Adding a Recording to a Content Area

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

1. From your course’s home screen, click Content Area.
2. From the Content screen, select Tools and choose Panopto Video Link from the menu dropdown.
3. Under the Select Panopto Folder section, choose the folder from the dropdown menu that has the recording.
4. Under the Select Panopto Lecture section, select the lecture from the dropdown menu.
5. When a video is selected for lecture, it’s title is automatically entered into the Title field. To change the title, type a new title in the Title box.
6. Enter a description. The description area can be used to provide instructions for students or a description of the recording.
7. Click the Submit button. You will be returned to the Insert Panopto Video screen. Click OK to return to the Content Area or folder.

Getting Help

Support and troubleshooting is available to you through a variety of means:

- Log your own support ticket with Panopto
- Email Panopto at support@panopto.com
- Call Panopto Support at 855-765-2341
- View the Panopto Knowledge base: support.panopto.com
- Create a service request though TechHelp for Towson University Specific questions

Panopto
Quick Reference Guide
First Steps

How Do I Get Started

To get up and running with Panopto, you must do the following:

1. You must have a Blackboard course site or community. If you do not, please refer to the Blackboard page on the TU website for more information (towson.edu/blackboard).
2. Provision (prepare and equip) your Blackboard Course or Community for use with Panopto (this is a one time process).
3. Download the Panopto Software.
4. Record an Instructional Session.
5. Add your completed recording to a content area in your course.

Provisioning Your Course (only needs to be done once)

1. Login to Blackboard (blackboard.towson.edu) with your NetID and Password.
2. Select the course you would like to provision.
3. Click Tools in your course menu.
4. Click the Panopto Content tool.

5. Click the Configure button.
6. Click the Add Course to Panopto button.
7. Click the OK button. The Provisioning process may take up to five minutes to complete.
8. Click Submit. You will be redirected back to the Panopto Content screen. You can safely exit out of Blackboard.

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Logging in and Setting Sources

Launching the Panopto Recorder
1. Click the Start Menu.
2. Click All Apps (or All Programs in previous versions of Windows).
3. Click the Panopto folder and then select Panopto.
4. The application will launch.
5. Type your Net ID in the USERNAME field and your Towson password in the PASSWORD field.
6. Click the Login button.

Setting a Primary Source
Prior to recording, you must select or disable an audio and/or video source from the Primary Source pane. The Primary Source determines the duration of your recording and is typically used for Video and/or Audio.
1. From the Video dropdown, select a video source. Alternatively, you may select None to disable video recording.
2. From the Audio dropdown, select an Audio source. The level of audio will appear on the levels monitor to the right of the video pane. Try to set the volume control so that the levels rise to but do not exceed the yellow section.
3. From the Quality dropdown, select Ultra to ensure the highest quality video is captured.

Setting a Secondary Source
You can add additional sources such as a whiteboard and document camera to be captured during the instructional capture process.
1. From the Secondary Sources panel, place a checkmark beside Capture PowerPoint if you wish to capture a PowerPoint presentation.
2. Uncheck the Capture Main Screen if you wish to disable screen recording (used when recording a PowerPoint lecture or a secondary screen only).
3. If other USB powered devices are plugged in and powered on, click the Add Another Video Source button to add these devices. You will be prompted to select the source from the available drop down menu.

Making a Recording

Recording an Instructional Session
Once your sources have been selected, you will need to select a folder on the Panopto server to record to.
1. Click the Folder dropdown arrow and select an online folder.
2. Beside the Name field, enter a name for the recording.
3. Click the Record button. Depending on what sources you have chosen, you will record audio, video and external sources. If you selected PowerPoint, your presentation will begin immediately.

Ending a Recording
1. To end a recording, press the F10 keyboard shortcut. The instructional recording will stop and the Recording Complete dialog box will appear.
Alternatively, you can click the Stop or Pause buttons from the Panopto Recorder. The instructional recording will stop and the Recording Complete dialog box will appear.
2. Click Upload to upload your recording to the Panopto server.

Using the Manage Recordings Tab
The Manage Recordings tab lists all of your recorded instructional sessions and their status.
1. Locate the session you want to view and click the View hyperlink.
2. A browser window will launch and the recorded session will appear. Here you can add comments, edit, move it to different folders and share your presentation with other people.