Using Panopto & Zoom in the Classroom

1. Identify clear goals for your lectures, class time, and consider ways you want students to use the recorded lectures.

2. Determine whether you will want to re-use these lectures for later use in other courses. If so, you will not want to include any images of students in the recording or specific dates.

3. Consider using the document camera to annotate with your computer instead of using a whiteboard.

   a. If using Zoom you can share your screen and use the annotation tools or the online whiteboard.

   b. If using Panopto you can share your computer screen or a secondary device such as a document camera, tablet or the classroom annotation tools.

4. Be clear with instructions to students on how to view class recordings.

5. Think about separating recordings into segments vs. long lectures. This will help in processing times and allow students to download videos.

6. Be mindful of background noises and test microphone before each session. If students have questions, on-campus during class make sure to repeat the questions so everyone can hear either live or in the recording.

## Integration with Blackboard & Zoom

Panopto- Lecture Capture

Note: If you have never used Panopto lecture capture, you will need to login at https://panopto.wm.edu using the Blackboard Sign in. Once you are into the site, you will be able to download the Panopto Recorder to start your lecture capture.

Podiums on-campus should have the Panopto Recorder available for you to use during your class session. If you are recording off-campus, you should be able to use the recorder on your own computer. Make sure to save your recording to the correct folder before starting. Tutorials and help files can be found online at https://www.wm.edu/offices/it/services/blackboard/lecturecapture/index.php.

- If sharing the videos within your Blackboard course, make sure to provision the Panopto folder in your course before doing your first recording. If you copied a course from a previous term and had existing videos they will be provisioned in the new course automatically. You will need to re-set the course to provide a new folder if you do not want to use the existing videos.
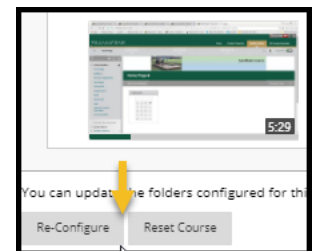
- If you are not provisioning a folder in your course and sharing Panopto videos via a link make sure you have set the correct permissions for students to view your videos ex.(everyone with the link in your organization). Do not open your recordings to the public. They can be shared via another medium, such as You Tube.
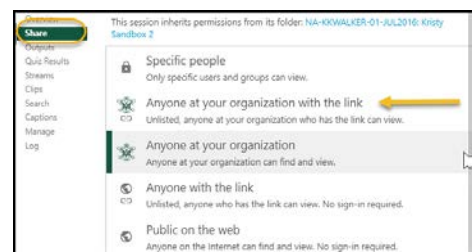
- Using the Blackboard Panopto Assignment feature, students have the capability to use the Panopto recorder to upload videos into the Blackboard assignment to be viewed in the class or by the instructor.

- When using Panopto students have the ability to make notes while viewing the recordings in addition to keyword searches.

- Panopto recorded sessions are captioned and can be edited. If you have students with ADA accommodations, please contact Student Accessibility Services for further information about services that can be provided for lecture capture within Panopto.

Zoom- Lecture Capture/ Meeting with Live Interaction

Note: To activate the Zoom integration within Blackboard, you will need to go to your course and choose a content area for your Zoom connection. Locate the Tools/More Tools/Zoom Meeting link to activate the Zoom meetings. Click on the link to activate your Zoom meeting schedule. Tutorials and help files can be found at https://www.wm.edu/offices/it/services/classroomtech/zoom2/index.php.

All Zoom meetings that are recorded to the cloud are uploaded within Zoom and copied into Panopto. Directions on managing your Zoom/Panopto recordings and locations can be found at https://www.wm.edu/offices/it/documents/zoommanagingcloudrecordings.pdf.

Using Zoom for Live Classes

- All faculty, staff and students have a Zoom licensed account that allows up to 300 participants and unlimited meeting times. Meetings should be secured to prevent unwanted guests.

- Review your host controls and meeting settings ahead of time.
  - If using breakout rooms, they can be pre-populated before the meeting. Make sure to not use your Personal Meeting ID and use a Generated Zoom ID for the meeting.

- Have students test their computer and settings before joining your first class.
  - Join a test zoom meeting before your first class to help with troubleshooting. Test session available at http://zoom.us/test and review computer requirements at https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

- Before using for your class, decide if you are going to record the session to the cloud or local.
  - **Local Recordings**- Need to be saved to your computer and shared as an mp4 file. It can be saved in various mediums such as You Tube, Google Drive, Box, etc.
  - **Cloud Recordings** (only available to individuals with @wm.edu accounts)- When saved to the cloud the recording is saved in Zoom and Panopto(My Folder/ Meetings Recordings) folder. Zoom recordings within the cloud environment will be deleted after a certain timeframe due to shared storage space with the entire college.

- Zoom recordings are captioned after the session has been recorded to the cloud. If you have ADA accommodations and need live captioning for classes, please contact Student Accessibility Services.

- If using live Zoom classes at the same time as the on-campus class, it is best to assign a co-host to help assist with the chat feature. You can assign a student to help monitor the Zoom meetings during class in addition to addressing questions after the lecture.

- Tips to help with troubleshooting Zoom issues for students include:
  - Mute participants upon entry and adjust settings, as needed (no video, etc.)
  - Decide whether to allow students to join before the host enters the room.
  - Utilize the reactions (thumbs up) to help gain audience feedback during meeting.