Making simple recordings with Panopto/RePlay, moving recordings between folders, and setting the availability to students

Making simple recordings with Panopto/RePlay, and making recordings available to students via your Moodle module

This recording linked below (‘Session 3’) is of some of the core material covered in our recent training sessions on MS Teams and making recordings:

- Starting a timetabled MS Teams teaching session. From the start – approx. 7:9.
- Guidance on how to access extensive on-line training resources from the E-Learning team. Approx. 7:10 – 10:44.
- How to record materials for students using RePlay/Panopto at home, including one approach to ensuring recordings are accessible to students. Approx. 10:45 onwards. Please note in this recording the guidance to NOT AMEND settings in the pop-up that appears immediately after clicking ‘Course settings’ in the RePlay block. Please only make changes in this pop-up if you have very specific requirements that have been discussed, for example, with DDS and the E-Learning team.

Session 3: Understanding how the tools fit together

Moving recordings to a folder where students can ultimately view them

This guide linked below shows how you can move a recording, for example from ‘My Folder’, to the Moodle module where students can ultimately view them.

Copying a session to another module folder

Adjusting availability of Panopto recordings without navigating via the Moodle module

The method below is a slight variation in navigation from that version detailed in the video linked above, both result in the same outcome. While navigating this way involves slightly more clicks, it may be more familiar to professional services and certain academic staff who tend to utilise Panopto without first navigating via Moodle.

Please go to:

https://rhul.hosted.panopto.com

Choose the correct academic year, in the above case 20-21, and sign in.
You can now navigate to where your recording was first stored.

If you sent your recording to ‘My Folder’, you can click on ‘My Folder’ as shown above and find it there. Once you have checked that it is OK, you can move it to a folder where students can ultimately view it by following the guide earlier in this document.

If you first sent your recording to a Moodle module where students can ultimately view it, if it was sent there automatically by the AV equipment on campus, or you have just moved it there from ‘My Folder’, you can now go to the appropriate recordings folder by navigating using ‘Browse’ as shown above.

Choose the correct VLE year, in the above case VLE 20-21, and then your module, in the above case CAPITAL. If you have access to a large number of modules, you can ‘Search all folders’ with the module name, ensuring that you choose the one in the correct academic year from the options found.

The very simplest way to make a recording available is simply to ‘Publish’ it. This will make the recording immediately and continually available to students, but won’t allow you to time its availability and/or end of availability automatically. You might want to do this for a recording you have made yourself, perhaps at home, or
If the recording is currently not available for students to access, it will say ‘Not available to viewers’ next to it. If you hover over the icon for a recording you’re working on with your cursor, the option to ‘Publish’ appears, and you can simply click this.

If you want to automate timing of availability and/or end of availability, please follow the procedure below:
If the recording is currently not available for students to access, it will say ‘Not available to viewers’ next to it. If you hover over the icon of the recording you’re working on with your cursor, the ‘Settings’ option appears. Click on this.

![Availability](image)

Scroll down the pop-up, and the ‘Availability’ settings will be visible. The exact wording may vary in different recording folders, however they will be unambiguous and you will be able to set the recording’s availability.

Please note, the availability setting also affects live broadcasts in Panopto. When you begin a live broadcast, it’s best to check the availability of the live broadcast immediately to ensure that students can access it in their list of Live Sessions. Just like a normal recorded session, the availability of in-progress live broadcasts is controlled in the overview tab of that session’s settings.

In addition to the above considerations around availability settings, we would like to take this opportunity to remind staff that student access to recordings as standard in RePlay (Panopto) is set up in the following way:

- Recordings should be sent to the associated module folder (not My Folder) in Panopto if they are to be distributed to students in a Moodle module.
- Academic module folders are set up to be shared to specific creator and viewer groups automatically, these groups correspond to the users’ teacher and student roles in the corresponding Moodle module.
- If students are enrolled on Moodle, the content is in the correct module folder, and this content is set to be available, students will be able to see and access content in the module’s RePlay block without the need for any adjustment to the sharing settings or without any further action from staff.

There are of course exceptions to the standard setup, but it should be suitable for almost all academic modules. If you believe you need to adjust the permissions to share your recordings elsewhere, for example to DDS notetakers, prospective students, or anyone who cannot otherwise be enrolled on the module in Moodle, please feel free to contact the E-Learning team for advice as needed.