

Zoom and Panopto Integration

We have set up Panopto's Zoom integration so that all Zoom recordings saved to the Zoom Cloud (rather than on the computer that you are using to record) will be imported into Panopto automatically. If the recordings are placed in the correct course folder on the Panopto server, your students will have access to them via the Panopto block on the Course Dashboard.

To take advantage of this integration you will need to do the following:

- Before the first time you record: Set default folder for your recordings so that Panopto will know where to automatically save your recordings. This is a one-time setup.
- After each class: Go to the Panopto server and move your recording to the proper course folder.

Set Default Folder for your Recordings (One-time setup)

- 1) Go to the Panopto server (<https://northwestu.hosted.panopto.com>)
- 2) Select Discovery (this should be the default) and click on the Sign in button.
- 3) Add your NU email address and password. If Discovery opens rather than the Panopto server, try again, waiting a few seconds between adding your password and selecting the Sign in button.
- 4) Click on your name at the top right corner, select User Settings.
- 5) In the Zoom Recording Import Settings section, click Edit for the Default Folder.
- 6) Find and select My folder. Save changes.

Move Saved Recording to desired Course folder (this will need to be done for every recording)

- 1) Go to the Panopto server (<https://northwestu.hosted.pantop.com>) and sign in following steps #2 and #3 above.
- 2) In your My Folder hover over the name of the desired recording and select Settings.
- 3) It is recommended that you change the name of recording: click on Edit, add desired name, and select Save.
- 4) To change location of recording: click on Folder, use the arrow to see up all Discovery courses that you have access to, select desired course, and select Save.

Recordings that are not tied to a course can remain in your My Folder until the end of the semester.

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