Using Zoom to Record and Caption Lectures

First Time Only
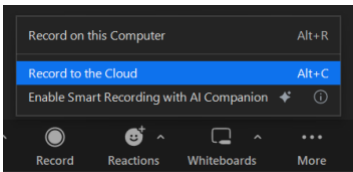
If you are not sure if you have a Panopto Video Server account, email support@washburn.edu and request one.

Recording a Lecture without Students

1. Start a **Zoom** session
2. Get your presentation ready
3. Share your presentation to the meeting
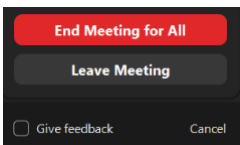4. When you are ready, click the **Record** button

5. Choose "**Record to the cloud**"

6. Do your presentation
7. When finished, click the red **End** button (or stop the recording and then end the meeting)

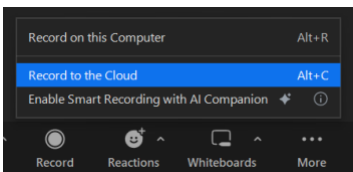8. Then click the **End Meeting for All** button

Recording a Lecture with Students

1. Start the scheduled **Zoom** session
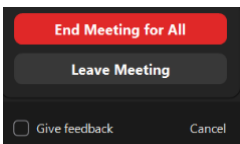2. When you are ready, click the **Record** button

3. Choose "**In the cloud**"

4. Conduct your session as normal
5. When the session is over, click the red **End** button

6. Then click the **End Meeting for All** button

File Transfer Zoom to Panopto

The transfer of files from Zoom to Panopto is an automatic process. Once you finish the Zoom meeting, the file will process in the Zoom Cloud. Once the file has been processed, it will transfer to your Panopto account. The file will remain in your Zoom account while captions are generated. Once finished the captions will be transferred to Panopto and the file will be removed from the Zoom Cloud.
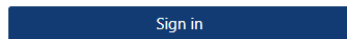
Emailing a Link to the Lecture to Students

1. Go to http://washburn.hosted.panopto.com
2. Make sure the drop-down box at the center of the screen says **Washburn SAML SSO**
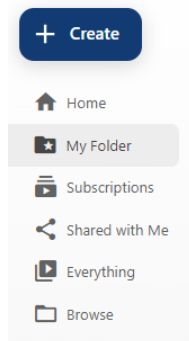
   Sign in to Panopto

   Washburn SAML SSO

3. Click the blue **Sign In** button and login using your Washburn Credentials

   Sign in

4. Select the **My Folder** tab from the left side of the screen

   + Create

   Home
   My Folder
   Subscriptions
   Shared with Me
   Everything
   Browse

5. Select the **Meeting Recordings** sub-folder, it will be a gray box below the blue MyFolder bar
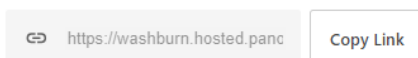
   My Folder

   All Dates

   Meeting Recordings
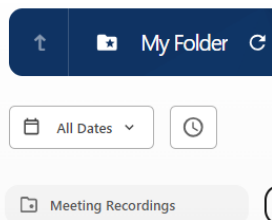
6. Locate the video you wish to share
7. Roll the cursor over the **Video Thumbnail**
8. Select the **Share** icon, it looks like a less than sign

   Share

9. Under **Who can access this video**, click the blue **Change** text and select **Public (Unlisted)**

   Who can access this video
   Only specific people and groups Change
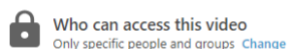
10. Next click on the **Copy Link** button

    https://washburn.hosted.pano   Copy Link

11. Send the link to your students

Adding the Lecture to Desire2Learn

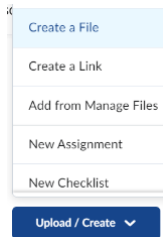1. Go to **Desire2Learn**
2. Go to your course
3. Go to **Content**

4. Go to the module where you want the video
5. Click the **Upload/Create** button

6. Choose **Create a File**

7. Name the file (it is the link the students will click on to see the video)
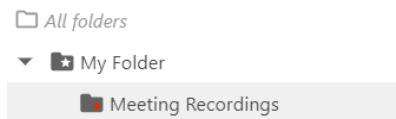8. Click the **Insert Stuff** button

9. Choose **Washburn Video – Panopto**

10. Click the drop-down box below Washburn Video – Panopto
11. Click the **triangle** that appears to the left of My Folder

12. Click **Meeting Recordings**

13. Select the video you wish to insert by clicking the **radio button** to the left of the video thumbnail

14. Click the blue **Insert** button (bottom right)

12. Click the blue **Insert** button (bottom left)

13. Click the **Save and Close** button (bottom left)