Video Tools

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

Contents

Video Tools .................................................................................................................. 1
  Contents .................................................................................................................... 1
  Video Creation Tools ............................................................................................... 1
    Panopto .................................................................................................................. 1
    Video Note ............................................................................................................ 3
  Virtual Meeting Tools .............................................................................................. 4
    Microsoft Teams .................................................................................................. 4
    Zoom .................................................................................................................... 5

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

Starting August 1, 2023, any videos not viewed within the last 6 months will be moved from Primary Storage to Archived Storage. Videos moved to Archived Storage are still searchable but require 48 hours to retrieve for viewing. Next August 1, 2024, CMU will take further action to reduce storage costs by implementing a secondary video retention policy that will auto-delete videos archived after 2 years. This provides users with over a year to prepare for any policy change that would permanently delete a video. Please refer to IT’s updated Panopto File Retention guide for more information.

Consider if Video Note will serve your need in discussions or other cases where you or students only need to share the webcam, as this tool is easier to use and is available directly in the HTML editor in D2L.

Consider if Zoom will serve your need in cases where students need to record their screen. This tool is often easier to use and offers application in the workforce.

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 the summer of 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.
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.

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. You also have the option to record audio only.

Considerations
Auto-captions/transcripts are available for both Video Note and Audio Note. Be sure to enable them when creating your video. Captions need to be edited using the Media Library 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 app. The Pulse app works with your device’s web browser to provide access to Video Note.

Requirements
Since Video Note is part of D2L, you will need to use Chrome or Firefox web browser. (The new Chromium version of Edge should also work.) Recording requires a mic and webcam. Viewing requires speakers/headphones unless captions suffice for all audio.

Guides
Check out our Video Note guide.
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 in downloadable form in the chat/channel.

**Features & Uses**

Teams may be a good option for **virtual office hours, tutoring sessions**, or **group meetings**, as well as collaboration. 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 Microsoft 365 apps.

**Considerations**

Audio and/or video calls may be recorded. Recording may be enabled/ended by the meeting organizer or a participant (from CMU). (Note: No more than 4 video streams are viewable at once in a recording.) Recordings are automatically available in the chat or channel and Stream (default 120 days). They are also available for download in OneDrive or SharePoint for the recorder of the meeting.

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 turned on by the individual user. It is **not** available yet in the browser version. Speakers are identified with the captions. If Breakout Rooms are used, live captioning may also be turned on there by the user. Live captions in Teams are available in the recording. The owner of the recording may generate automatic captions if they were not enabled during the meeting.

The whiteboard feature is currently **not** included in the meeting recordings. A workaround for the whiteboard is to open the **MS Whiteboard app** from Microsoft 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 Microsoft 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 and Microsoft Teams Recording guide, as well as Microsoft’s End-user training for MS Teams, and Record a meeting in Teams. (Note: Some features may not be enabled for CMU.)

Zoom

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, as well as collaboration. 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, but it is recommended for all users to register for a CMU account.

Considerations

Double check system requirements and test before use for best experience. If you are using a Chromebook, please refer to How to Use Zoom on a Chromebook. 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 should be able to join Breakout Rooms from a Chromebook and the web client; although, you may not be able to self-select a Breakout Room from the web client. You will be able to join Breakout Rooms but not manage them from the mobile app.
**Simultaneous Translation** is an option that may be enabled for language interpreters or interpretation practice. Please contact Distance Education if you have any questions.

**Captioning/live transcription** is an option that automatically enabled; it just needs to be turned on by individual participants. Speakers are identified. This feature is also available in Breakout Rooms. A transcript may be downloaded. Check out our [Zoom Accessibility guide](#) for directions as well as other accessibility considerations.

**Captions** for recorded meetings can be created with Panopto or Zoom. These auto-captions are editable for accuracy. Check out our [Zoom Accessibility guide](#) for details.

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 guide](#); [Zoom’s Desktop client mobile app, and web client comparison](#) guide; and our [Zoom Account Set Up guide](#).