- 1. Log into Canvas at <u>www.canvas.ox.ac.uk</u>
- 2. Open your 'My Panopto Folder' in Canvas

UNIVERSITY OF OXFORD	AD
Account	Log out
S Admin	205 04
ریک Dashboard	Notifications Profile
Courses	Files
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Calendar	Shared Content My Panopto Folder
Ē	Create Sandpit
Inbox	QR for Mobile Login

3. Hover over the file you wish to move (to the relevant Philosophy Canvas course) and click 'Settings'

Account	Search in folder "My Folder" Q Create -
(S) Admin	Sort by: Name Duration Date Rating
<u>ර</u> ධ Dashboard	Add folder
Courses	○ Test Lecture Recording for FHS Classes Settings ✓ Edit Delete
යුදු Groups	No primary media
Calendar	

4. If you want to make a copy of your recording, and move the copy instead, click on Settings > Manage > Copy (under the Copy session heading). You can rename the copy under Settings > Overview > Name and click on 'Edit' 5. To move a file, click on *Settings > Overview > Folder* and click on 'Edit' to the right of 'My Folder'.

▶ Test Lecture Recording for FHS Classes

Folder Choose a folder or start typing to search Quick access Preview image Gearch Captions Manage og Viewer link Owner Webcast Discussion Downloads Methods Preview image My Folder Conse a folder or start typing to search Choose a folder Ch	Share	Name	Test Lecture Recording for FHS Classes Edit
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Itemage 2019-20 Academic Year - Philosophy PHS Classes og Image og Image Viewer link Image Owner Image Webcast Image Discussion Image Downloads Image Image Image Description Image Image Music and the Internet	Search		2019-20 Academic Year - Philosophy Graduate Classes
Owner Image: My Folder Owner Image: Canvas Webcast Image: Faculty of Music Discussion Image: Faculty of Philosophy Downloads Image: Faculty Description Image: Image: Faculty Music Image: Faculty Music Image: Faculty Music Image: Faculty Image: Faculty Image: Faculty Ima	Captions		2019-20 Academic Year - Philosophy FHS Classes
Viewer link My Folder Owner Image: Canvas Webcast Image: Faculty of Music Discussion Image: Faculty of Philosophy Downloads Image: Graduate Courses Image: History Faculty Image: History Faculty Description Image: Image: Faculty Music and the Internet Music and the Internet	Manage		All folders
Owner Image: Constraint of the second seco	Log	Viewer link	My Folder
Discussion Image: Faculty of Philosophy Downloads Image: Graduate Courses Description Image: Faculty Description Image: Faculty Image: Music and the Internet		Owner	Canvas
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Description IT Services Music and the Internet		Downloads	Graduate Courses
Description Music and the Internet			 History Faculty
		Description	► IT Services
		Edit	Music and the Internet

- 6. In the Choose a folder search field, start typing '2020-21'
 - and choose the relevant 2020-21 Academic Year folder that appears.

▶ Test R	ecording	
Overview	Session Information	
Share	Name	Test Recording Edit
Outputs	Folder	
Quiz Results	Folder	2020-21
Streams		2020-21 Entry - Philosophy Other Events
Clips	Tags	2020-21 Academic Year - Philosophy Graduate Classes
Search	5-	2020-21 Academic Year - Philosophy FHS Classes
Captions	Preview image	-
Manage		2020-21 Academic Year - Philosophy Mods/Prelims Classes

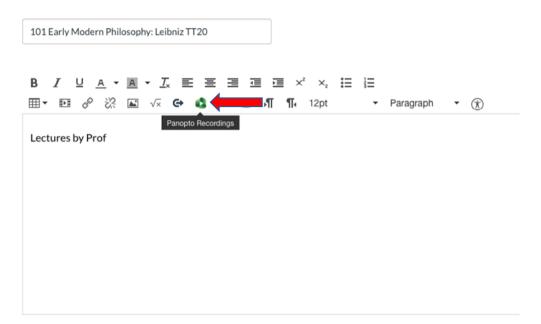
And click on Save



Overview	Session Inform	ation	
Share	Name	Test Recording Edit	
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Quiz Results	Folder	2020-21 Academic Year - Philosophy FHS Classes	*
Streams		Save America	
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Search	lags		

- 7. Close this dialog box and the file will then have been moved to the relevant folder
- 8. To insert the recording in your lecture/class page, navigate to the relevant course in Canvas and click on your lecture class/page.
- 9. Click on the 'Edit' button (top right)

10. In the editable field that appears, click inside the page where you wish the recording to appear and then click on the Panopto icon



11. Then choose the recording from the list that appears and click 'Insert'

	losophy FHS Classes		 Search under "20 	19-20 Academic Year - Ph
Choose		Upload		Record
•	Test Lecture Re 4/22/2020 Created	ecording for FHS	Classes	
Video Embed Option	ns			
Video Embed Option Aspect Ratio	NS Width (px)		Height (px)	
			Height (px)	
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Aspect Ratio	Width (px)	Interactivity		