# Introduction to Media Management: Web Conferencing, Recording, and Hosting

Hi. My name is Evelyn Helminen. I am the Assistant Director for Digital Initiatives in the Digital Learning Commons. Today I am going to tell you about some of the options available to you for Media Management at MIIS and Middlebury, specifically two tools you can use for Web Conferencing, Screen and Video Recording, and File Hosting—Panopto and Zoom.

**Panopto** is a video sharing and storage service that allows you to upload, edit, store and share video with your class. Panopto can be an effective tool to use for video lecture and video annotation as well. Please note that Panopto is not for video conferencing or online meetings.

For that, you will use Zoom.

**Zoom** is Middlebury's newly adopted web conferencing tool. It's a powerful and user-friendly platform for connecting synchronously with colleagues, students and guest speakers across distance. Please note that Zoom is not for storing or uploading recordings.

Both work for doing screen recordings.

Let's start with Panopto.

You can access Panopto online at go.miis.edu/panopto, which brings you to the Middlebury instance of Panopto. Log in with Single Sign on—your Middlebury email address and password.

Once you're logged in, if you want, you can download the desktop application, which allows you to create webcam and screen recordings on your computer, do a webcast where you can share the link with others to watch live online.

The main thing we'll focus on about Panopto, however, is how to store and share your media online.

There are several ways to create a folder in order to organize everything for your classes or personal use.

The first way is through Course Hub. Here are the directions. [http://courses.miis.edu/hubhelp/how-to-guides/panopto](http://courses.miis.edu/hubhelp/how-to-guides/panopto). You add a Panopto Resource, which automatically grants viewing access to the students registered in your course. If you want students to be able to add videos to the folder, you have to change your sharing settings, which we will cover next.

The second way to create a folder is online through Panopto. Go to Create > New Folder.

Any folders that you created through Course Hub will also show up here.

To change the settings of any of these folders, click on the gear icon in the upper right. You can make the folder an "Assignment" folder, which allows students to upload and manage their own media without being able to see or manipulate other students' content.

You can get the link to share the location of this folder, or grab the embed code. You can also change additional settings such as when the content is available; and you can copy the entire folder.

Now let's get into some more of the features of Panopto.

If you already have videos or audio that you just need to store, think of Panopto as being like your personal "YouTube" account, except you don't have to worry about ads being put on your videos, or "related videos" being played after yours.

Once you've uploaded the video, you can change the settings, similar to your folder settings, but now you have several more options, including uploading caption files and allowing a "discussion" to happen via comments while students watch the videos.

As a viewer, you can make notes on the video in private, or you can make them publicly available to whoever else has viewing privileges for the video.

You can also record via Panopto using the desktop client. Simply open the desktop client, choose whether you want the camera on and/or the screen recorded, where you want to store the recording—online or offline—and click "record."

Finally, you can schedule a video recording or webcast. If you want more help with that, please make an appointment with the DLC.

Panopto is integrated into Canvas, if you want to share your videos quickly and easily. Open your Canvas course and navigate to the Discussion, Assignment, Quiz, or Page where you want to embed a video. Click the "Panopto" integration option. It may be in a drop-down, or it may be depicted by the green Panopto logo. It depends on if you have any other applications integrated as well. In my case, it's in a drop-down menu.

When you click it, it will open up your Panopto folder, from which you can find the video you want to include. Or you can upload or record straight from Canvas, and it will be stored inside of Panopto. Click Insert. Your students can watch the video inside of Canvas, at full-screen size, or in the Panopto viewer, which allows them to use the "Notes," "Bookmarks," and "Discussion" features with the video. They can also speed it up or slow it down.

Hopefully you can now see how robust Panopto is, and imagine all the ways it will add to the teaching and learning experience for you and your students.

Now let's talk about Zoom.

As I mentioned before, Zoom is a powerful and easy-to-use web conferencing tool. Think of it as Middlebury's version of Skype.

To get there, go to go.miis.edu/zoom and log in with your Middlebury network ID and password. In your Zoom settings, you can change many things. The most useful immediately is your personal link. This is something you can customize that will always stay the same for you.

So if you want to set up a Zoom call with someone, you can email them the link ahead of time. When they click on it, they will be prompted to download the Zoom desktop client (this is a one-time download), and then will be able to join your call.

Please note that any time you or anyone else clicks on a Zoom meeting link, you might join with your video on automatically, so please be aware of yourself and your surroundings.

If you are logged into Zoom online, you can choose to join a meeting that someone else is hosting. In this case, you'll need their meeting ID. Or you can host your own meeting, and choose if you want your own video on or off. Your choice here does not affect other people in the call. They must make their own choice about video.

When you do start a call, you will have to download the Zoom client. Again, this is a one-time download. Once you have it, you don't necessarily have to log into Zoom online; you just have to start the application on your computer.

It may prompt you to log in, and you should choose to log in with SSO. The company domain is middlebury.zoom.us. Then use your Middlebury email address and password.

From here, you have several options, some of which are the same as from the online portal. You can start a meeting with or without video, you can join someone else's call, or you can schedule a meeting in advance. You can see the various options when you click on this choice.

You can also go through the general Zoom settings to configure it to your exact specifications ahead of time, or you can make changes as you use Zoom.

When you start a call, you have a few options as well. You don't necessarily need to have a computer or webcam to join; Zoom gives a call-in option as well, for those who want to join via telephone.

You can mute or change your microphone options, and turn your video on or off or change which camera you are using, if you have multiple options.

You can invite people to join, and manage the people who are in the call.

You can also share your screen, and record the entire call. If you have participants on the call and want to record it, please be courteous and ask first.

The other cool thing about Zoom is that you can create a "meeting" for just you, and then you can "share" and record your screen while you talk. So basically you can use Zoom on your computer to record a presentation or how-to video for your students! When you are done recording, end the meeting "for all," (which might mean for just you), and Zoom will convert the recording to an .mp4 file. It will automatically create a folder on your computer and store the audio and video files there. If you want the full .mp4, choose the one titled zoom…

To share that file with others, upload it to Panopto, as I described above! Easy peasy, right?

I hope this helps give you an understandable overview of Panopto and Zoom. If you have further questions, please make an appointment with us in the DLC, or send an email to dlc@miis.edu. We will do our best to help you.

For further resources and tutorials, see the following:

**Panopto**

http://courses.miis.edu/hubhelp/how-to-guides/panopto

https://mediawiki.middlebury.edu/wiki/LIS/Panopto

http://digitalmiddlebury.middcreate.net/tools-you-can-use/panopto-video-content-tool/

**Zoom**

http://digitalmiddlebury.middcreate.net/tools-you-can-use/zoom-video-conference-tool/

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

https://zoom.us/livetraining