

How to Get Your Panopto onto D2L

1. If you have just finished recording, you will be taken to the "Recording Status" screen after you click "okay" on the pop-up that tells you it will do so. You will see your recording with orange status messages next to it as it uploads automatically.

Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions		Status / Link
5/29/2015 3:17 PM	00:00:06	testforuploadtod2l	testforuploadtod2l	Delete Local	Set Offline	Encoding web video: 0% (default)
5/22/2015 9:32 AM	00:00:21	testttt	testttt	Delete Local	Set Offline	
5/21/2015 3:20 PM	00:00:14	Thursday, May 21, 2015 at 3:19:03 PM	Thursday, May 21, 2015 at 3:19:03 PM	Delete Local	Set Offline	

2. Once it has finished uploading, you will see three blue links. Click "Share." Now your default browser will open the panopto site. If you did this, skip to #5.

Session	Actions		Status / Link
testforuploadtod2l	Delete Local	Set Offline	View Edit Share (default)
testttt	Delete Local	Set Offline	
Thursday, May 21, 2015 at 3:19:03 PM	Delete Local	Set Offline	

3. If you did not just record the session, you can get to this by opening panopto, clicking on the "recording Status" tab, and then clicking on "Manage My Recordings."

Panopto Recorder

Create New Recording **Recording Status** Settings

win.kennesaw.e... Logged in [Sign out](#) **PANOPTO**

All recordings on this computer are shown below. Offline recordings have not yet been uploaded and are only stored on this computer. Uploading recordings are in transit to the server, and uploaded recordings are either processing on the server or can be viewed by clicking on the "View" link. These can be safely deleted from the local hard drive using the delete button. [Online Help](#)

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Start Time	Duration	Folder	Session	Actions		Status / Link
5/29/2015 3:17 PM	00:00:06	testforuploadtod2l	testforuploadtod2l	Delete Local	Set Offline	
5/22/2015 9:32 AM	00:00:21	testttt	testttt	Delete Local	Set Offline	
5/21/2015 3:20 PM	00:00:14	Thursday, May 21, 2015 at 3:19:03 PM	Thursday, May 21, 2015 at 3:19:03 PM	Delete Local	Set Offline	

4. Your default browser will open the following screen. Your recordings are in the folder at the bottom left. After you find the recording you want, hover over it and click on the "share" button that pops up.

PANOPTO Search in folder "testforuploadtod2l" Create

All Sessions 3840 Processing 0 Scheduled 0 Bookmarked 0 All Folders 102

Folders

- My Folders
 - testforuploadtod2l 304
 - testttt

Refresh Filter by date Show scheduled recordings Sort by: Name Duration Date Rating

4/30/2015 in testforuploadtod2l 1:49 **Share** Edit

4/28/2015 in testforuploadtod2l 24:35

4/28/2015 in testforuploadtod2l

5. You will see the pop-up window below. Click "anyone on the internet" and then click the green "share" button that will appear at the bottom. You must click the share button or it will not save and your students will not be able to view your panopto.

The screenshot shows the sharing settings for a Panopto session titled "testforuploadtod21". The current setting is "Private". The "Share" button is highlighted in green. Under "Share with more people", the option "Anyone on the Internet" is circled in blue. Other options include "Anyone who can sign in to this site" and "Add or manage groups". A text input field at the bottom is labeled "Enter names or email addresses...".

6. Now click on "Outputs," scroll down to the "Embed" code, and copy all the code in the box.

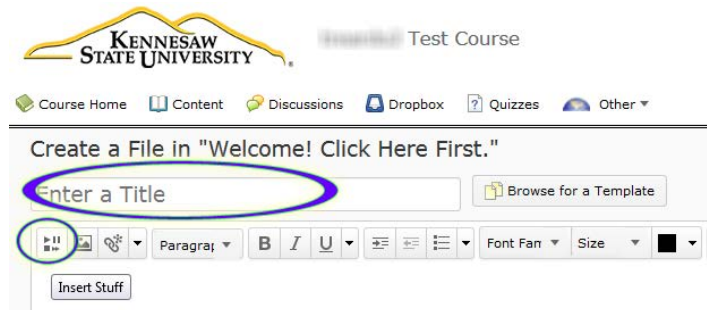
The screenshot shows the "Outputs" settings for the Panopto session "testforuploadtod21". The "Outputs" tab is selected and highlighted in green. The "Embed" section is circled in blue, containing the instruction "Copy the code below to embed this session in a web page." and the following HTML code:

```
<iframe
src="https://coursecapture.kennesaw.edu/Panopto/Pages/Embed.aspx?
id=c90511f2-d38b-4826-b873-570a75a927d7&v=1" width="720"
height="480" frameborder="0"></iframe>
```

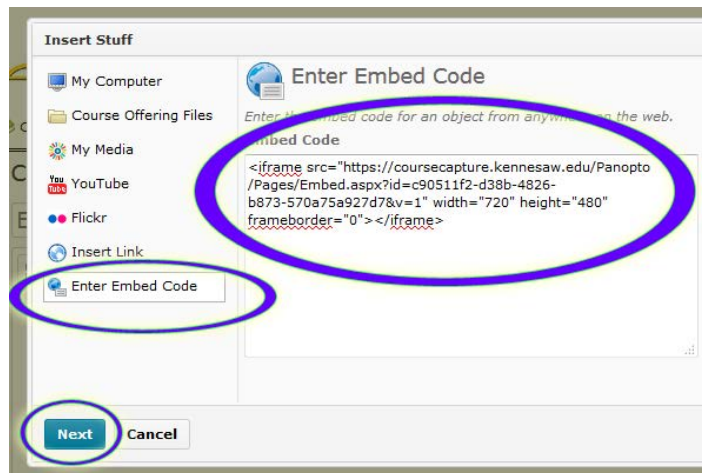
7. Open up D2L in another window or tab (keep the panopto one open, you will still need it), and click "Content" in the course that you want to share this recording with. Then click "New" and "Create a File"

The screenshot shows the D2L course interface for "Test Course" at Kennesaw State University. The "Content" tab is selected and highlighted in blue. The "New" button is circled in blue, and its dropdown menu is open, showing the "Create a File" option also circled in blue. Other options in the dropdown include "Upload Files", "Create a Link", and "Add from Manage Files". The "Table of Contents" on the left shows "Welcome! Click" with a count of 9.

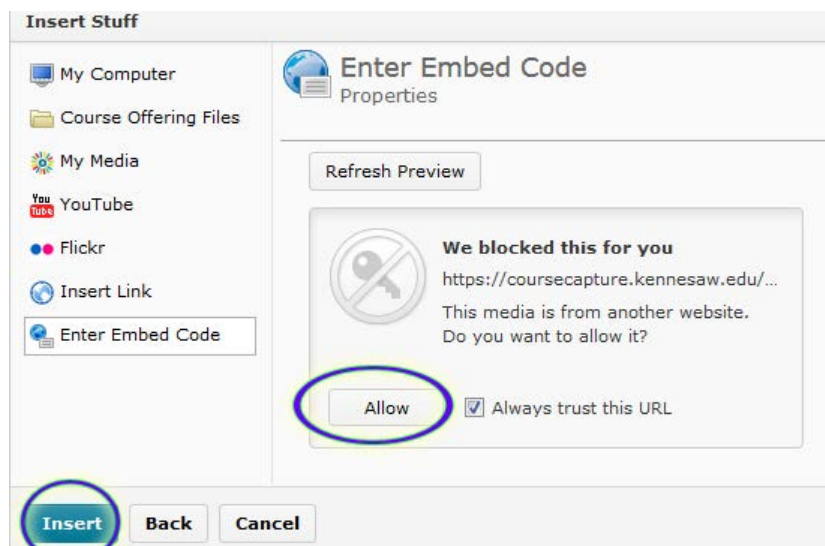
8. Now that you have opened this screen, fill in a title for your panopto recording and then click the "insert stuff" button (top left button).



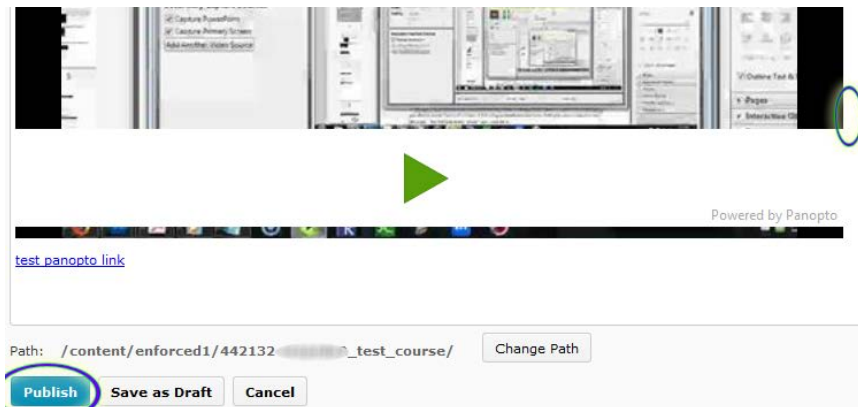
9. Next, click "Enter Embed Code" down at the bottom and paste your code into the box. Click "Next."



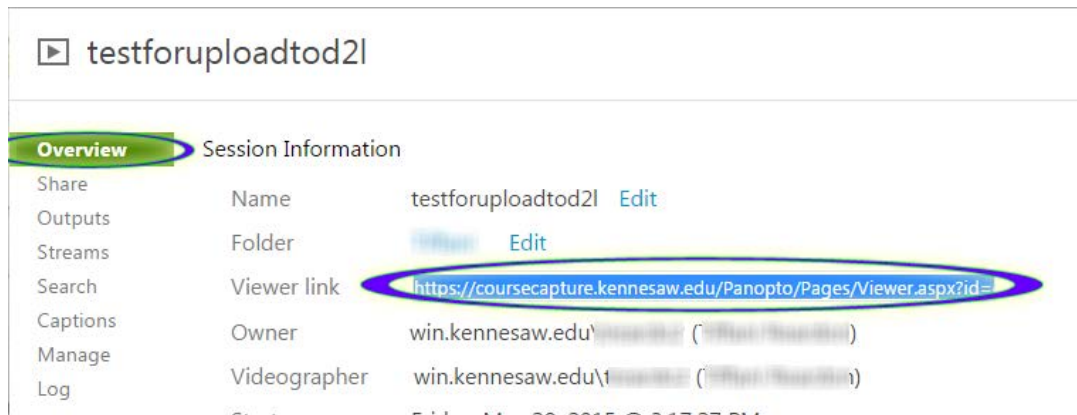
10. If this is your first time embedding panopto, you will likely get the following message. If you do, just click "allow" and then "insert."



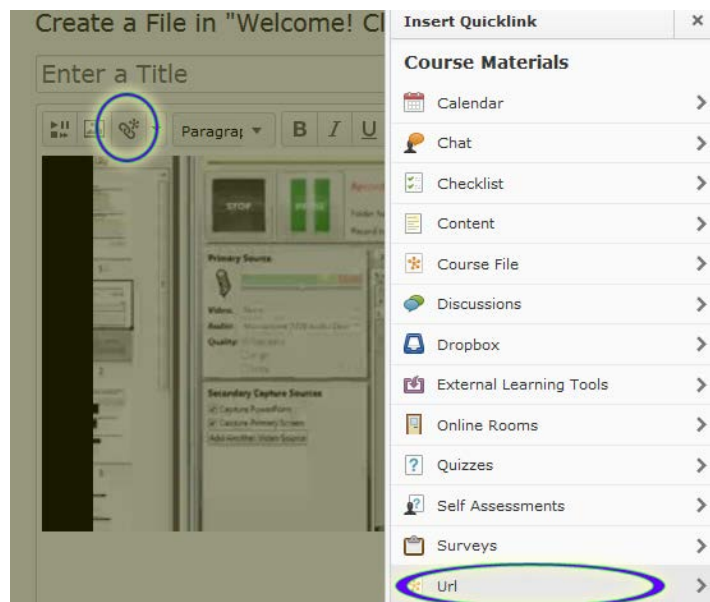
11. In case people can't view embedded videos, you should add a link as well. Click on the right side of the video in the preview (where circled) and hit the enter key twice.



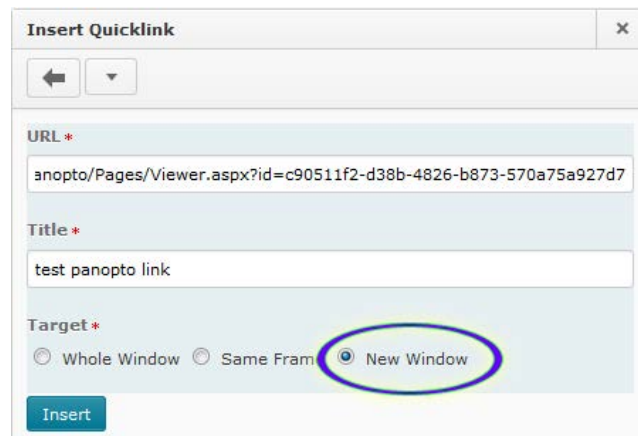
12. Go back to your window or tab with Panopto's share information, and click the "Overview" tab. Copy all of the text in the "viewer link" box.



13. Click on the "quicklink" button in the toolbar and then click "Url" in the pop-up.



14. Delete the text in the URL field and then paste your link in, give it a title that explains what it links to, and then click the circle next to "New Window." Then, click "Insert."



Insert Quicklink [X]

URL *

anopto/Pages/Viewer.aspx?id=c90511f2-d38b-4826-b873-570a75a927d7

Title *

test panopto link

Target *

Whole Window Same Fram New Window

Insert

15. Click "Publish" and you're done!



Path: /content/enforced1/442132-..._test_course/ [Change Path]

Publish Save as Draft Cancel