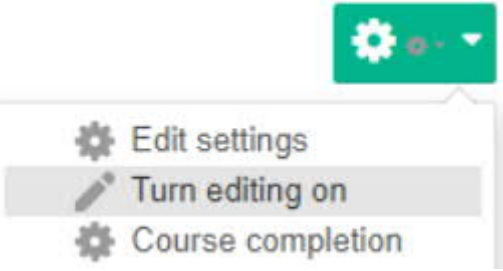

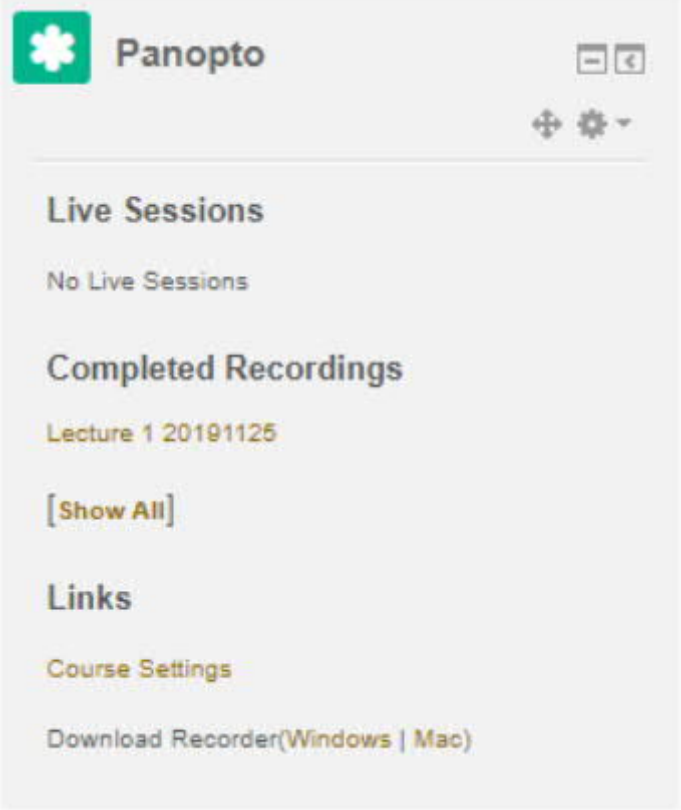


How to enable Panopto to your Moodle course

Note: Only teachers or teaching support staff with “Teacher” or “Teaching Assistant” or “Course Admin” role of a HKU Moodle course can enable Panopto to the Moodle course.

After the Panopto block is added, teachers and students can easily view the video recordings in a Moodle course.

Steps:

1.	Go to the Moodle course.	
2.	Click “Turn editing on” on the top right hand corner of your course.	 <p>A screenshot of the Moodle course settings menu. At the top right, there is a green gear icon. Below it, a dropdown menu is open, showing three options: 'Edit settings' with a gear icon, 'Turn editing on' with a pencil icon, and 'Course completion' with a gear icon. The 'Turn editing on' option is highlighted with a grey background.</p>
3.	Under “Add a block”, which on the right/left hand side of the bottom of your Moodle course (based on the course theme settings), select “Panopto”.	 <p>A screenshot of the 'Add a block' dropdown menu in Moodle. The menu is open, showing a search box with the text 'Add...' and a downward arrow. A red rectangle highlights the search box.</p>
4.	A “Panopto Focus” block will be added to your Moodle course. Teachers and students in the course can click the video links under “Completed Recordings” when the videos are ready for viewing.	 <p>A screenshot of the Panopto Moodle block. The block has a green header with the Panopto logo and the text 'Panopto'. Below the header, there are two sections: 'Live Sessions' and 'Completed Recordings'. Under 'Live Sessions', it says 'No Live Sessions'. Under 'Completed Recordings', it shows 'Lecture 1 20191125' and a '[Show All]' link. At the bottom, there is a 'Links' section with 'Course Settings' and 'Download Recorder(Windows Mac)'.</p>