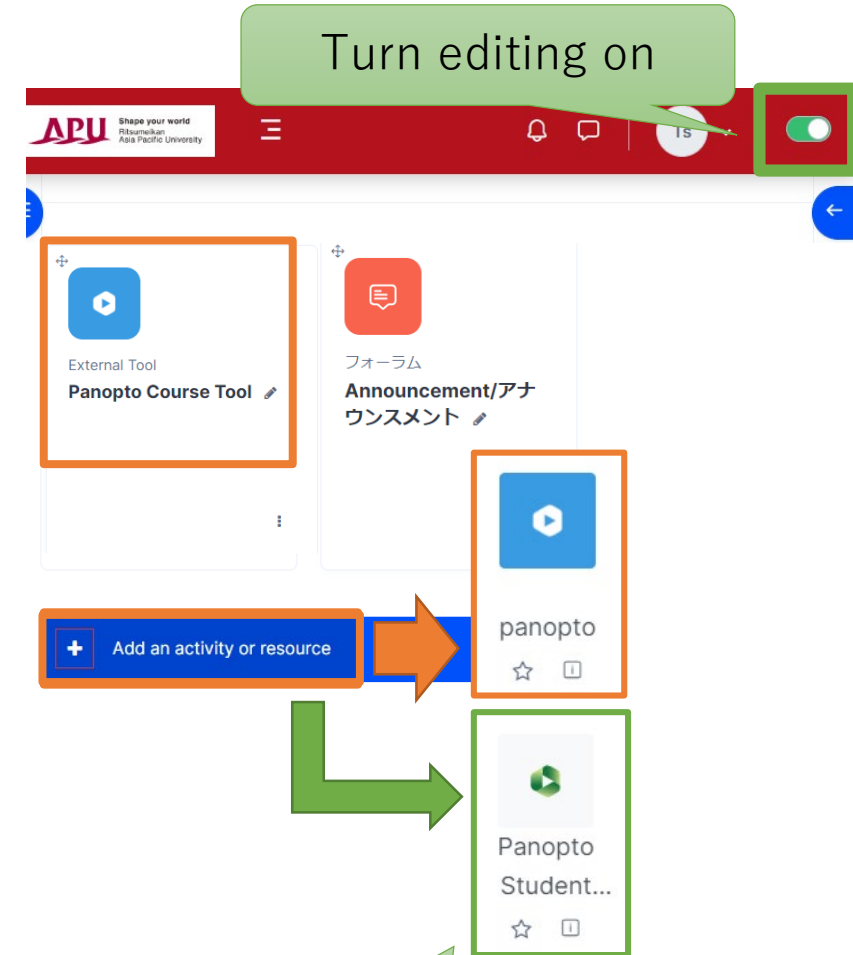
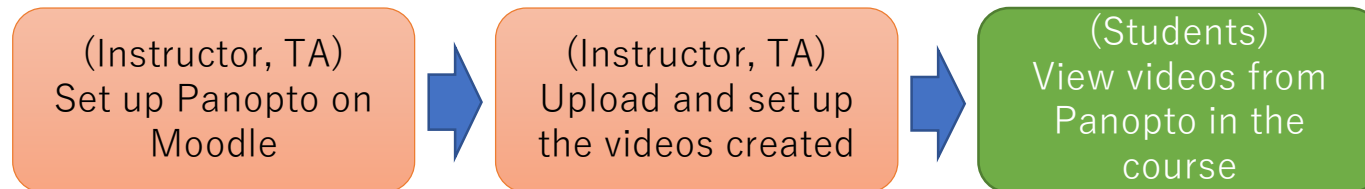
- What can be done with Panopto
 - Transmitting and collecting videos (This is an OnDemand class system.)

Details: [Faculty Support Website \(Panopto\)](#)

- From “+Add an activity or resource”, select “Panopto” or select “Panopto Course Tool” on the course page.

* To set up assignments in which videos are submitted, select “Panopto Student Submission”

- Panopto flow:



For setting up assignments in which videos are submitted (refer to P14)

About Panopto



• OnDemand Lecture System

- With Panopto, in addition to uploading and sharing videos, videos can be recorded and edited. Panopto can also be used to transmit videos for repetitive learning or for a flipped classroom* (asynchronous learning).

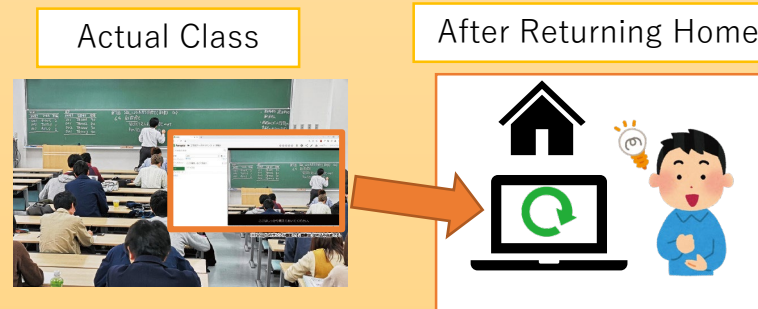
*In a flipped classroom . . . :

. . . groupwork and active learning during class are carried out by having students view recordings of the lecture as homework.

For OnDemand classes

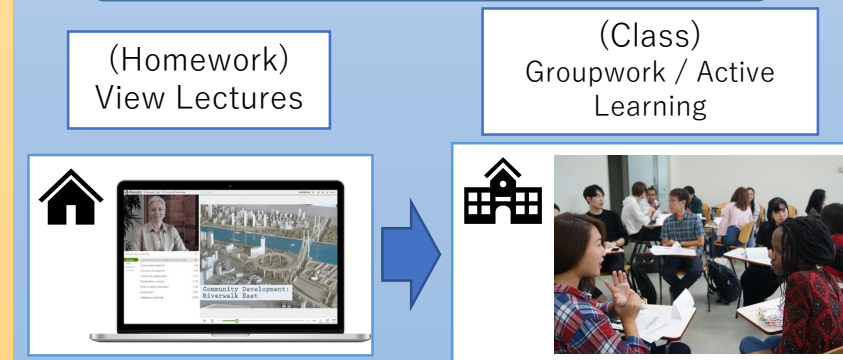


For repetitive learning



- Record the class held in-person / online and make it available to students
- Students can repeatedly view the class content and increase their understanding
- Student level of understanding towards the class improves

For the flipped classroom

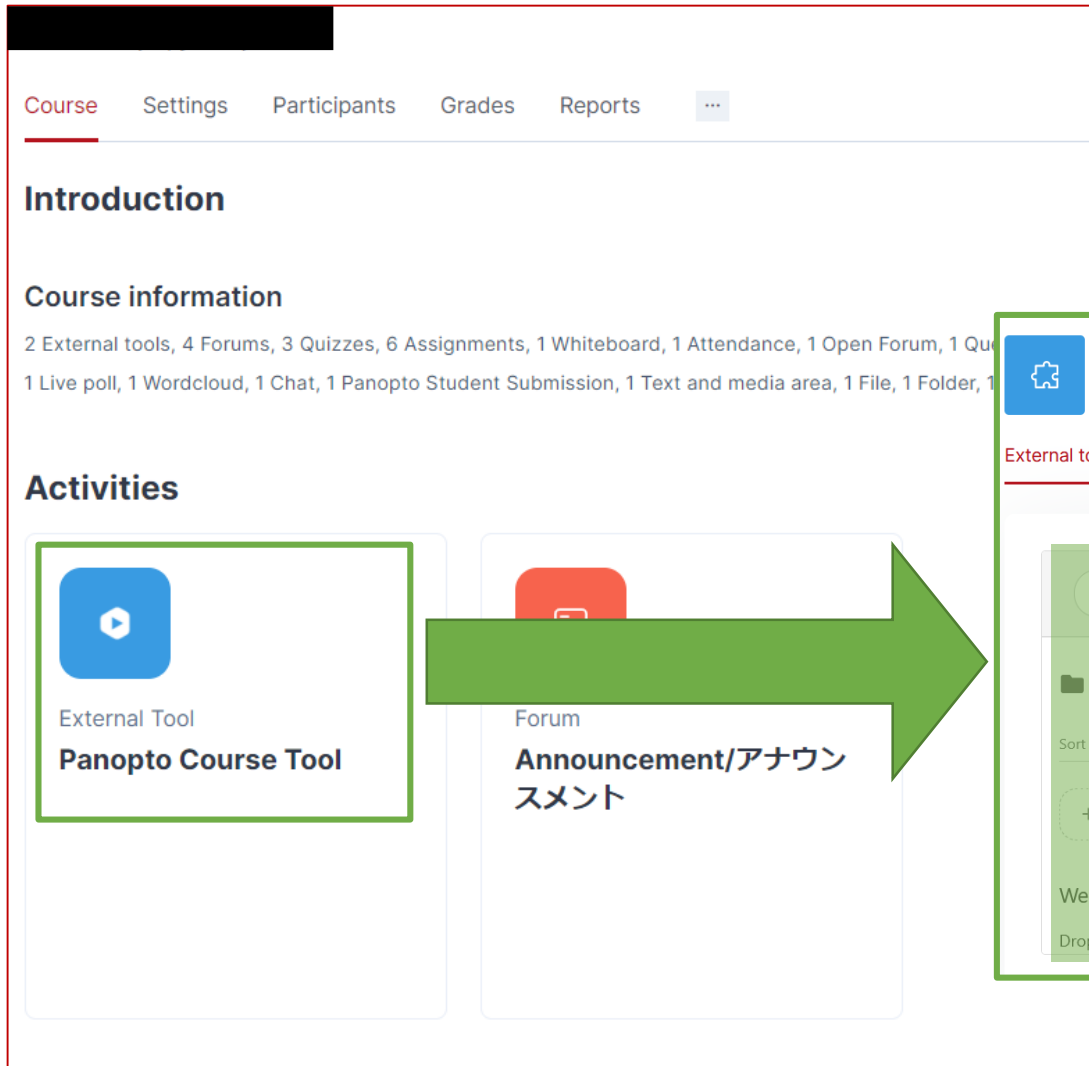


- Record and transmit lectures to students
- Students view the lectures as homework and learn in class by focusing on groupwork
- Learning efficiency improves

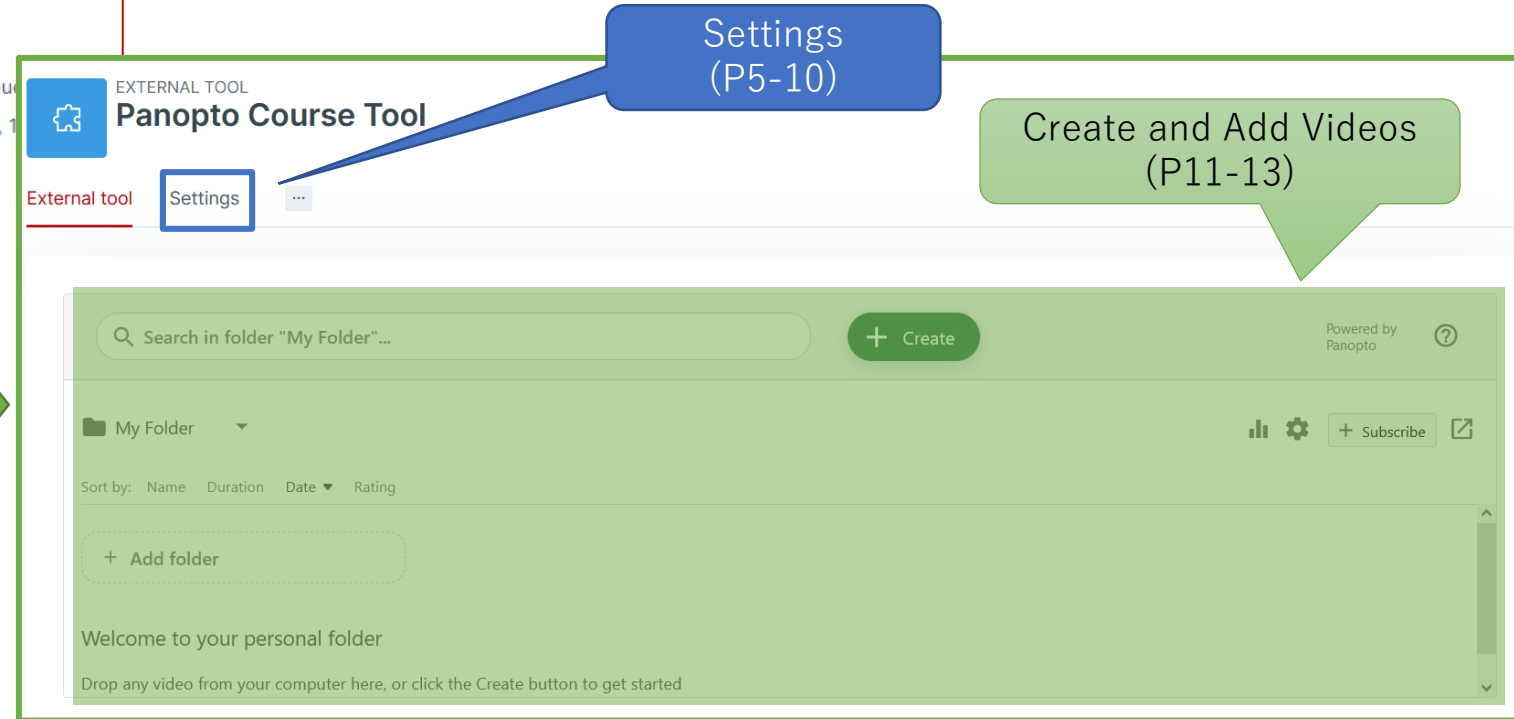
- Post recorded / created videos
- Test student level of understanding in videos by inserting quizzes into the video
- Share classes beyond certain times and locations

Setting Up Panopto

Panopto can be used from the "Panopto Course Tool" set up by default in the course



The screenshot shows a Moodle course page with a navigation menu at the top containing 'Course', 'Settings', 'Participants', 'Grades', and 'Reports'. Below the menu, there are sections for 'Introduction', 'Course information' (listing various activities like External tools, Forums, Quizzes, etc.), and 'Activities'. In the 'Activities' section, two activity cards are visible: 'Panopto Course Tool' (with a blue play button icon) and 'Announcement/アナウンスメント' (with a red speech bubble icon). A large green arrow points from the 'Panopto Course Tool' card towards the right, indicating the next step in the setup process.



This section shows two screenshots of the Panopto interface. The top screenshot is the 'Settings (P5-10)' page for the 'Panopto Course Tool'. It features a blue header with the tool name and a 'Settings' button highlighted with a blue box and a callout. Below the header, there are tabs for 'External tool' and 'Settings'. The bottom screenshot shows the main Panopto interface with a green background. It includes a search bar for 'My Folder', a '+ Create' button, and a list of folders. A green callout points to the '+ Create' button with the text 'Create and Add Videos (P11-13)'. The interface also shows a 'Welcome to your personal folder' message and instructions to drop videos or click the Create button.

Setting Up Panopto

Adding a new External tool to Panopto

Expand all

General

Privacy

Grade

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course

Save and display

General

Activity name

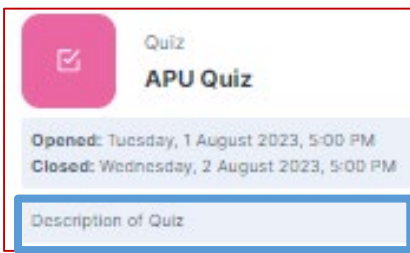
Title of the Panopto Activity

The title will be shown in the course (Ex.) "The 1st Lecture"

Show less...

Activity description

Please write a description of the activity here if necessary



If you insert a , the description will be displayed on the course homepage

Display description on course page

Display activity name when launched

Display activity description when launched

Tool URL

Secure tool URL

Launch container

Default

Consumer key

Shared secret

Custom parameters

Icon URL

Secure icon URL

Select content

No changes required

Setting Up Panopto

Adding a new External tool to Panopto

General

Privacy

Privacy

No changes required

- Share launcher's email with the tool
- Accepting grades from the tool

Grade

Grade

Grade

Type

Maximum grade

Grade category

Grade to pass

Send content change notification

Save and return to course

Save and display

Grade

Point

Grade assignments by inputting the points. You can set the "Maximum grade".

None

Select this option if you want students to submit an assignment but you will not grade (mark) their submissions

Scale

Select this option if you want to use any grading method besides scoring, such as "A, B, C, F" or "Excellent, Good, Acceptable, Not Acceptable".
*Must set up a grading "Scale" from the course's grading settings beforehand.

You can enable this setting if you have set up grade categories.

Set the minimum grade students need to pass this assignment (Not %, input the number of points required)

(Common Functions) Common Module Settings



If the Whiteboard is hidden, this message will be displayed on the course's top page.

Hidden from students

Adding a new activity

Common module settings

Availability: Show on course page

ID number: []

Force language: Do not force

Group mode: Separate groups

Grouping: None

Add group/grouping access restriction

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Common module settings

| | | |
|---------------------------------------|--|--|
| Availability | You can select either "Show on course page" or "Hide on course page". If "Hide" is selected, then students will not be able to view the Whiteboard until you change the setting to "Show". | |
| ID number | You can set an ID number for the activity (to help identify different teaching materials). This setting is generally left blank and not used. | |
| Force language | This setting allows you to force all students to view the activity in a set language. | |
| Group mode | No groups | Everyone registered for the course can access the Whiteboard |
| | Separate groups | Students can only use Whiteboard within their own groups. Students cannot see the work of other groups. |
| | Visible groups | Students can only use Whiteboard within their own group, but they can also see the work of other groups. |
| Grouping | You can enable this setting if you have set up groupings (collections of groups) in the course. | |
| Add group/grouping access restriction | You can add access restrictions by group from the "Restrict access" section below. *You can only set up group access restrictions if you select one of the group settings under "Group mode" above. | |

(Common Functions) Restrict Access

Restrict access

Access restrictions: None Expand all

Options

Availability

Results

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Add restriction...

- Require students to complete (or not complete) another activity.
- Prevent access until (or from) a specified date and time.
- Require students to achieve a specified grade.
- Allow only students who belong to a specified group, or all groups.
- Allow only students who belong to a group within a specified grouping.
- Require students to complete other course.
- Control access based on fields within the student's profile.
- Add a set of nested restrictions to apply complex logic.

| Restrict access | |
|-------------------------|--|
| Activity completion | Require students to complete a separate activity in the course to be able to access this activity. E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment |
| Date | Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course). |
| Grade | Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity. |
| Group | Only allow students who belong to a specified group or students who don't belong to that group to access the activity. |
| Grouping | Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity. |
| Other course completion | Use this setting if you want to require students to complete another course in order to access the activity. (This setting is not recommended.) |
| User profile | This setting allows you to limit access to specified students. E.g. Only allow students with specified student ID numbers to access the activity. |
| Restriction set | Use this setting if you want to use several of the above settings to set complex access restrictions for the activity. |

(Common Functions) Activity Completion, Tags, Competencies

Adding a new Choice to 1st week

Activity completion

Completion tracking Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Student must receive a passing grade to complete this activity

Or all available attempts completed

Require attempts Minimum number of attempts: 1

Expect completed on Enable 6 September 2023 09 16

Restrict access

Activity completion

Tags Not used for APU Moodle

Competencies Not used for APU Moodle

Send content change notification

Save and return to course Save and display

Activity completion
 This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

| Completion tracking | |
|--|---|
| Do not indicate activity completion | Students will not see a checkbox to indicate activity completion on the course page |
| Students can manually mark the activity as completed | Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress. |
| Show activity as complete when conditions are met | The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor. |

| Require | |
|--|--|
| Student must view this activity to complete it | If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete) |
| Student must receive a grade to complete this activity | The activity will be considered complete and automatically be marked as so after the instructor finishes grading |
| Student must receive a passing grade to complete this activity | The activity will be automatically marked as complete after grading only if the student receives a passing grade |
| Or all available attempts completed | The activity will be automatically marked as complete when the student submits the assignment, etc. |

Manually mark as complete

Activity will be marked as complete when conditions met

After completion

Make sure to **save** after you finish setting up the activity.

Creating and Adding Videos

EXTERNAL TOOL
Panopto Course Tool

External tool Settings

External Tool
Panopto Course Tool

Hidden from students

Edit settings
Hide

As students will be able to access the video soon after it is uploaded, "Hide" is recommended if the video needs to be edited.

Search in folder

+ Create

Powered by Panopto

- 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 or anywhere else

+ Add folder

Welcome to folder

Drop any video from your computer here, or click t

Upload class video data recorded using tools such as Zoom

Add files to

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

Start uploading by dragging and dropping

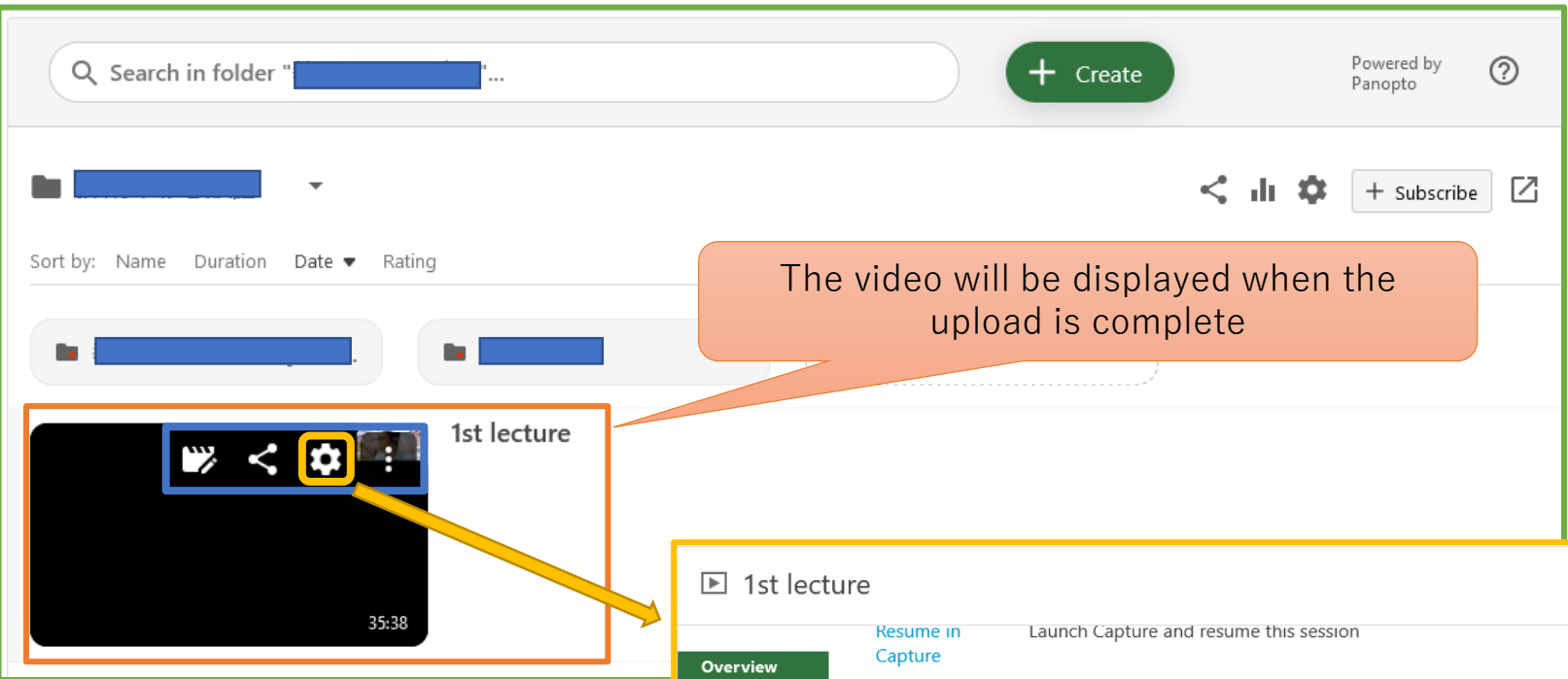
For creating videos using Panopto and settings, please refer to the Panopto Manual on the Education Support page.

Creating and Adding Video

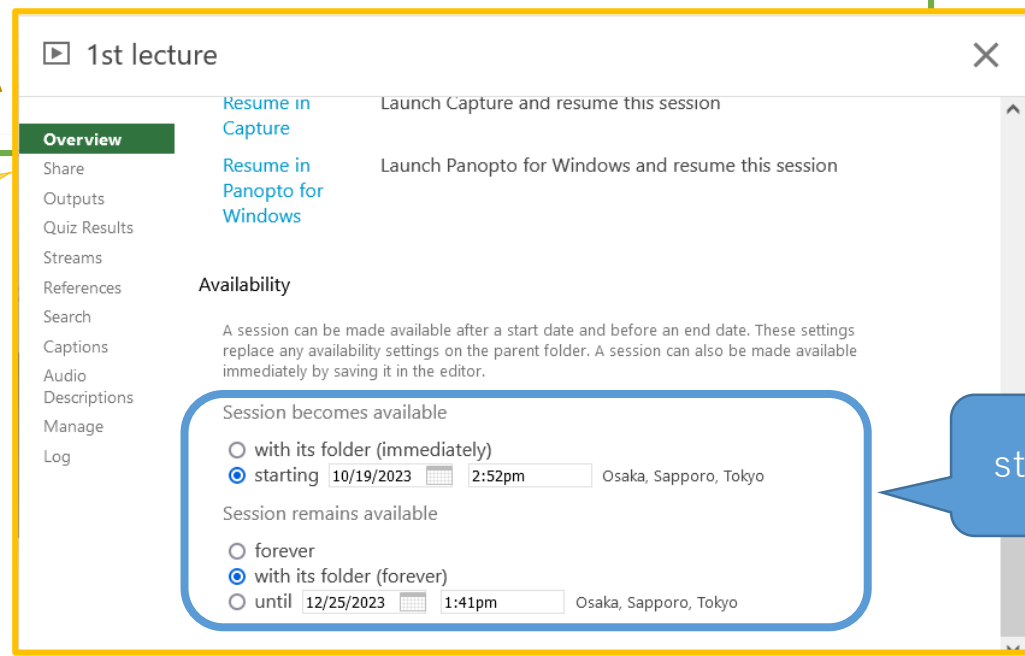
For detailed operations within Panopto, please refer to the Panopto manual.

(Examples of what can be done with Panopto)

- Setting up an access date and time
 - Cutting sections of the video
 - Inserting quizzes
- Checking the student viewing log, etc.



Setting examples



The date and time that students can access the video can be set.

Checking the Videos

Student

Instructor

“Who, how much, and how many times” the video has been viewed can be reviewed from Analytics

EXTERNAL TOOL
Panopto Course Tool

External tool Settings ...

Search in folder [] ... **Create** Powered by Panopto

Sort by: Name Duration Date Rating

1st lecture

35:38

Click on the video to play it

Panopto

Search this recording

| | | |
|------------|---|-------|
| Details | APU Mood-e基本ノ | 0:06 |
| Contents | APU Mood-eとは | 0:45 |
| Discussion | APU Mood-eでできること | 2:06 |
| Notes | ・設定で対応できること例 | 2:18 |
| Bookmarks | ・ URL : https://ims.apu.ac.jp | 3:15 |
| Hide | | |
| | コース概要 | 3:57 |
| | 拡張ブロック | 4:03 |
| | ログイン後の画面 (ダッシュボード) | 4:33 |
| | *noodle | 5:03 |
| | 履修学生の登録について (コース画面の見かた) | 7:51 |
| | My APU Moodle | 8:12 |
| | 授業準備をする (セクション) | 8:27 |
| | Preparing for Class | 10:39 |
| | 授業準備をする | 10:45 |
| | 授業準備を轟 | 11:06 |

Auto-play is disabled in your web browser. Press play to start.

Analytics

Session Dashboard

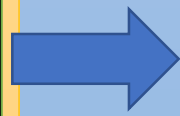
| | | | | |
|-----------------------|------------------|-----------------------|-----------------------------|-----------------------|
| 1 Views and Downloads | 1 Unique Viewers | 0.3 Minutes Delivered | 35.6 Video Duration Minutes | 4% Average Completion |
|-----------------------|------------------|-----------------------|-----------------------------|-----------------------|

Views and Downloads by Day

Viewer Engagement

Top Viewers

| Viewer | Views and Downloads | Minutes Delivered | Average Minutes Delivered | Percent Completed | Notes | Comments |
|--------|---------------------|-------------------|---------------------------|-------------------|-------|----------|
| [] | 1 | 0.3 | 0.3 | 4 | 0 | 0 |



(Assignments) Having Students Submit Videos

Adding a new Panopto Student Submission to Panopto

General

- Grade
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

See P7-10

General

Name

Description

Title of the Assignment

Please write an description of the assignment here.

Allow submissions from Enable 18 December 2023 14 44

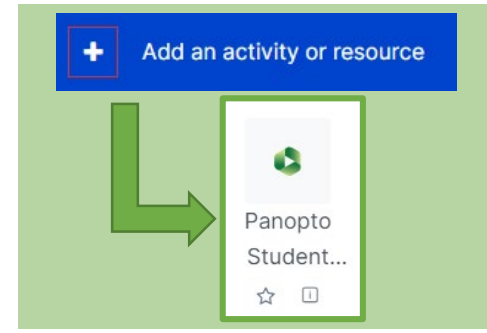
Due Date Enable 25 December 2023 14 44

Cut-off date Enable 25 December 2023 14 44

Prevent late submissions No

Allow resubmitting No

Email alerts to teachers No



Date and time students can start submitting assignments

Date and time students should finish submitting assignments by

If you want to accept submissions even after the above due date, you can set the date and time to cut off late submissions here

If "Yes" if selected, students cannot resubmit after the date and time set as the "Due Date"

Choose to allow resubmission after one submission. Allowing revisions after the submission period is based on the above setting.

Choose whether the instructor will be notified by email when students make a submission

Save and return to course Save and display

Make sure to **save** after you finish setting up the activity.

(Assignments) Having Students Submit Videos

Student actions

PANOPTO STUDENT SUBMISSION Submitting video assignment

Mark as done

Submitting video assignment

Allow submissions from: Friday, 20 October 2023, 9:08 AM

Due Date: Wednesday, 27 December 2023, 9:08 AM

Cut-off date: Sunday, 31 December 2023, 9:08 AM

Add Panopto submission

Select Panopto submission

[Redacted]

Choose

Upload

Record

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

Insert

Upload videos by dragging and dropping in "Upload"

Click "Insert" after the upload is complete

Show video preview



Replace

Submit

As the content will be displayed on the Moodle screen, submit after checking the content

(Assignments) Having Students Submit Videos

Instructor actions

Submitting video assingment

Allow submissions from: Friday, 20 October 2023, 9:08 AM
Due Date: Wednesday, 27 December 2023, 9:08 AM
Cut-off date: Sunday, 31 December 2023, 9:08 AM
Number of submissions: 1

[Grade](#)

PANOPTO STUDENT SUBMISSION

Submitting video assingment

Panopto Student Submission Settings Advanced grading

Mark as done

First name [All](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name [All](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| User Picture | Alternate name / Last name / First name | Email | Status | Grade | Last modified (Submission) | Last modified (Grade) | Comment | Final grade |
|--------------|---|------------|------------------------------|-----------------------------------|-----------------------------------|-----------------------|---------|-------------|
| | [Redacted] | [Redacted] | Needs grade | Grade No grade | Friday, 20 October 2023, 11:54 AM | - | | - |
| | [Redacted] | [Redacted] | Needs grade No submission | Grade No grade | | | | |

Grade: 受講者00001

Submission

[受A](#) [Friday, 20 October 2023, 11:54 AM \(67 days 21 hours early\)](#)

Date and time of the submission

PowerPoint へようこそ

Video submitted by the student

Grade

Grade out of 100.00:

Current grade in gradebook: -


Feedback:

Feedback comments to be returned to the student

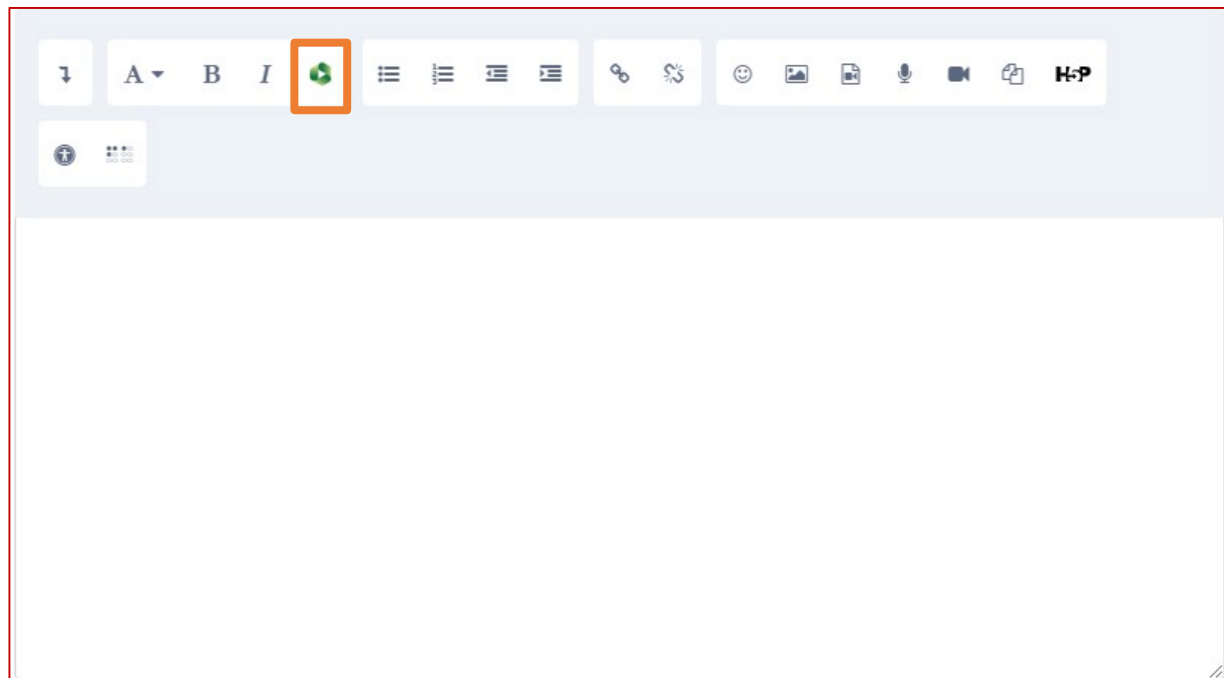
Make sure to save after checking and inputting information

[Save changes](#) [Cancel](#)

Embedding Videos in Descriptions

- Panopto can be used to embed videos in descriptions on APU Moodle.
Select a video to embed by selecting “” in the input box.

(Ex.) Insert a video in a description of an assignment



課題
Mid-term report

完了マークする

開始: 2023年 08月 23日(水曜日) 00:00
期限: 2023年 09月 30日(土曜日) 00:00

第1回講義

APU Shape your world
Ritsumeikan
Asia Pacific University

Panoptoを使用

Description of Assignment

[中間レポートフォーマット.docx](#) 2023年 08月 28日 08:39

提出ステータス

(Ref.) Class Recording Methods and Environment

- Recommended Method:



1. Set up and launch an online meeting on Zoom
2. Start recording the meeting and hold the lecture while sharing the PowerPoint materials
3. After the lecture, download the recorded data from Zoom



4. Upload the downloaded data onto Panopto
5. Edit the uploaded video with Panopto

- Recording Locations

- Recording can be done from your home or office with a laptop
- Recording can also be done in a classroom or the Lab 1 studio on the 3rd floor of Building D
 - Inquiries:
 - Classroom inquiries: Academic Office
 - Lab 1: Information Systems Administrative Office

Lab 1

