



# Basics of Panopto for Module Teaching

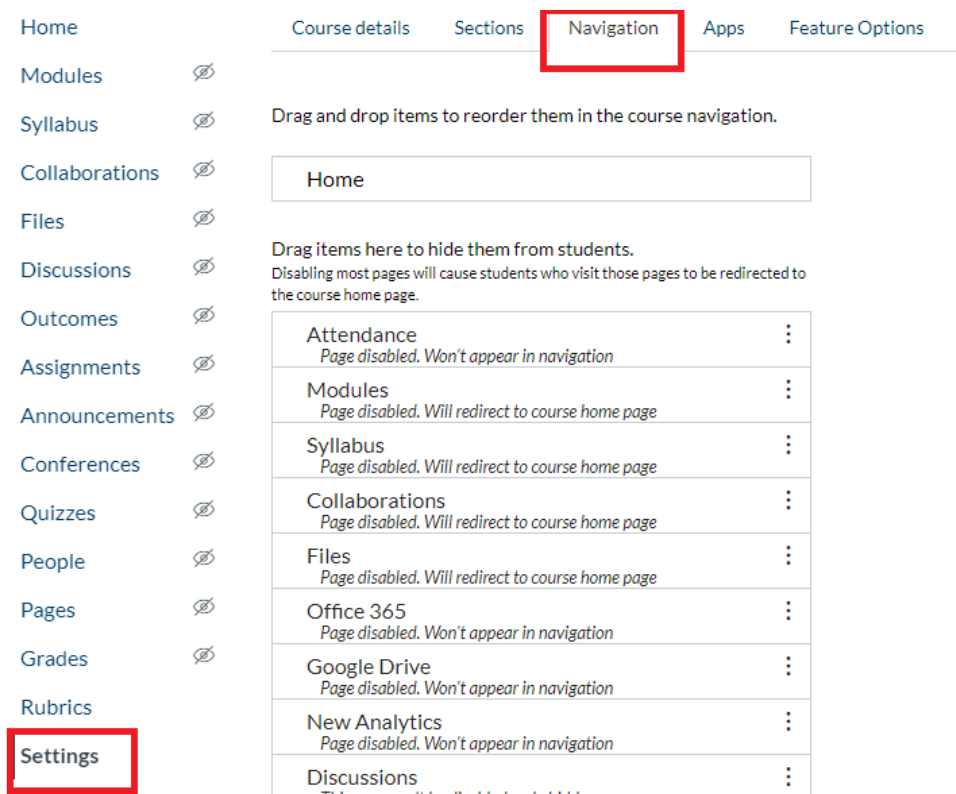
(Windows)

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# Install


**Step 1.** Navigate to the Canvas course for which you would like to record your session. From the course menu, click Settings>Navigation.





Home      Course details    Sections    **Navigation**    Apps    Feature Options


Modules 



Syllabus  Drag and drop items to reorder them in the course navigation.



Collaborations  Home



Files 



Discussions  Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.



Outcomes 



Assignments  Attendance   
*Page disabled. Won't appear in navigation*



Announcements  Modules   
*Page disabled. Will redirect to course home page*



Conferences  Syllabus   
*Page disabled. Will redirect to course home page*



Quizzes  Collaborations   
*Page disabled. Will redirect to course home page*

People  Files   
*Page disabled. Will redirect to course home page*

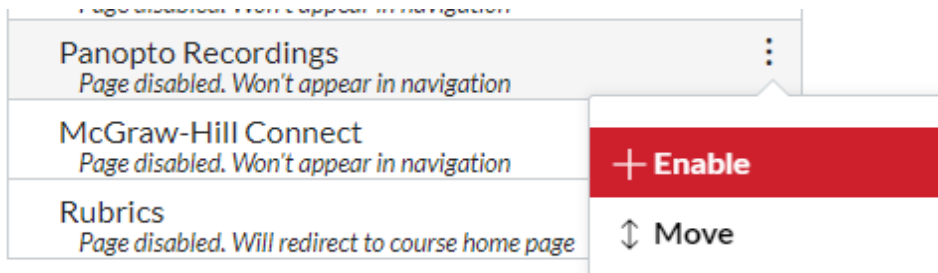
Pages  Office 365   
*Page disabled. Won't appear in navigation*

Grades  Google Drive   
*Page disabled. Won't appear in navigation*

Rubrics  New Analytics   
*Page disabled. Won't appear in navigation*

**Settings**  Discussions   
*This page can't be disabled, only hidden*

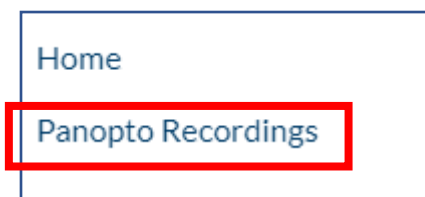
**Step 2.** Next to ‘Panopto Recordings’ select [Enable](#)



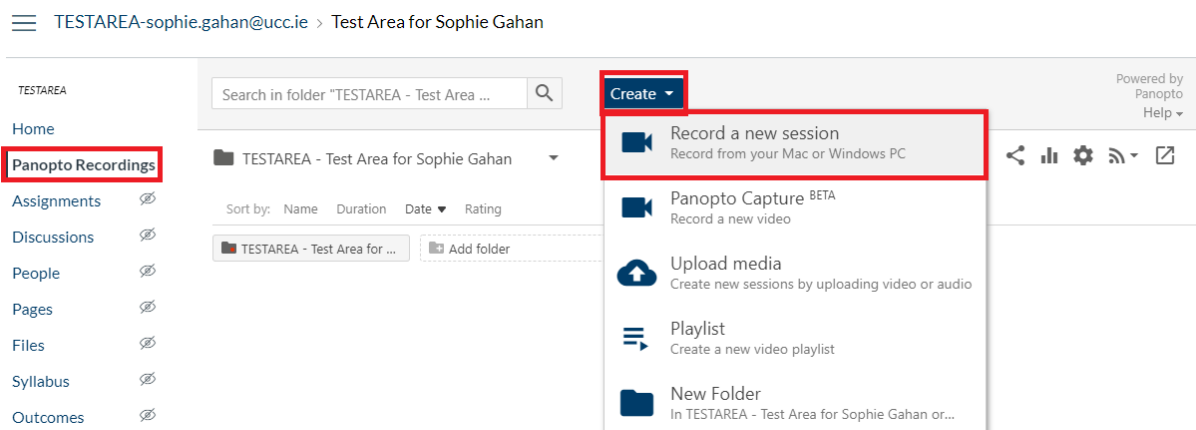
**Step 3.** Press Save



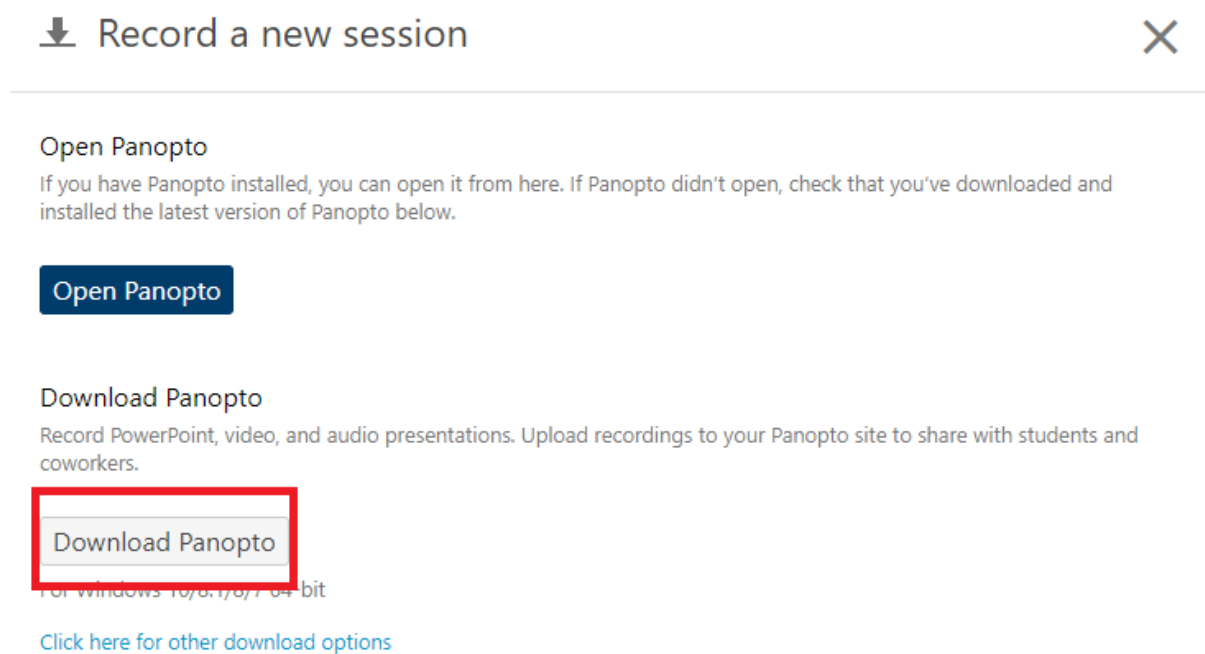
**Step 4.** The ‘Panopto Recordings’ link will now display as visible in your menu. Click into this area.



**Step 5.** From the ‘Panopto Recordings’ area, press Create> Record a New Session.



**Step 6.** Press ‘Download Panopto.’ **Note:** If using Windows 7, select ‘Other Download Options.’



↓ Record a new session ×

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**Open Panopto**

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

**Open Panopto**

**Download Panopto**

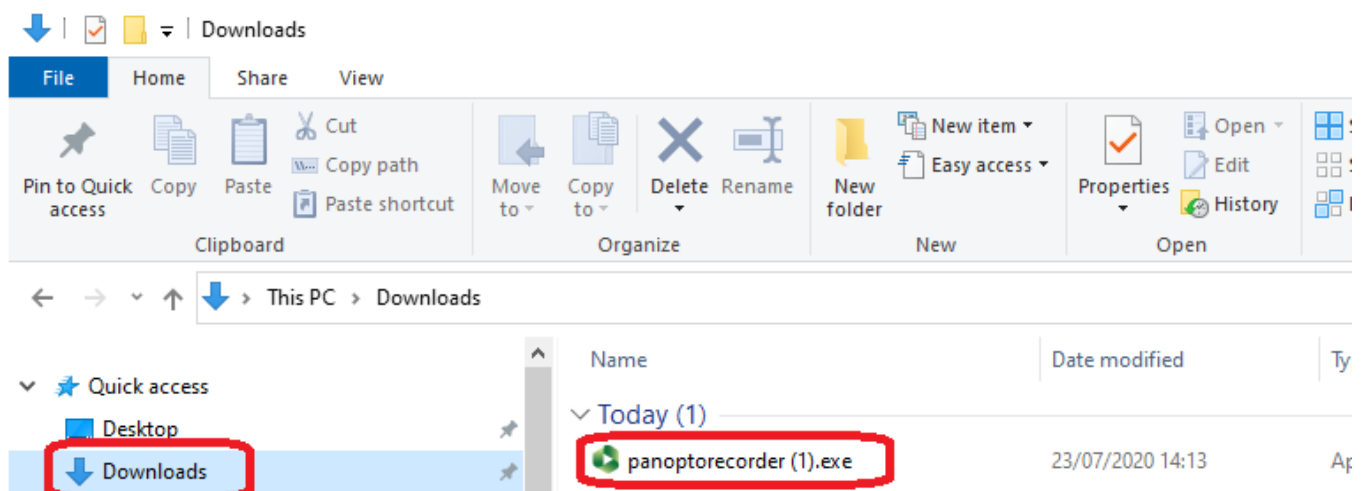
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

**Download Panopto**

For windows 10/8.1/8/7 64-bit

[Click here for other download options](#)

**Step .** The recorder will download to your PC. From the [Downloads area](#), double click the icon of the recorder.



↓ | | | Downloads

**File** Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

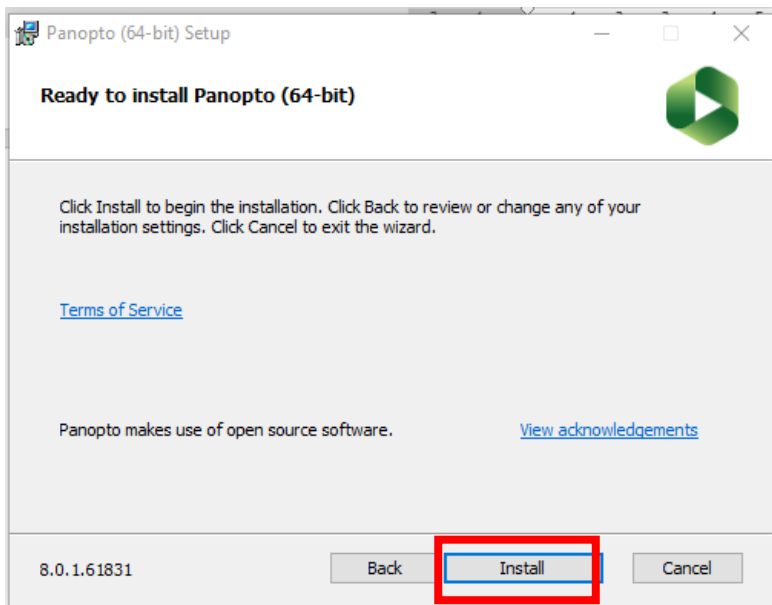
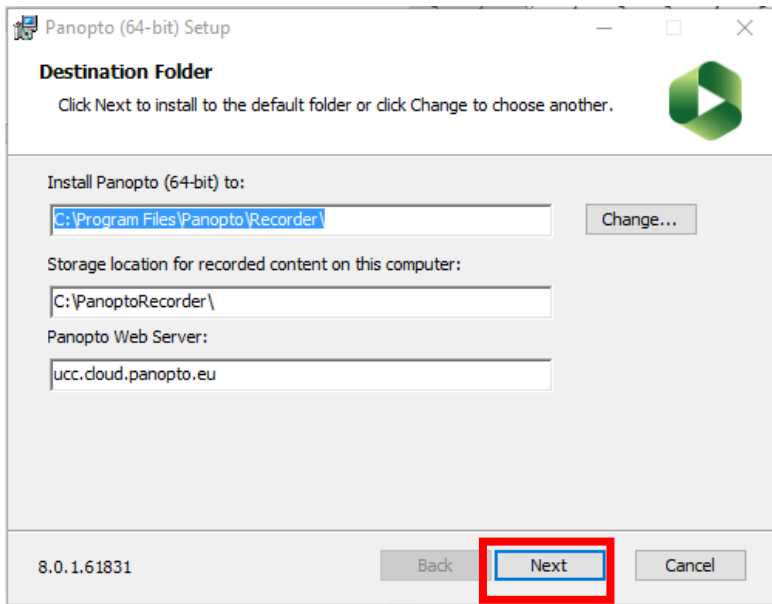
New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

← → ↑ ↓ > This PC > Downloads

Quick access	Name	Date modified	Type
Desktop			
<b>Downloads</b>	<b>panoptorecorder (1).exe</b>	23/07/2020 14:13	Ap

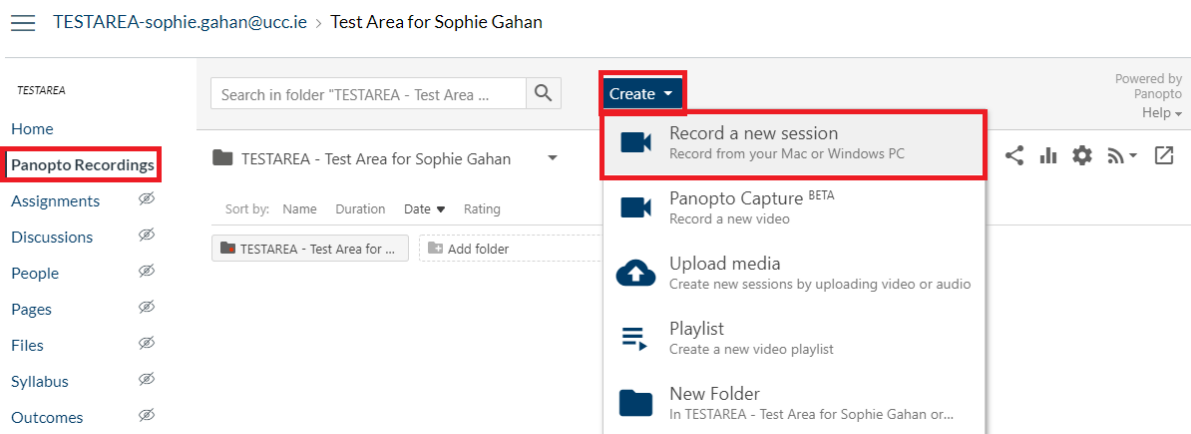
**Step .** Press Next and [Install](#)



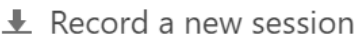

# Record

Once you have followed the above steps to install Panopto, you can launch the [recorder](#) from your desktop shortcut or from Canvas at any time. The following steps outline how to launch the recorder from Canvas.

**Step 1.** From the ‘Panopto Recordings’ area, press Create> Record a New Session.




**Step 2.** Select ‘Open Panopto.’

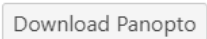
 

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**Open Panopto**  
If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

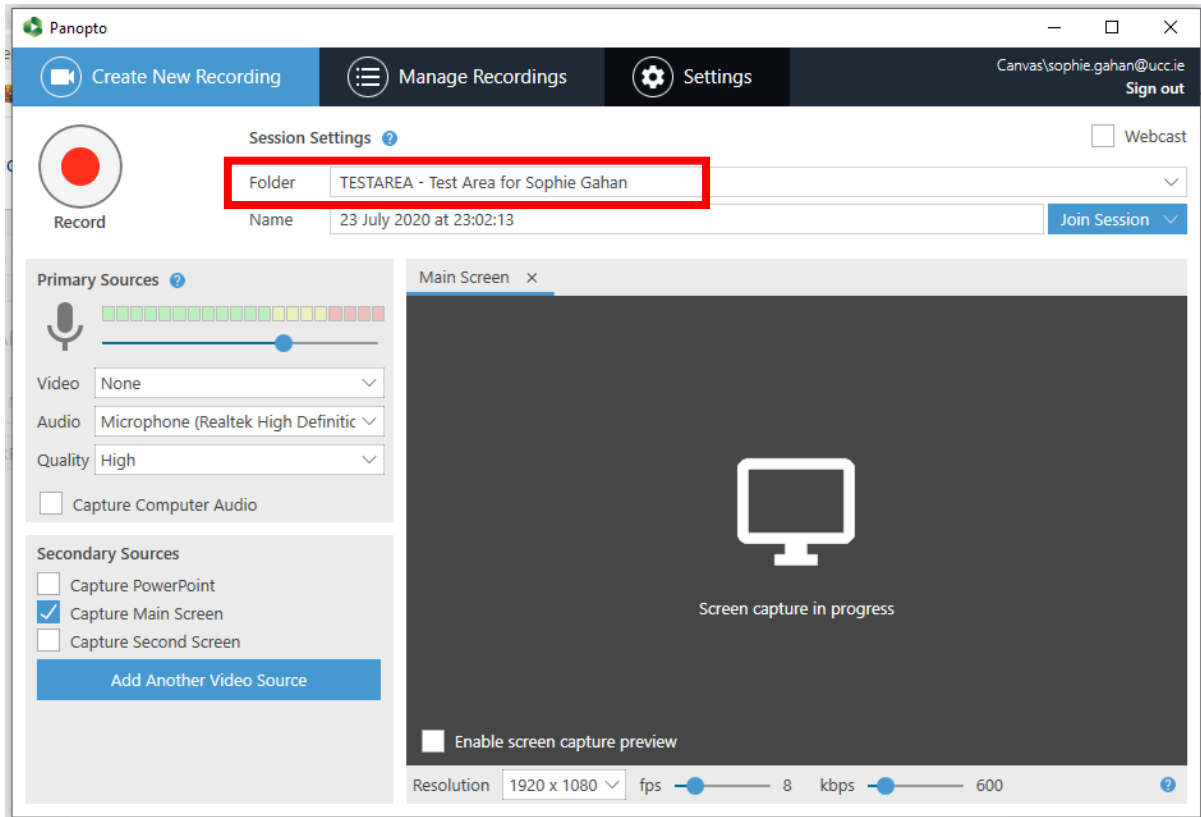


**Download Panopto**  
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

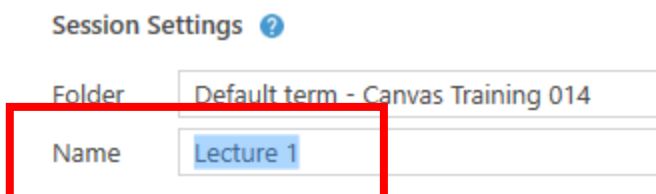


For Windows 10/8.1/8/7 64-bit  
[Click here for other download options](#)

The recorder will launch and will look as follows. Notice that the folder details will autofill as the Canvas course from which you just launched the recorder.



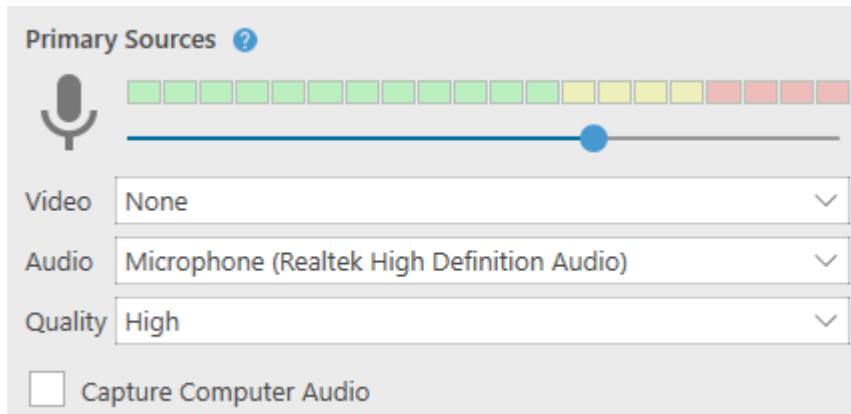
### Step 3. Give the presentation a title





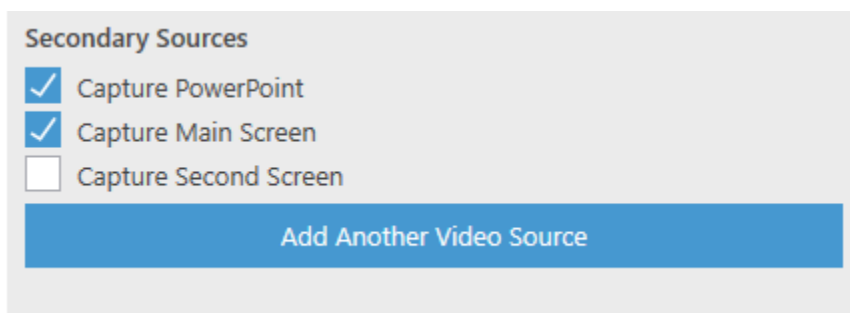
**Step 4.** Select your video and audio sources, also known as **Primary Sources**.

**Note:** The word ‘video’ here means your webcam. If you do not wish to be seen in the presentation select ‘none.’



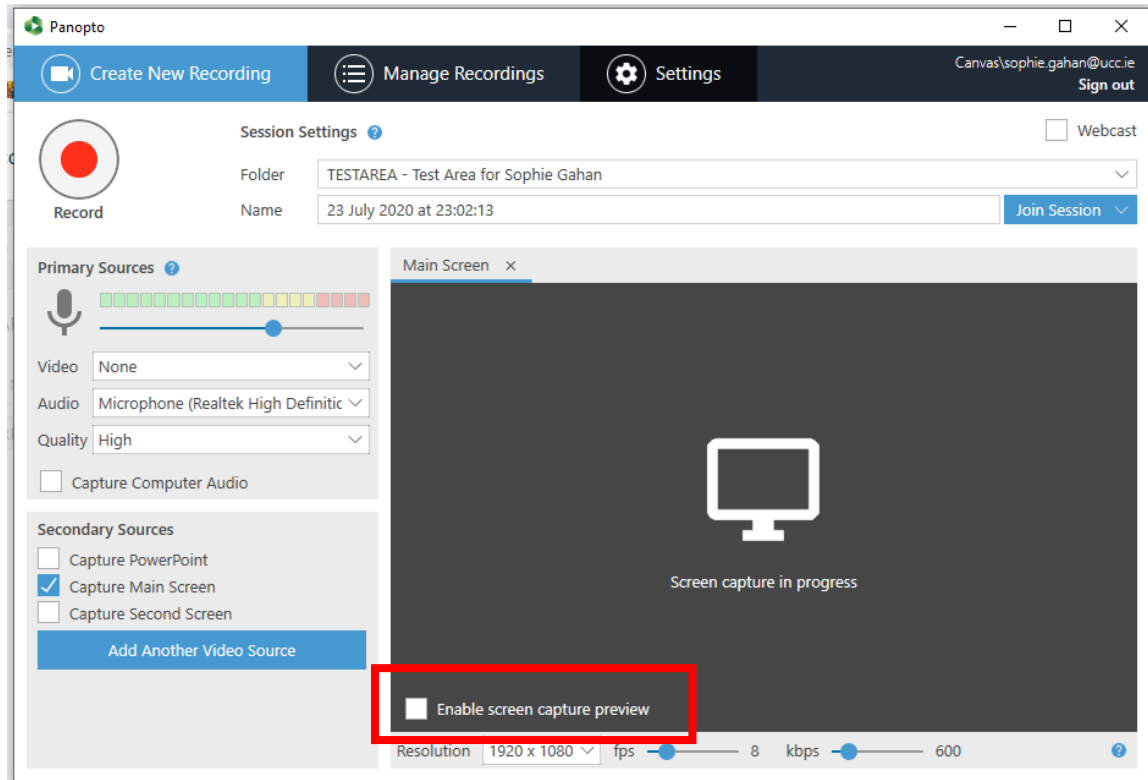
The screenshot shows the 'Primary Sources' configuration panel. At the top, there is a microphone icon and a row of 15 colored squares (10 green, 5 yellow, 0 red) representing a video status indicator. Below this is a volume slider. The 'Video' dropdown menu is set to 'None'. The 'Audio' dropdown menu is set to 'Microphone (Realtek High Definition Audio)'. The 'Quality' dropdown menu is set to 'High'. At the bottom, there is an unchecked checkbox labeled 'Capture Computer Audio'.

**Step 5.** Select your **Secondary Sources**. This is where you decide what material you are presenting eg a PowerPoint and/or your desktop.

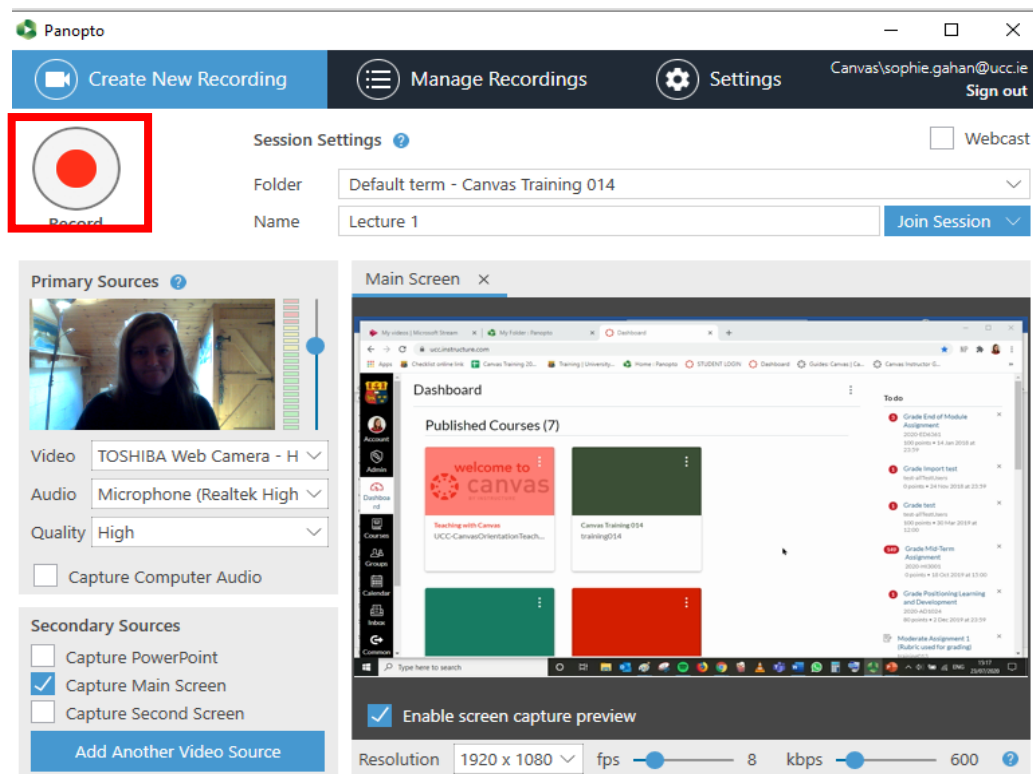


The screenshot shows the 'Secondary Sources' configuration panel. It contains three checkboxes: 'Capture PowerPoint' (checked), 'Capture Main Screen' (checked), and 'Capture Second Screen' (unchecked). Below the checkboxes is a blue button labeled 'Add Another Video Source'.

**Note:** If recording your entire screen, it is useful to select 'Enable screen capture preview.'

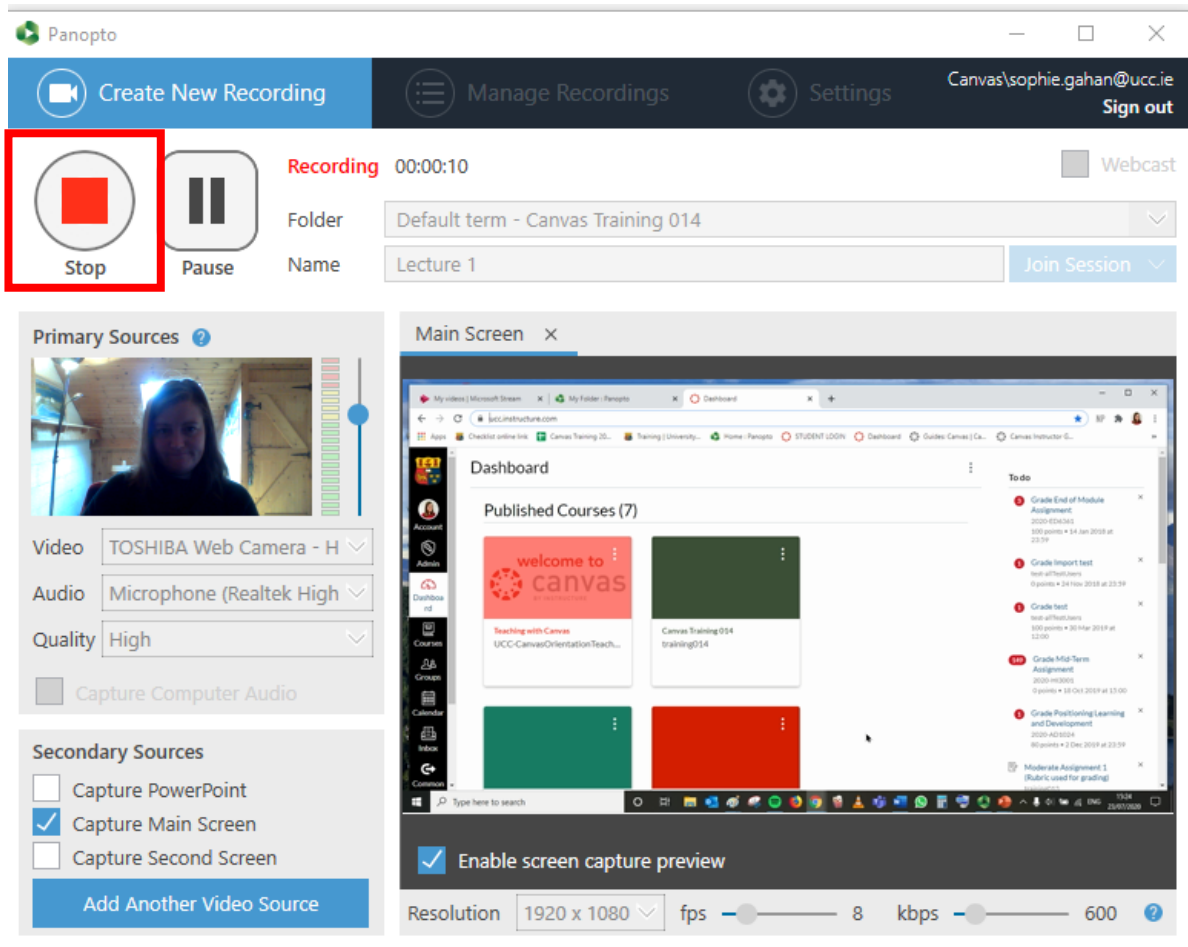


## Step 6. Press Record



**Note:** In the above example I am capturing the [Main Screen](#) on my PC, in this case the browser window. If you select 'Capture PowerPoint' you will be invited to browse for the PowerPoint on your computer. When you press Record, the PowerPoint will open in Slideshow Mode and take over the screen. Simply click through your slides, narrate, and Panopto will record it all. If you would prefer to see Panopto whilst recording, use 'Capture Main Screen' only, and open your PowerPoint from the desktop.

## Step 7. When you are finished press Stop

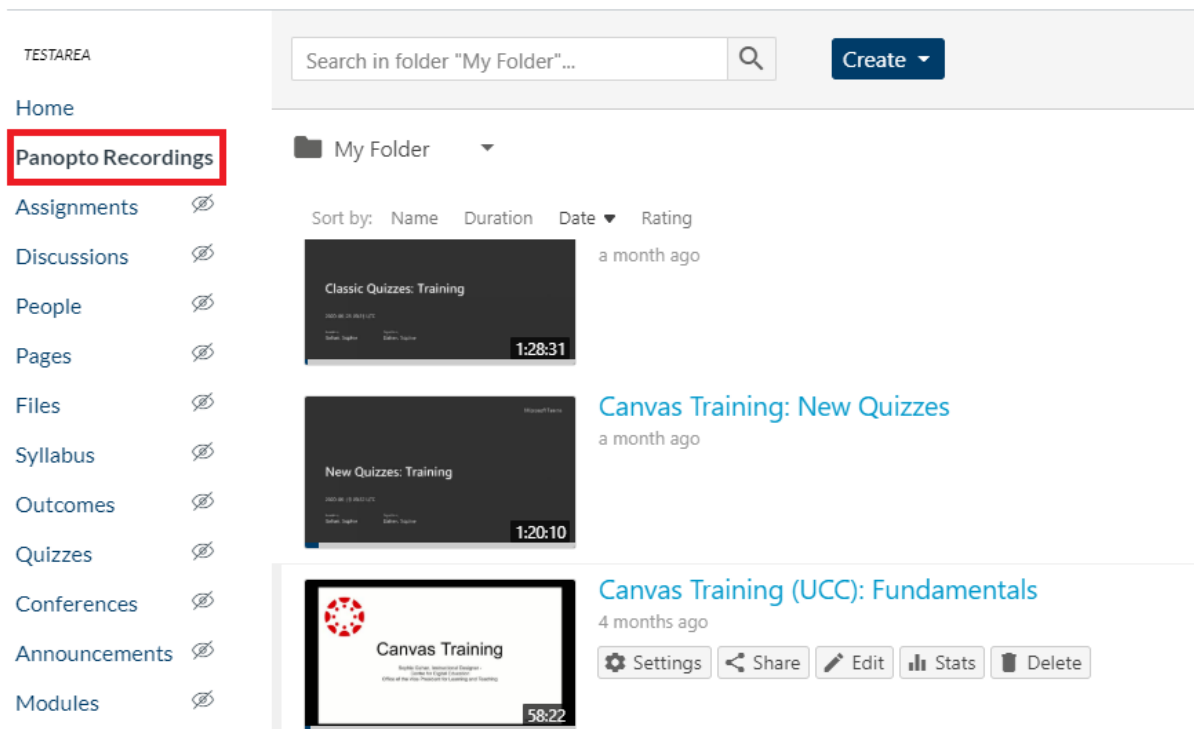


The screenshot shows the Panopto recording interface. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'Canvas\sophie.gahan@ucc.ie' and has a 'Sign out' button. The main recording controls are in the top left, with a red box highlighting the 'Stop' button (a red square inside a circle) and the 'Pause' button (two vertical bars). The recording status is 'Recording' with a timer at '00:00:10'. Below these are fields for 'Folder' (Default term - Canvas Training 014) and 'Name' (Lecture 1), along with a 'Join Session' button. The interface is divided into 'Primary Sources' and 'Secondary Sources'. The 'Primary Sources' section includes a video preview of a person, and dropdown menus for 'Video' (TOSHIBA Web Camera - H), 'Audio' (Microphone (Realtek High)), and 'Quality' (High). There is also a checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint', 'Capture Main Screen' (checked), and 'Capture Second Screen'. A blue button 'Add Another Video Source' is at the bottom. The 'Main Screen' preview shows a Windows desktop with a 'Dashboard' window open, displaying 'Published Courses (7)' and a 'To do' list. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (8), and 'kbps' (600). A checkbox 'Enable screen capture preview' is checked.

# Edit

## Step 1. Navigate to your 'Panopto Recordings' folder in Canvas

☰ TESTAREA-sophie.gahan@ucc.ie > Test Area for Sophie Gahan



TESTAREA

Search in folder "My Folder"...

Create

Home

**Panopto Recordings**

Assignments

Discussions

People

Pages

Files

Syllabus

Outcomes

Quizzes

Conferences

Announcements

Modules

My Folder

Sort by: Name Duration Date Rating

Classic Quizzes: Training  
a month ago  
1:28:31

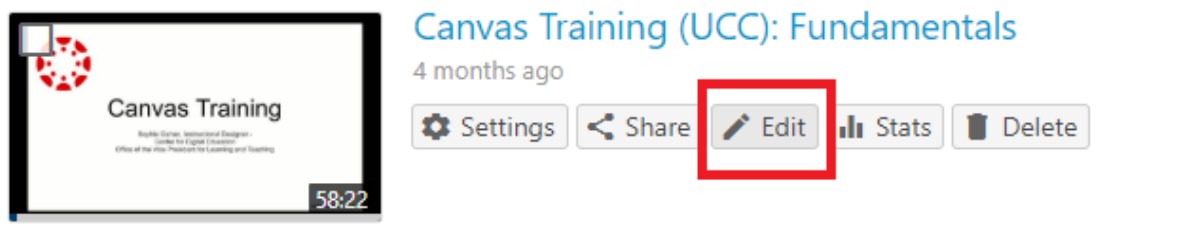
New Quizzes: Training  
a month ago  
1:20:10

Canvas Training: New Quizzes  
a month ago

Canvas Training (UCC): Fundamentals  
4 months ago

Settings Share Edit Stats Delete

## Step 3. Hover over the video you want to change and select 'Edit.'

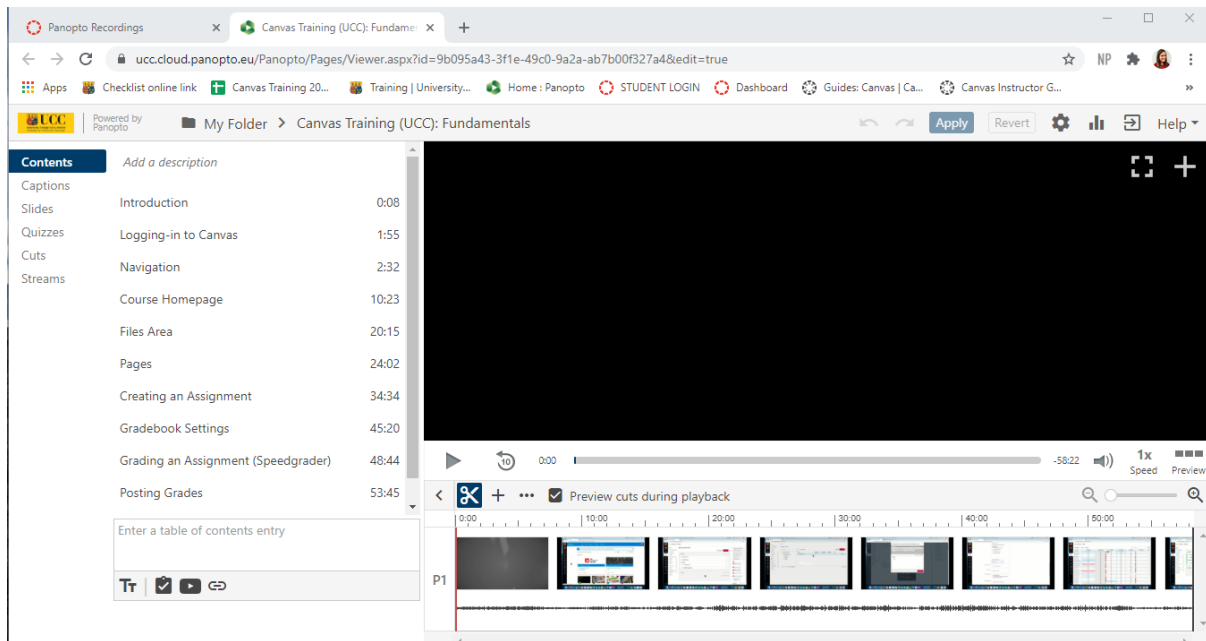


Canvas Training (UCC): Fundamentals

4 months ago

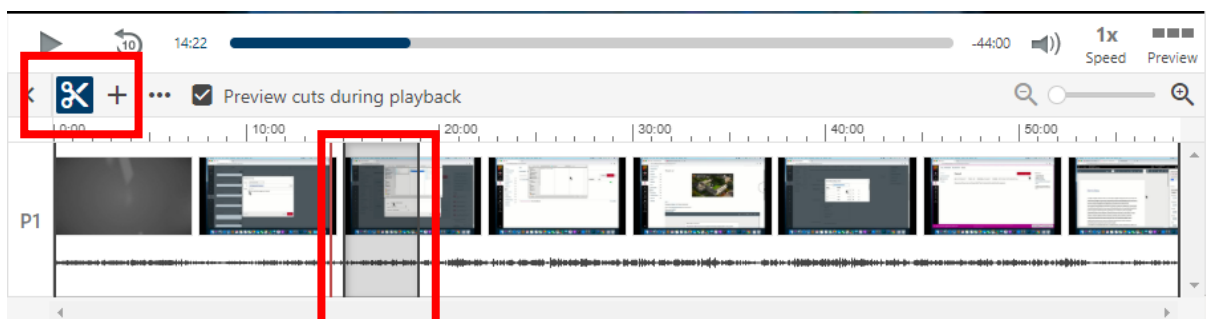
Settings Share **Edit** Stats Delete

The editor will launch and will look as follows:

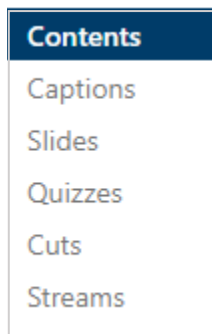


**Step 4.** To remove snippets from your recording, navigate to that area on the video timeline. Press the scissors icon. Press and hold on the [timeline](#) and drag the grey bar.

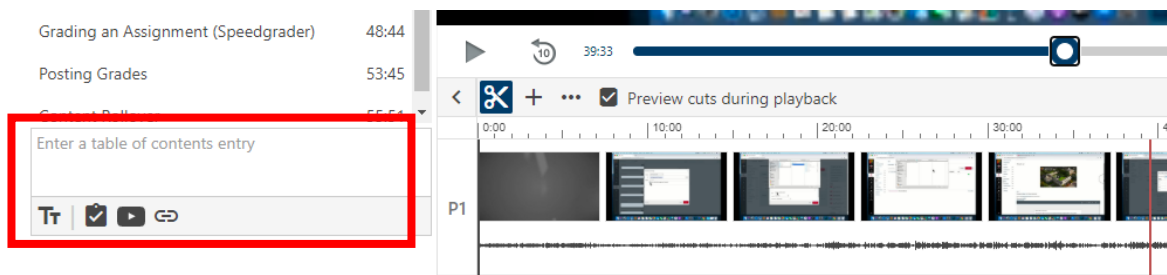
**Tip:** Do not click into the area that has the timings when selecting parts of the clip. See tutorial [here](#).



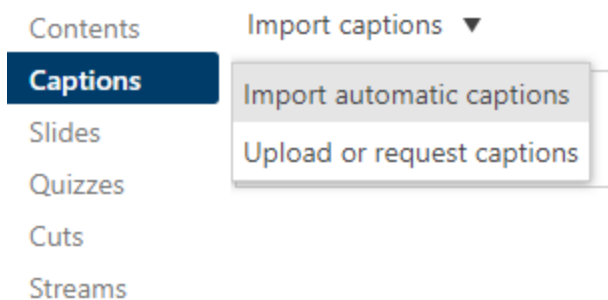
**Step 5.** To add a Table of Contents, first make sure you are clicked into **Contents** on the left.



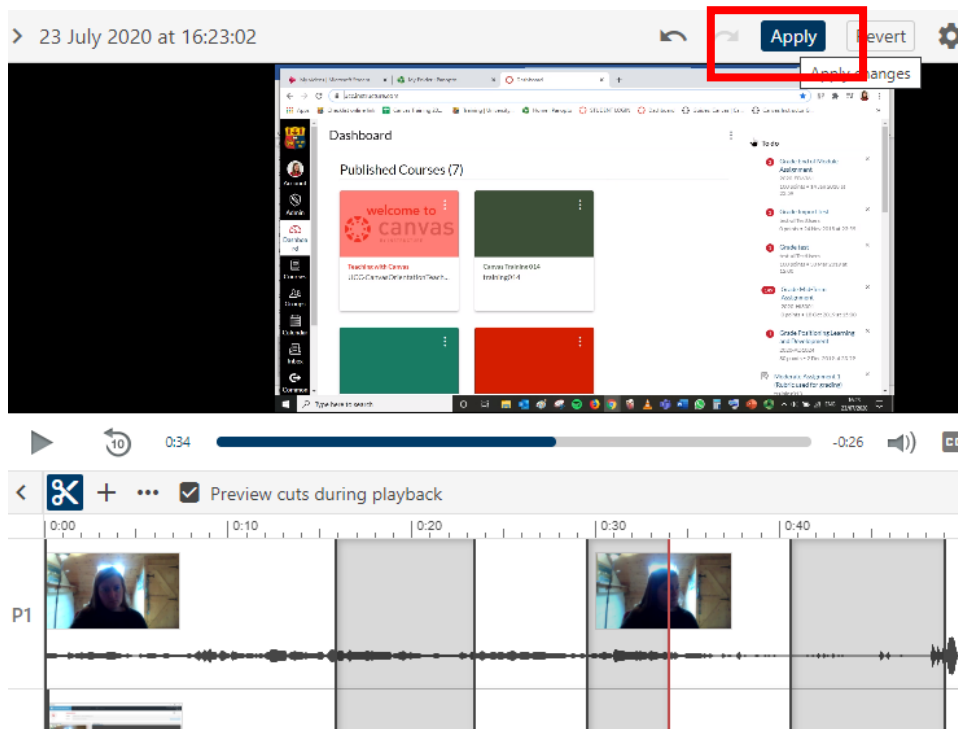
Then simply type the section title into the Contents area. Tutorial [here](#).



**Step 5.** Enable captions by selecting **Captions** from the menu on the left and 'Automatic Captions.' Tutorial [here](#).



**Step 6.** When you are done editing, press **Apply** at the top of the editing window. **Note:** All the parts that you cut from the video remain in-situ in grey highlight, do not expect these to disappear after pressing apply.



You can close the editor while the changes are saving. The changes may take several minutes to process.



# Share

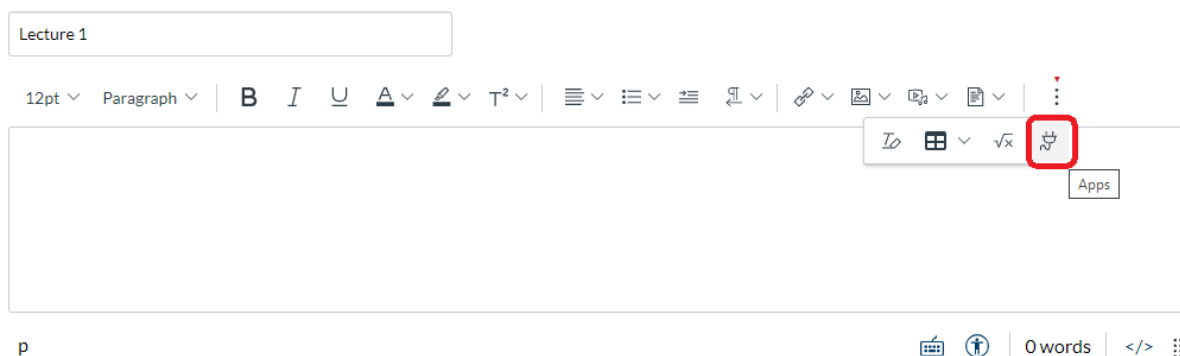
You can share your video in several ways:

1. Providing access to your 'Panopto Recordings' folder in the Canvas Menu (as seen under Install>Steps1-4 above).
2. Embedding it in a particular piece of Canvas content.
3. Sending a link to others.
4. Embedding it in a webpage.
5. Downloading as an MP4.

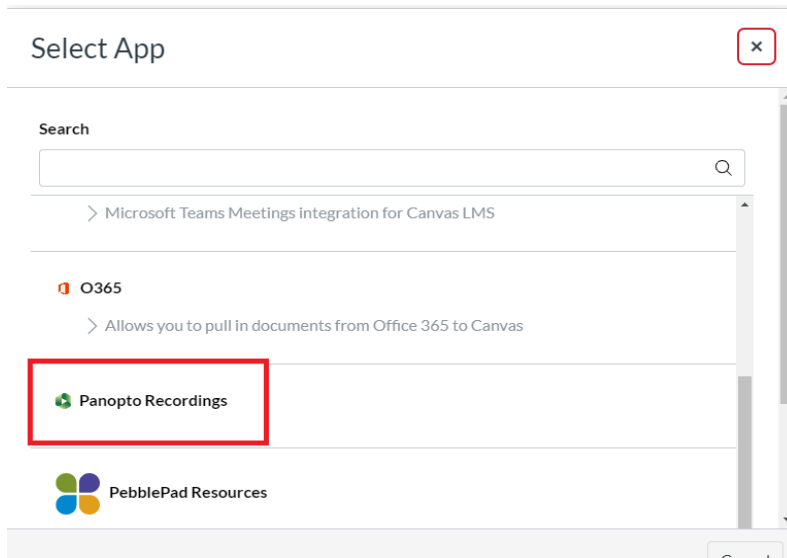
- **Embedding in Canvas Content**

You can [embed](#) your Panopto videos in any area of Canvas that contains the **Rich Content Editor** i.e Pages, Assignments, Quizzes, Discussion Boards, Announcements and The Syllabus.

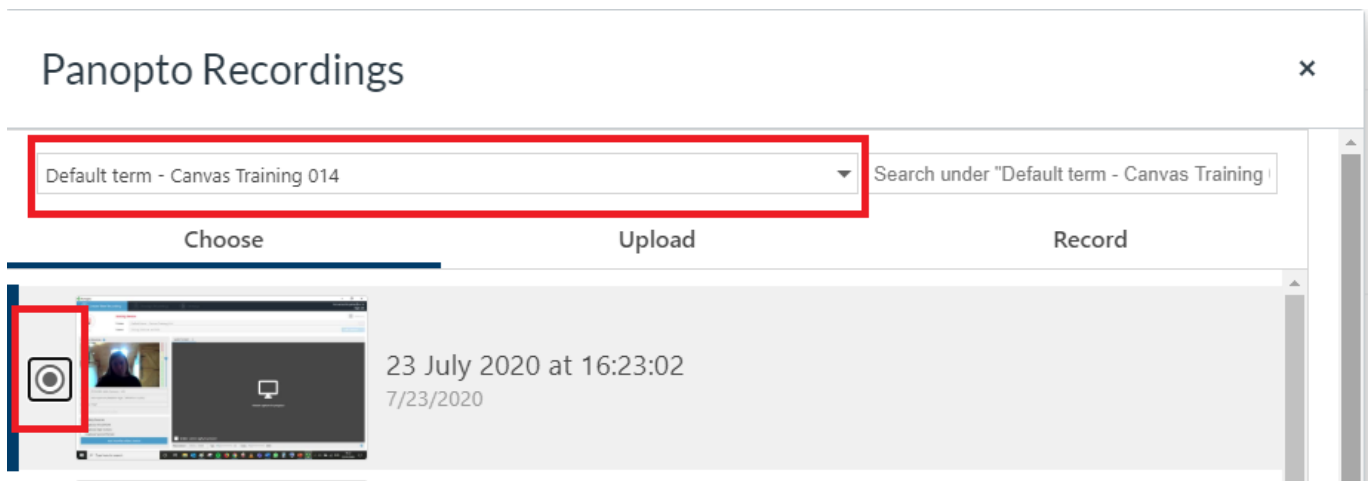
## Step 1. Press the apps icon in the Rich Content Editor



## Step 2. Select Panopto Recordings



## Step 3. Navigate to the folder and video that you need

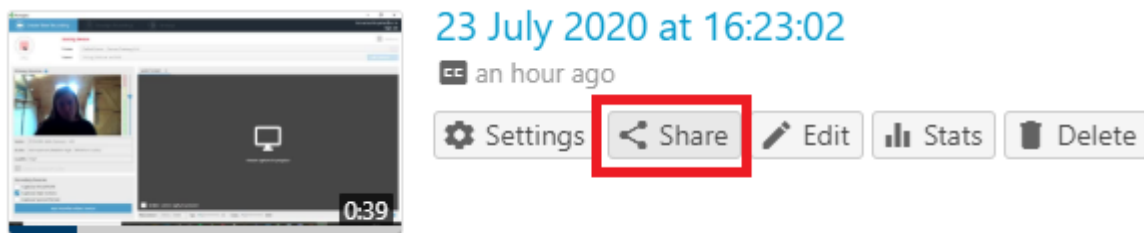


## Step 4. Press Insert



- **Sending a link to others**

**Step 1.** Navigate to your video under ‘Panopto Recordings’ in Canvas. Hover over the video and select **Share**.



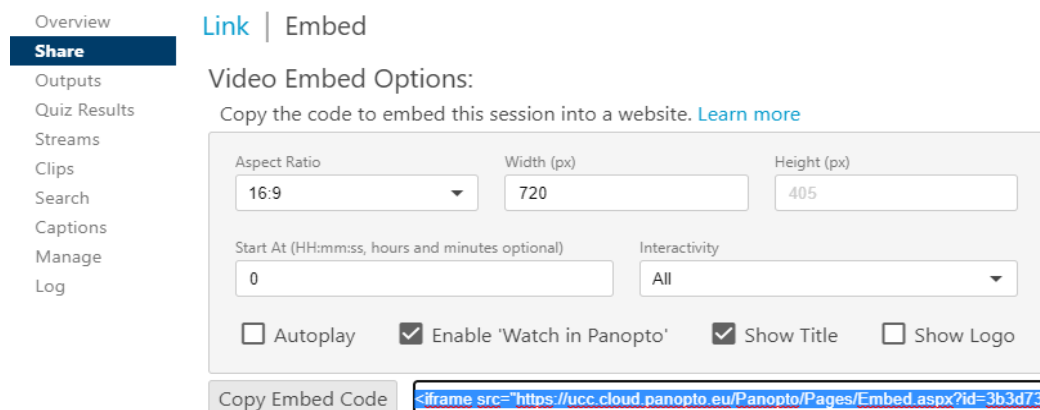
**Step 2.** Copy the link



- **Embedding it in a webpage**

**Step 1.** Copy Step 1 above.

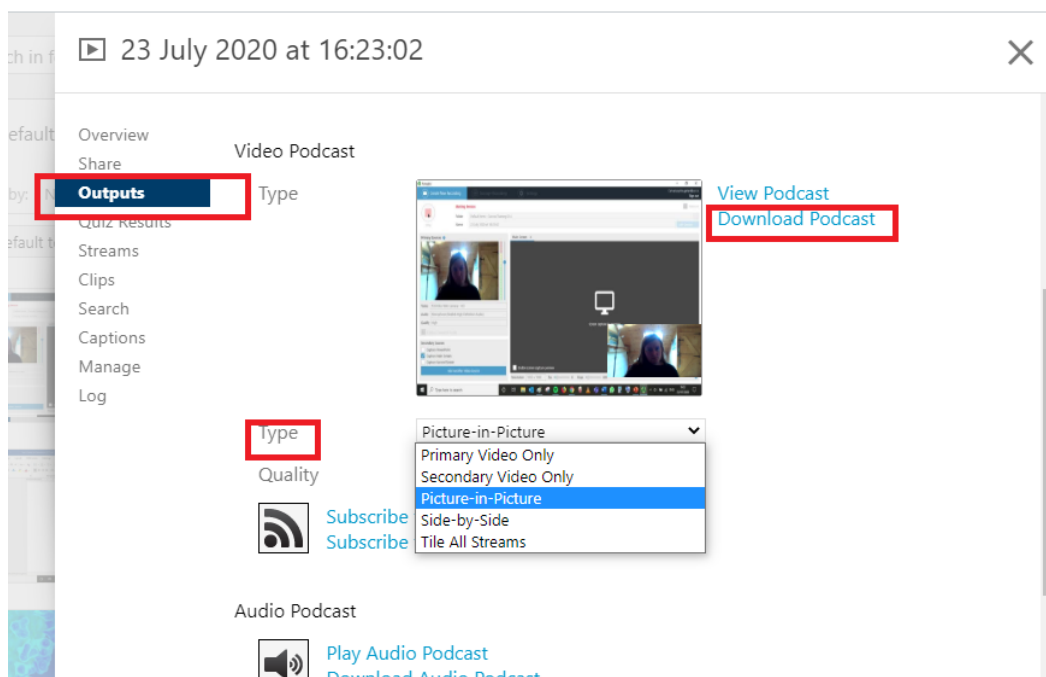
**Step 2.** Select **Embed** and copy the iframe code. This code can be inserted in the html area of your website.



- **Downloading as an MP4**

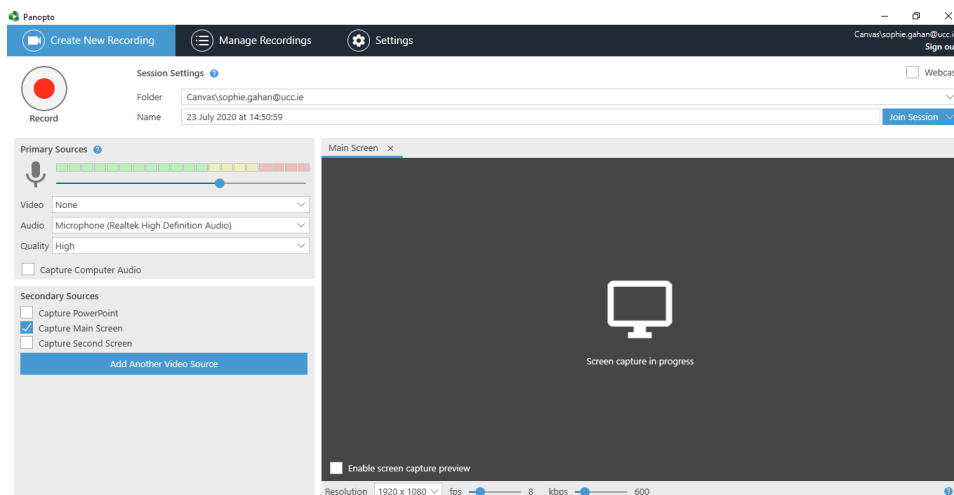
**Step 1.** Copy Step 1 above.

**Step 2.** Select **Outputs**. Choose how the video will display in the MP4 under 'Type.' Select 'Download Podcast.'



# Glossary

- **Embed:** In regards to a video – this means creating a small preview of a video, that sits within a webpage, and can be played from there.
- **Enable:** Make active.
- **Install:** Download to your laptop or PC.
- **Main Screen:** Anything that you have open on your desktop eg a browser window or document.
- **Recorder:** The place where you record your presentations.



- **Primary Source:** Where you can enable a video recording of the presenter i.e your webcam.
- **Secondary Source:** The presentation you want to record.
- **Video Timeline:** The strip with the image of a soundwave at the bottom of the editor.

# Resources

- [The AVMS support page UCC](#)
  - Email: [panoptosupport@ucc.ie](mailto:panoptosupport@ucc.ie)
- [Panopto Documentation](#)
- [Panopto Video Tutorials](#)