- 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
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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
Autz Hesuits   Autz Hesuits   Autreams   Streams   Streams<	Outputs	Folder	Choose a folder or start typing to search
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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
Discussion       Image: Constant of the second		Webcast	Faculty of Music
Description       IT Services         Image: Music and the Internet		Discussion	Faculty of Philosophy
Description  IT Services Music and the Internet		Downloads	Graduate Courses
Description   Music and the Internet			<ul> <li>History Faculty</li> </ul>
		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

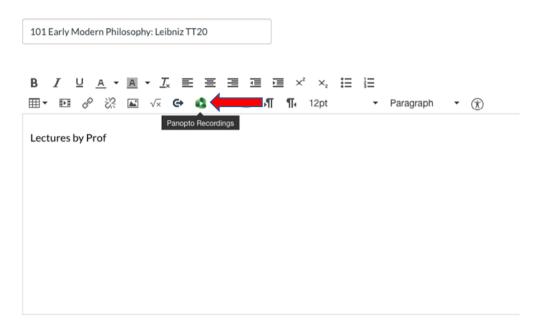
## And click on Save



Overview	Session Inform	ation	
Share	Name	Test Recording Edit	
Outputs		lest recording Eur	
Quiz Results	Folder	2020-21 Academic Year - Philosophy FHS Classes	*
Streams		Save America	
Clips	Tags	(+Tag)	
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- 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		<ul> <li>Search under "20</li> </ul>	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)	
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Aspect Ratio	Width (px)	Interactivity		