myVideo — The Video Platform of Leuphana University of Lueneburg

Quick Guide: Uploading and Streaming Audio and Video Files
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Introduction

1  Basic Information about myVideo (Panopto)

With myVideo, based on Panopto software, Leuphana has recently launched a video platform on which lecturers can make their audio and video files available to students, regardless of their file size. Depending on their settings, students can view or download the videos provided there. As a lecturer, you can also deactivate the "Download" function. In contrast to YouTube, you can make the videos available via myVideo (=Panopto) in a non-public room to which only people with a myStudy account can have access. There is also the option of only allowing access to videos to individual persons. If you wish, you can also make video and audio files publicly accessible.

Since this service has just been set up, the Digital Teaching Support Team, just like MIZ, is currently familiarizing itself with the wide range of functionalities and setting options and will provide you with the best possible support. We will (be able to) answer your questions successively. We will also make improvements to the configuration of the software.

Besides the possibility to provide videos and audios on myVideo (Panopto), the software also offers a very good recorder and editor to produce and edit your own video and audio recordings. Please be patient; we will provide instructions and support shortly.

In order to give you the opportunity to provide videos for your students in the way described above, we have decided to make the service available while we expand our service portfolio.
2 Prerequisite for Use: a Moodle Course

At this time, this means that you can only upload videos to the myVideo (=Panopto) platform via a Moodle course. We are working on the possibility to upload videos directly to the platform independently from Moodle. Students can also log in to the platform independently of Moodle via a link provided by you (similar to Zoom/ GoToMeeting) and stream the videos there; see point 17. The requirement for students to watch videos/audios on myVideo (Panopto) is that they have registered once in Moodle with their myStudy access data (https://moodle.leuphana.de).

If you want to provide videos for your students via myVideo, the first thing you need to do is create a Moodle course. Information on how to create a Moodle course from within myStudy can be found here: https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools/moodle.html

Note: You can upload videos/audios to myVideo (Panopto) from all Moodle course templates provided on myStudy and also from all Moodle courses you have created yourself. You don’t necessarily need course template 3, which also includes the option for advanced Moodle users to produce videos in Moodle, using an h5p plug-in.

You can also use the Moodle course exclusively for uploading videos to the platform, as a dummy course for video upload so to speak. Your students do not need access to the Moodle course. However, if the students have access, they can start the videos directly from the Moodle course.

The systems are configured in such a way that the video platform myVideo (=Panopto) automatically copies the structure of the respective Moodle course on its surface, so that, for example, folders are created on myVideo for the sections created in Moodle, in which the corresponding videos can then be found.

Provision of Audio and Video Files on myVideo via Moodle

3 Integration and Activation of myVideo (Panopto) in Moodle Course

Note: If you are creating a Moodle course for the first time using one of the course templates in myStudy (see chapter 2), myVideo or Panopto is already integrated there. In this case you can skip steps 1–4 and follow the instructions from step 5 onwards.

1. Go to your Moodle course and select “Enable editing” from the settings menu (red gear in the top right corner):

Fig. 1 Profile View
2. If not already done, use the three bars at the top left of the window to open the page navigation:

![Moodle Menu Bar](image)

**Fig. 2 Moodle Menu Bar - Course Home Page**

3. Scroll to the bottom of the page navigation and select "Add block."

![Add Block Section](image)

**Fig. 3 Left Page Navigation - "Add Block" Section**

4. In the window that opens, select "Panopto."

![Menu Selection](image)

**Fig. 4 Menu Selection — Adding Block Panopto**

5. You will now see a new block "Panopto" in the bottom right-hand column on your screen. There, click on "Provision Course."

![Right Side Navigation](image)

**Fig. 5 Right Side Navigation - Block Panopto**
6. The following window opens. Click on "Back to Course" at the bottom left:

![Fig. 6 Block Panopto – Menu Selection](image)

4. **Uploading Video and Audio Files**

7. In your Moodle course, select the area (e.g. a specific session date or thematic section) in which you want to integrate a video by clicking "Edit" next to the title on the right and then "Edit Section:"

![Fig. 7 Moodle Course in Edit Mode – Topic/ WeeNy-Based Format Home](image)

8. In the following pop-up window, scroll down relatively far and select the category "Text field" under "Working material":

![Fig. 8 Menu selection - "add" text field](image)
9. In the window that opens, click on the small green panopto icon:

![Image of Moodle Course in Edit Mode - Text Editor]

**Fig. 9 Moodle Course in Edit Mode - Text Editor**

10. In the window that now opens, go to the "Upload" tab at the top center. Now you can upload video or audio files from your browser to the video platform by drag & drop or with a click:

![Image of Moodle Course in the Editing Mode – Uploading Files]

**Fig. 10 Moodle Course in the Editing Mode – Uploading Files**

11. As soon as the upload is done, click on "Insert" at the bottom left:

**Note:** If required, you can also upload several videos and then later select the appropriate videos per appointment/section via the "Select" tab (see Fig. 10).

![Image of Moodle Course in the Editing Mode – Adding Files]

**Fig. 11 Moodle Course in the Editing Mode – Adding Files**
The video now appears directly in the "Description" section of your section. Click on "Save changes" below:

![Image](image1.png)

**Fig. 12** Moodle Course in the Editing Mode — Text Editor (Description)

12. If not already done automatically, go back to the overview of your Moodle course by clicking on the title of your course at the top of the left hand side navigation.

![Image](image2.png)

**Fig. 13** Left Side Navigation - Moodle Course - Course Template 3

13. If you are still in the Editing Mode, select "Switch off-edit" in the settings at the top right:

![Image](image3.png)

**Fig. 14** Right Side Navigation - Gear - Menu Options

14. If you now go to the section where you wanted to integrate the video, the video will appear there. Possibly still with the following message (see Fig. 15, left). After a short time, at the latest when you close the molecule course once and then open it again – it will look like the screenshot on the right:

**Note:** If the display remains as shown on the left in Fig. 15, this is probably due to the cookie settings of your browser. You would then have to set an exception in the cookie settings for Panopto.
You can now start the video directly via the play triangle in this small window. For the full screen mode, you can switch to myVideo (=Panopto) by clicking on "Show Full Session" (see left) or the small arrow at the bottom right of the screen (see right):

Sharing and Download Settings in myVideo (=Panopto)

Settings at Course Level

15. When you are in the overview of your Moodle course, you will see the block "Panopto" at the bottom of the right hand side navigation. This lists all the videos/audios you have uploaded to the video platform so far:
16. Click on Course Settings to make important settings in myVideo (Panopto) regarding sharing and download options for your video and audio files. You will then be directed to the myVideo (Panopto) website where the following window (see Fig. 17) will open

➔ Note: If you want to prevent students from downloading the video/audio files, select "Nobody" in the "Downloads" field.

Note: The settings you make here will then apply to all videos you upload through your Moodle course. You can also adjust the settings for each video. See Chapter 6.

Fig. 18 myVideo (Panopto) — Menu Selection — Settings

17. Next, select the "Share" option in the left-hand navigation of the window (see Fig. 18). The following window (see Fig. 19) will open. At the top of the window, you will see the link that allows you to invite people to your myVideo course (Panopto course) independently of Moodle, so that they can watch your videos there. In the "Authorised" section, you can further restrict who has access to your myVideo course:

The default setting is "Specific people." This means that, for each person who wants to watch your video, you have to confirm individually that you agree. Since this is very time-consuming for larger seminar groups, we recommend the second option in the access permissions: "Everyone within your organization who has the link." To do this, click on the small arrow next to "Specific people." The following menu will open (see Fig. 19), where you can specify who should have access to the videos. If you have selected this option, students can start the video/audio directly without having to confirm access first.
Fig. 19 myVideo (Panopto) – Menu Selection – Granting Access

**Note:** You can access the Moodle course settings window at any time via "Course settings" from within your Moodle course (see Point 15) or in the myVideo course (=Panopto course) via the cogwheel at the top right of the screen:

Fig. 9 myVideo (Panopto) – Profile

If you do not normally work with Moodle in your course, you can also send your students the link (see Fig. 19). The students would then have to register once in Moodle with their myStudy data and are then automatically redirected to the myVideo (Panopto) interface to watch the video directly there.

**Important note for students:** When students select the video or the link to it, they are first prompted to log in to Panopto. The LogIn window looks like the one in Fig. 21 on the left. Here, students must first change the default "Panopto" in the top row to "College and Graduate School Moodle" via the small arrow on the right (see Fig. 21 on the right) and then continue logging in.

The same applies to you as a lecturer if you register directly on the platform via Panopto.
6 Adjust Settings for Individual Videos

18. After you have closed the settings window, you will land in your myVideo course (or Panopto course), where all your uploaded videos are listed on the start page. When you move the mouse over the title of a video, a menu opens below it in which you can select “Settings.”
19. In the window that opens (see Fig. 23), you can change the setting "Use folder settings" under "Downloads" by clicking the small arrow and then selecting another option. You can also adjust the access rights for this video by clicking "Share" in the left menu.

![Image](20200403_Audio_Zoom-Schulung_Webersik)

Fig. 24 myVideo (Panopto) — Access Rights

7 Making Video Available to Individual Users

20. Using the setting options for the individual videos (see Figure 22), you can also specify under "Share" that only certain people in your group (e.g. single parents who should be able to watch a recording of a meeting at a later time) should be able to stream the recording (with or without a download option).

To do this, select the following settings and then load only the person(s) you want to give access to the video in the input field below:

![Image](Link | Einbetten)

https://euphena.cloud.panopto.eu/Panopto/Pages.aspx?id=a9bdf1d4-967f-493f-b2c9-ab970101ed21

Zugriffsberechtigte:
In dieser Sitzung werden Berechtigungen vom dazugehörigen Ordner geerbt: Kurstemplate 3: Fokus Interaktion und Kollaboration

- Jeder innerhalb ihrer Organisation, der über den Link verfügt
  - Nicht gelistet, jeder Mitarbeiter ihrer Organisation der über den Link verfügt, kann die Inhalte anzeigen.
  - **Kurstemplate 3: Fokus Interaktion und Kollaboration:Creator** Können erstel...
  - **Kurstemplate 3: Fokus Interaktion und Kollaboration:Publisher** Können veröf...
  - **Kurstemplate 3: Fokus Interaktion und Kollaboration:Viewer**

Personen einladen:
Persons, Gruppen, Benutzernamen oder E-Mail-Adressen eingeben...

Fig. 25 myVideo (Panopto) — Regulating Access Rights for Individuals