

Quick Guide - Adding Panopto Videos in Ultra Courses

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Panopto is a tool used to record and store videos. You will have access to the software in teaching rooms, as well as from your University-issued device. This quick guide will take you through the process of adding Panopto videos to an Ultra course.

Please note: Video files must never be uploaded directly to MyAberdeen, but instead should be uploaded to Panopto and added to the course area via the Panopto integration. This will enhance the student's user experience greatly.

Adding a Panopto video on the Ultra Course Content page

This method will add the video as a link on the Course Content page of an Ultra course.

1. On the **Course Content** page of your Ultra course click on one of the '+' icons and select **Tools**.

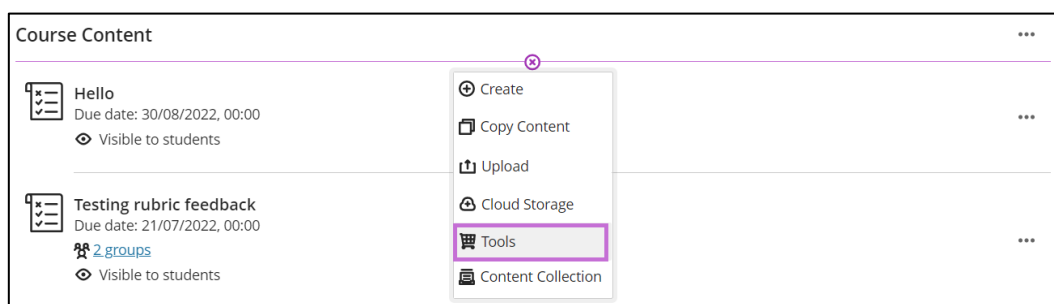


Figure 1 'Tools' button seen after clicking '+' sign

2. On the Tools page select the option **Ultra Course – Add Panopto Videos**.
3. The Panopto course folder will open as a default and if your videos are already in this folder continue with step 5 below.
4. If your videos are in a different folder (e.g., your personal folder) you can navigate to said folder by clicking the drop-down menu in the upper left-hand side of the screen. You will have a list of recently accessed folders at the top. You can navigate to find the folder needed or you can search for it by typing in the text bar.

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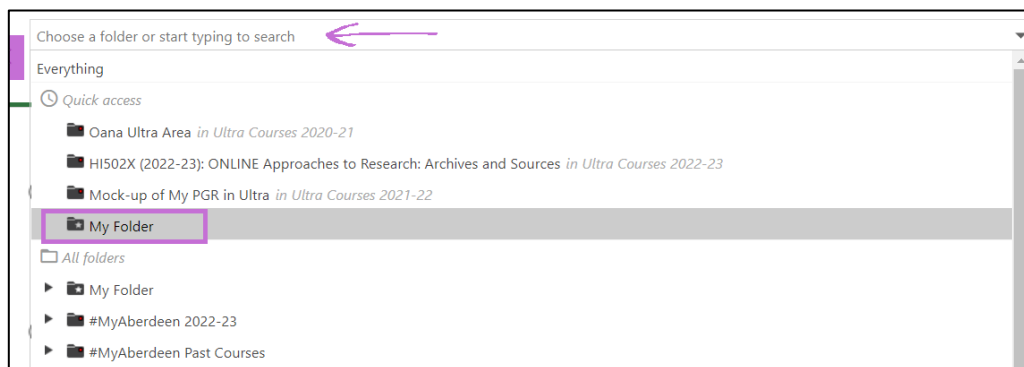


Figure 2 Navigating or searching for a different Panopto folder

5. Once you are in the required Panopto folder select the relevant video by clicking on the radio button (little circle) to the left of the video and then click the **Insert** button.

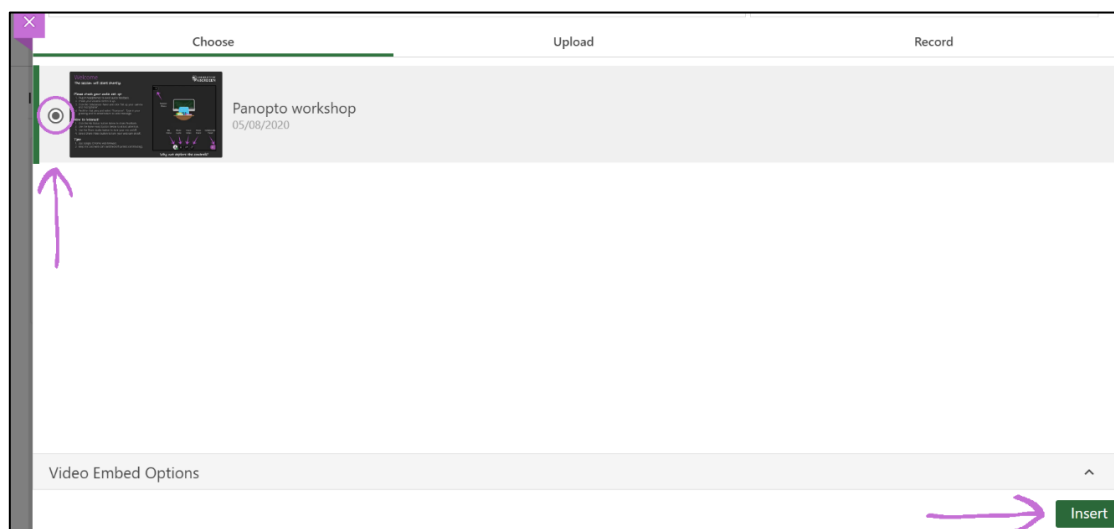


Figure 3 Radio button for selecting video and 'Insert' button

6. A message will alert you when your video has been successfully added to your Ultra course. You might need to refresh the browser to see it. Your video(s) will now appear as a link in the Course Content.



Figure 4 Panopto video added to Course Content

7. When students click on the link the video will open as a new layer in full screen.

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Adding a Panopto video in an Ultra document

This method will display the video as embedded in an Ultra document.

1. In the **Course Content** page of your Ultra course click on one of the '+' icons and select **Create**.

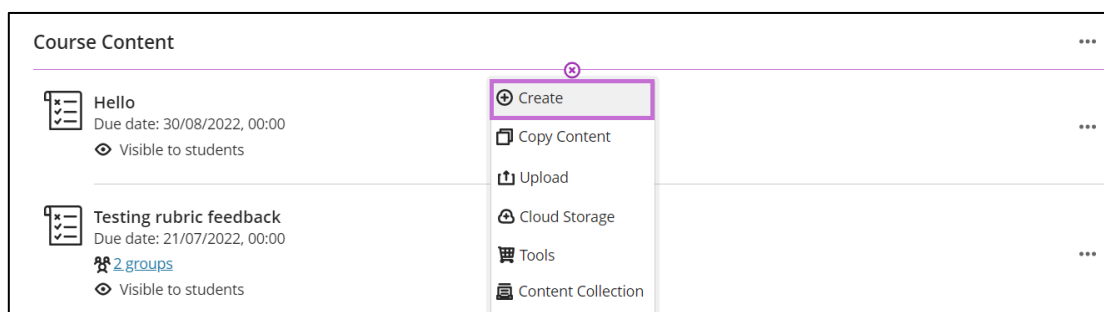


Figure 5 'Create' button seen after clicking '+' sign

2. The **Create Item** panel will open on the right-hand side of the page. In the **Course Content Items** heading select **Document**.
3. An untitled new document appears as a layer. Give your document a meaningful name. Click on the **Add Content** button, which will open the rich text editor.

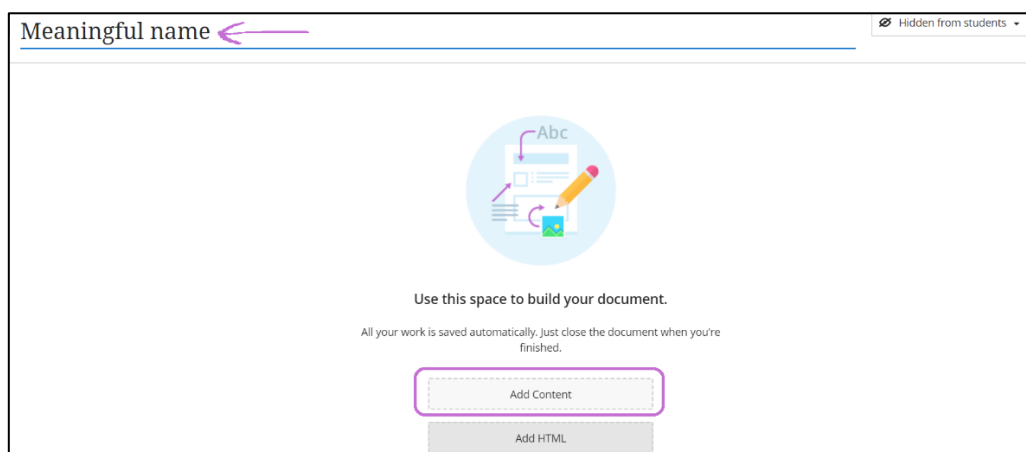


Figure 6 Document canvas with appropriate name and 'Add Content' button

4. From the rich text editor you can embed a Panopto video by clicking on the '+' icon (Insert content) on the right-hand side of the text editor menu and selecting **Tools (Panopto)** from the drop-down.

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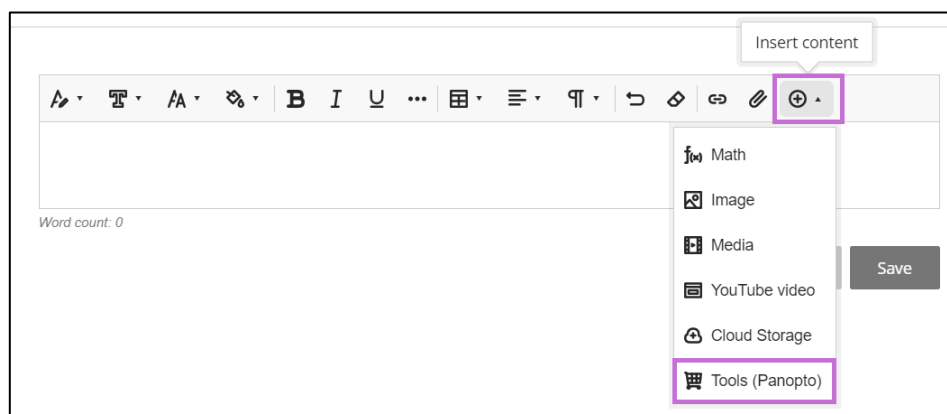


Figure 7 'Tools' option in the rich text editor

5. In order to add a video follow steps 2-5 from the **Adding a Panopto video on the Ultra Course Content page** section at the beginning of this guide.
6. A small window pops up in which you can change the **Display Name** of the video. Click **Insert** once you are happy with the display name.
7. The video should display as embedded in the text editor. Click **Save** to finish.

Further Resources

- [MyAberdeen Ultra Course View - Content and Communication](#)
- [Toolkit Panopto resource](#)
- For further eLearning advice visit the [eLearning page on StaffNet](#)
- For course design information, check our [Course Design Guidelines](#)