Panopto is the system which is used to record lectures and store online videos. You will have access to the software in teaching rooms, as well as from your office or video booths. This quick guide will take you through the process of adding Panopto videos to an Ultra course. If this doesn’t sound familiar, you may need our Adding Panopto recordings to Original courses quick guide.

For Ultra courses, it is not necessary to have a Panopto course folder. This means you can easily use your “My Folder” to store and share videos, if preferred.

1. Adding a Panopto video through the Tools

This method will add the video in a large view (full screen). To display the video in a smaller view (embedded), jump to section 2 below.

1.1 Log into MyAberdeen and access your Ultra course.

1.2 Click on one of the plus icons in the Course Content section and select Tools.

1.3 Then, select the box Ultra Course – Add Panopto Videos.

1.4 Your Panopto course folder will open as a default. If you have already uploaded videos to this folder, you can select the relevant one by clicking on the radio button (little circle) to its left and then the Insert button. A message will alert you when your video has successfully been added to your Ultra course. You might need to refresh the browser to see it (press F5 on the keyboard).
1.5 Otherwise, if your recordings are in a different folder (for example, your personal folder), you can select that from the menu at the top of the page before inserting your video.

1.6 Finally, you can **Upload** or **Record** new videos directly in your chosen folder by clicking the relevant links in the bar at the top.

NB: Video files must never be uploaded directly to MyAberdeen, but instead uploaded to Panopto and linked to the course page from Panopto. This will enhance the user experience greatly.

1.7 If you wish to upload a video, you can either click within the grey box to browse your computer, or drag and drop the video from your computer directly into the box.

1.8 If you wish to record a video, enter a meaningful name for it in the box and then click **Record**. This will open a pop-window confirming you wish to **Open the Panopto Recorder**. If Panopto is not installed on your computer yet, click on the link that says **Click here to download**.

1.9 Your video(s) will now appear in Course Content:

1.10 When students click on it, the recording will open up as a new layer, in full-screen.

2. Adding a video in an Ultra document

2.1 Similar to the previous scenario, log into MyAberdeen and access your Ultra course.

2.2 Click on one of the plus icons in the Course Content section and select **Create**.

2.3 The **Create Item** panel appears on the right-hand side. Under **Course Content Items**, select **Document**.

2.4 An untitled new document appears as a layer. Give your document a meaningful name (top left).
2.5 Then, click on the **Add Content** button. The rich text box appears, where you can write information, add links, etc. Here, you can also embed a Panopto video by clicking on the **plus icon** on the top-right of the text box and selecting **Insert/Edit LTI Item** from the drop-down menu.

2.6 Follow steps 1.3 to 1.8 (above).

2.7 A message will briefly appear to confirm the content is being processed, then a small window pops up in which you can give a meaningful name to your LTI Item.

2.8 The video will display in the text box. Click **Save** to finish.
Useful Links

- Ultra Course View: Getting Started
- Toolkit Lecture Capture resource
- Adding Panopto recordings to Original courses
- eLearning Website
- Course Design Guidelines