# Panopto

Managing Zoom Integration with Panopto

UTSA Zoom is now integrated with Panopto, increasing the available cloud storage for recorded meetings and lectures.

- All **Cloud Recordings** made with Zoom are now automatically added to your Panopto library.
- Recordings added to Panopto are then **immediately deleted** from Zoom Cloud storage.

#### Prerequisites

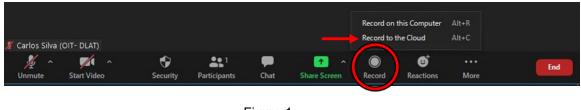
- 1. Login to Panopto to create your account.
  - a. Navigate to UTSA Panopto (https://utsa.hosted.panopto.com)
  - b. Select Blackboard Faculty and Students or UTSA-Staff
  - c. Use your myUTSA ID (abc123) and password.
- 2. Logout of Zoom on all devices and sign in with SSO (Single Sign On) to claim your UTSA Zoom license.
  - a. Navigate to UTSA Zoom (https://utsa.zoom.us)
  - b. Click Sign in to your account.
  - c. Use your myUTSA ID (abc123) and password on the UTSA SSO page.

## **Creating a Zoom Cloud Recording**

- 1. Create a new Zoom Meeting or Join a previously scheduled meeting using one of the following methods:
  - Zoom Desktop Client for Windows or Mac.
  - UTSA Zoom web portal at https:/utsa.zoom.us.
  - Zoom Cloud Meetings for Android
  - Zoom Cloud Meetings for IOS



2. The Zoom Desktop Client provides options for recording to either the local computer or the cloud. Locate the Record icon in the meeting controls and select **Record to the Cloud**. (*Fig. 1*)





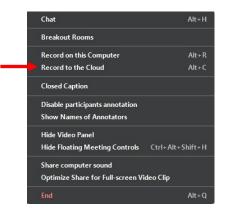
The remaining platforms allow only cloud recording by default:

- UTSA Zoom web portal
- Zoom Cloud Meetings for Android
- Zoom Cloud Meetings for IOS
- 3. If you are sharing your screen, click the **More** icon to expand the meeting controls. *(Fig. 2)*

Unmute	~	Stop Video	~	<b>Security</b>	Participants		New Share	<b>   </b> Pause Share	<b>/</b> Annotate	•••
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4. Select Record to the Cloud. (Fig. 3)







5. Anytime during the meeting, a recording can be paused or stopped with meeting controls. *(Fig. 4)* 

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Unmute Start \	'ideo S	ecurity Pa	articipants (	Chat S	Share Screen	Pause/Stop Recording	Reactions	More	



6. During a screen share, click **More** to expand the meeting controls.(Fig. 5)





- 7. Cloud recordings will begin processing after the meeting has ended.
- 8. An email notification from Zoom will be sent to your inbox when the recording has finished processing.
- 9. A notification from Panopto will be sent when your video has been added to your Panopto library.
- 10. Your recording will be deleted from Zoom cloud storage.





#### Accessing a Zoom Recording in the Panopto Library

- 1. Once a meeting has concluded, it will be automatically uploaded to your Zoom account and your Panopto library.
- 2. You will receive an email communication when the Panopto video is ready to view.
- Login to <u>UTSA Panopto</u> (https://utsa.hosted.panopto.com) to access your recordings.
- 4. Videos will be located in your My Folder (*Fig. 6*) in the subfolder Meeting Recordings. (*Fig. 7*)

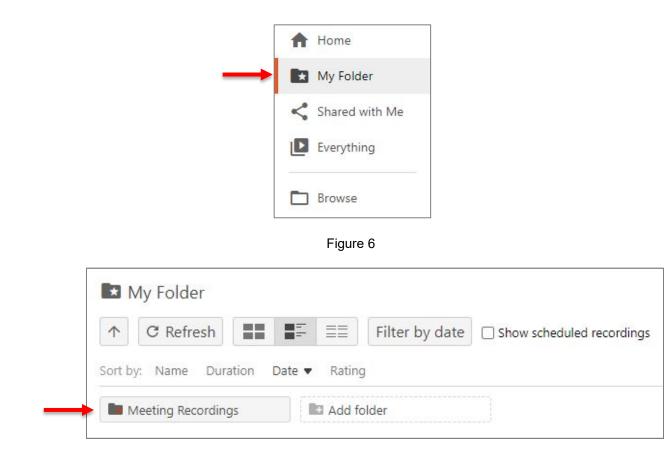


Figure 7





### Copying a Recording to an Additional Location

1. Choose the video session you wish to copy and click on Settings. (Fig. 8)





2. Click **Manage** and select **Copy**. The copied session will inherit the same permissions from the original folder. *(Fig. 9)* 

Overview	Manage Session			
Share Outputs	Session ID	e10520ed-dbc9-4eef-ad47-abbf00f11be0		
Quiz Results	Delivery ID	842ef8b8-859a-4a31-95fe-abbf00f11be9		
Streams	Status	Ready to view Refresh		
Clips Search	Media type	HLS		
Captions Manage	Merge into another session			
Log	Existing session	Choose a folder or start typing to search		
		Not selected		
	Copy session			
	New session	Monday, May 18, 2020 at 9:31:09 AM (copy)		
		The copied session will have the same owner as the origin session. The copied session will have the same availability as the original session. The copied session will inherit view	/ settings	
		permissions from its folder.		



- 3. Copy is created in same folder as the original. Follow the steps on the following page to move this video where needed.
- 4. Be sure to check **Share** settings to guarantee your viewers have the necessary access to view the video. *(Fig. 9)*



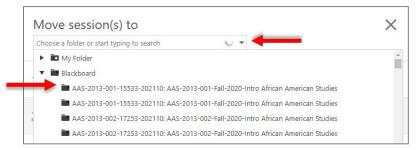
#### Moving Recordings to Another Folder

- 1. Click on your username at the top-right of the page. Select User Settings.
- 2. Hover your cursor over the video thumbnails and tick the **check box** at top-left corner for each desired recording. *(Fig. 10)*
- 3. Click the **Move** button.

↑ C Refresh	Filter by date Delete Move Share	
Show scheduled recordin	25 varion Date • Rating	
ID Add folder		
	Carlos Silva (OIT- DLAT)'s Zoom Meeting	
	Zoom Meeting ID: 93732446677 + Host: Carlos Silva + Meeting Si 3:12 AM + Recording Start: 07/16/2020 © 3:27 AM + Duration: 1	
300-01-0	127	
50°-1°-1	Carlos Silva (OIT- DLAT)'s Zoom Meeting	
3000 <b>*</b>		



4. Search in the entry field or click the drop-down arrow to browse for the target folder. (*Fig. 11*)





5. Click **Move**. (*Fig.* 12)



Figure 12





### Managing Default Folder Location

1. Click on your **username** at the top-right of the page. Select **User Settings**. *(Fig. 13)* 





2. Locate the **Default Folder** and click **Edit**. (Fig. 14)

Zoom Recording	Import Settings	
to. The 'Default Fo	older' is where all recordings will g ported to a different folder, pleas	lder where your Zoom Recordings go o by default. If you want a specific e use the Meeting ID and Folder
Default Folder	My Folder Edit	
Create folder map	pings for the meetings you own:	
Meeting ID	Folder Name	Actions
No folder mapping	15	
Add New		

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#### 3. Select the Default Folder location of your choice. (Fig. 15)

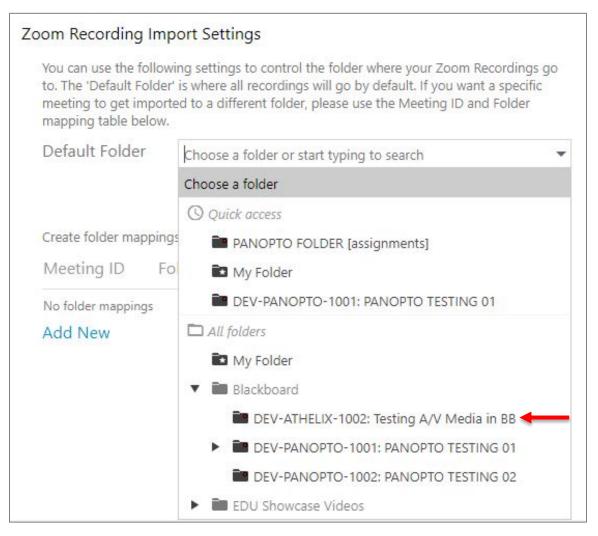


Figure 15

4. Click Save. (Fig. 16)



Figure 16



### **Creating Folder Mappings**



Create folder mappings by specific **Zoom Meeting ID**.

1. Under Zoom Recording Import Settings, click Add New. (Fig. 17)

You can use the following settings to control the f to. The 'Default Folder' is where all recordings will meeting to get imported to a different folder, plea mapping table below.	go by default. If you want a specific
Default Folder My Folder Edit	
Create folder mappings for the meetings you own	c
Meeting ID Folder Name	Actions
No folder mappings	



- 2. Enter the Zoom Meeting ID for a recurring meeting. (Fig. 18)
- 3. Search in the entry field or click the drop-down arrow to select an available folder location. *(Fig. 18)*

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Meeting ID	Folder Name	Actio	ns
No folder mapping	gs		
123-456-789	Choose a folder or start typing to :	<ul> <li>Save</li> </ul>	Cancel
	Choose a folder		
	() Quick access		
	PANOPTO FOLDER [assignments	] in PANO	PTO FOLL
	🖿 My Folder		
	DEV-PANOPTO-1001: PANOPTO	TESTING 0	1
	All folders		
	🖿 My Folder		
	▼ ■ Blackboard		
	DEV-ATHELIX-1002: Testing A	/V Media	in BB
	DEV-PANOPTO-1002: PANOP	TO TESTIN	IG 02
	EDU Showcase Videos		
	DEV-PANOPTO-1001: PANOPTO	TESTING 0	1



#### 4. Click Save. (Fig. 19)

Create folder ma	ppings for the meetings you own:	
Meeting ID	Folder Name	Actions
No folder mappin	gs	
123-456-789	DEV-ATHELIX-1002: Testing A/V	Save Cancel