

Adding a Panopto / Listen Again Recording into Moodle

Introduction and Notes

This guide will show you how to embed a Panopto recording into your Moodle page without being required to download and upload the recording separately.

Once complete, the recording will be playable from within the Moodle course.

Finding the recording

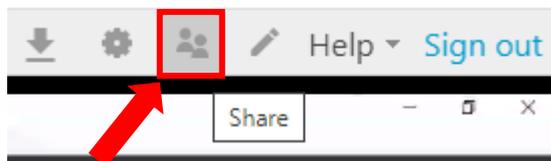
Firstly, you will be required to copy the recordings embed code from Panopto.

1. Open a web browser and visit <http://panopto.essex.ac.uk/>
2. In the top-right of the web page that loads:
 - a. Click Sign In, this should cause a pop-up to appear
 - b. Sign in using should be set by default to Essex (Azure)
 - c. You will be taken to our SSO sign in pages
 - d. Username will be your Essex ID including @essex.ac.uk (e.g. ab12345@essex.ac.uk)
 - e. Password will be your Essex password
3. Once you are signed in, Panopto will show you all the recordings you have access to.
4. To find a specific recording, either:
 - a. Use the search box at the top of the page to find the recording, or
 - b. Use the **Browse** button in the left-hand menu to navigate to a specific folder.
5. Once you have found the recording that you wish to share, click on its title to play the recording.

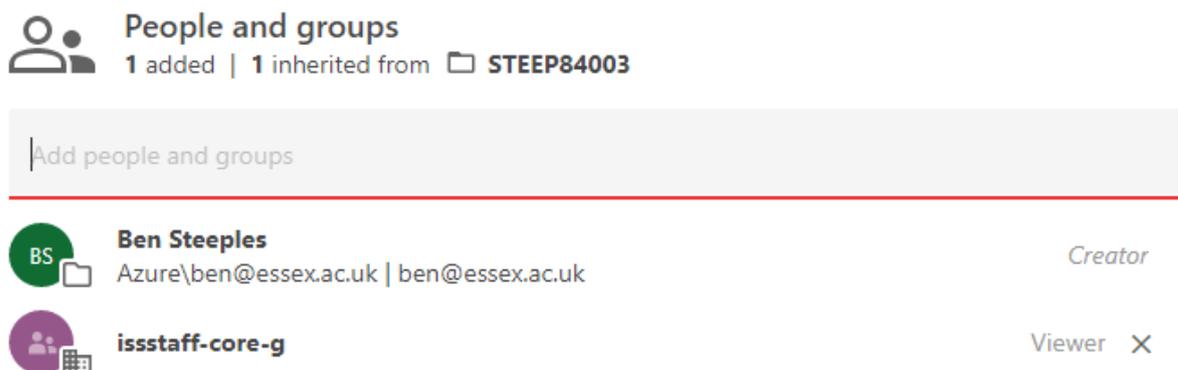
Setting share permissions

Initially, the recording will only be visible to you and others who already have permission to access the recording's folder. It is likely that you will need to add further audiences.

1. When viewing a recording, click on the 'Share' icon in the top-right of the page.



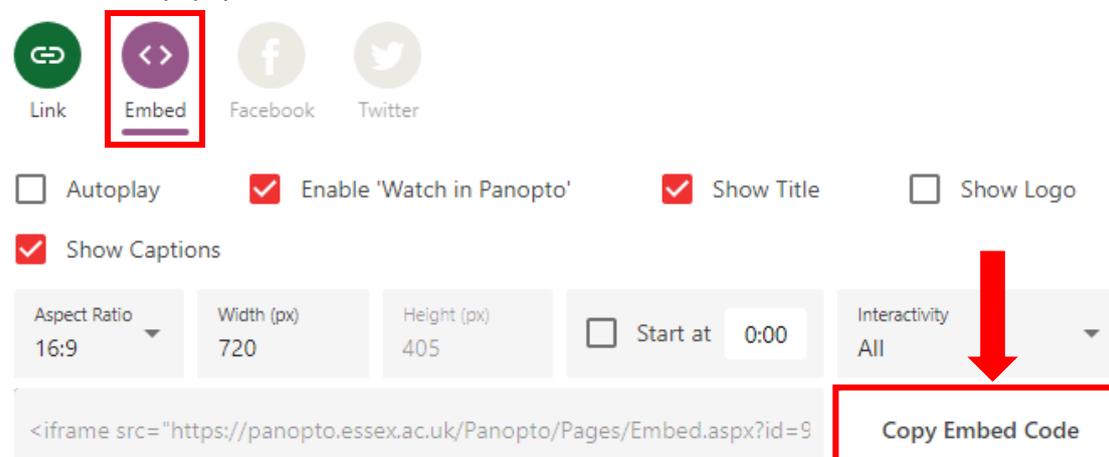
2. In the share popup, check the list of people who can **View** the recording.



3. If you need to add others (eg. a specific groups), type them into the *Add people and groups* box, and select the appropriate group(s).
4. You can remove access by clicking on the **X** icon to the right of the group.
5. If you want to make the recording public, click on the **Who can access this video** and select the appropriate audience.

Copying the embed code from Panopto

1. In the share popup, click on the **Embed** icon.



2. Then, click on **Copy Embed Code**.

Adding the embed code to your Moodle page

Now you can access Moodle and paste the embed code into your course.

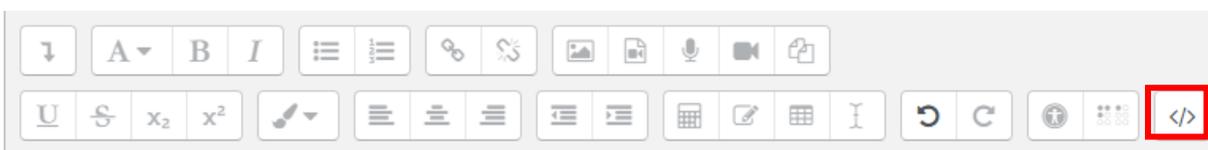
1. In your web browser, visit <https://moodle.essex.ac.uk/>
2. Click the blue **'Log in with your Essex ID'** button
 - a. You will be taken to our SSO sign in pages
 - b. Username will be your Essex ID including @essex.ac.uk (e.g. ab12345@essex.ac.uk)
 - c. Password will be your Essex password
3. Once you've signed in, find and enter the Moodle page you wish to add the recording to
4. On the left-hand side, click **'Turn editing on'**
5. Go to the topic where you're going to embed the recording.
6. Click **'Add an activity or resource'**



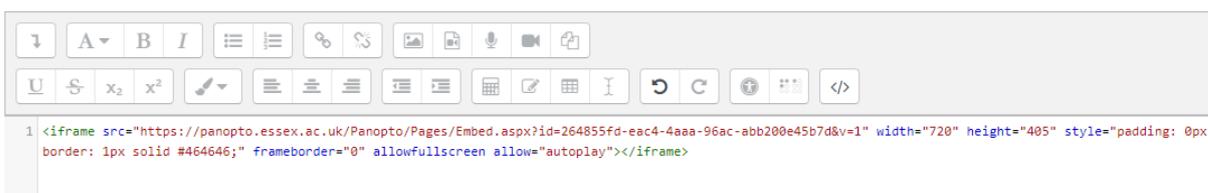
7. Find and select **'label'** then click **'Add'**
8. Click on the **'Show/Hide advanced options'** icon



9. Click on the **'HTML'** icon (</>)



10. Paste your embed code here then click **'Save and return to course'** at the bottom of the page



11. Your recording will now be displayed to you on Moodle.