

Quick Guide – Moving Audio/ Video Files from MyAberdeen to Panopto

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This Quick Guide shows how to move media files (audio/video) from MyAberdeen to the University's media server, Panopto. All media files should be hosted on Panopto and not on MyAberdeen.

Overview

Common media file types are video files such as MP4, WMV, MOV, AVI and audio files such as MP3 and WMA.

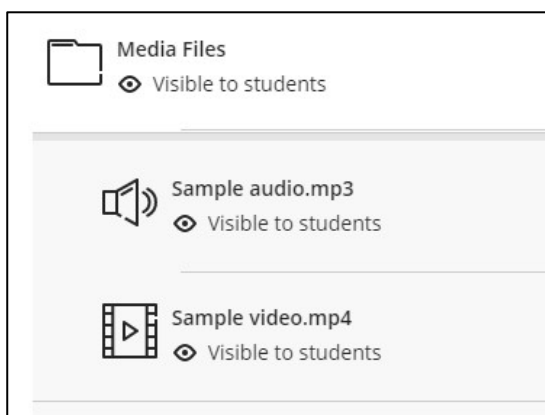


Figure 1 Screenshot showing MP3 and MP4 file in an Ultra course.

There are multiple advantages to hosting media files on Panopto:

- Enables the use of closed captions for accessibility for video.
- Reduces the buffering delays when downloading large media files.
- Removes the need for large amounts of disk space on the student's device.
- Reduces the amount of data that students must download - some users will be on a limited and costly data contract.
- Frees up disk space on MyAberdeen, which is also limited and costly.
- Panopto provides additional functionality, such as the search video facility.

The main steps involved are: downloading each media file from MyAberdeen to your computer, uploading the media files to Panopto, adding the new Panopto session to the course area and finally removing the media files from the course area. Full step-by-step instructions are provided below.

Download Media Files from MyAberdeen

If you do not already have the media files on your computer, you must first download them from the course area. To do this:

1. Click on the file within the course area (this may start to play in browser).
2. Click the **ellipsis icon** (see Figure 2).

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3. Select **Download**. Repeat for each media file in the course area.

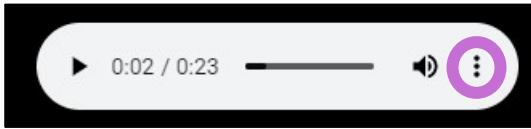


Figure 2 Screenshot showing ellipsis icon on the media player.

Uploading Media Files to Panopto

Media files can be uploaded in bulk to our Panopto website from your course area. From the Details and Actions menu (left hand side):

1. Under Books and Tools, select **View course & institution tools**.
2. Select **Browse all course tools**.
3. Select **Ultra Course – Add Panopto Videos**.
4. Select the **Upload** tab - the course folder will be the default destination, but this can be changed using the drop-down menu (see Figure 3).

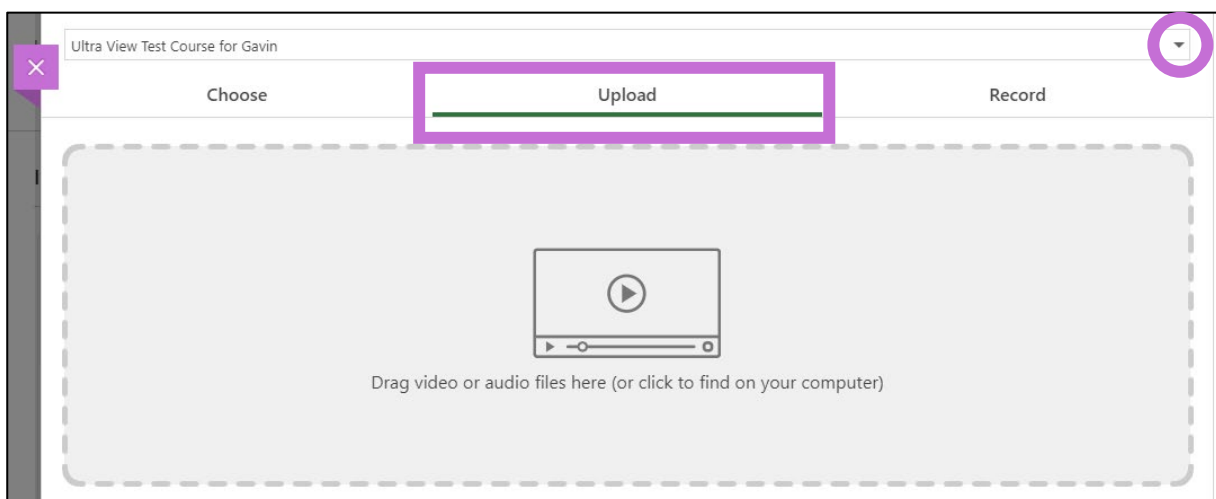


Figure 3 Screenshot showing the folder drop-down menu and the Upload tab.

5. On your computer, select all your media files and drag onto this window or click the window to find files on your computer.
6. The files will now upload. You will receive an email when each Panopto session is ready.

[Instructions on how to batch upload videos to our Panopto web site directly are available here.](#)

Adding Panopto Sessions to An Ultra Course

Panopto is integrated into MyAberdeen providing two methods to add a Panopto session to a course. The first method provides embedded media on its own. The second method embeds the media in a Blackboard Document, which is useful if it accompanies related text, images, and files.

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First method:

1. In the course content area, click the **plus (+) icon** in the relevant location/folder (see Figure 4).

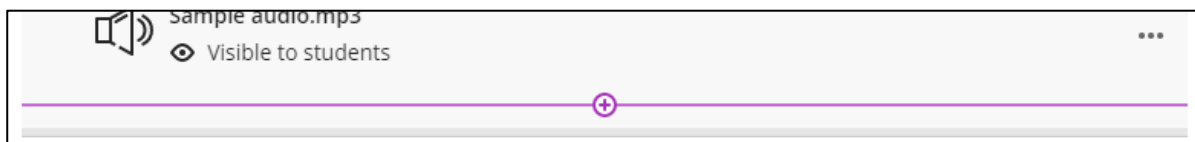


Figure 4 Screenshot showing the plus icon.

2. Select **Tools**.
3. Select **Ultra Course – Add Panopto Video**.
4. Select your folder from the drop-down list.
5. Select the relevant Panopto session.
6. Select the **Insert** button.

[Watch how to add a Panopto session here.](#)

Second method:

1. In a new Blackboard Document, click **Add Content**.
2. Select the **insert content** icon (+) from the toolbar (see Figure 5).
3. Select **Insert/edit LTI item**.



Figure 5 Screenshot showing the insert content icon and the menu option for Insert/Edit LTI item.

1. Select **Ultra Course – Add Panopto Videos**.
2. Select the Panopto session.
3. Select **Insert**.
4. Add a name and select **Insert**.

Repeat for each media file in the course area. [Watch how to add a Panopto session to a Blackboard Document here.](#)

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Suggestion: Using Panopto integration in Ultra courses will ensure that appropriate permissions are assigned – no further adjustment should be necessary. If you copy and paste a web link to a Panopto session, you will have to manually adjust the sharing permissions.

Delete the Media Files from MyAberdeen

To free up space in MyAberdeen and keep the course area well organised, you should now remove the media files.

Warning: Ensure the files are all on Panopto and added to the course area before deleting anything. This will ensure no data is lost and students will not be without learning material at any time.

To do this:

1. Select the **ellipsis icon**.
2. Select **Delete**.
3. Select **Delete** again to confirm.

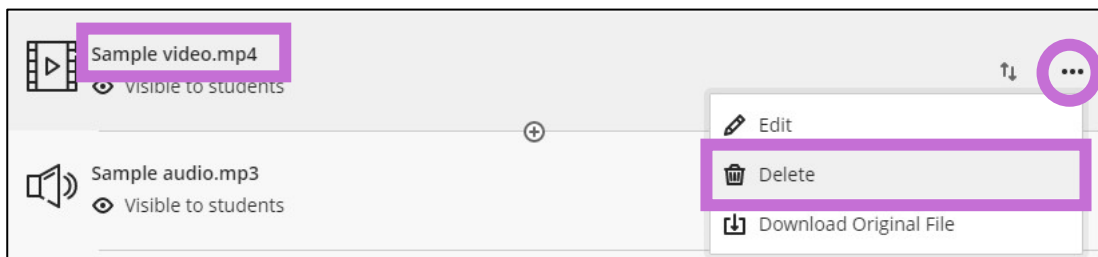


Figure 6 Screenshot showing the location of the ellipsis and delete option.

Repeat for each media file in the course area.

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Blackboard Help: [Creating a Document](#)
- Toolkit: [Panopto](#)