Panopto

End-User Guide
Table of Contents

INTRODUCTION ...............................................................................................................................................3

PROVISIONING A COURSE ..........................................................................................................................3

LOGGING IN ..................................................................................................................................................7

NAVIGATION ..................................................................................................................................................8

PREPARING TO RECORD .............................................................................................................................9

CREATING A SIMPLE RECORDING (AUDIO AND VIDEO ONLY) .................................................................10

CREATING A RECORDING INCLUDING SCREEN RECORDING .......................................................................13

CREATING A RECORDING THAT INCLUDES A POWERPOINT PRESENTATION ............................................14

VIEWING A RECORDING ..............................................................................................................................16

EDITING A RECORDING ...............................................................................................................................17

DELETING RECORDINGS ...............................................................................................................................19

SHARING A RECORDING ..............................................................................................................................21

PROVISIONING MULTIPLE COURSES ..........................................................................................................26

DOWNLOADING THE RECORDER ................................................................................................................28

INSTALLING THE SOFTWARE INSTALLATION PACKAGE ..............................................................................29
Introduction

Panopto is an instructional recording system that can capture computer screens, audio and video (or any combination thereof) for later playback. Playback can be achieved by a sharable link (viewable on Internet Explorer 8+, Firefox, Chrome or Safari) or integrated into Blackboard courses.

Note: You must have a Blackboard course to use Panopto. If you do not have a Blackboard course, one can be created for you by visiting http://towson.edu/blackboard and clicking on the via request link under the Blackboard Sites heading.

Provisioning a Course

Before you can begin recording using Panopto, you must first provision your Blackboard account. Provisioning is the process of preparing and equipping an account so that it integrates with Panopto. Each course that you want to incorporate with Panopto has to be provisioned.

1. Open your browser and navigate to https://blackboard.towson.edu.
2. Login to Blackboard with your Username and Password.
3. Select the Course you would like to provision. Your course will load.

![My Courses](image)

**Figure 3**

4. Click **Tools** in your course menu.

![Course Menu](image)

**Figure 4**

5. Click the **Panopto Content** tool. The **Configure** screen will appear.

![Configure Screen](image)

**Figure 5**
6. Click on the **Configure** button. This will enable you to provision Panopto to record to your course folder. The **Configure Panopto Course** page will appear.

![Configure Panopto Course](image)

**Figure 6**

7. In the **Configure Panopto Course** screen, click the **Add Course to Panopto** button.

![Configure Panopto Course](image)

**Figure 7**

8. The **Configure Panopto Connector** screen appears. Click the **OK** button. You will be directed to the **Course Configuration** Screen. **Note:** The Provisioning process may take up to five minutes to complete.

![Configure Panopto Connector](image)

**Figure 8**
9. Click **Submit** in the lower right corner of the **Configure Panopto Course** screen. Your course will be provisioned for use with Panopto. You will be redirected back to the Panopto Content screen. You can safely exit out of Blackboard and begin the process of using Panopto.

![Configure Panopto Course](image)

**Figure 9**

*(You can provision multiple courses – documentation is in the appendix. Also, you must download the recorder on your personal computer – documentation is in the appendix.)*
Logging In

The Panopto Recording Software, a webcam and microphone is all that is needed to get up and running with your first recording.

1. Launch the Panopto recorder by visiting the Start Menu\All Programs\Panopto and select the Panopto Recorder. The Panopto login screen will appear.
2. Click the Sign In with Blackboard button.
3. The Towson University Authenticated Login will appear. Type your NetID in the Username field and then type your Towson password in the Password field.
4. Click the Login button. You will be logged into the Panopto service.
Navigation

The Panopto **Create New Recording** screen is your starting point for all recordings.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Sources:</strong></td>
<td>This section of the screen allows a user to determine what (audio and/or video) will be recorded, the volume level and quality of output.</td>
<td><strong>Webcast:</strong></td>
</tr>
<tr>
<td><strong>Secondary Sources:</strong></td>
<td>This section of the screen allows a user to add additional sources such as secondary cameras, the Primary Screen or a PowerPoint presentation.</td>
<td><strong>Record Button:</strong></td>
</tr>
<tr>
<td><strong>Secondary Source Tabs:</strong></td>
<td>These tabs are directly related to the Secondary Sources. If a Secondary Source is selected, it will appear here as a tab.</td>
<td><strong>Manage Recordings Tab:</strong></td>
</tr>
<tr>
<td><strong>Session Folder:</strong></td>
<td>The Session Folder is the related Blackboard course that you record to. The finished recording will be available in that Blackboard Course.</td>
<td><strong>Settings Tab:</strong></td>
</tr>
</tbody>
</table>
Preparing to Record

A recording can use any combination of audio, video, screencasting, and PowerPoint; however, the steps to create a recording remain the same.

**We will be doing a total of 4 recordings. Refer to the Panopto Recordings handout and look at the 1st Recording. We will move through pages 9 & 10 for recordings 1 and 2.**

Choosing a folder

The first thing you must do is designate which folder you wish to create this new recording in. Once set, the folder remains the default until you change it.

1. Under the **Session Settings** section, click the **Folder** dropdown arrow.

![Session Settings](image)

2. A list of courses that you have provisioned will appear. Navigate and click the folder you wish to record to. *(Select the new course folder that was created by Blackboard.)*

![Folder Selection](image)

3. The session folder will be loaded and you will be returned to the **Main Screen**.

**Note:** Alternatively, you may join a previously created session by clicking the **Join Session** dropdown. This is used in multi-camera operations or in situations where the session has already been created or is in progress.
Creating a Simple Recording (Audio and Video Only)

(Refer to the 1st and 2nd recordings on the Panopto handout)

Naming Your Recording

Note: This will be the name of the recording that students will see in Blackboard.

Under the Session Settings section, highlight the Session Name and replace it with a name of your choosing. (1st recording name is Audio Introduction, 2nd recording name is Weekly Discussion)

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Tuesday, December 22, 2015 at 1:59:49 PM</th>
</tr>
</thead>
</table>

Figure 13

Setting a Primary Source

1. In the Primary Sources section, select a video source by clicking the Video dropdown. If you wish to record audio only, set video to None. (1st recording set the video to none, 2nd recording set the video to Logitech HD Pro Webcam)

![Figure 14](image-url)

Figure 14

2. Select the audio source from the Audio dropdown. (1st and 2nd recordings set the audio to Microphone (2-HD Pro Webcam))

![Figure 15](image-url)

Figure 15

3. Adjust the volume slider while talking into the microphone to achieve the desired level. The volume meter will appear vertical to the webcam image if you are making a video recording or horizontal when making an audio only recording. (Practice playing with the volume slider)

Note: Your volume levels should be in the high green region with loud sounds like P’s and T’s registering in the yellow region. You want to avoid any sound in the red region when talking.

![Figure 16](image-url)

Figure 16
4. Select a video quality from the Quality dropdown. **Note:** Panopto uses adaptive streaming technology which alters the bitrate of the stream to match the end users device. Unless you have a reason, you should always select **Ultra. (For the 1st recording we will not be using video, so we do not have to worry about this setting, 2nd recording set the quality to Ultra)**

![Quality options](image1.png)

**Figure 17**

**Recording**

*The instructor will demonstrate how to record using the script. After that, we will use a round robin, in order for each person to make an audio record.*

1. Click the **Record** button to initiate the recording. Alternatively, you can press the **F8** key to begin a recording. **Note:** It can take up to 5 seconds to communicate with the Panopto server so wait until the **Stop** and **Pause** buttons appear before beginning to present.

![Stop and Pause buttons](image2.png)

**Figure 18**

2. If you need to pause during the recording, click the **Pause** button. Alternatively, you can press the **F9** key to pause a recording. **(1st recording read the script you created, 2nd recording read the script provided.)**

3. When complete, click the **Stop** button. Alternatively, you can press **F10** key to stop recording.

4. Once a recording is complete, the **Recording Complete** screen will appear. Here you can **Enter a description** for your recording, **Delete and record again** or **Upload** the recording.

![Recording Complete screen](image3.png)

**Figure 19**
5. After clicking **Upload** you are taken to the **Manage Recordings** screen. Here you can check the status of the upload, **Share** and **Edit** if needed. *(After each recording, wait a few minutes for the recording to render.)*

Figure 20

Please look at Recording #2 on the handout. This is an audio/video recording. We will walk through pages 10 & 11 again using the notes for the 2nd recording. We will use a round robin, when creating the recording.
Creating a Recording including Screen Recording

Refer to the 3rd Recording on the Panopto Recordings handout. We will now be recording a screen recording. This means that we will actually capture the steps as we perform a function.

Naming Your Recording

Under the Session Settings section, highlight the Session Name and replace it with a name of your choosing. (3rd recording name is Library Tour)

Setting a Primary Source

1. In the Primary Sources section, select a video source by clicking the Video dropdown. (3rd recording set the video to Integrated Webcam)
2. Select the audio source from the Audio dropdown. (3rd recording set the audio to Microphone (2-HD Pro Webcam)).
3. Adjust the volume slider while talking into the microphone to achieve the desired level. The volume meter will appear vertical if you are making a video recording or horizontal when making an audio only recording. (This should be set from the first two recordings.)
4. Select a video quality from the Quality dropdown. Note: Panopto uses adaptive streaming technology which alters the bitrate of the stream to match the end users device. Unless you have a reason, you should always select Ultra. (For the 3rd recording, choose Ultra.)

Selecting Secondary Sources

By default, the Capture PowerPoint and Capture Main Screen checkboxes are checked. This means that a recording will contain both of these sources.

1. From the Secondary Sources section, check or uncheck the Capture PowerPoint and Capture Main Screen boxes as appropriate. (3rd recording choose Capture Main Screen, turn off Capture PowerPoint)

Selecting Secondary Sources

2. If there are additional sources needed, click the Add Another Video Source button to view the other sources available to you. (We will not be choosing this for the 3rd recording)

(We will use a round robin, to make a screen recording using the 3rd recording scripts.)
**Recording**

1. Click the **Record** button to initiate the recording. Alternatively, you can press the **F8** key to begin a recording. **Note:** It can take up to 5 seconds to communicate with the Panopto server so wait until the **Stop** and **Pause** buttons appear before beginning to present.

   ![Stop and Pause buttons](image)

   **Figure 22**

2. If you need to pause during the recording, click the **Pause** button. Alternatively, you can press the **F9** key to pause a recording.

3. When complete, click the **Stop** button. Alternatively, you can press **F10** key to stop recording. The **Recording complete** dialog box appears. Click **OK**.

4. Once a recording is complete, you will be taken to the **Manage Recordings** screen. Here you can check the status of the upload, **Share** and **Edit** if needed.

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**Creating a Recording that includes a PowerPoint Presentation**

If you wish to record your PowerPoint Presentation, there are a few steps that need to be taken to ensure that recording is effective.

**Naming Your Recording**

Under the **Session Settings** section, highlight the **Session Name** and replace it with a name of your choosing. *(4th recording name is Animal Adaptation Presentation)*

**Setting a Primary Source**

1. In the **Primary Sources** section, select a video source by clicking the **Video** dropdown. *(4th recording set the video to Integrated Webcam)*

2. Select the audio source from the **Audio** dropdown. *(4th recording set the audio to Microphone (2-HD Pro Webcam))*

3. Adjust the volume slider while talking into the microphone to achieve the desired level. The volume meter will appear vertical if you are making a video recording or horizontal when making an audio only recording. *(This should be set)*

4. Select a video quality from the **Quality** dropdown. **Note:** Panopto uses adaptive streaming technology which alters the bitrate of the stream to match the end users device. Unless you have a reason, you should always select **Ultra**. *(For the 4th recording, choose Ultra.)*
Capturing Computer Audio

If you wish to capture the audio that is generated by the computer (such as system sounds or videos played through video services like YouTube or Vimeo) you will need to place a checkmark in the Capture Computer Audio checkbox.

![Figure 23](image)

Selecting Secondary Sources

1. From the Secondary Capture Sources panel, place a checkmark beside Capture PowerPoint. The PowerPoint tab will appear on the main screen of the recorder.

![Figure 24](image)

2. Click the Open a Presentation button, select a PowerPoint presentation from your drive and click the Open button. *(Open the file: Animal Adaptation Presentation from the Workshop Files folder on the Desktop)*

3. A Begin recording? dialog box will appear. Click No. The PowerPoint presentation will open. When you press the Record button in Panopto, the PowerPoint presentation will start.

![Figure 25](image)

**Note:** There is no visual indicator to inform you that you are recording. You will not be able to tell that the recording is taking place.

4. Once your presentation is complete, you will need to exit out of PowerPoint and click the Stop button in Panopto.

**Note:** Panopto will still be recording. The program will be minimized on the taskbar. You will need to relaunch the program and stop recording manually.
Viewing a Recording

1. To quickly view a recording, click the View link in the Uploaded Recordings section. *(Click view on the 1st recording just made.)*

![Uploaded Recordings Table]

(*Figure 26*)

2. The Panopto Web Management interface will load in a browser and your video will automatically play. *(Close the browser screen after viewing the video. You are brought back to Panopto.)*
Editing a Recording

The Panopto editor allows for web based editing from any Mac or Windows computer. The Panopto Editor lets you create multiple versions, called edits, of recorded sessions. You can modify default or create additional edits without affecting the original session content.

1. From the Manage Recordings tab, locate the recording you wish to edit and click the Edit link under the Status/Link group. *(Select the Library Tour video)*

![Figure 27]

2. The editing window will appear.

*(In this example, we will edit out the first portion, which involved us minimizing the Panopto player. We will edit the last portion of the video, which shows the Panopto player being restored from the taskbar.)*
3. To trim the beginning or ending of a video, click the scissors icon and drag the green trim handle at the beginning or end of the timeline and drag it inward to the point at which you want the recording to begin or end.

![Figure 29](image)

4. The portions edited will be grayed out and will not play.

![Figure 30](image)

5. To delete middle portions of your presentation, click the Scissors icon and place your cursor on the section of video you wish to cut.

6. Click and drag the mouse over the section of the video you wish to cut. This section of the video will be cut.

7. When completed, the segment can be adjusted by dragging the handles in either direction.

![Figure 31](image)

8. The final segments will remain as part of the video.

9. Click the Publish button to save your edits or click Revert to undo your edits.

![Figure 32](image)
Deleting Recordings

Panopto recordings are both stored locally on your machine and on the Panopto server. You have the ability to delete the recording from one or both.

Deleting a Local Recording

To delete a local recording (a recording on your machine) follow these steps:

1. In the Panopto window, click on the Manage Recordings tab.
2. Locate the recording you wish to delete and click the corresponding Delete Local button.

![Figure 33](image)

Deleting a Recording Online

To delete a recording on the Panopto server, you must follow these steps:

1. In the Manage Recordings tab of Panopto, click the Manage My Recordings link. An internet browser will open up.

![Figure 34](image)

2. In the browser window, click the My Folders link beneath the Browse heading in the left-hand menu.

![Figure 35](image)
3. Locate the course folder containing the video you wish to delete and then click on it. The videos contained within that folder will appear in the main section of the screen.

![Image of Panopto interface]

**Figure 36**

4. Hover your mouse over the recording you wish to delete and click the **Delete** button.

![Image of Panopto interface with delete button highlighted]

**Figure 37**

5. A confirmation window will appear at the top of your web browser. Click the **OK** button.

![Confirmation window from Panopto interface]

**Figure 38**

6. Your video has been deleted.
Sharing a Recording

After a video has been recorded in Panopto, it can be shared with individuals outside of Blackboard or added to any Content Area or Content Folder within a Blackboard course site.

Sharing via Panopto

1. Click the Manage My Recordings link on the Manage Recordings tab.

![Panopto Web Management Interface](image)

Figure 39

2. The Panopto Web Management Interface will appear.

![Panopto Web Management Interface](image)

Figure 40

3. Locate the presentation you would like to share and hover over the video name. A sub-menu will appear. (*Locate the audio presentation called "Audio Introduction")

![Intro Video](image)

Figure 41
4. Click the **Share** link. The **Share Options** screen will appear.

![Share Options Screen](https://example.com/shareOptions.png)

**Figure 42**

5. In the **Who has access** section make a selection from the following options: **Specific people**, **Anyone at your organization with the link**, **Anyone at your organization**, **Anyone with the link**. Appropriate permissions will be assigned based on your choice.

![Specific people](https://example.com/specificPeople.png)

**Figure 43**

6. In addition, you can also invite specific people to view your presentation. In the **Invite people** box, add the email address for the person you wish to share the presentation with and click **Save changes**. *(We will not actually share the presentation- close the browser.)*

![Invite people](https://example.com/invitePeople.png)

**Figure 44**
**Sharing from within Blackboard**

The preferred way to share content with students is via Blackboard. This way students will be able to access your recordings and complete other assignments in the same place. (*Log back into Blackboard using the browser of choice. Google Chrome preferred.*)

1. From your course home screen, click **Content** to add new Content. The **Content** screen will appear. *Reminder: You are selecting the test course created by Blackboard.*

![Image](https://via.placeholder.com/150)

Figure 45

2. From the **Content** screen, select the **Tools** dropdown and choose **Panopto Video Link** from the menu.

![Image](https://via.placeholder.com/150)

Figure 46

3. The **Insert Panopto Video** screen will appear. Under the **Select Panopto Folder** section, choose the folder from the dropdown menu that has the recording. (*This will be the only folder visible.*)

4. Under the **Select Panopto Lecture** section, select the lecture from the dropdown menu. (*Select Audio Introduction*)

5. When a video is selected for lecture, its title is automatically entered into the **Title** field. To change the title, give the recording a new title in the **Title Box**. (*Keep the title the same.*)
6. Give the recording an accurate description. The description area can be used to provide instructions for students or a description of the recording. *(Type: Audio welcome to the semester)*

![Figure 48](image)

7. Click the **Submit** button. You will be returned to the **Insert Panopto Video** screen.

![Figure 49](image)

8. Click **OK** to return to the content area or folder. The recording is now viewable in the **Content** area.

![Figure 50](image)

![Figure 51](image)
Appendix
Provisioning Multiple Courses

If you teach multiple courses, you may wish to have your Panopto recordings available across all of your courses. Complete the following steps to provision a Blackboard Course for use with other Panopto Course Folders.

1. Login to Blackboard as you would normally and select the first course you wish to provision.
   
   ![Courses menu](image)
   
   Figure 52

2. Click **Tools** in your course menu.
   
   ![Course tools](image)
   
   Figure 53

3. Click the **Panopto Content** link. A list of class folders will appear.
   
   ![Panopto Content link](image)
   
   Figure 54
4. Click the **Re-Configure** button at the bottom of the screen. This will enable you to provision additional course folders. A list of course folders will appear.

![You can update the folders configured for this course in Panopto.](image)

**Figure 55**

5. Select a course folder from the **Available Folders** section and click the **Add Course** button to make it available for Panopto. The folder will move to the **Selected Folders** section.

![Select Panopto Folders](image)

**Figure 56**

6. Click the **Submit** button to save the changes.

![Save](image)

**Figure 57**

7. You will be returned to the **Configure Panopto Focus Course** screen where you can download the recorder or log out. Your Blackboard Course Folder will now be provisioned for use with Panopto.
**Downloading the Recorder**

If you wish to record a lecture from your home computer, you must first download the Panopto Focus Recorder to your home PC or Mac. **Note:** The recorder is already loaded on Towson issued machines.

1. Once your course has been provisioned, the option to download the recorder appears.
2. From the Create button, click the dropdown arrow and select **Record a new session**.

![Create button with options](image)

**Figure 58**

3. In the **Record a new session** window, click on the **Download Panopto** button.

![Download Panopto](image)

**Figure 59**

4. The application will be downloaded to the **Downloads** folder.

**Note:** Depending on the Operating System and Browser you use, the application may either download or immediately prompt you to install.
Installing the Software Installation Package

After the software application has downloaded, you will need to install it. Follow these steps to properly configure the software package.

1. All of the fields should be automatically filled in the Panopto Recorder Setup window. If you are missing the Panopto Web Server address, it is towsonu.hosted.panopto.com.

   ![Panopto Recorder Setup Window]

   Figure 60

2. Click Next and then click Install.

3. When the installation is complete, the Panopto Login window will appear.