



Contents

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About Panopto



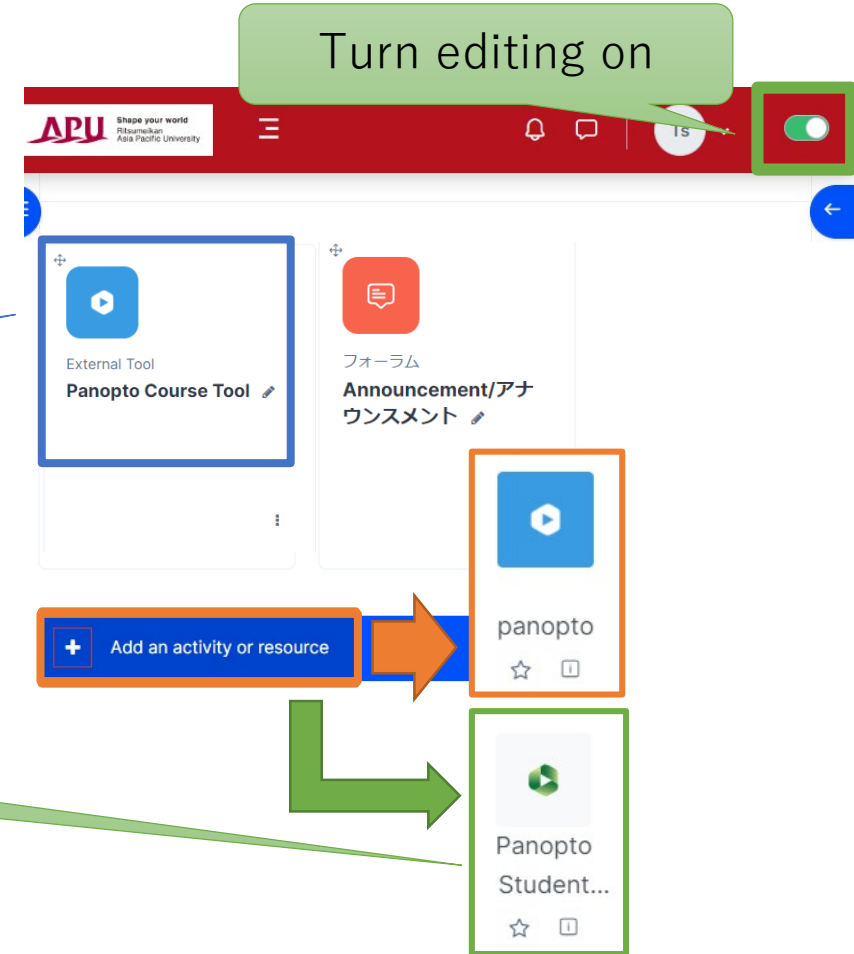
- What can be done with Panopto
 - Transmitting and collecting videos (This is an OnDemand class system.)

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

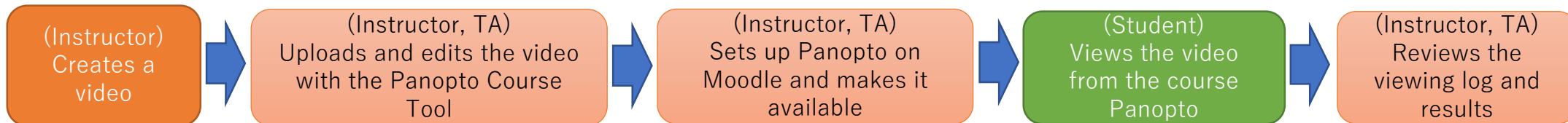
• All videos are managed with the “Panopto Course Tool” in the course.

- When making a video available to students, select “Panopto” from “ +Add an activity or resource”

* To set up assignments in which videos are submitted, select “Panopto Student Submission” (see P15)



• Panopto flow:



About Panopto



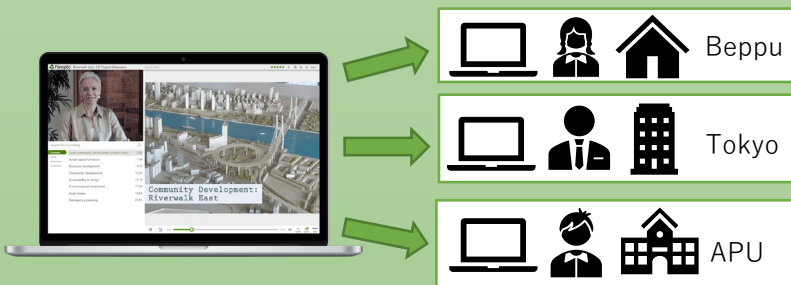
• OnDemand Lecture System

- 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 . . . :

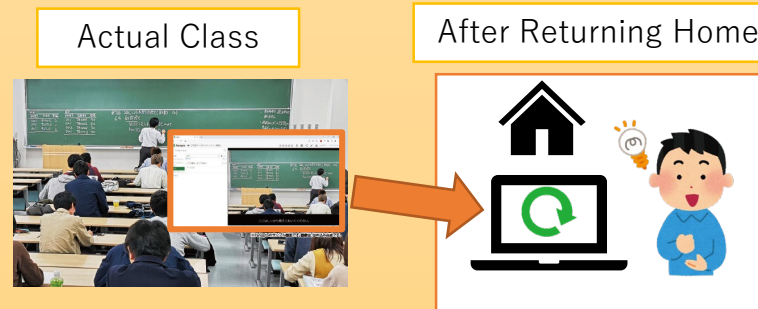
. . . groupwork and active learning during class are carried out by having students view recordings of the lecture as homework.

For OnDemand classes



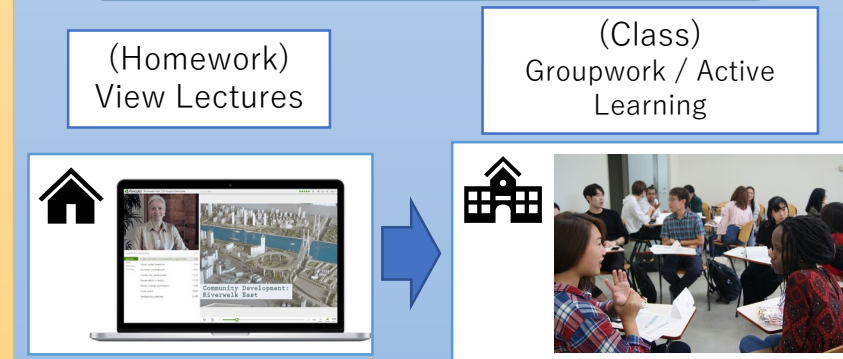
- Post recorded / created videos
- Test student level of understanding in videos by inserting quizzes into the video
- Share classes beyond certain times and locations

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



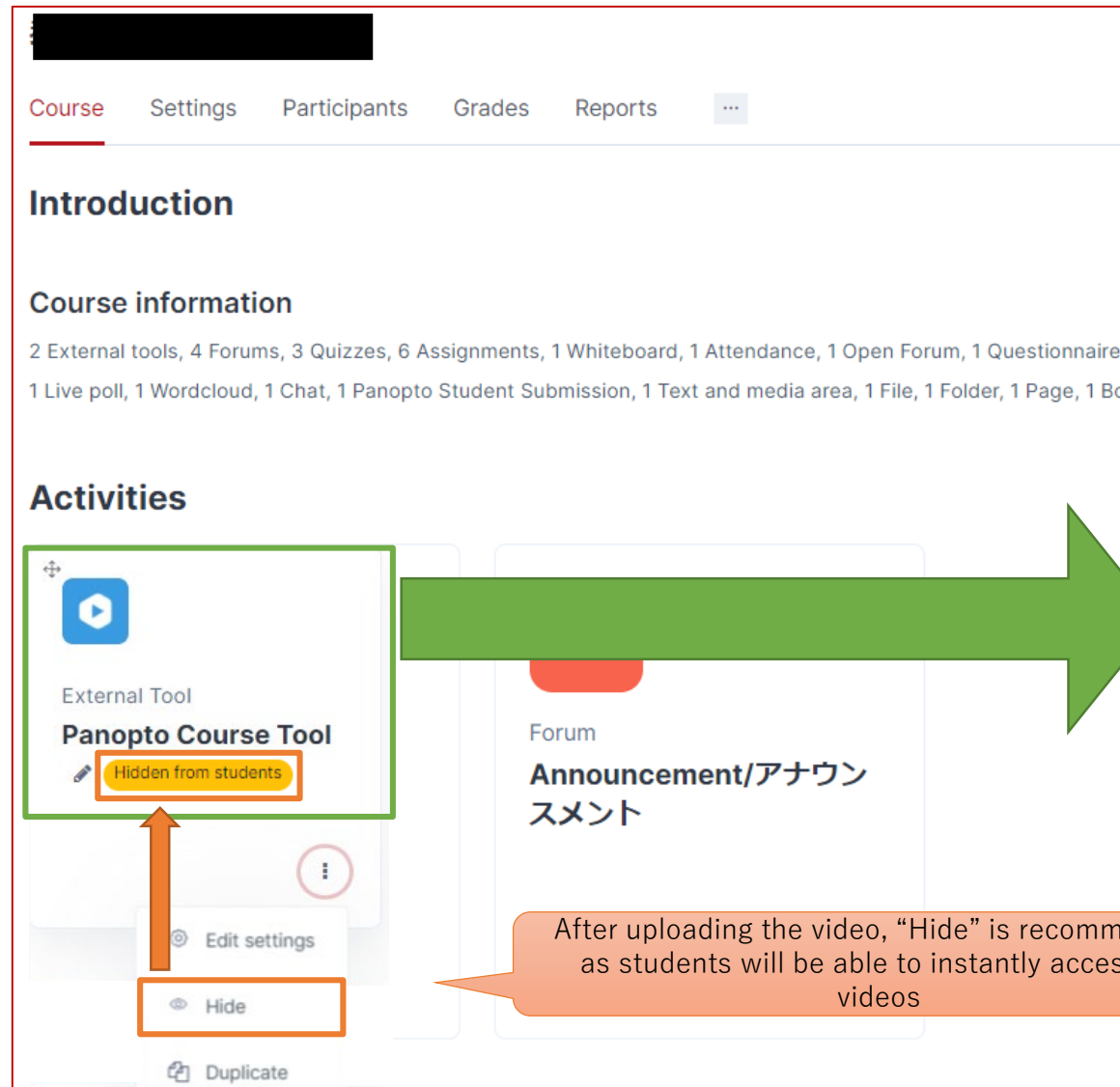
- Record and transmit lectures to students
- Students view the lectures as homework and learn in class by focusing on groupwork
- Learning efficiency improves

Managing Video Materials

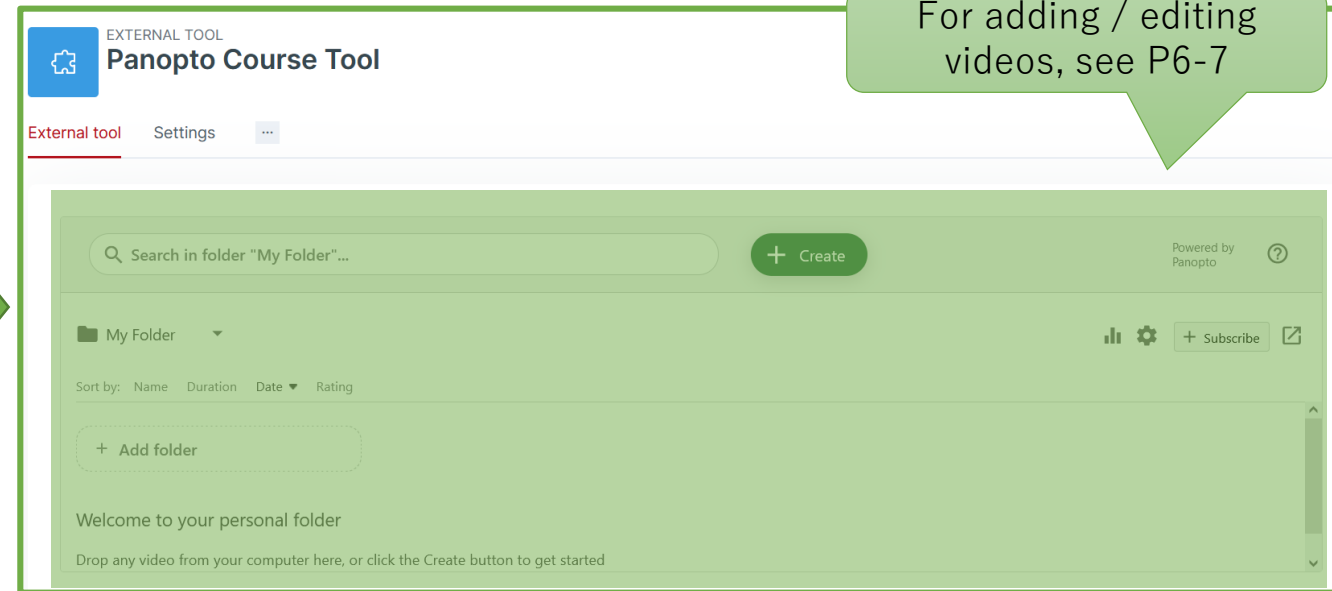
When publishing videos within a course, videos uploaded with Panopto can be managed from the “Panopto Course Tool” set by default in the course.

For adding / editing videos, see P6-7

After uploading the video, “Hide” is recommended as students will be able to instantly access all videos



The screenshot shows a Moodle course page with a navigation menu (Course, Settings, Participants, Grades, Reports) and a main content area. The 'Introduction' section is visible. Under 'Course information', it lists various activities. In the 'Activities' section, a 'Panopto Course Tool' activity card is highlighted with a green border. The card shows a play button icon, the text 'External Tool Panopto Course Tool', and a 'Hidden from students' button. Below the card, a 'Hide' button is also highlighted with a green border. A large green arrow points from the 'Panopto Course Tool' card to the right, towards the Panopto interface screenshot.



The screenshot shows the Panopto Course Tool interface. At the top, it says 'EXTERNAL TOOL Panopto Course Tool'. Below that, there's a search bar with the text 'Search in folder "My Folder"...' and a '+ Create' button. A folder named 'My Folder' is selected, and there are icons for 'Add folder', 'Subscribe', and 'Share'. The interface is powered by Panopto.

Creating and Adding Videos

EXTERNAL TOOL
Panopto Course Tool

External tool Settings ...

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

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 Videos

Open Panopto

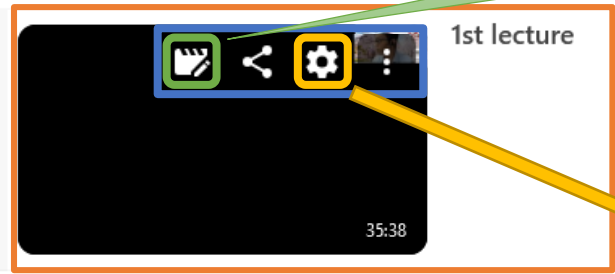
For detailed operations within Panopto, please refer to the Panopto Manual.

(Examples of what can be done with Panopto)

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

Edit a video

The video will be displayed when the upload is complete



1st lecture

Resume in Capture Launch Capture and resume this session

Resume in Panopto for Windows Launch Panopto for Windows and resume this session

Availability

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

- with its folder (immediately)
- starting Osaka, Sapporo, Tokyo

Session remains available

- forever
- with its folder (forever)
- until Osaka, Sapporo, Tokyo

Setting examples

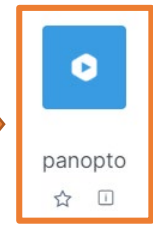
The date and time that students can access the video can be set.

When the video is prepared, return to the course page to share the video

Add an activity or resource

Setting Up Panopto

+ Add an activity or resource



Adding a new External tool to Panopto

General

General

Activity name

Show more...

Select content

Title of the Panopto Activity

Selecting is not needed if the video is not pre-uploaded to Panopto Course Tool

Select content

Choose Upload Record

	12/18/2023
--	------------

Insert

Select a video to share and click "Insert"

Input is not needed as a video title is automatically inserted

Please write a description of the activity here if necessary

Display description on course page

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

No changes required

Quiz

APU Quiz

Opened: Tuesday, 1 August 2023, 5:00 PM
Closed: Wednesday, 2 August 2023, 5:00 PM

Description of Quiz

Setting Up Panopto

Adding a new External tool to Panopto

General

Privacy

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display

Privacy

No changes required

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

Grade

Grade

Type

Maximum grade

Grade category

Grade to pass

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

Common module settings

Availability ? Show on course page ▾

ID number ?

Force language Do not force ▾

Group mode ? Separate groups ▾

Grouping ? None ▾

Send content change notification ?

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.	

Restrict access

(Common Functions) Restrict Access

Restrict access

Access restrictions Expand all

None
 Add restriction...

Options

Availability

Results

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and re... Cancel

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

View Receive a grade

Done

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

Checking the Videos

Instructor

For Panopto operations, please review the Panopto Manual

Move to the video editing screen (Cutting, inserting quizzes, etc.)

Open the video settings screen (Publication period, etc.)

From Analytics, information such as “who watched the video, how much it was watched, and how many times it was watched” can be reviewed

The screenshot shows the Panopto interface with a video player and a table of contents. The video player displays the APU Moodle basic information page. The table of contents lists various sections with their durations.

Details	APU Moodle -e基本ノ	0:06
Contents	APU Moodle -eとは	0:45
Discussion	APU Moodle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://lms.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	6:36
	(コース画面の見かた)	7:51
My APU Moodle		8:12
	授業準備をする	8:27
	(セクション)	9:21
Preparing for Class		10:39
	授業準備をオス	10:45

The Analytics dashboard provides a comprehensive overview of video performance. It includes a session dashboard with key metrics, a bar chart for views and downloads by day, a line chart for viewer engagement, and a table for top viewers.

Session Dashboard

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

Views and Downloads by Day

Date	Views and Downloads	Unique Viewers	Minutes Delivered
23/09/19	0	0	0
23/09/22	0	0	0
23/09/25	0	0	0
23/09/28	0	0	0
23/10/01	0	0	0
23/10/04	0	0	0
23/10/07	0	0	0
23/10/10	0	0	0
23/10/13	0	0	0
23/10/16	0	0	0
23/10/19	1	1	0.3

Viewer Engagement

Time (Session Timeline)	Views	Comments	Notes
0:00	1	0	0
2:00	0	0	0
4:00	0	0	0
6:00	0	0	0
8:00	0	0	0
10:00	0	0	0
12:00	0	0	0
14:00	0	0	0
16:00	0	0	0
18:00	1	0	0
20:00	0	0	0
22:00	0	0	0
24:00	0	0	0
26:00	0	0	0
28:00	0	0	0
30:00	1	0	0
32:00	0	0	0
34:00	0	0	0

Top Viewers

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

Checking the Videos

Student

1st lecture

Mark as done

Panopto 1st lecture

Search this recording

Details	APU Mood -e基本ノ	0:06
Contents	APU Mood -e とは	0:45
Discussion		
Notes	APU Mood-eで\できること	2:06
Bookmarks	・ 設定で対応できること例	2:18
Hide	・ URL : https://lms.apu.ac.jp	3:15
	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
	"moodle	5:03
	履修学生の登録について	6:36
	(コース画面の見かた)	7:51
	My APU Moodle	8:12
	授業準備をする	8:27
	(セクション)	9:21
	Preparing for Class	10:39
	<input type="checkbox"/> 授業準備をする <input type="checkbox"/> 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.

0:00 -35:38

APU Moodle基本情報 0:06

APU Moodleとは 0:45

APU Moodleで、できる

After setup, students will be able to access and view the video right away (when the video publication period is set, that setting will apply)

Selecting a playback position from the voice captions and slide captions to review points for understanding and changing the playback speed and video quality to view the video according to learning style and environment are possible.

(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

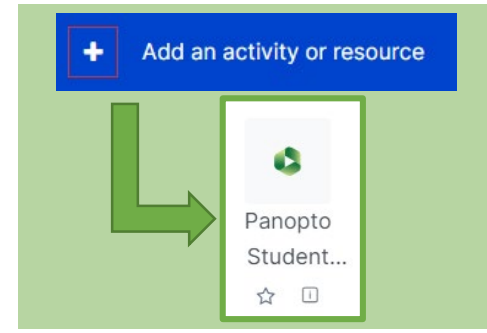
Due Date Enable 25 December 2023 14 44

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

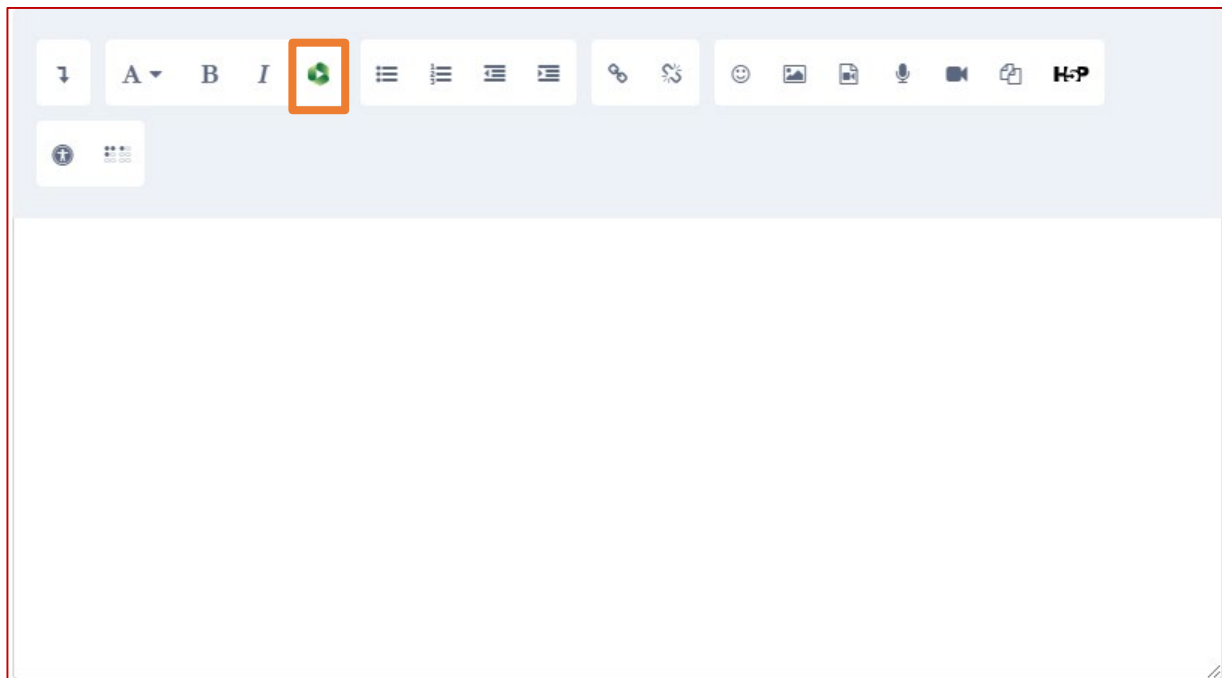
[Save changes](#) [Cancel](#)

Make sure to save after checking and inputting information

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

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

