Teaching with Zoom and uploading video – quick guide

Zoom is a tool for web meetings, webinars and online teaching. Zoom is comparable to Skype but is both more stable and easier to use.

It you have recorded a lecture in Zoom or with other video tools it can be shared with the students in Canvas. For this we use the video platform Panopto, which is integrated in Canvas.

This guide shows the setup of Zoom in Canvas, and how to teach using Zoom in Canvas. The integration of Zoom can be used for teaching for 1-300 participants. If you are teaching a class with more than 300 participants, contact Stian Hauger at the Learning Technology Center: stianulveraker.hauger@kristiania.no
He has the opportunity to increase the capacity for Zoom meetings or set up a webinar in Zoom (almost identical to a meeting).

Other resources:
- [Video resources from Zoom](#)
- [HKs open Canvas guide for Zoom (in Norwegian only)](#)
- [Video showing Panopto video platform integrated in Canvas (from Panopto).](#)
- [All video tutorials from Panopto](#)
- [All documentaton from Panopto](#)

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Enable Zoom in the Canvas course menu

Before using Zoom, you must enable the menu selection in the Canvas course menu. First check if the menu item "Zoom" is already in the course menu in Canvas (may have been activated by the Canvas administrator). In that case, you can skip to the next heading.

Go to the topic you want to enable it in, click Settings (Innstillinger) -> Navigation (Navigasjon) -> Turn on "Zoom" in the menu -> Click Save (Lagre).

Activate your Zoom account (only the first time you use Zoom)

a) The first time you as a teacher click on Zoom in the course menu, you will receive this message (students come straight in without activating an account):
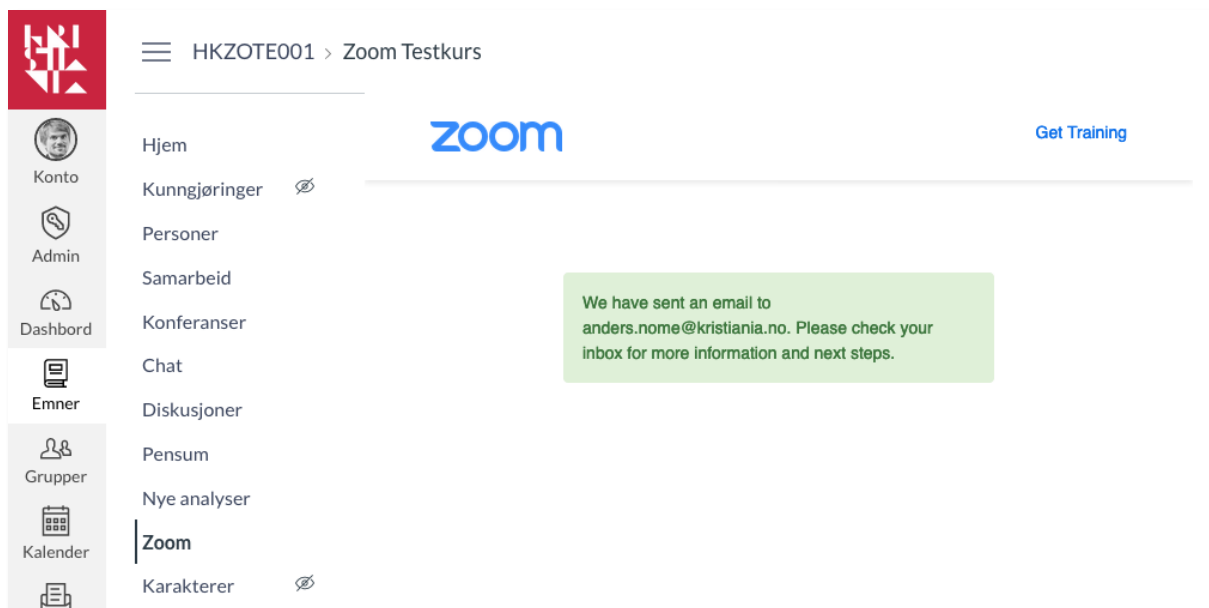
b) Go to your email and activate the account.
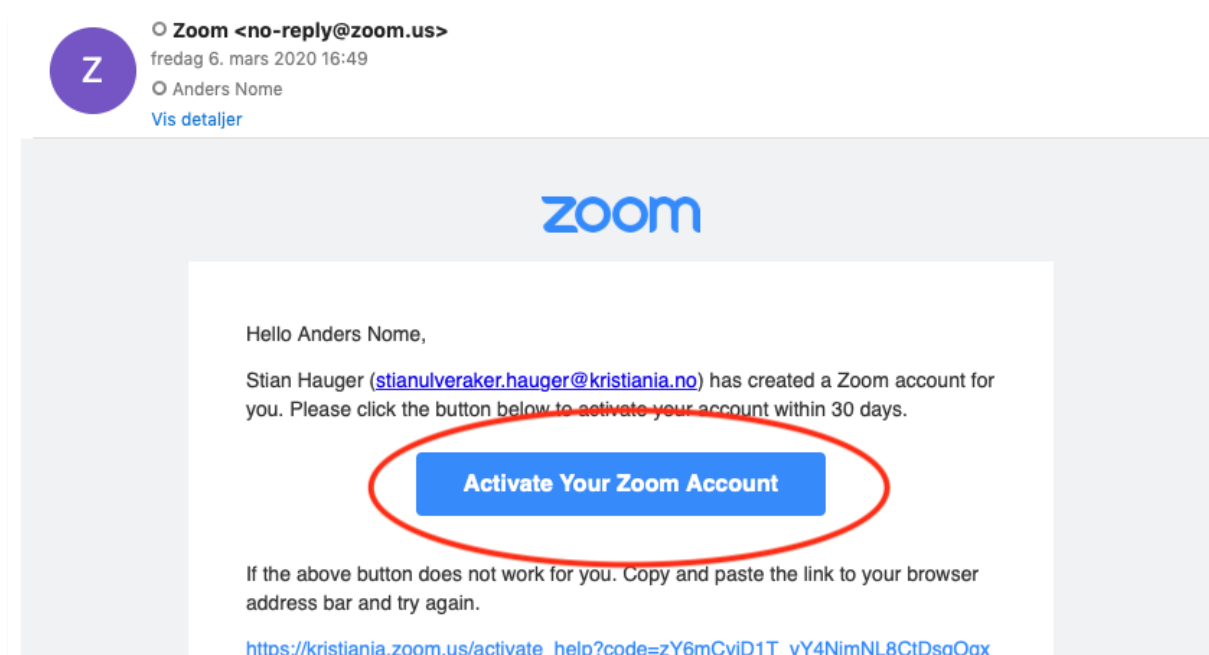
c) Then click the button below and log in with your Feide user. Now your user profile is created in Zoom. After that, you can close the Zoom application and return to the course in Canvas.
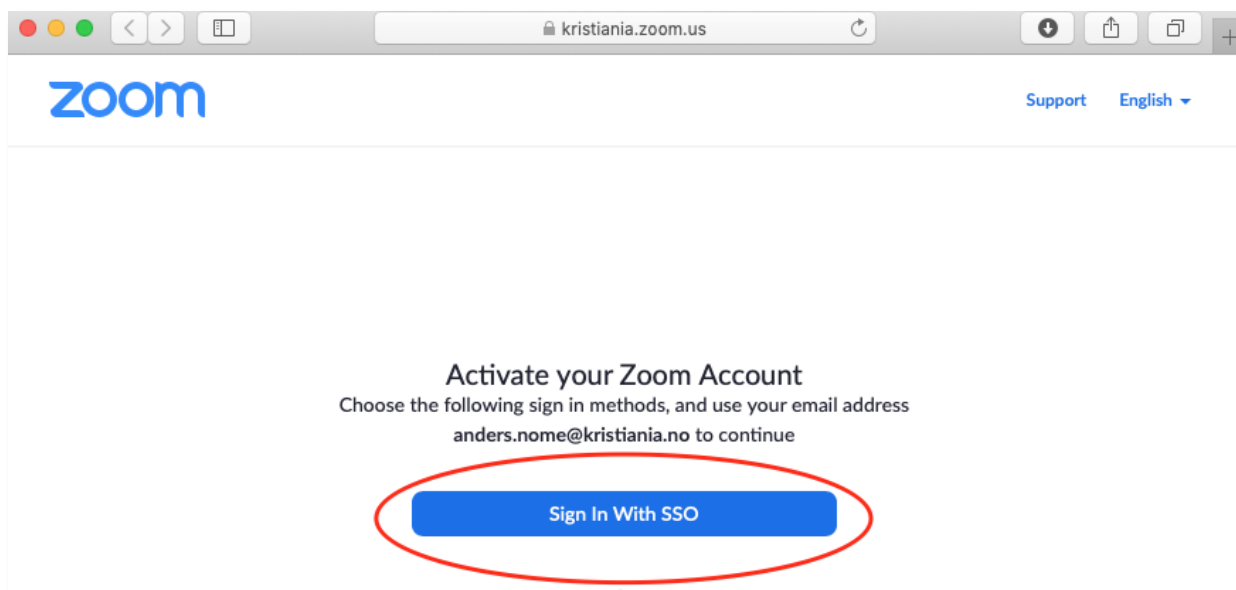
d) Click «Zoom» in the course menu and choose «Autoriser».
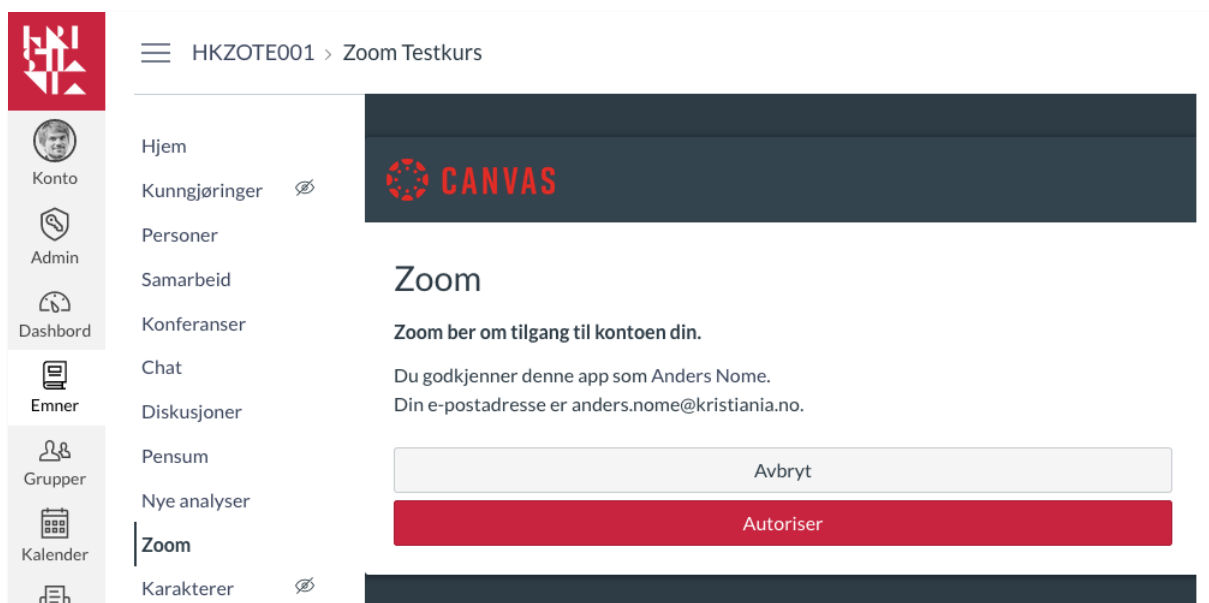
e) You will now see the following page. Here you can schedule a new "meeting" (a lecture with 1-300 participants).

f) This is the web meeting settings page (real-time online teaching). Fill in info and click save at the bottom. When you create a meeting, it will be added as an event to the calendar in Canvas. Students can then go straight to the meeting via a link or click "Zoom" in the course menu. Students do not have to create their own user for zoom.

If the session lasts longer than the time you scheduled, it is no problem. The meeting does not end until you end it in the Zoom client.

The Zoom meeting settings can be changed either per meeting in Canvas, or you can log in to your profile at https://kristiania.zoom.us/profile (under Settings -> Meeting) to change the default settings for all meetings you create.

How do you teach using Zoom?
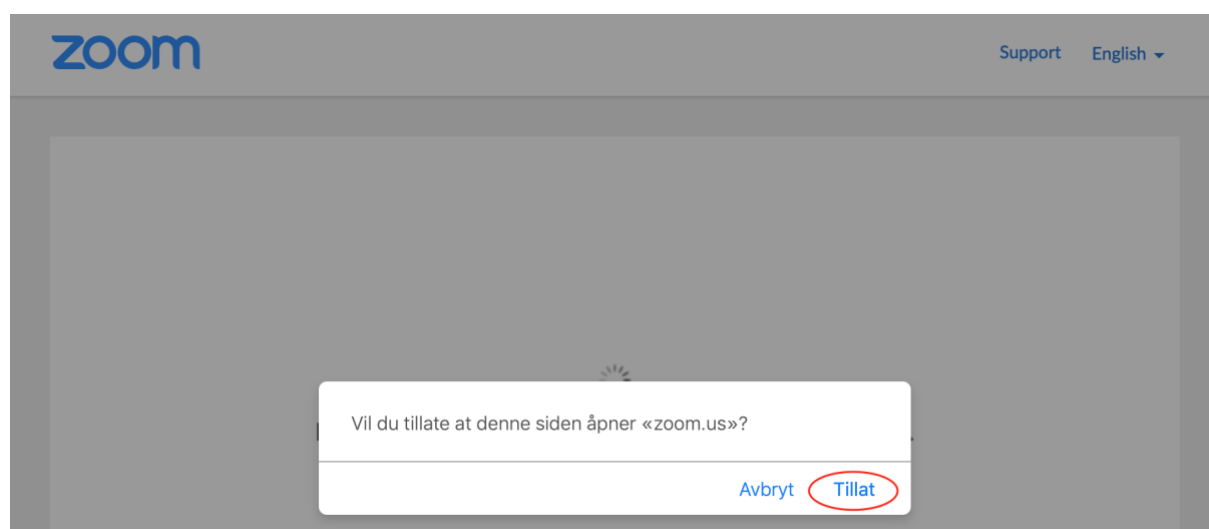
Zoom has developed good user guides on how to teach using Zoom (see link on top of this document). We will here just go through the most important features. We recommend using headsets when teaching via zoom (to prevent noise / feedback and echoes).

1. Once you have created a meeting / teaching session using the Canvas integration, you will see it on the Canvas Zoom page. You can enter the meeting room before it starts. Click "Start" to begin. Students will see a button called "Join" on this page, but will not enter the meeting room until the start time has passed.

2. A dialogue box will appear, where you will be prompted to open the Zoom client. Click «Accept».

3. Zoom client will open.

In the bottom of the window you will see all available features for teachers.

Mute/Unmute: Here you turn off and on your own sound. The arrow on the right opens a menu where you can adjust microphone and speaker settings. See picture below.
Stop/Start video: Here you choose whether or not to show your webcam, and you can change your video settings. See picture below.
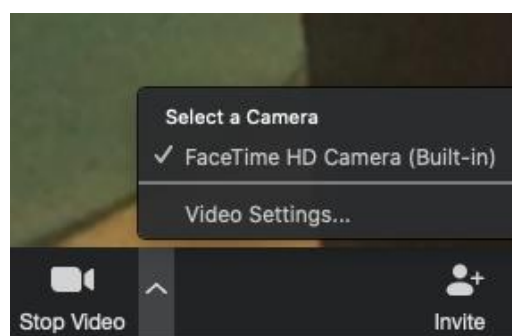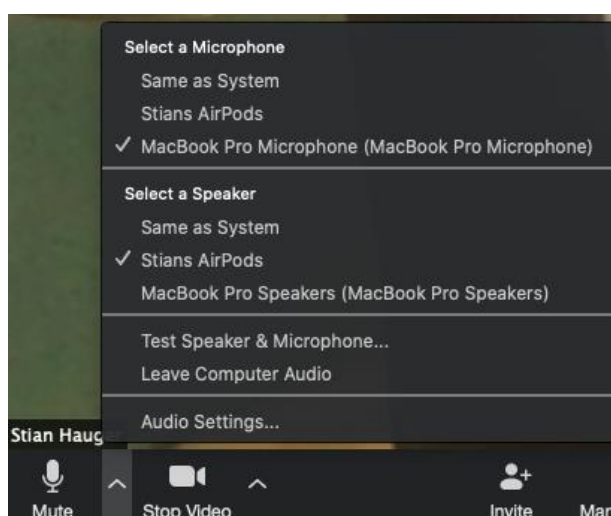
Security: Under this button you can decide what the participants are allowed to do in the meeting - share a screen, use chat, rename themselves, etc.
Participants: When you click this button, you get an overview of all participants. You can also choose to "Un-mute" everyone, ask someone to start the video, etc. By default, the participants' microphones are turned off (to prevent noise and feedback), but they can turn on the microphone themselves, or you can control that one person

or everyone can talk. Under this button you will also find the option to invite external people (Invite button). Students in the course are invited automatically when you add the meeting to the calendar (point f above).

Chat: Here participants and lecturers can communicate via text – either to all or privately. The button is marked with a symbol when someone has posted something.

Share Screen: Here you can show your open applications to participants, such as powerpoint, web pages and more. You can choose between either single windows or the entire screen. When you view programs or your screen, participants will see both your video image and what you are sharing (participants control the size of the various windows themselves).

Record: Here you can record the meeting (becomes a file that is stored locally on your computer, and which you can share with the students via Panopto - see further down in this guide). During recording, you will see the Pause / Stop recording buttons. Use "Pause" during breaks / during dialogue, and «Stop" when the session is over. You can see if recording is active to the top left of the window.

Use "Speaker view" (not "Gallery view") when recording lessons - Options at the top right of Zoom. By default, the recording then shows only video of the lecturer and what the lecturer shares on the screen. However, if students activate their microphone, they can be visible the recording. To avoid this - select "Pin Video" for your own web cam, and choose to display only one web cam during the recorded session.
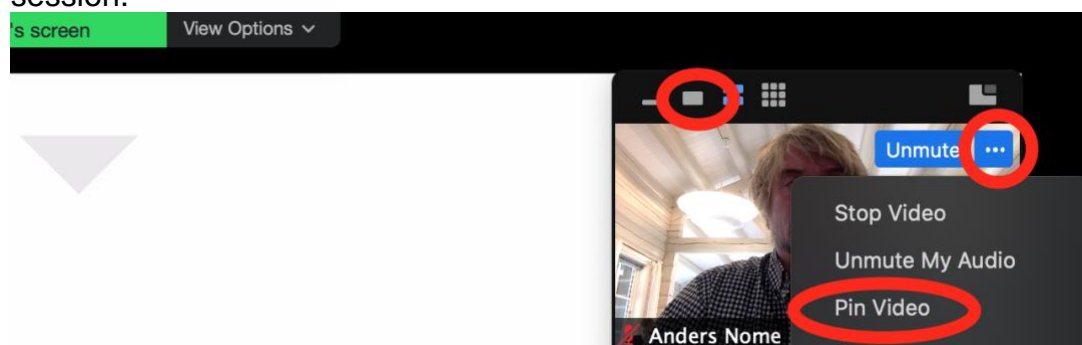
Reactions: Displays students' possible reactions along the way (thumbs up, applause, etc.).

More: Here you will find the opportunity to divide the students into group rooms (Breakout rooms). During screen sharing and recording, you will also find Pause / stop recording, and other settings under More.

End: When you click here, the meeting ends. If you have recorded the meeting, the video file is saved on your PC / Mac.

Record a video lecture only with yourself using Zoom

You can use Zoom to record lecture videos (without students present) and share the videos with students in Canvas. As shown above - in such recordings you can share screen/ppt and webcam video of yourself.

Here is a guide on how use Zoom to record lecture videos.

The rest of this guide covers how to upload and share videos in Canvas using Panopto.

Sharing recorded video - uploading video to Panopto

Autumn 2020 we will launch the video platform Panopto as a replacement for Mediasite. The reason for this is that uploading and editing via Panopto is faster and more user-friendly than using Mediasite. Panopto is also better integrated in Canvas. Recordings that have already been uploaded to Mediasite will be available in Mediasite until 31 December 2020.

If the recording of the teaching is to be available to students, the video must be uploaded to Panopto. Panopto is integrated in Canvas.

Enable Panopto in the Canvas course menu.

First see if the menu item "Panopto Video" is already in the course menu in Canvas (may have been activated by the Canvas administrator). In that case, you can skip to the next heading.

The first time you use Panopto, you must activate the Panopto menu item. Go to the course and select Settings -> Navigation -> Turn on Panopto -> Then click Save.

Important settings for video content in each Panopto course folder

Once you have activated Panopto in the course menu, by default all video you upload will be available to students from the menu option "Panopto Video" in the course menu, as soon as uploading is complete. However, you can adjust the visibility settings and what students are allowed to do with the videos in the course.

When you make changes to the settings for the folder, any video you upload to the "Panopto video" course folder will have the new settings. You can also set these settings per video you upload, but it is easiest to adjust the settings in the course folder, so you do not have to adjust settings for each video.

Are you going to share links to the videos outside of Canvas? Set the correct access level.

Remember that students can easily share links with others, so pay attention to student privacy when sharing video where students can be visible on the outside of Canvas (for example, footage from Zoom teaching). It is therefore recommended that you leave the sharing settings under the "share" button as they are, and only share video in Canvas (more on that during video sharing further down in this guide).

If you still want to share links to videos outside of Canvas, for example via email or on other websites, you will need to change the access level under "Share" in the course folder. This is because students must be authenticated with the rights to watch the videos. You can select different access levels; from logging in with Feide, to the videos being available without logging in.

For access control with Feide: Click the "Share" button.
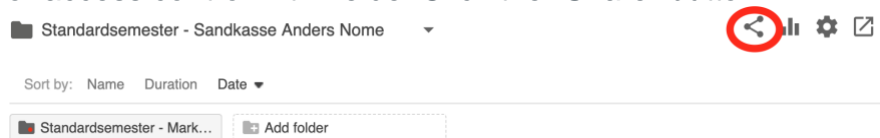
Select "Change", and chose "Anyone at your organization who has the link", and click "Save ".
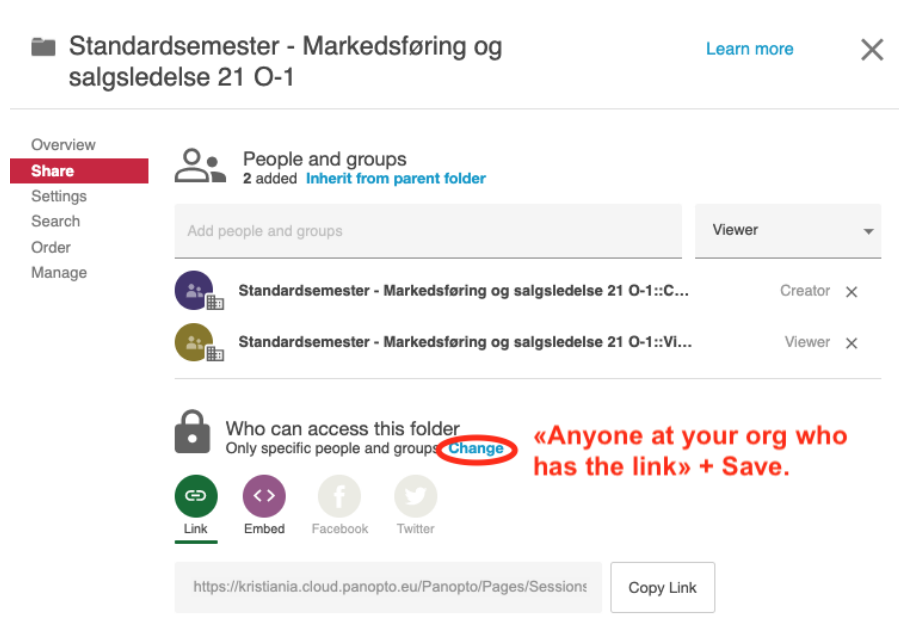
In the image above you see sharing settings for an entire folder (all videos in a subject), but you also have the option to change settings per video ("Share" button for each video).

Do you want your students to be allowed to comment on- or download videos?

Click the gear icon for the course folder - Settings.
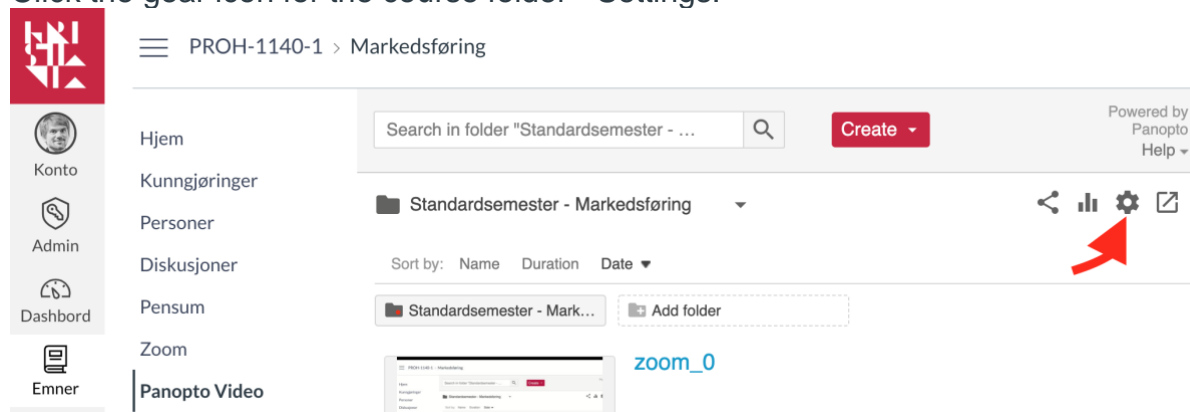
In the **settings** for the folder, you can, among other things, adjust whether students should be able to enter questions and comments in the videos you upload, and whether they should be able to download the video files. You have the corresponding selection for each video - under the "Settings" button for the video.
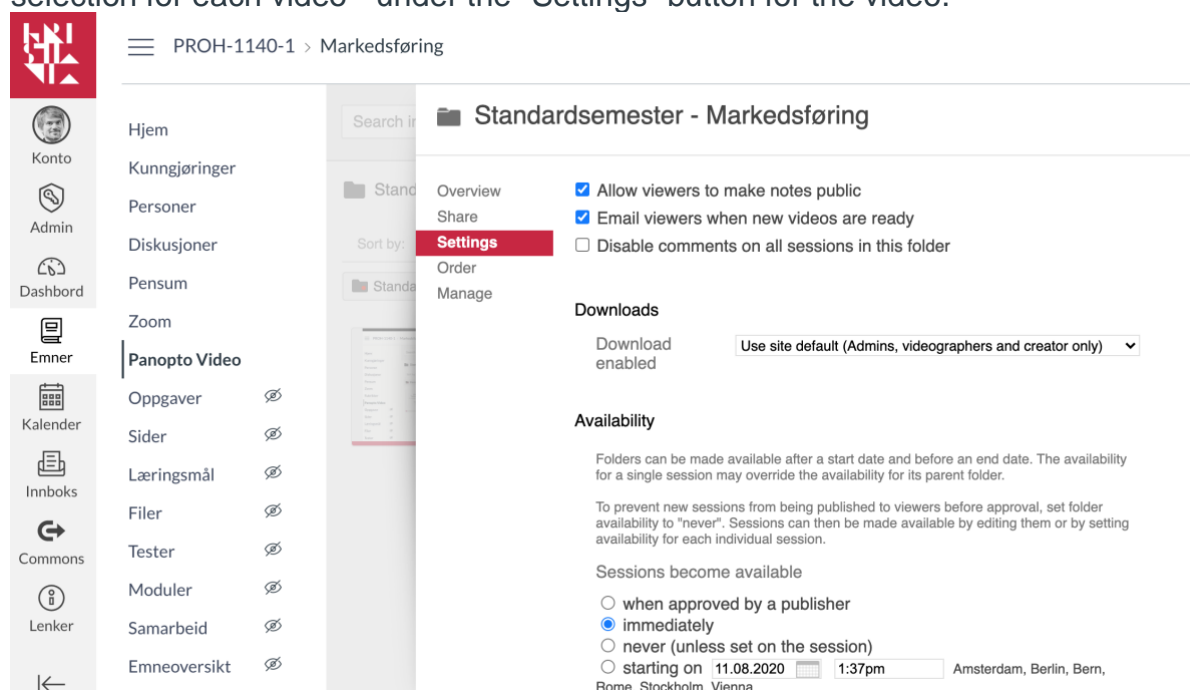
When should videos you upload become available?

Do you want the videos to be available under "Panopto video" immediately, or do you want to choose when each video will be visible to students?

You can choose to make the videos unavailable until you choose to publish each individual video (select "Never" under the heading "Availability" - see the image above). This can be useful if you want to edit videos in Panopto before publishing, or if you have uploaded several videos and want to "portion out" the videos (for example, can choose to set a date or publish immediately under "Settings" for each video).

Upload video to Panopto

Click "Panopto video" in the course menu. It takes some time before the page loads the first time you click the menu option. **Video you upload here will be available to students in the course from the same menu option**. You can also share links to individual videos from the module overview in Canvas, if you wish. See the heading "Sharing individual videos in the module overview in the course / sharing videos across courses", a little further down in this document.
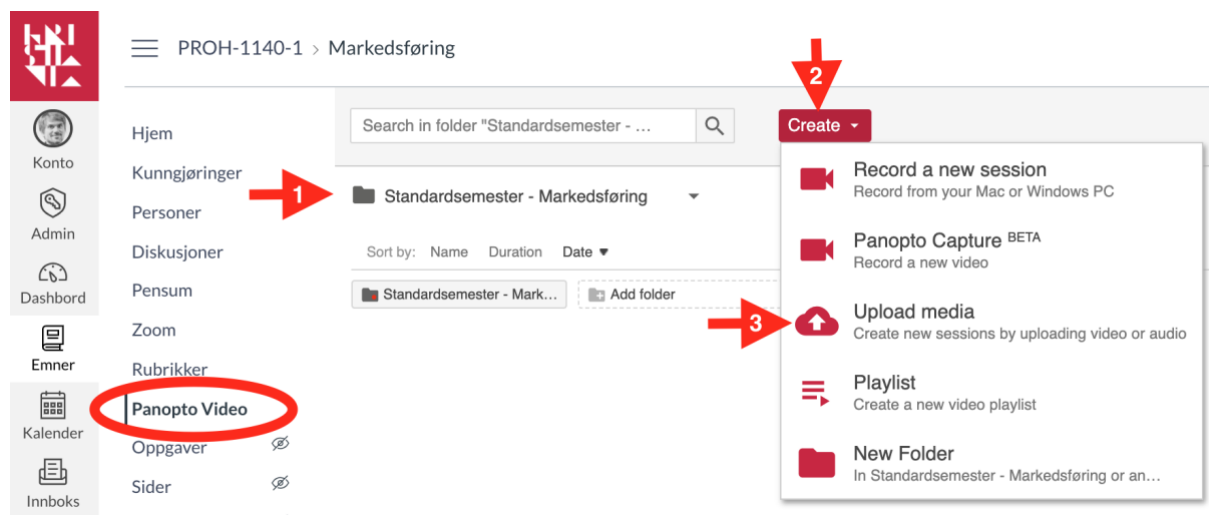
Arrow 1: As you can see, a separate folder has been created for this course in Panopto, and this is the default folder. If you have enabled Panopto for several courses, by default you will see the folder for the course you are in. You can select another folder by clicking the arrow to the right of the folder name.

Arrow 2: Then click on the «Create» button. Here you have several choices. In this guide, we only consider uploading media.

Arrow 3: Click «Upload media».

Now you see this picture.
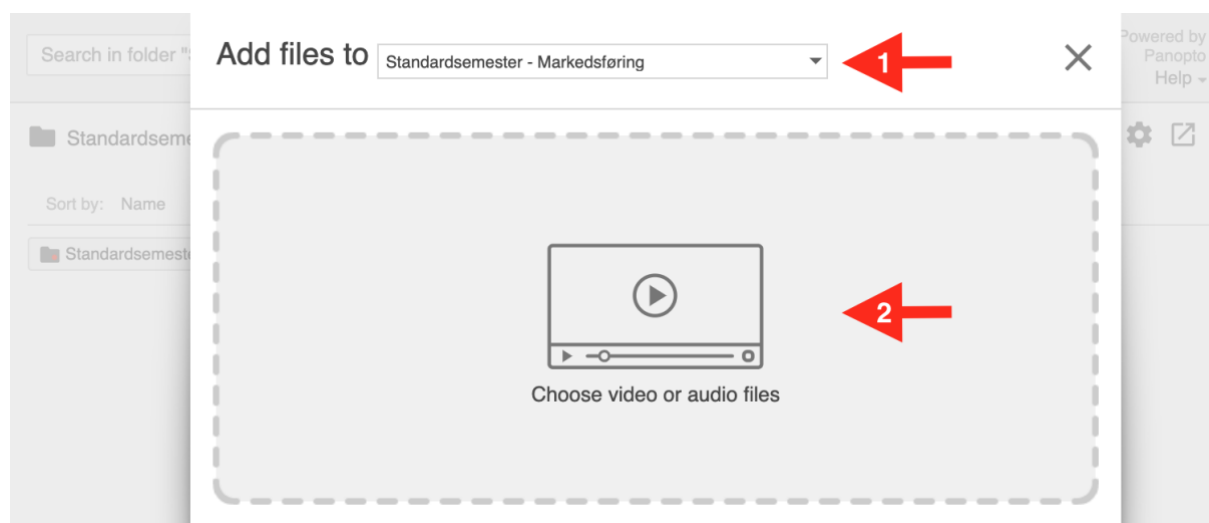
Arrow 1: Here you see which folder you are uploading video to. Default is the folder for the course you are in.

Arrow 2: Click here to find the file (you can also "drag-and-drop" media from Windows Explorer / Finder if you want to).

Find the file to upload.
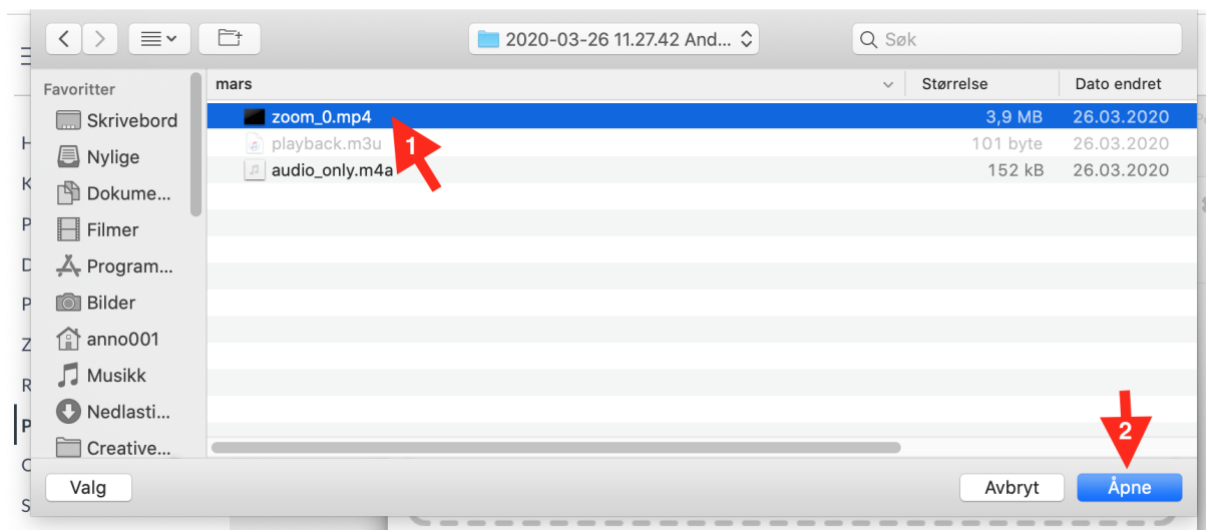
Locate the video file (mp4 format) on your computer, select it, and select "Open". Recordings made in Zoom can by default be found here:

• PC: C: \ Users \ Username \ Documents \ Zoom

Mac: / Users / Usernames / Documents / Zoom

Now the upload starts.
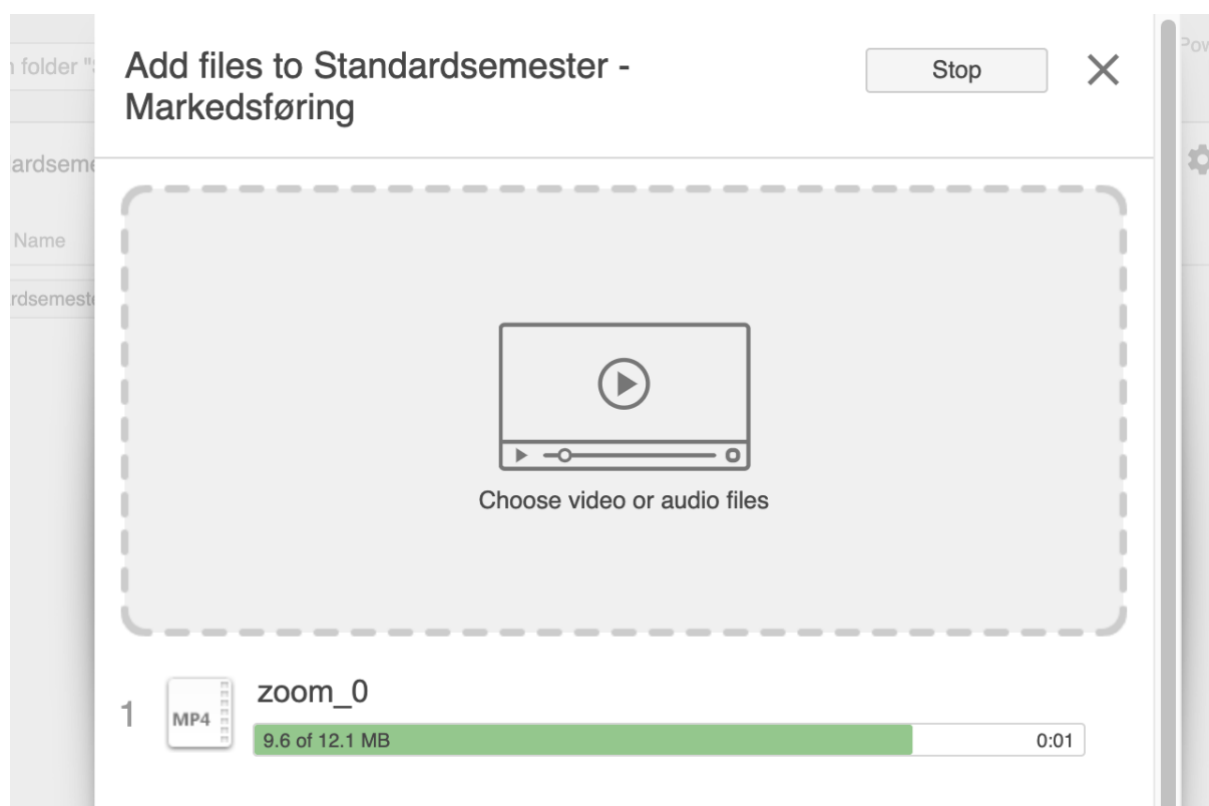
When you see this picture you can close the window (the X on the right)
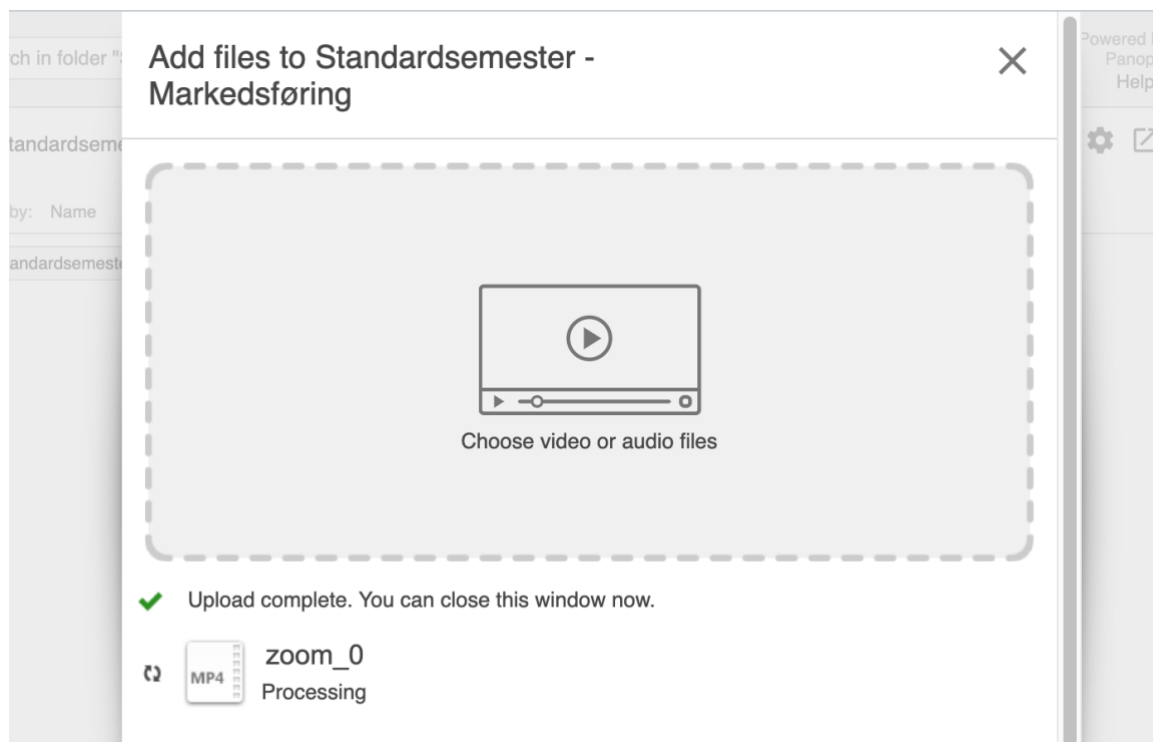
It takes some time before the file is completely converted.
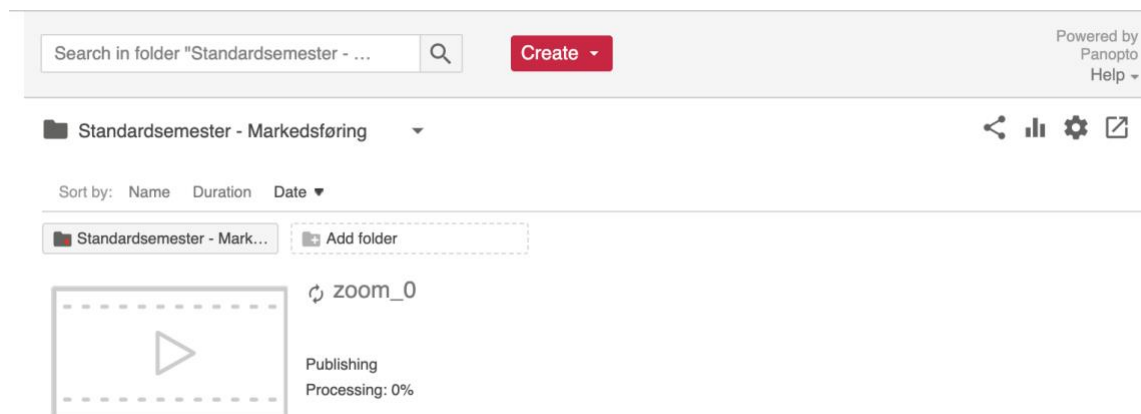
When the file is ready to play, you will see this image.
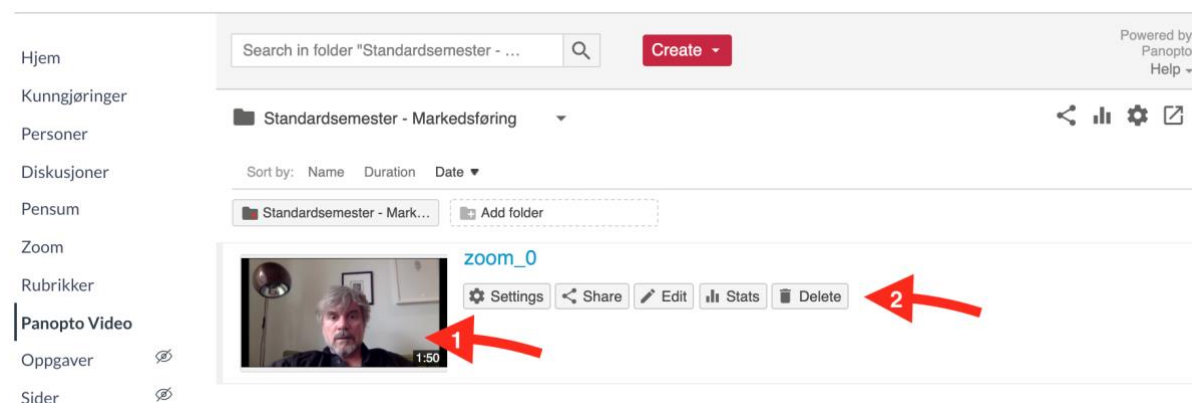
Arrow 1: You can watch the video by clicking on it.
Arrow 2: By "hovering" with the mouse pointer over this field, you will see different buttons.

Rename the video, adjust when the video will be visible, change who shall have access, etc.
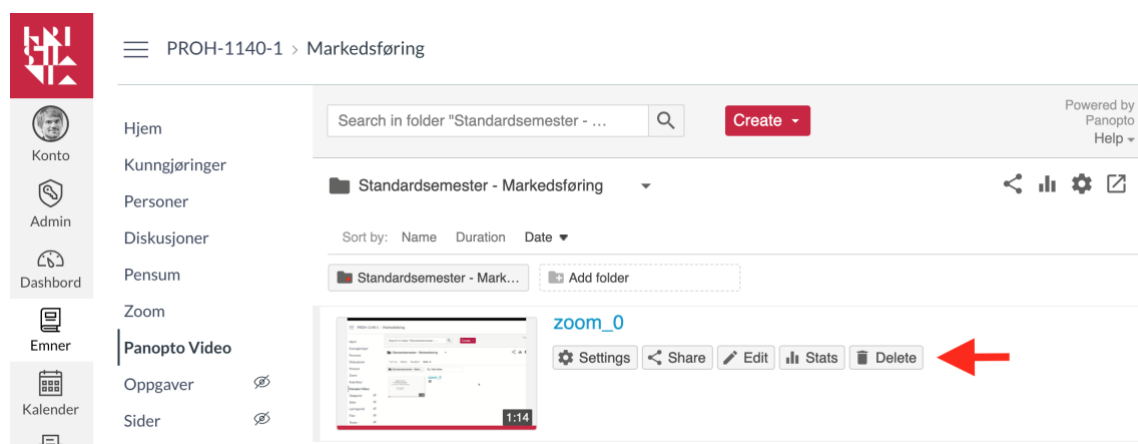
The **Settings** button allows you to adjust various settings for the video. By clicking on settings you get to this image. Here you can, among other things, **change the name** of the video ("edit"). On this page you can also change other settings, add a description, and choose whether it should be downloadable for students, whether students should be able to write comments, whether it should be visible, etc.
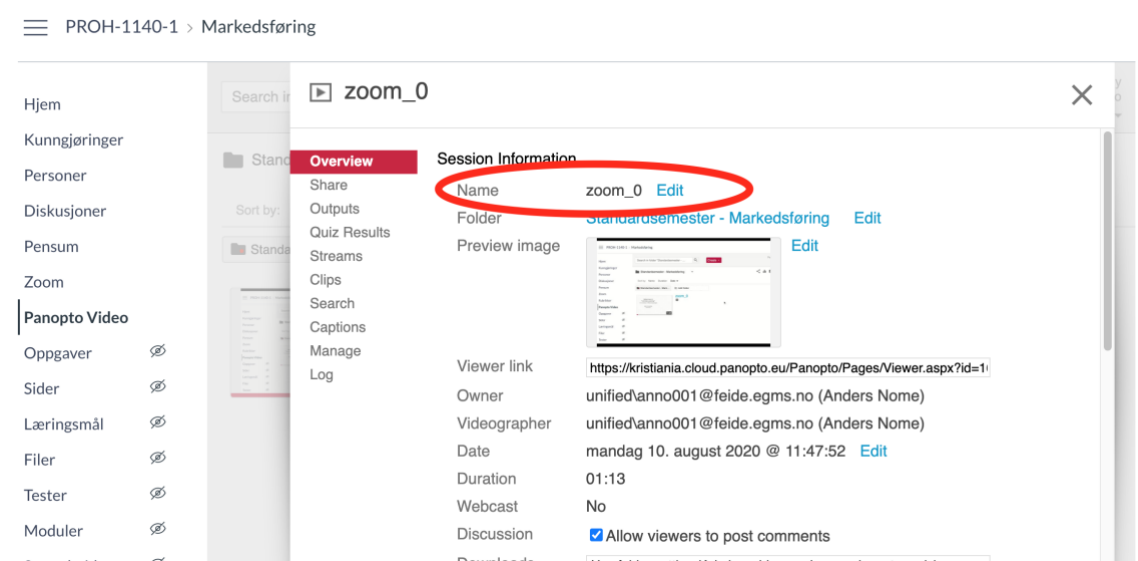
Videos you upload will, by default, be visible to students in the course you are uploading to as soon as the upload is complete. See the "Video content settings for each Panopto course folder" section above to adjust this.

See the picture at the top of this page. Under the "Share" button you will find the link and embed code of the video, and you can adjust who will have access to it. You can also edit the video ("Edit" button). This is addressed in the coming headlines.

Share individual videos in the module overview in Canvas / share videos across Canvas courses

When a video has been uploaded to a course, it will be available to students from the menu option "Panopto video" in the course menu. <u>You do not have to</u> post links to the videos, just let the students know that they can find them under «Panopto Video».

However, there may be cases where you want to post a link to either individual videos or the entire folder of videos in the module overview in Canvas.

Link to a video in module overview, in announcements, discussion groups and more

You can link to videos in both the module overview in Canvas, in announcements, discussion forums and other places where you post content.

To link to individual videos in a topic or across topics

You can either choose to add the video to a Page/Side (a), or choose to add it via External Tools/Eksternt verktøy (b). The alternatives are quite similar, but on a page you can add other content as well.
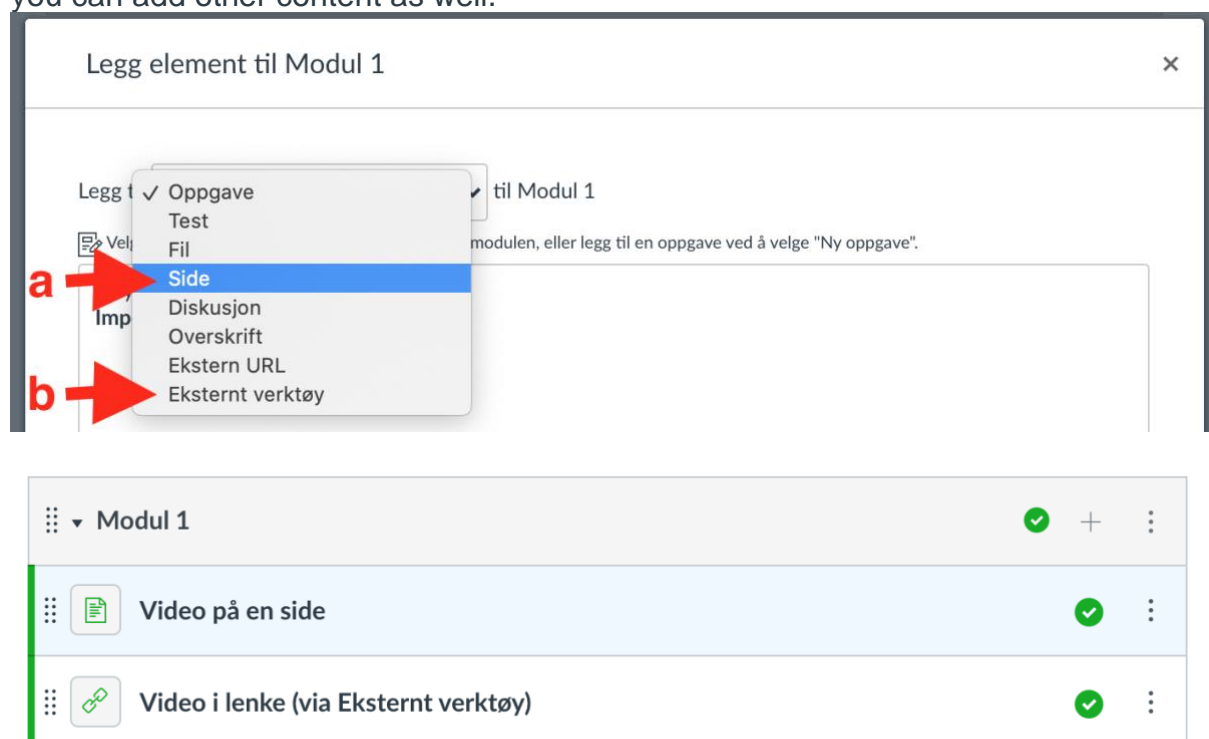
Option a) - Video on a Page - and elsewhere in the course.

The workflow for this option is the same if you want to share video in an announcement, a discussion forum or in an assessment.

Select the icon highlighted in the image and select "Panopto".
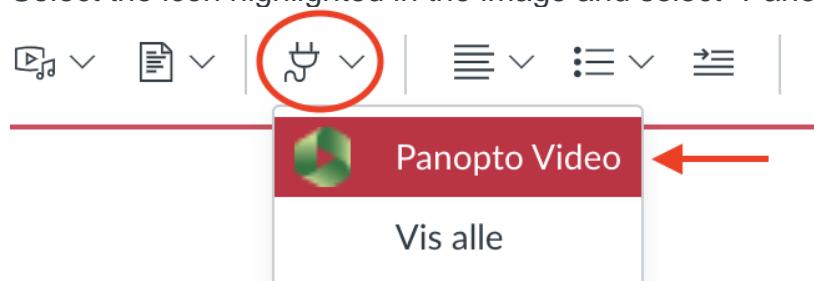
Find the video you want to insert.
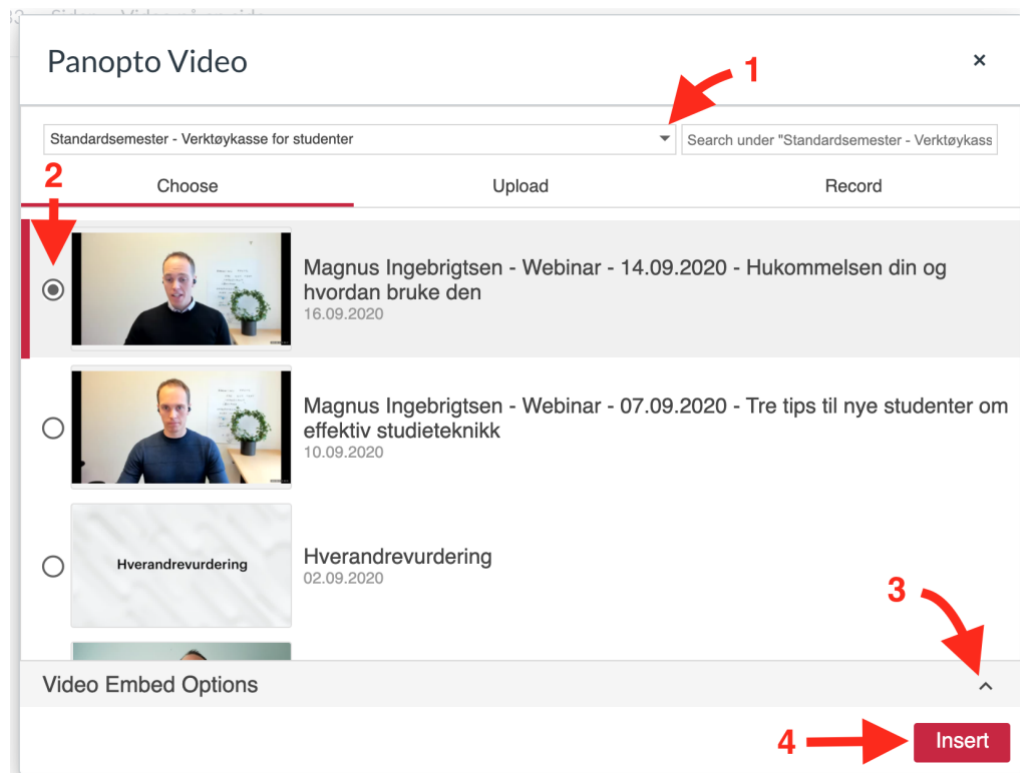
Arrow 1: You can also select video from other courses / course folders (students get automatic access – you do not have to change settings under «Share»).
Arrow 2: Select the video you want to insert.
Arrow 3: If you want to resize the video, or change other settings, you can do so here.
Arrow 4: Then select "Insert"

Option b) - Video via «External tools»

In the module overview, you can choose to share video via External tools/Eksternt verktøy. Choose Add -> External Tools/Eksternt verktøy and select "Panopto Video". After that, you will see the same as in the picture above. Then select the video you want to add.
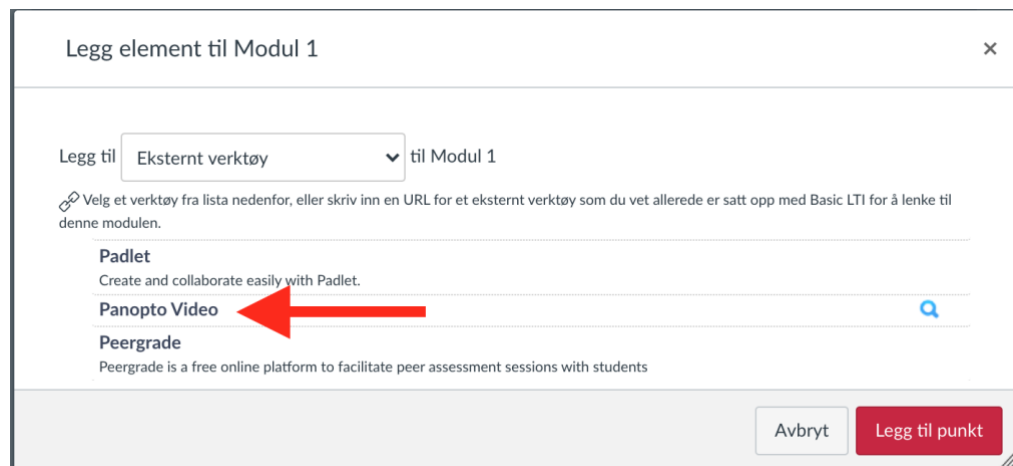
Link to an entire folder of videos - from one Canvas course to another

Select the "share" icon from the folder view

Here you see who has access to the folder. A) Start typing the name of the course you would like to share the video-folder with, and the results will show automatically. Select the group with ":Viewer" in the end of the name. B) Click "Save", and C) copy the link.
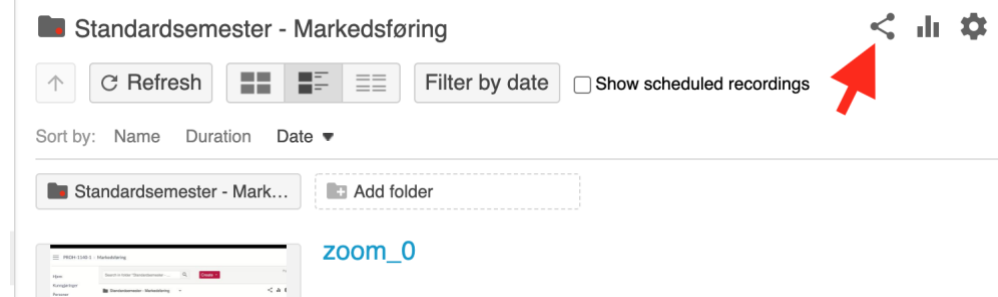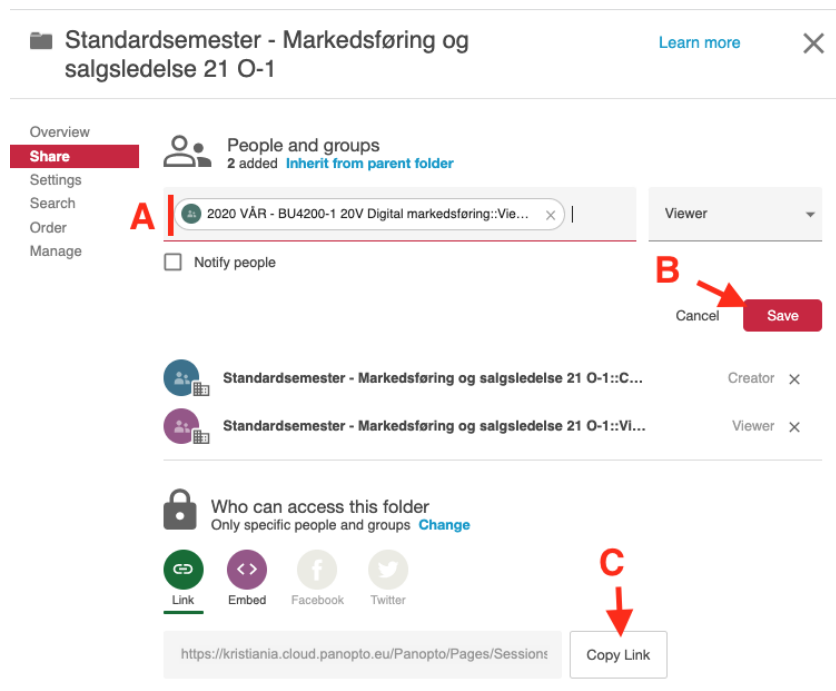

Then share the link to the folder in the module overview for the course (s) where students should have access to the folder you have shared access for.

This is how you can share the link to the video-folder in the second course you have selected. Select add -> External URL -> Paste the link and enter the title. Finally click "Save".
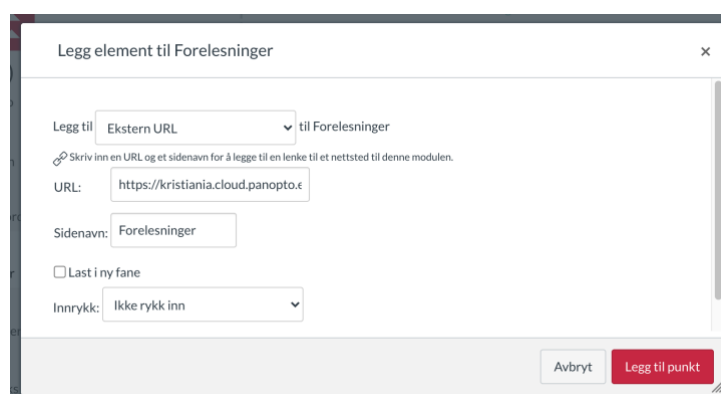
If you want to edit a video

To edit parts of the video, you can edit by clicking the icon in the image below.

Here you can remove / edit selected parts of the recording. Nothing is removed from the original recording by clipping (just hidden). You can always go back and undo / change what you have edited.
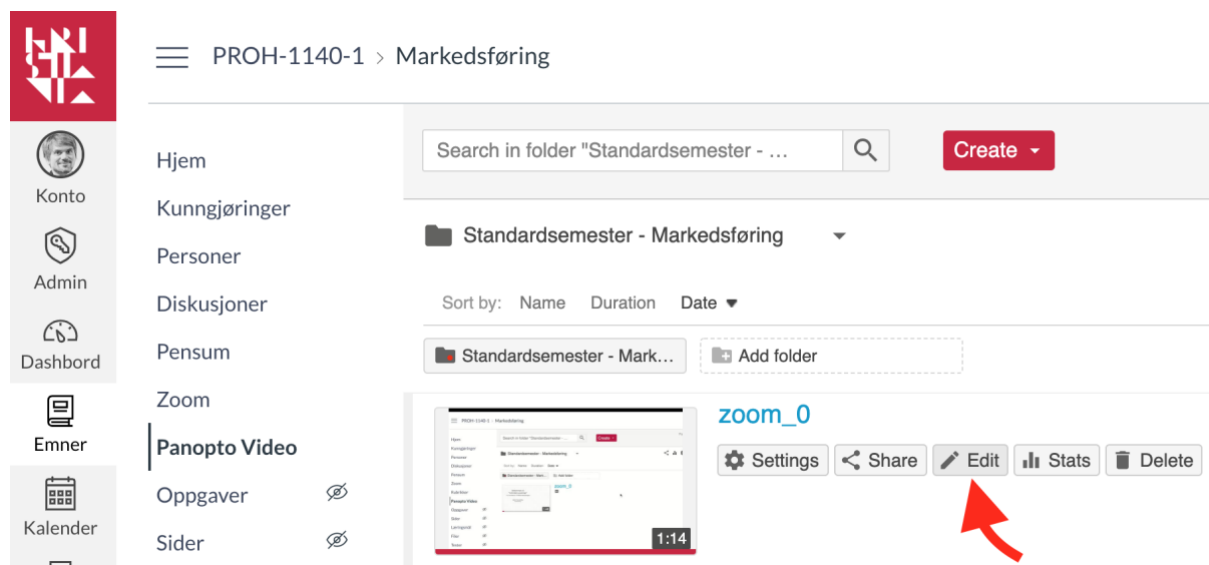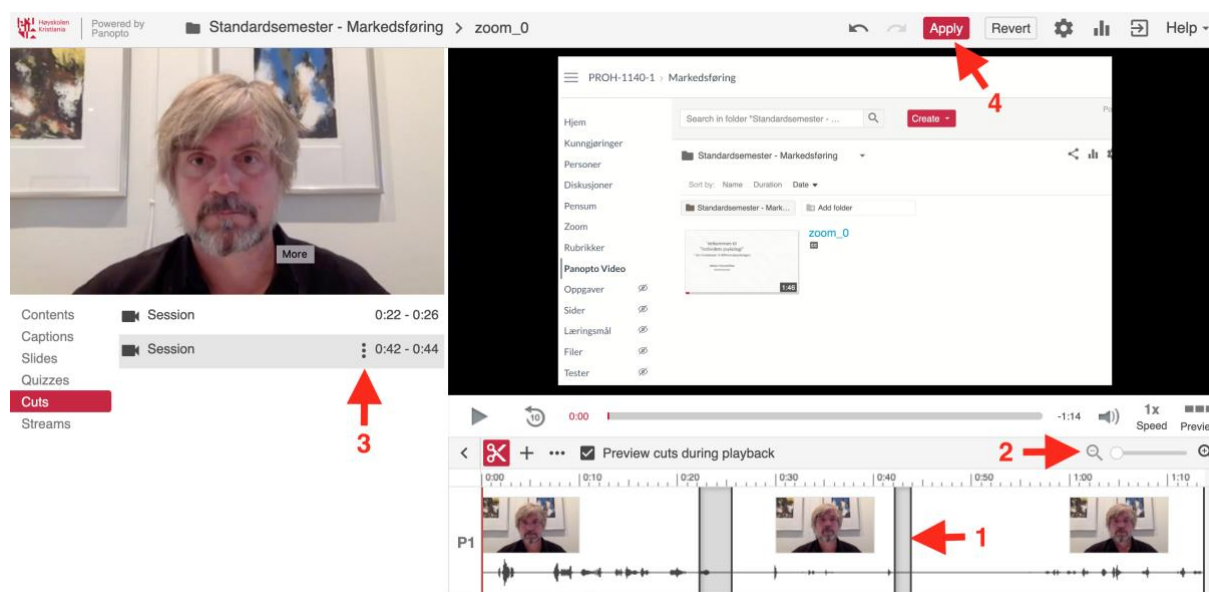

Arrow 1: Select what you want to remove by dragging the mouse over the timeline. You do not need to click the scissors icon.

Arrow 2: You can zoom in and out on the timeline to get the clip accurately.

Arrow 3: Under "Cuts "in the menu on the left, you can "hover" over the clip, and choose either to change what you have cut, or delete the individual clips.

Arrow 4: Changes you make are saved automatically but click "Apply" when you are done. To the left of the "Apply" button, you can "undo" step by step the editing. To the right of "Apply" you can undo all changes ("Reverse") you have made after clicking "Edit".

Other useful features in Panopto

Automatic subtitles - speech to text

You can order automatic subtitles for both single videos and an entire folder of videos. The automatic subtitles are usually quite good at interpreting both Norwegian dialects and English language, as long as the sound and pronunciation is good.

A) Single videos

Automatic subtitles become visible a few minutes after ordering (depending on the length of the video)

1. Go to the Panopto folder
2. Move the mouse pointer over the video and click the Settings icon

1. In the Settings window - > Select Captions
2. Under Request captions – choose Bokmål (AutotekstVMS: UIO Autotext Bokmål)
3. Click "Order" and then confirm with "Yes"

B) Folder level - subtitle all videos uploaded in a Panopto folder

All videos uploaded in the folder **after changing the setting** will get automatic subtitles. Videos that are in the folder **before** you set these settings will not be automatically sent to captions. For these, you must order captions per single video (above)

1. Go to the Panopto folder
2. Click the settings icon in the top right corner

Standardsemester - Interiør på nett emne 1

Overview
Share
Settings 1
Search
Order
Manage

☐ Allow viewers to make notes public
☐ Notify viewers via email and Microsoft Teams (if connected) when new videos are ready
☑ Disable comments on all sessions in this folder
☐ Enable public comments by default on all videos in this folder

Downloads

Download enabled   Use site default (Admins, videographers and creator only) ⌄

Smart Chapters

Enable Smart Chapters   Use site default (Automatically add to my videos) ⌄

Content Language

Used for smart features and automatic captioning   Use site default (Norsk [Norwegian]) ⌄

Captions

Sessions added to this folder will be sent out for captioning immediately without the opportunity to edit the session. Caption requests for these sessions will use the full primary streams, not the edited session.

Automatically caption new sessions using

✓ None
   Automatic Machine Captions
   AI-Media new Api (Ai-Media)
   Bokmål (AutotekstVMS: UiO Autotekst bokmål) ← 2
   English (AutotekstVMS: UiO Autotekst English)

1. Select "Settings"
2. Read the information under Captions. Once that's understood, > select Bokmål (AutotextVMS: UIO AutoText Bokmål). **PS!** Don't choose AI-Media for automatic texts. AI-Media is manual subtitling, and it costs money.
3. Then click "OK"

Edit subtitles
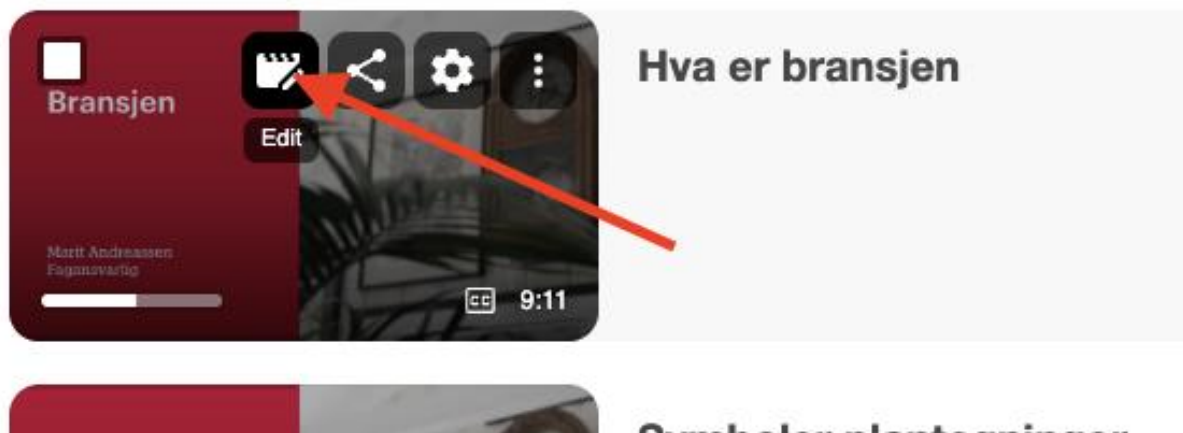
Arrow: Move the mouse pointer over the video and click the Edit icon.

Under the "Edit" button for the video, you will see the menu option Captions. The captions that are imported will be editable directly in the editing window.
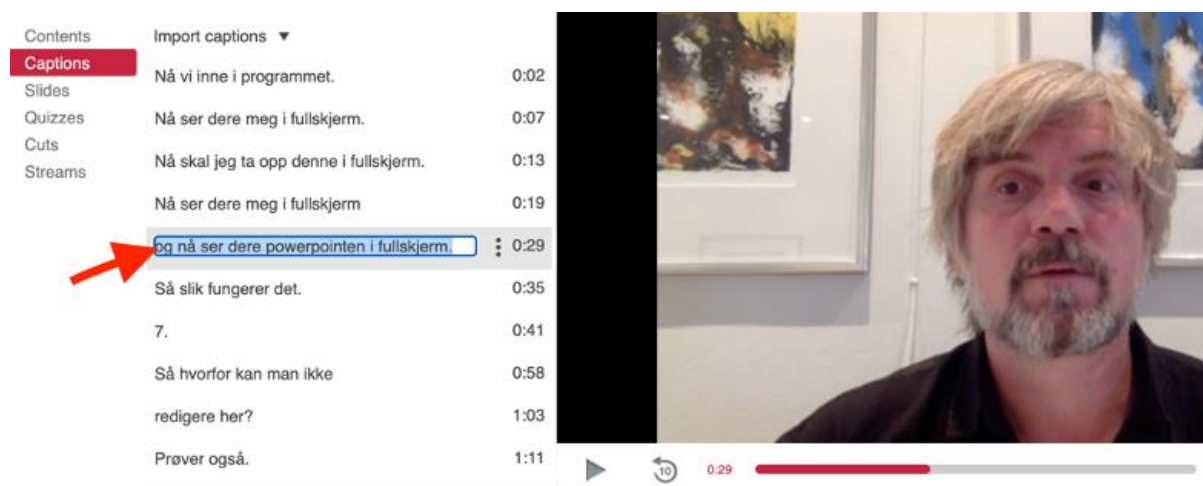

Click on what you want to change, and the video plays what you say, so it's easy to fix what isn't right. When you are done editing/writing the subtitles, click the "Apply" button at the top of the window.

For more info - see this guide: https://support.panopto.com/s/article/How-to-Edit-or-Delete-Captions

Quizzes / multiple choice integrated in the video

Under Edit -> Quizzes you can add questions in the video. Place the cursor in the timeline where you want the question to appear (arrow 1). Select "Add a Quiz" (arrow 2) and create the question. The video will stop when the question appears, and the student must answer to proceed in the video.
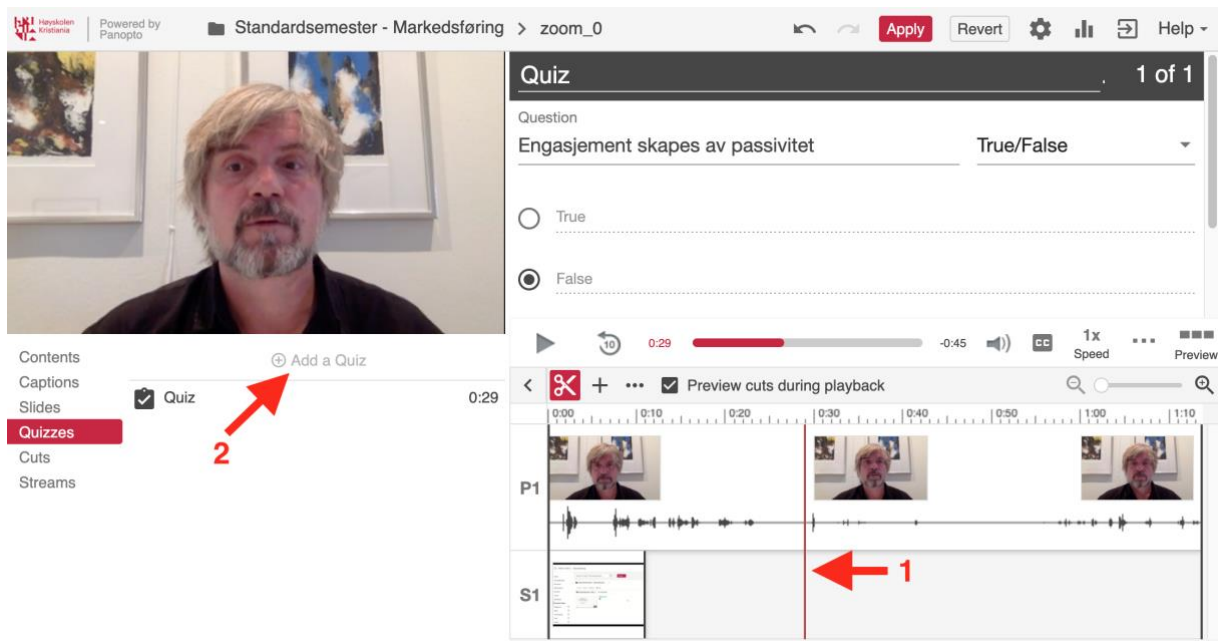
All other functionality in Panopto

In this guide we have gone through the most important functionality of the Panopto video platform.

Also see training material from Panopto, about all functionality in Panopto integrated with Canvas, including
- tools for recording lecture videos Create-> Record a new session (you will need to download a program to your computer)
- the browser/web based tool for creating lecture videos (Create -> Panopto Capture Beta).
- The option to make playlists etc.

All documentation / learning material
- All video guides from Panopto
- All other documentation from Panopto