Video Tools
This guide will help you select a video tool for video creation, virtual meetings, and or video repository based on features and uses.

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Video Creation Tools

Panopto

Features & Uses

Panopto allows instructors, as well as students, to create webcam recordings, lecture capture/voiceover presentations (with or without picture-in-picture), and screen sharing/screencast presentations. Outside video recordings may also be uploaded to Panopto. It is often used for lecture capture and student presentations. Instructors will need to set up permissions properly if students (viewers) also need to record videos.

Panopto is integrated into D2L as an external learning tool. Videos may be embedded in D2L using the Insert Stuff feature in the Rich Text Editor or you may share them as an entire folder of videos in D2L. Some features will need to be accessed via the Panopto viewer, instead of only viewing the embedded video.

Panopto offers editable auto-captioning, as well as an interactive, scrolling transcript. Options for discussion/comments, notes and bookmarks are also available. Recordings are searchable by text present in PPT or captions/transcript.

Considerations

Make sure you are recording in the correct folder. Be sure to double-check sharing settings in Panopto so that the correct people have access. Note: While the primary purpose of Panopto is video creation, it may be used by instructors as a repository as well. If you plan to use videos with different courses or during future semesters, be sure to double-check sharing permissions for each course/semester.

Remember to disable discussion if you don’t want viewers to post comments.

If you want students to create videos with Panopto, remember to set up permissions correctly, and set up a Panopto assignment folder if needed.

Annotations may be recorded if you add them a PowerPoint while you are recording or if you are using the screen capture feature with an application that supports annotations.

While auto-captions are available in Panopto, they need to be enabled. They also need to be edited for wording and formatting accuracy. Panopto’s auto-captioning often leaves out punctuation and capitalization. If recording in a classroom, the audio quality and auto-captions quality are greatly reduced.

Panopto offers a mobile app for both Android and iOS. You’ll enter your CMU email address and then select Colorado Mesa University D2L. Then, use your MAVzone credentials to log in once the app is installed. The NEW Panopto app,
which came out this summer (2020), allows for direct recording from your device’s camera. There is no option to record your screen in the app. You may upload a video or use it for viewing existing videos in Panopto in either platform. If enabled by the video creator, videos may be downloaded for offline viewing in the app.

Please note: If you are running the legacy app, please uninstall it and install the new version.

Requirements

To record, Panopto will need to be downloaded to your device. Panopto may be accessed via D2L, MAVZone, or the downloaded desktop app. A mic is needed for recording. A webcam is also needed if you wish to be on-screen or do a picture-in-picture recording. Speakers/headphones are needed for viewing unless the captions suffice for all audio. Check out Panopto Viewing Requirements. Instructors will need to add Panopto to their course shells; sharing settings need to be double-checked. If students are using Panopto for assignments, instructors will need to create assignment folders.

Guides

Check out our Panopto guides for creating, embedding, sharing, and captioning, as well as adding Panopto to course shells and creating assignment folders.

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**VoiceThread**

**Features & Uses**

VoiceThread is integrated into D2L as an external learning tool. It is a multi-modal solution, as it offers presentation and interaction options for text, audio, video, and uploads. It may be used for student presentations, lecture capture/voiceover presentations, and threaded discussions, as well as assessment and feedback. VoiceThread may be a good tool for increased social presence in discussions. Assignment Builder provides options for graded assignments (Watch, Comment, or Create) that may be associated with the D2L grade book.

**Considerations**

Instructors have the option to limit types of comment interaction. Be sure to inform students of their options and your expectations for interaction. A present, only one graded VoiceThread assignment may be associated/linked with the grade book per course. If you want to offer more than one graded VoiceThread assignment, additional grades will need to be added to the grade book manually.

Be sure to double-check your sharing settings. If you copy a VoiceThread, only make a copy with your comments or no comments.
Annotations are be recorded if you add them while commenting.

While auto-captions are available in VoiceThread, they need to be enabled and often take 4 days to load. They also need to be edited for wording and formatting accuracy. If the audio quality is good, they may be fairly accurate. The automated tool attempts to insert punctuation and capitalization.

VoiceThread offers a mobile app. You’ll select Colorado Mesa University D2L and use your MAVzone credentials to log in once the app is installed. You will be able to access D2L via the VoiceThread app as well.

Requirements

Use Chrome or Firefox web browser to use interactive features. A mic is needed for audio comments and/or lecture capture/voiceover presentations. (If a mic is not available, audio comments may be made with the phone option.) A webcam is needed for video comments and/or video presentations. Speakers/headphones are needed for viewing unless captions are sufficient for all audio content.

If you have students with visual impairments who use screen readers, they will need to use the VoiceThread Universal application.

Guides

Check our VoiceThread guides for creating (including graded assignments), commenting, sharing, copying, and captioning, as well as best practices.

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**Video Note**

**Features & Uses**

Video Note is available in D2L anywhere the Rich Text Editor (HTML editor) is present. You’ll use the Insert Stuff feature. It allows instructors and students to record brief (up to 30-minutes) videos. Quick announcements are a good use, as well as assessment feedback.

**Considerations**

Auto-captions are available for Video Note. Be sure to enable them when creating your video. Captions need to be edited using the Video Note Captions feature in Admin Tools.

It’s best to customize your assessment feedback as needed, so you may decide to use text instead of video. Contact EAS for accommodations questions.
While there is no mobile app for Video Note, users may access the tool via D2L’s Pulse (for students or instructors) or Grader (for instructors) app. The Pulse app works with your device’s web browser to provide access to Video Note. Note: Using Video Note with the Grader app keeps you within the app.

**Requirements**

Since Video Note is part of D2L, you will need to use Chrome or Firefox web browser. It is also available in the Grader app for iOS devices. The Grader app is available for Android, but it currently seems to work better with Apple devices. Recording requires a mic and webcam. Viewing requires speakers/headphones unless captions suffice for all audio.

**Guides**

Check out our Video Note guide.

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**Bongo Video Assignment**

Two Bongo tools are available as External Learning Tools in D2L: Video Assignment and Virtual Classroom. Video Assignment is designed for creating student videos and Virtual Classroom is for virtual meetings.

**Features & Uses**

Bongo Video Assignment is a user-friendly option for students to record and evaluate presentations. Instructors can set up both self and peer evaluations for students. These evaluations may be in text and/or video format. Students have the option to practice before selecting a final submission. Options are available for students to upload a video, as well as documents with their submission. Grading is integrated with the grade book in D2L. Video submissions are downloadable.

**Considerations**

Video Assignments are set up as individual assignments. If you decide to use this recording option with groups, you will need to have the group pick a person or assign someone to do the submission. Then, depending on how you wish to grade the group (the same grade for everyone or individual grading), you may decide to set up group assignment in D2L for grading purposes, instead of the item automatically created by Bongo.

While grading is integrated with the D2L grade book, the only grading options directly in Bongo are Percentage, Pass/Fail, Auto Pass, or Five Star. Therefore, if you need to use points, it may be easier to grade outside of Bongo. If you are using a 100 point
scale, which is easily converted to a percentage, or if you are using a Pass/Fail or Auto Pass for practice assignments, you may still consider using the grading within Bongo.

Editable, auto-captions are not yet available for Bongo. However, captions can be created outside of Bongo and caption files uploaded with Bongo videos. Check out Bongo Accessibility Tips and contact EAS for accommodations questions.

While there is no mobile app for Bongo, users may access the tool via D2L’s Pulse app. The app works with your device’s web browser to provide access to Video Assignment.

Requirements

Use Chrome or Firefox web browsers. Check out our Bongo Basic System Requirements guide. A webcam and mic are needed for recording. Speakers/headphones are needed for reviewing recordings. The instructor will need to set up the assignment in order for students to access Virtual Assignment; students cannot access it on their own for video creation.

Guides

Check out our Bongo Video Assignments guide for faculty, along with Bongo Accessibility Tips. If you need to share guides with students, there are guides available for Bongo Video Assignments, Peer Reviews & Viewing Feedback, and a student version of Bongo Accessibility Tips.
Virtual Meeting Tools

Microsoft Teams

Teams offers **VoIP audio and/or video calls** for users with a **CMU email account**. Files may be shared, and chat is also available, along with an optional whiteboard. Optional recordings are saved to MS Stream.

Features & Uses

Teams may be a good option for **virtual office hours**, **tutoring sessions**, or **group meetings**. When appropriate, it may also be used for **synchronous class sessions**. Teams is **not** to be used for synchronous class sessions for **online** courses.

Teams may also incorporate other Office 365 apps.

Considerations

Audio and/or video calls may be recorded. Recording may be enabled by the meeting organizer or a participant (from CMU). Recordings are automatically saved in MS Stream. All participants have **viewing** permissions in Stream; the meeting organizer has **owner** permissions. If the recording is associated with a **scheduled** meeting, all invitees, regardless of participation in the session, have automatic **viewing** access to the recording in Stream.

Teams may provide a place for student groups to virtually meet, and they have the option to record a group presentation. Live captioning is offered in the **desktop version** and **mobile app**. It is **not** available yet in the browser version. Recordings saved in Stream may be enabled for auto-captioning by the owner. These captions are then editable by the owner in Stream.

The whiteboard feature is currently **not** available in one-on-one meetings; it is only available for pre-scheduled meetings or meetings with 3 or more participants. The whiteboard is **not** currently included in the meeting recordings. A work-around for the whiteboard is to open the **MS Whiteboard app** from Office 365 and then share that screen while recording in Teams.

Note: Microsoft continues to make **updates**, so some additional features may be enabled soon.

Microsoft offers a **mobile app** for Teams: **Teams for iOS** or **Teams for Android**. You’ll use your **MAVzone credentials** to log in.
Requirements

You should be able to use Teams anywhere you have access to **Office 365**. Check out [Hardware requirements for the MS Teams app](#) and the [Limits and Specifications for Microsoft Teams](#). You may use the **desktop or mobile app** from Microsoft. If you are using the browser version, you will need to use **Chrome** or Edge. To use the audio/video calling features, you will need a mic and/or webcam, as well as speakers/headphones.

Guides

Check out our [Communicating in Microsoft Teams guide](#), as well as Microsoft’s [End-user training for MS Teams](#), [Record a meeting in Teams](#), and [Use Whiteboard in Microsoft Teams](#). (Note: Some features may not be enabled for CMU.)

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**Zoom**

Pro Zoom accounts are available for faculty and students at CMU. Note: While Zoom’s primary use is virtual meetings, it may be used for video creation as well.

**Features & Uses**

Zoom offers **voice and video conferencing**. It is often used for **meetings** and **webinars**. It may be used for **virtual office hours, tutoring, and group projects**. When appropriate, it may also be used for **live class sessions**. (Zoom is **not** to be used for **live** class sessions in courses originally scheduled as **online** courses.) Features include document and desktop sharing. Meetings may be recorded.

The meeting creator can send a meeting room or scheduled meeting invitation link. Participants do not need a separate account.

**Considerations**

Double check system requirements and test before use for best experience. If you are using a Chromebook, please refer to [Getting Started on Chrome OS](#). Cloud recording may not be available on a device using the Chrome OS. While you can still host a Zoom session on this device, you may have to [set another user as a co-host](#) or [allow others to record](#). If you are unable to install Zoom on any device, you may join a meeting via a web browser; [Zoom web client](#) offers limited functionality. Use the Chrome web browser for the best functionality. You will not be able to join Breakout Rooms from a Chromebook or the web client. You will be able to join but not manage from the mobile app.

While synchronized, automatic transcripts are available in business, education, and enterprise accounts, editable auto-captions are not yet available for Zoom recordings with the free or pro versions. However, captions can be created by downloading a
recording and uploading it to another application, such as Panopto or Microsoft Stream, that allows for captioning. While live closed captioning is an option in Zoom, it requires a 3rd party transcriptionist. Check out Zoom’s Getting Started with Close Captioning guide, and contact EAS for accommodations questions.

A Zoom mobile app is available.

Requirements

You may create an account by going to MAVzone > Applications > Zoom. Check out Zoom System Requirements. If you need to use keyboard shortcuts, they are available. To use the audio/video participation features, you will need a mic and/or webcam, as well as speakers/headphones.

Guides

Check out Zoom’s Getting Started guides and our Zoom Account Set Up guide.

Bongo Virtual Classroom

Two Bongo tools are available as External Learning Tools in D2L: Video Assignment and Virtual Classroom. Video Assignment is designed for creating student videos and Virtual Classroom is for virtual meetings.

Features & Uses

Virtual Classroom offers voice and video conferencing. Up to 50 participants may log in for a session, but only 7 webcams may be enabled simultaneously. Sessions may last up to 60 minutes. If the instructor records the session, it may be downloaded, but the recording is only available for up to 14 days. Instructors may share documents as well as their desktops, and a whiteboard area is available for interaction. Live chats and polling features are also available. This is a great tool for virtual office hours or tutoring sessions.

Considerations

Virtual Classroom is not to be used for synchronous class sessions for online courses.

Editable auto-captions are not yet available for Bongo recordings. However, captions can be created outside of Bongo and caption files uploaded with Bongo videos. While live closed captioning is an option in Virtual Classroom, it requires a third-party transcriptionist. Check out Bongo Accessibility Tips and contact EAS for accommodations questions.

While there is no mobile app for Bongo, users may access the tool via D2L’s Pulse app if you are using an Android device. The app works with your device’s web browser to
provide access to Virtual Classroom; however, you will not be able to share your screen from a mobile device. Unfortunately, Virtual Classroom does not work on an iOS device, unless you are running the very newest OS.

Requirements

For the best experience, use Chrome. The Bongo Chrome extension is needed for desktop sharing with Chrome. Check out our Bongo Basic System Requirements guide as well as Bongo Browser Compatibility. Firefox and the newest version of Edge (Chromium) are also supported. Speakers/headphones and a mic are needed for the instructor; the instructor may opt to use a webcam as well. Students need speakers/headphones, and they will need a mic/webcam if they are expected to participate beyond the chat or polling features.

Guides

Check out our Bongo Virtual Classroom guide for faculty, along with Bongo Accessibility Tips. If you need to share guides with students, there are guides available for Bongo Meetings and a student version of Bongo Accessibility Tips.
Video Repository Tool

Microsoft Stream

Features & Uses
Stream offers editable auto-captioning, as well as an interactive, scrolling transcript. Commenting may be enabled/disabled by the video owner. Captions and playback speed are controllable and customizable by the viewer. Auto-captions still need to be edited, but as long as audio quality is good, Stream offers relatively accurate captions in comparison to other tools. It is a good option for creating captions/transcripts for videos recorded elsewhere.

Videos may be embedded in D2L using the Insert Stuff feature in the Rich Text Editor. You can copy the embed code from Stream, including a starting point, if you prefer one later in the video. (You may also use a direct link in D2L or embed a video using the Video or Audio option.) Some features will need to be accessed via the Stream viewer, instead of only viewing the embedded video.

While the user interface is similar to YouTube, Stream is more intuitive and does not require you to create a YouTube account. It also provides greater control over viewing content, as you are limited to sharing with individuals with a CMU email account. You will also need to make sure each viewer has permission to your video in Stream.

Considerations
Currently, this is not a recording solution in the desktop or browser version. However, the mobile app version allows you to record directly with Stream, as well as annotate videos while you are recording.

Microsoft offers a mobile app for Stream. You’ll use your MAVzone credentials to log in. Videos may be downloaded for offline viewing in the app.

Requirements
You should be able to use Stream anywhere you have access to Office 365. Stream does not support audio-only media files, and Microsoft recommends using .mp4 as the most accessible format. Check out MS Stream formats and codecs. Viewers will need speakers/headphones unless the captions suffice for all audio. Speakers/headphones are needed for editing captions.

Guides
Check out our Microsoft Stream guide. This guide also walks you through uploading and sharing videos.