UNIVERSITY OF
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Office of Technology Services

MEDIA AND CLASSROOM SERVICES
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Panopto Zoom Non Online Course

Overview:

Zoom is integrated into Panopto and allows for seamless uploads of video files directly to your course, department or personal (My folder) locations in Panopto. During the start of the semester, you will be required to setup a few things to get started using this feature with your Zoom account. All videos will be closed caption and be available to your students via your Panopto folder link. **Note**: Once the recording is successfully moved to Panopto it will be deleted from the Zoom cloud. Any files left in the Zoom Cloud will be deleted at the end of each week.

Please see the steps below to have this set up.

1. Make sure that you have a Panopto folder from Sakai
   a. Use this link for directions on how to create your Panopto folder via Sakai
      https://ubonline.ubalt.edu/access/content/public/Images/panopto_tutorial/panopto_tutorial-1?_ga=2.5727415.548677571.1603719743-701512668.1585694517
2. Next set up your class meetings inside of Zoom
   a. Go to www.ubalt.zoom.us to create your class sessions in Zoom. See the video instruction here:
      https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings
3. Once your class meetings are set up in Zoom go to http://ubalt.hosted.panopto.com
4. Log in to Panopto with your UB credentials
5. Once you see the Panopto home page. Look at the top right corner of the page, then click on the down arrow under your name
6. Then click on user settings
7. Under the info
   a. Find the section labeled Zoom Recording Import settings
   b. Click on add new
   c. Then type in the Zoom meeting ID for your class * note: include the dashes. Example 894-252-3252.
   d. Then click on the down arrow next to choose a folder
      i. Type in your class number and section number
         1. EX LAW 600.319
      ii. Click on your class folder
   e. Repeat the step above for each of your classes
8. From Zoom start your class meeting
9. When you click on record choose record to the cloud
10. Once you have stopped your meeting the Zoom recording and it processes the recording will be automatically uploaded to the right class folder inside of Panopto.

Jared Schuster
Download Panopto   Help

User Settings
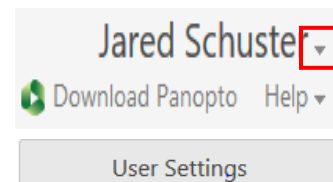
Add New

Choose a folder or start typing ...

Record to the Cloud