



It is important to embed Panopto videos into the vUWS content area rather than using the Panopto Tool Link, in the left panel menu in vUWS. Embedding your videos into the content area allows for a seamless learning experience, removing the need to navigate away from vUWS. More importantly for site rollover, embedded Panopto videos will remain in place during rollover. The Panopto folder attached to the Panopto Tool Link in vUWS, does not rollover to the new vUWS site, a new Panopto folder will be created.

You may wish to manually move the videos to the new vUWS site's Panopto folder. Whenever moving Panopto videos, always make sure to check your embedded videos in vUWS are not broken. Please [contact IT](#) if you require assistance.

To embed a video into vUWS, please follow the steps outlined below:

1. Navigate to [www.panopto.com](http://www.panopto.com) and click 'Sign in'. Log in using your staff credentials. For most staff, this will be your numbered staff e-mail address. i.e : [12345678@westernsydney.edu.au](mailto:12345678@westernsydney.edu.au)
2. Navigate to your video in Panopto. Hover over your video with the mouse cursor. A range of buttons will appear. Click 'Share'. (Image 1)
3. Click on the Embed button under 'Who can access this video' and click 'Copy Embed Code'. (Image 2). Ensure the share settings are set to 'Anyone who has the link', under 'Who can access this video'.
4. Now having the embed code copied, navigate to vUWS. Navigate to the subject, module or area you would like to embed the video.
5. Ensure edit mode is on. Create a new item or edit the item in the area you wish to embed the video.

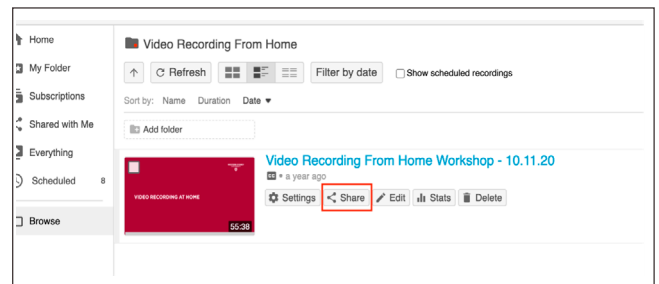


Image 1 - 'Share' Button

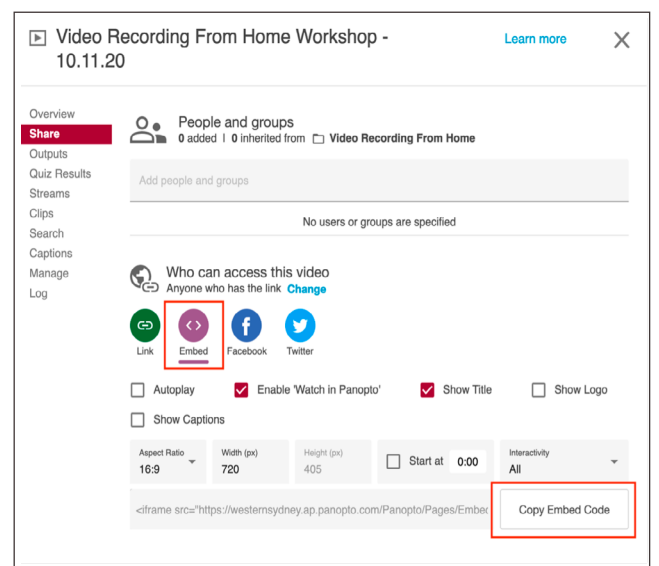


Image 2 - 'Embed' and 'Copy Embed Code'



6. Select < > (Source Code) button from the text editor menu. If you are unable to see the source code button in the editor menu, click the three dots (...) button on the top row on the right, this will expand your selection of tools. (Image 3)
7. Paste the copied Panopto embed code into the Source Code View window and click Save. (Image 4)
8. A preview of your video will appear in the text editor. Once happy, click Submit. (Image 5)
9. Your video is now embedded into your vUWS site.

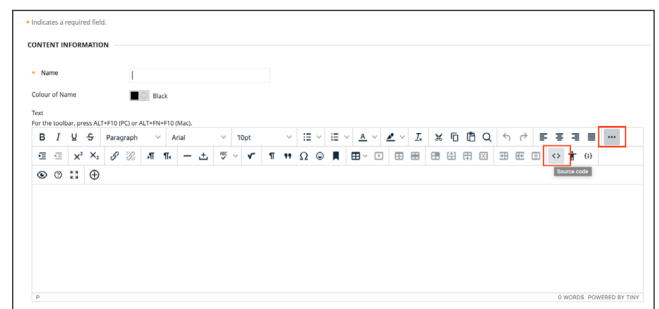


Image 3 - vUWS item editor with 'Source Code' Button



Image 4 - Pasting embed code into 'Source Code View' and 'Save'

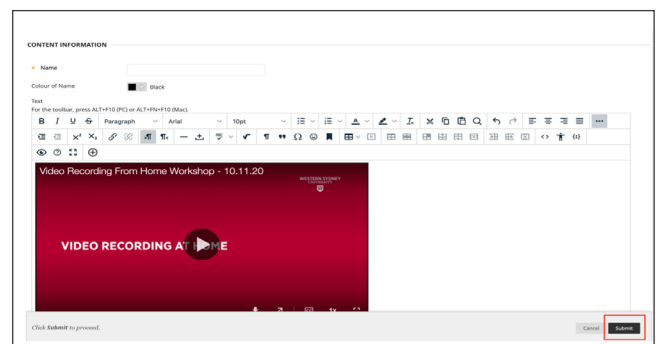


Image 5 - Video preview and 'Submit' button